

ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 16 March 2006 at 4.00 pm.

Present: Councillors ALEX KING, RON SCRIMGEOUR, SHEENA WELSH (substitute for JACK GIBB), IAN MACKINTOSH, GLENNIS MIDDLETON, IAIN GAUL (substitute for Provost BILL MIDDLETON), STEWART McGLYNN (substitute for ROB MURRAY), PETER MURPHY, ROBERT MYLES, PETER NIELD, GEORGE NORRIE MBE, HELEN OSWALD, BILL ROBERTON, MARK SALMOND and DAVID SELFRIDGE.

Apologies: Apologies for absence were intimated on behalf of Councillors JACK GIBB, Provost BILL MIDDLETON and ROB MURRAY.

Councillor KING, Convener in the Chair.

1. DECLARATIONS OF INTEREST

Councillor King declared an interest in item 29 as a member of the Arbroath Abbey Pageant Society.

Councillor Gaul declared an interest in item 20 as a Council appointed Trustee of Eassie and Nevay Hall.

Councillor Norrie declared an interest in item 20 as a Council appointee to the Friends of William Lamb Studio.

2. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 2 February 2006](#) was approved as a correct record and signed by the Convener.

(b) Central Consultative Committee

The [minute of meeting of the Central Consultative Committee of 9 February 2006](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

(c) Appeals Sub-Committee

The [minute of meeting of the Appeals Sub-Committee of 20 February 2006](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX II**).

(d) Executive Sub-Committee

The [minute of meeting of the Executive Sub-Committee of 6 March 2006](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX III**).

3. PROPERTY RENEWAL AND REPAIR FUND - UPDATE OF FUNDING ARRANGEMENTS AND PLANNED PROGRAMME OF URGENT REPAIRS

With reference to Article 16 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 356/06](#) by the Director of Property Services advising on the next phase of programmes of urgent repairs to be undertaken utilising the Property Renewal and Repair Fund.

The Report indicated that the programme of urgent repairs detailed in the Report should be undertaken timeously to ensure that the properties concerned were brought up to standard at the earliest possible date.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the next phase of planned programme work for the execution of urgent property repairs, at an estimated cost of £297,700, from the Property Renewal and Repair Fund.

4. ACCESS FOR THE DISABLED ADAPTATIONS PROGRAMME - PHASE 5

With reference to Article 14 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 357/06](#) by the Director of Property Services seeking approval to the provision of supplementary funding from the Property Renewal and Repair Fund to enable the fifth phase of an extensive programme of adaptations in non-housing properties to be undertaken, at an estimated cost of £301,000.

The Report indicated that the Disability Discrimination Act 1995 placed a responsibility on the Council to take appropriate measures to ensure, so far as was practicable, equality of access to Council services for all members of the community with a disability and a need to undertake accessibility adaptations to Council non-housing properties as part of these measures had been identified.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve a bid for supplementary funding in the sum of £301,000 from the Property Renewal and Repair Fund in 2006/2007 for Phase 5 of an access for the disabled adaptations programme; and
- (iii) to instruct the Director of Property Services to progress these adaptations and submit further reports detailing later phases of this programme.

5. ENERGY AND ENVIRONMENTAL CONSERVATION SPEND TO SAVE 2006/2007 PROGRAMME

With reference to Article 11 of the minute of meeting of this Committee of 1 September 2005, there was submitted [Report No 358/06](#) by the Director of Property Services seeking approval to the provision of supplementary funding from the Property Renewal and Repair Fund to undertake the first phase of a programme of "Spend to Save" energy efficiency projects in support of the Council's energy management strategy, at an estimated cost of £50,000.

The Committee agreed:-

- (i) to note the first phase of a programme of "Spend to Save" energy efficiency projects planned for 2006/2007, as detailed in the Report; and
- (ii) to approve a bid for supplementary funding in the sum of £50,000 from the Property Renewal and Repair Fund, 2006/2007.

6. ENERGY EFFICIENCY INITIATIVE FUND - PHASE 4 OF INVEST TO SAVE PROJECTS

With reference to Article 10 of the minute of meeting of this Committee of 1 September 2005, there was submitted [Report No 359/06](#) by the Director of Property Services advising members of the second phase of programmes of energy "Invest to Save" projects to be undertaken utilising the Energy Efficiency Initiative fund.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the fourth phase of "Invest to Save" projects, at an estimated cost of £113,500 from the Energy Efficiency Initiative fund in 2005/2006 and 2006/2007;

- (iii) to note the decommitment of £58,700 from the Fund and the transfer of £34,000 from the 2005/2006 "Spend to Save" programme; and
- (iv) to note that the forecast annual savings of £28,315 would be retained by the Council with a proportion of the energy bill savings being used to repay the initial investment by flowing back into the Fund.

7. PROPERTY TRANSACTIONS

With reference to Article 17 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 360/06](#) by the Director of Property Services advising of the outcome of negotiations for lease renewals, rent reviews, acquisitions and compensation claims.

The Committee agreed to note and approve the conclusion of negotiations for the transactions as detailed in Appendices 1, 2, 3 and 4 of the Report.

8. SALE OF ST JAMES HOUSE, FORFAR

With reference to Article 7 of the minute of meeting of this Committee of 20 October 2005, there was submitted [Report No 361/06](#) by the Director of Property Services outlining the current position with regard to negotiations for the sale of St James House and seeking approval to the general principles of the proposals outlined in the Report.

The Report indicated that the proposals were the best available to protect the Council's interests and rejection of these would cause the collapse of this particular transaction.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to accept that:-
 - the purchasers be authorised to assign the missives on the basis referred to in the Report;
 - on completion the purchasers would pay the sum of £1.51million to the Council;
 - the balance of £300,000 would be placed on deposit receipt in the joint names of the Council and the developers;
 - further negotiations would take place between the Council and the developers to agree on exactly which works, if any, could be charged to this balance, method of arbitration to settle any disputes/disagreements, length of time this condition would apply, method of releasing any unspent balances, etc; and
- (iii) to instruct the Director of Law and Administration and the Director of Property Services to submit a further report to this Committee in due course.

9. REPLACEMENT OF NEWTYLE PRIMARY SCHOOL - TENDER LIST

With reference to Article 3 of the minute of meeting of the Council of 9 February 2006, there was submitted [Report No 363/06](#) by the Director of Property Services listing contractors who it was proposed be invited to tender for the above project.

The Report indicated that each firm had been asked to supply information, or had been checked using Constructionline, on its history, capability and present and future commitment.

The Committee agreed to invite the following four contractors to tender, subject to any financial assessments as required by the Acting Director of Finance in consultation with the Director of Property Services:-

Mansell, Aberdeen
 Muirfield (Contracts) Ltd., Dundee
 Robertson Construction Eastern Limited, Aberdeen
 Stewart Milne Construction, Aberdeen

Reserve:

Torith Ltd., St Andrews.

10. REVIEW OF COMMON GOOD RENTS

The Committee agreed to defer consideration of this item.

11. STRATEGIC PARTNERING FRAMEWORK AGREEMENT 2006-2009

With reference to Article 35 of the minute of meeting of this Committee of 2 December 2004, there was submitted [Report No 365/06](#) by the Director of Property Services advising members of the procedures adopted for selection together with a recommendation to enter into a Strategic Partnering Framework Agreement with two contractors.

The Committee, for its interest, agreed:-

- (i) to note the satisfactory outcome of the selection process and approve a Strategic Partnering Framework Agreement with Muirfield (Contracts) Ltd and Mansell, both Dundee, over a three year period;
- (ii) to approve the selection of two initial projects deemed suitable for partnering and that Property Services commence formal negotiations with Muirfield Ltd on the alterations and extension to Tealing Primary School, Phase 2 and with Mansell on the refurbishment and extension to Montrose Academy;
- (iii) to note that the outcome of these negotiations would be reported to this Committee for approval; and
- (iv) to note that further negotiations for future projects would also be reported to this Committee for approval.

12. URGENT REPAIR AND JOBBING CONTRACTS - FLOOR COVERING WORKS - NEGOTIATED CONTRACT

There was submitted [Report No 366/06](#) by the Director of Property Services seeking approval of exemption from the requirements of Financial Regulations to permit a negotiated contract to be accepted.

The Report indicated that two contractors had originally been appointed to undertake floor covering works throughout Angus but both had now submitted a notification of intention to determine the contracts.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve acceptance of a negotiated contract as a matter of urgency in accordance with paragraph 16.3.2(a) of the Financial Regulations;
- (iii) to note that the anticipated cost of workload from acceptance of the contract to 31 March 2007 exceeded the permitted cumulative limit for exempt contracts and delegated authority level of the Exemptions Co-ordinator, which was set at £30,000, in terms of Appendices 1 and 2 of the Regulations; and
- (iv) to approve acceptance of the contract, notwithstanding the exceeding of these limits, in view of the circumstances.

13. **INTEGRA FINANCIAL MANAGEMENT SYSTEM UPGRADE**

There was submitted [Joint Report No 367/06](#) by the Acting Director of Finance and the Director of Information Technology recommending acceptance of a quotation to enable the required upgrade of the Integra application and the allocation of the sum of £50,203 from the Information Technology Renewal and Repair Fund.

The Report indicated that the Integra Financial Management System software required to be upgraded to the latest version as the current version would soon not be supported by its supplier.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to accept the quotation from Q-Associates in the amount of £35,203; and
- (iii) to approve the allocation of £50,203 from the Information Technology Renewal and Repair Fund for this upgrade.

14. **INCOME MANAGEMENT**

There was submitted [Joint Report No 368/06](#) by the Acting Director of Finance and the Director of Information Technology seeking approval to restrict the tender for an Income Management System to the two market leaders and the Council's current provider of cash receipting.

The Report indicated that this would expedite the implementation of a new system and maximise the benefits at the earliest possible date.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to agree that the procurement of an Integrated Income Management System should be exempt from normal competitive tendering in terms of paragraph 16.3.2(b) of the Financial Regulations in view of the specialist nature of the system; and
- (iii) to approve the issuing of tender documents to:-
 - Capita Software Services;
 - Civica PLC;
 - Spectrum Computer Services PLC.

15. **CORPORATE COMPUTER BACK-UP**

There was submitted [Report No 369/06](#) by the Director of Information Technology seeking approval to extend the reporting facilities of the centralised computer back-up and recovery system for computer servers and improve replacement and re-build time for key infrastructure servers.

The Committee agreed:-

- (i) to approve the procurement of this system from Wisdom IT at a cost of £17,395; and
- (ii) to approve the allocation of £17,395 from the Information Technology Renewal and Repair Fund.

16. REVISION OF FEES AND PAYMENTS - REGISTRATION OF BIRTHS DEATHS AND MARRIAGES

With reference to Article 22 of the minute of meeting of this Committee of 3 February 2005, there was submitted [Report No 370/06](#) by the Director of Law and Administration seeking approval for increases in the charges for conducting civil marriages, civil partnership registrations and citizenship ceremonies at approved venues and the use, for the same purposes, of the ceremony rooms within registration offices.

The Report indicated that increased costs of payments to Registrars and Assistant Registrars would be met in full by a modest increase in the charges made to those wishing to use their services at approved venues by the Council.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve an increase in the charge for the services of a Registrar to conduct a civil marriage, civil partnership registration or citizenship ceremony at an approved venue from £126.50 to £134.50;
- (iii) to approve an increase in the accommodation fee for the use of the ceremony rooms within registration offices from £35 to £37.50 on the occasions where numbers present exceeded ten;
- (iv) to authorise an increase in the fee payable to Registrars and Assistant Registrars conducting any of the above ceremonies at an approved venue from £70 to £75;
- (v) to approve an increase in the fee payable to accompanying Registrars and Assistant Registrars attending any of these ceremonies at an approved venue from £50 to £52.50; and
- (vi) to approve an increase in the annual clothing allowance which had first been introduced in 2003 and had since remained unchanged, from £150 to £175.

17. SAFEGUARDERS' FEES

With reference to Article 22 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 371/06](#) by the Director of Law and Administration recommending that an inflation linked increase of 2% be made to the fees payable to Safeguarders appointed by Children's Hearings and Sheriff Courts.

The Report indicated that the proposed increases corresponded to the increase approved by the Social Work and Health Committee on 28 February 2006 in relation to Children's Services and would ensure that payments by the Council to Safeguarders would continue to be appropriate and in accordance with the previous scheme from COSLA.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise an increase in the fees payable to Safeguarders by the inflationary rate of 2% with effect from 1 April 2007.

18. SICKNESS ABSENCE: OCTOBER - DECEMBER 2005

With reference to Article 24 of the minute of meeting of this Committee of 2 February 2006, there was submitted and noted [Report No 372/06](#) by the Chief Executive advising of the level of sickness absence within the Council for the period 1 October to 31 December 2005, which compared favourably with the same period last year.

19. ESTABLISHMENT CHANGES

With reference to Article 25 of the minute of meeting of this Committee of 2 February 2006, there was submitted and noted [Report No 373/06](#) by the Chief Executive summarising changes to the Chief Executive's, Environmental and Consumer Protection, Finance, Housing, Law and Administration, Leisure Services, Property Services and Social Work and Health Departments during the period 5 January to 17 February 2006.

20. ANGUS COUNCIL COMMUNITY GRANT SCHEME

With reference to Article 26 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 374/06](#) by the Chief Executive recommending payments of over £500 in respect of applications received in terms of the Council's Community Grant Scheme and advising members of applications for £500 or less which had been approved.

The Committee agreed:-

- (i) to make the following decisions in respect of applications for grants over £500:-
- Family Mediation Tayside - no award
 - Carnoustie Mini/Midi Rugby - £500 on condition that this was for minor redecoration only
 - Montrose Film Society - £5,000
 - Strathmore Highland Games - no award
- (ii) to note the following decisions in respect of applications for £500 or less
- Eassie & Nevay Community Association - £500
 - Westmuir Hall - £400
 - Forfar Young Curlers - no award
 - Friends of William Lamb Studio - £300
 - Angus Choral Society - £500
 - Kirriemuir Community Council – up to £500

21. EDUCATION REVENUE BUDGET MONITORING FOR THE PERIOD TO 31 DECEMBER 2005

With reference to Article 6 of the minute of meeting of the Education Committee of 23 February 2006, there was submitted [Joint Report No 239/06](#) by the Director of Education and the Acting Director of Finance advising members of the actual net revenue expenditure incurred in comparison to budget in respect of the Education Department for the period to 31 December 2005 and providing comment on the more significant variances arising.

The Committee, for its interest, agreed to note the contents of the Report.

22. TRUST HOUSING ASSOCIATION - AMENITY HOUSING DEVELOPMENT AT 12-30 GARDEN STRET, GOWAN PARK, ARBROATH

With reference to Article 11 of the minute of meeting of the Housing Committee of 2 March 2006, there was submitted [Report No 257/06](#) by the Director of Housing with regard to a contribution of £87,787 to a housing development being undertaken by Trust Housing Association Ltd.

The Committee, for its interest, agreed to approve the recommendations as detailed in the Report.

23. HOUSING CAPITAL PROGRAMME - HRA BLOCK - 2005/2006

With reference to Article 3 of the minute of meeting of the Housing Committee of 2 March 2006, there was submitted [Report No 249/06](#) by the Acting Director of Finance setting out the latest capital estimate for the year and the capital spend figures to the end of January 2006, in respect of the HRA Housing Capital Programme and the HRA Planned Maintenance Programme 2005/2006.

The Committee, for its interest, agreed to note the figures presented for the HRA Housing Capital Programme.

24. CAPITAL MONITORING - COMPOSITE CAPITAL PROGRAMME 2005/2006

With reference to Article 29 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 375/06](#) by the Acting Director of Finance advising members of the capital expenditure incurred for the period from 1 April 2005 to 31 January 2006 and measuring projected capital expenditure for the year against budgeted provision for the year.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the position on the Composite Capital Programme as at 31 January 2006, as detailed in the Monitoring Statement which accompanied the Report;
- (iii) to note that, as part of the budget process for 2006/2007, it was expected that the Capital Budget Sub-Group, in conjunction with the Capital Projects Monitoring Group, would continue to review the position on the Composite Capital Programme and address issues relating to the projected spend position, possible slippage on projects and resources potentially available for 2005/2006;
- (iv) to note that projections of the year end position on the Composite Capital Programme would be ongoing and subject to further monitoring; and
- (v) to authorise the Acting Director of Finance to utilise capital financing resources to bring about the most advantageous year end position on the Composite Capital Programme for 2005/2006.

25. REVENUE MONITORING STATEMENT

With reference to Article 30 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 376/06](#) by the Acting Director of Finance advising members of the actual revenue expenditure incurred and income received in respect of the Council's departments for the period 1 April 2005 to 31 January 2006.

The Report indicated that, under some cost heads, the actual expenditure of individual departments was still currently ahead of the phased budget and, while there were no particular concerns arising from these, the position would continue to be monitored closely to ensure that overall net expenditure did not exceed departmental cash limited budgets.

The Committee, for its interest, agreed to note the contents of the Report.

26. REVENUE BUDGET OUTTURN 2005/2006

With reference to Article 31 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 377/06](#) by the Acting Director of Finance giving an indication of the likely revenue outturn for the financial year 2005/2006.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to note that requests had been made under the Council's budget virement flexibility scheme in respect of certain underspends, which would be reported on separately to the Strategic Policy Committee.

27. TREASURY MANAGEMENT STRATEGY STATEMENT - 2006/2007

With reference to Article 37 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 378/06](#) by the Acting Director of Finance advising members of the proposed Treasury Management Strategy for the Council during 2006/2007.

The Report indicated that the production of a Treasury Management Statement for the forthcoming year was a requirement of the Treasury Management in the Public Services Code of Practice issued by the Chartered Institute of Public Finance and Accountancy in 2001. The Report also referred to the availability of the Treasury Management System document which covered detailed systems and procedures within the Treasury Management Section of the Finance Department.

The Committee, for its interest, agreed:-

- (i) to adopt the Treasury Management Strategy Statement as appended to the Report, for implementation within the Council;
- (ii) to note the requirements of the Treasury Management Policy Statement and Section 15 of the Council's Financial Regulations pertaining to Treasury Management;
- (iii) to note the availability of the Treasury Management Systems document which covered detailed systems and procedures within the Treasury Management Section of the Finance Department; and
- (iv) to note the availability of the Treasury Management Practices document which set out the manner whereby the Treasury Management policies and objectives might be achieved, managed and controlled.

28. RENEWAL AND REPAIRS FUNDS FOR PROPERTY, ROADS, INFORMATION TECHNOLOGY, EQUIPMENT, VEHICLE AND PRINTING AT 31 JANUARY 2006

With reference to Article 32 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 379/06](#) by the Acting Director of Finance reporting on the actual financial position of the Renewal and Repairs Funds for Property, Roads, Information Technology, Equipment and Printing Unit as at 31 January 2006, which showed a total balance available of approximately £1,308,056.

The Committee agreed to note the contents of the Report.

29. REMISSION OF RATES

With reference to Article 33 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 380/06](#) by the Acting Director of Finance advising members of an application for Remission of Rates and recommending that it be granted, which would result in an annual cost to the Council of £254.79

The Committee agreed to approve the application for Remission of Rates as detailed in the Report.

30. MISCELLANEOUS ACCOUNTS - DEBT WRITE-OFF

With reference to Article 23 of the minute of meeting of this Committee of 1 December 2005, there was submitted [Report No 381/06](#) by the Acting Director of Finance containing details of miscellaneous accounts, which were recommended be written-off.

The Report indicated that a relatively small number of accounts had been identified for write-off. The number and value, in the context of the total number and value of accounts issued throughout the year, were relatively insignificant although they would continue to be pursued in light of any further information which might become available.

The Committee agreed:-

- (i) to note the contents of the Report; and

- (ii) to authorise the accounts amounting to £31,328.08 as detailed in Appendix 1 of the Report, being written off as irrecoverable.

31. MEMBERS' ALLOWANCES SCHEME

With reference to Article 40 of the minute of meeting of this Committee of 17 March 2005, there was submitted [Report No 382/06](#) by the Acting Director of Finance reminding members of the submission date for claims at the end of the current financial year.

The Report indicated that, in order for members' allowances to be submitted in the correct financial year and properly reported, it was necessary to apply an appropriate cut-off date for receipt of claims.

The Committee agreed:-

- (i) to instruct that all claims for travel, subsistence and other expenses for the year ending 31 March 2006 should be submitted to the Acting Director of Finance on or before 7 April 2006;
- (ii) to remind members that claims for travel, subsistence and other expenses for the year ending 31 March 2006, which were not submitted to the Acting Director of Finance by 7 April 2006 would lapse; and
- (iii) to remind members, for the avoidance of doubt, that claims to be submitted by 7 April 2006 should not include any item in respect of a day after 31 March 2006.

The following matter was, on the determination of the Convener, dealt with as a matter of urgency in order that members be made aware of new procedures proposed for VAT receipts to be submitted when submitting mileage claims.

32. MILEAGE CLAIMS - VAT

The Acting Director of Finance advised of the terms of a European Union directive which required local authorities to reclaim the VAT element of any mileage claims submitted by members and staff.

Further details would be issued as soon as possible and meantime members were advised to obtain VAT receipts from garages, which would require to pre-date their claims and submit these receipts with their claim forms.

The Committee noted the position.