

ANGUS COUNCIL

MINUTE of MEETING of the **RESOURCES AND CENTRAL SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 28 November 2006 at 4.00 pm.

Present: Councillors ALEX KING, RON SCRIMGEOUR, JACK GIBB, IAN MACKINTOSH, Provost BILL MIDDLETON, Councillors GLENNIS MIDDLETON, ROB MURRAY, PETER MURPHY, BOB MYLES, GEORGE NORRIE MBE, BILL ROBERTON, MARK SALMOND and DAVID SELFRIDGE.

Apology: An apology for absence was intimated on behalf of Councillor HELEN OSWALD.
Councillor KING, Convener in the Chair.

1. DECLARATIONS OF INTEREST

Councillor Norrie declared an interest in item 13 as a member of the William Lamb Studio Advisory Committee and Chairman of the Friends of William Lamb Studio.

Councillor Salmond declared an interest in item 13 as a member of the William Lamb Studio Advisory Committee.

Councillor Scrimgeour declared an interest in item 16 as the Council's representative on Age Concern.

2. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 19 October 2006](#) was approved as a correct record and signed by the Convener.

(b) Audit Sub-Committee

The [minute of meeting of the Audit Sub-Committee of 19 October 2006](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

3. 2007/2008 REVENUE BUDGET

With reference to Article 34 of the minute of meeting of this Committee of 15 June 2006, there was submitted [Report No 1414/06](#) by the Director of Corporate Services advising the Committee of the latest position with regard to the preparation of the Corporate Services (Finance, Law and Administration, Information Technology, Property and Human Resources) revenue budgets and associated issues.

Appended to the Report were summaries of the departmental provisional base budget for 2007/2008 as submitted to, and subsequently reviewed by, the Head of Finance.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the budget process; and
- (ii) to note that more detailed reports with specific recommendations, would be brought forward later in the revenue budget cycle.

4. 2006/2010 FINANCIAL PLAN AND 2007/2008 CAPITAL BUDGET

With reference to Article 33 of the minute of meeting of this Committee of 15 June 2006, there was submitted [Report No 1417/06](#) by the Director of Corporate Services advising the Committee of the latest position with regard to the preparation of the 2006/2010 Financial Plan (incorporating the 2007/2008 Capital Budget) for the Finance (Miscellaneous) Information Technology and Property Services Divisions of the Corporate Services Department.

Appended to the Report were the departmental Financial Plan submissions for 2006/2010 as returned to the Head of Finance and subsequently reviewed by the Capital Budget Sub-Group.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the Financial Plan process; and
- (ii) to note that more detailed reports with specific recommendations would be brought forward later in the Financial Plan cycle.

5. FOOTBALL CHANGING ACCOMMODATION AND STORE, CARLOGIE PARK, CARNOUSTIE

With reference to Article 16 of the minute of meeting of this Committee of 2 February 2006, there was submitted [Report No 1418/06](#) by the Director of Corporate Services seeking approval to accept the lowest quotation for the provision of new football changing accommodation and store at Carlogie Park, Carnoustie.

The Report indicated that the project to replace the existing facilities had been developed in accordance with a strategy in partnership with the Director of Neighbourhood Services and procurement had been undertaken on the basis of three written quotations, with the approval of the Exemptions Co-ordinator, on the basis of Section.3.2b of Financial Regulations, as the works were of a specialist nature.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve acceptance of the lowest offer received for these works, that of GE Capital in the amount of £31,900.

6. PROPERTY TRANSACTIONS

With reference to Article 12 of the minute of meeting of this Committee of 19 October 2006, there was submitted and noted [Report No 1420/06](#) by the Director of Corporate Services advising of the outcome of negotiations for open market disposals, negotiated disposals and acquisitions.

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

7. PROPOSED ACCESS AGREEMENT AT MYRE ROAD EAST (CAR PARK), FORFAR

With reference to Article 10 of the minute of meeting of the Infrastructure Services Committee of 23 November 2006, there was submitted [Joint Report No 1391/06](#) by the Director of Infrastructure Services and the Director of Corporate Services recommending the transfer of ownership of a section of the west boundary wall at the Myre Road East car park, Forfar and the granting of a right of pedestrian and vehicular access over the Council's car park.

The Report indicated that this would enable the owner of the property at 75 Castle Street to undertake a development at his property and would relieve the Council of the current and future financial liability for the maintenance of the wall.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to the transfer of ownership of the west boundary wall between Myre Road East car park and the property at 75 Castle Street, Forfar to the owner of this property; and
- (iii) to grant a pedestrian and vehicular right of access over the car park, as detailed in the Report.

8. NATIONAL ENTITLEMENT CARD - UPDATE

There was submitted [Report No 1421/06](#) by the Director of Corporate Services advising members of progress to date with the introduction of the National Entitlement Card within Angus.

The Report indicated that by the end of Summer 2007, it was the intention of the Project Team to expand the use of the National Entitlement Card within Angus to replace the current range of different cards used to access services in libraries, leisure centres, Young Scot and the cashless catering system in secondary schools.

The card had also been issued to cover citizens in Angus who qualified for the Scotland-wide free bus scheme, the young persons' concessionary travel scheme and the 50+ Scheme.

The Committee agreed to note the contents of the Report.

9. LOCAL ELECTORAL ADMINISTRATION AND REGISTRATION SERVICES (SCOTLAND) ACT 2006

The Committee were advised that Monifieth and Sidlaw would become part of the Angus Registration District with effect from 1 January 2007, in terms of the Local Electoral Administration and Registration Services (Scotland) Act 2006. The new legislation also opened up the possibility for the registration of births, deaths and marriages to be started off electronically and it was hoped that electronic registration of births might commence in 2008.

The Committee having welcomed this change, agreed to note the position.

10. CORPORATE PLANNING AND HUMAN RESOURCES: TRAINING SERVICES - PROGRESS REPORT

With reference to Article 23 of the minute of meeting of this Committee of 15 June 2006, there was submitted [Report No 1422/06](#) by the Chief Executive describing the activities of the Corporate Planning and Human Resources Training Services Section during the period 1 April to 30 September 2006.

The Report indicated that the Section had again been particularly active in dealing with Skillseekers, New Deal 18-24 - Environmental Taskforce, New Deal 25+, programme centre and IT training.

The Committee agreed to note the contents of the Report.

11. SICKNESS ABSENCE 2005/2006

With reference to Article 25 of the minute of meeting of this Committee of 3 September 2005, there was submitted [Report No 1423/06](#) by the Chief Executive analysing sickness absence within the Council during the financial year 2005/2006.

The Report summarised the information which had been submitted to the Committee on a quarterly basis and analysed the absence data for the Council in respect of 2005/2006, which showed an overall increase in the number of working days lost compared with 2004/2005 with the major causes of absence, relating to stress, respiratory/circulatory/heart, lower limbs, stomach, colds/flu and back disorders.

The Committee agreed to note the contents of the Report.

12. ESTABLISHMENT CHANGES

With reference to Article 18 of the minute of meeting of this Committee of 19 October 2006, there was submitted and noted [Report No 1424/06](#) by the Chief Executive summarising changes to the Corporate Services, Education, Infrastructure Services, Neighbourhood Services and Social Work and Health Department's establishments during the period 23 September to 3 November 2006.

13. WILLIAM LAMB STUDIO 2006

With reference to Article 13 of the minute of meeting of the Environmental and Leisure Services Committee of 21 November 2006, there was submitted [Report No 1380/06](#) by the Director of Neighbourhood Services advising members that the William Lamb Studio Report for 2006 included proposals for bronze casting, improvements to display lighting and the consideration of a website.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to the casting in bronze of a plaster relief at a cost of £1,500 to be met from Montrose Common Good;
- (ii) to the installation of a lighting track in the William Lamb Studio at a cost of £5,130 to be met equally by the Friends of William Lamb Studio and Montrose Common Good; and
- (iv) to remit to the Senior Service Manager, Cultural Services to investigate the setting up of a website for the William Lamb Studio.

14. HOPE PATON WAR MEMORIAL, MONTROSE

With reference to Article 11 of the minute of meeting of the Environmental and Leisure Services Committee of 21 November 2006, there was submitted [Report No 1378/06](#) by the Director of Neighbourhood Services seeking agreement to the use of Montrose Common Good to install granite paving to the sides and rear of the Hope Paton War Memorial, Montrose.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to the sum of £3,500 being made available from Montrose Common Good in the current financial year to fund the necessary works.

15. ANGUS COUNCIL COMMUNITY GRANT SCHEME

With reference to Article 19 of the minute of meeting of this Committee of 19 October 2006, there was submitted [Joint Report No 1425/06](#) by the Chief Executive and the Director of Infrastructure Services 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:-
 - Arbroath Instrumental Band - £593 pending availability of monies.
 - Zuglu Drummers - £600 subject to application for Awards for All being successful.
 - Augment - no award.
 - Age Concern, Kirriemuir - £1,512.22;
- (ii) to note the following decisions in respect of applications for £500 or less:-
 - Forfar Instrumental Band - £300 had been awarded but the Group subsequently declined the grant with a view to submitting a more substantial funding bid in a few years' time.
 - Letham Youth Project (The Basement) - £424.25.

16. ANGUS COUNCIL COMMUNITY GRANT SCHEME - AGREEMENTS

With reference to Article 8 of the minute of meeting of the Social Work and Health Committee of 14 November 2006, there was submitted [Report No 1362/06](#) by the Director of Social Work and Health advising members of the need for agreements to be put in place with voluntary organisations who had previously received a grant through the Community Grant Scheme.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to the issue of agreements to those voluntary organisations who had previously received a grant from Social Work and Health through the Community Grant Scheme.

17. UPGRADE OF STEMS COMPUTER SYSTEM

With reference to Article 14 of the minute of meeting of the Education Committee of 9 November 2006, there was submitted [Joint Report No 1303/06](#) by the Director of Education and the Director of Corporate Services seeking approval to update the School Transport Entitlement Management System (STEMS) and extend its use within both the Education Department and corporately, at a cost of £15,000.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the upgrade of the School Transport Entitlement Management System at a cost of £15,000.

18. EDUCATION REVENUE BUDGET MONITORING FOR THE PERIOD TO 30 SEPTEMBER 2006

With reference to Article 7 of the minute of meeting of the Education Committee of 9 November 2006, there was submitted [Joint Report No 1296/06](#) by the Director of Education and the Director of Corporate Services advising members of the actual net revenue expenditure incurred in comparison to budget in respect of the Education Department for the period to 30 September 2006 and providing comment on the more significant variances arising.

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

19. HOUSING CAPITAL PROGRAMME - HRA BLOCK - 2006/2007

With reference to Article 3 of the minute of meeting of the Housing Committee of 16 November 2006, there was submitted [Report No 1336/06](#) by the Director of Corporate Services setting out the latest position on the HRA Housing Capital Programme and the HRA Planned Maintenance Programme for 2006/2007. The Report also set out the latest capital estimate for the year and also the actual spend figures to the end of September 2006.

The Report advised that the spend achieved to 30 September 2006 on the Housing Capital Programme was £2.321million including internal fees, and £910k on all elements of the HRA Planned Maintenance Programme.

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

20. CAPITAL MONITORING - COMPOSITE CAPITAL PROGRAMME 2006/2007

With reference to Article 21 of the minute of meeting of this Committee of 19 October 2006, there was submitted [Report No 1426/06](#) by the Director of Corporate Services advising members of the capital expenditure incurred for the period 1 April to 31 October 2006 and measuring projected capital expenditure for the year against budgeted provision.

The Report indicated that at this stage in the financial year, the latest estimates of net expenditure outturn and gross expenditure outturn showed slippage against the original budgets and having regard to past spending patterns, there was a strong possibility of further slippage arising which would continue to be closely scrutinised.

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 October 2006 as detailed in the Capital Monitoring Statement which accompanied the Report;
- (iii) to note that the Capital Budget Sub-Group had met on 26 October 2006 to review departmental Capital Budget proposals for 2007/2008 and the latest estimated spend position on the Composite Capital Programme for 2006/2007 with the projected expenditure in the Capital Monitoring Statement having been amended accordingly; and
- (iv) to note that projections of the year end position on the Composite Capital Programme would be on-going and brought forward on a regular basis to meetings of this Committee.

21. REVENUE MONITORING STATEMENT

With reference to Article 22 of the minute of meeting of this Committee of 19 October 2006, there was submitted [Report No 1427/06](#) by the Director of Corporate Services advising members of the actual revenue expenditure incurred and income received in respect of the Council's departments for the period 1 April to 30 September 2006.

The Report indicated that, under some cost heads, individual departmental actual expenditure was 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.

22. GENERAL FUND REVENUE BUDGET OUTTURN 2006/2007

With reference to Article 23 of the minute of meeting of this Committee of 19 October 2006, there was submitted [Report No 1428/06](#) by the Director of Corporate Services giving an indication of the likely General Fund revenue outturn for the financial year 2006/2007.

The Report reflected ongoing monitoring of budget versus actual and showed that, at this stage, an overall under spend against budget of £1,117,000 was projected.

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

23. RENEWAL AND REPAIRS FUNDS FOR PROPERTY, ROADS AND TRANSPORT, INFORMATION TECHNOLOGY, EQUIPMENT AND PRINT UNIT AT 30 SEPTEMBER 2006

With reference to Article 25 of the minute of meeting of this Committee of 19 October 2006, there was submitted [Report No 1429/06](#) by the Director of Corporate Services reporting on the actual financial position of the Renewal and Repairs Funds for Property, Roads and Transport, Information Technology, Equipment and Print Unit as at 30 September 2006, which showed a total balance available of approximately £1,013,057.

The Committee agreed to note the contents of the Report.

24. REMISSION OF RATES

With reference to Article 26 of the minute of meeting of this Committee of 19 October 2006, there was submitted [Report No 1430/06](#) by the Director of Corporate Services advising members of applications for Remission of Rates and recommending that these be granted, which would result in an annual cost to the Council of £221.42.

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

25. PAYMENT OF HOUSING BENEFIT

With reference to Article 33 of the minute of meeting of this Committee of 31 August 2006, there was submitted [Report No 1431/06](#) by the Director of Corporate Services advising members of the outcome of the canvass of private tenants with a view to paying their housing benefit direct into their bank accounts and seeking approval for payment to be made by this method.

The Report indicated that, during the first week of October 2006, 1297 letters had been issued to all current recipients of housing benefit cheques, including private tenants and private landlords and to date only five claimants had responded seeking further information and advice. A move to direct credit as the main means of paying housing benefit would generate savings on postages and cheques and these savings had been included in the 2007/2008 draft revenue budget for the Finance Service.

The Committee agreed:-

- (i) to note the results of the canvass of private tenants and landlords; and
- (ii) to make payments of housing benefit by direct credit to a bank account where a housing benefit payee had a suitable bank account.

26. COUNCIL TAX PAYMENT DOCUMENTATION

There was submitted [Report No 1432/06](#) by the Director of Corporate Services seeking approval to change the format of Council Tax payment documentation from the current demand/payment book to a single sheet, with accompanying explanatory notes and financial information.

The Report indicated that this was an area where significant savings could be realised in addition to achieving improvements in efficiency under the Efficient Government Initiative.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the proposed change of format of Council Tax payment documentation as detailed in the Report;
- (iii) to note the savings on postage and other costs as a result of the change; and
- (iv) to note that there would be no change to the existing method of payment which customers could use.

27. CAPITAL RECEIPTS POLICY

There was submitted [Report No 1433/06](#) by the Director of Corporate Services highlighting operational and policy problems which arose from the current Capital Receipts policy and proposing amendments to the treatment of receipts.

The Report indicated that the increasing regularity with which requests had been made for Capital Receipts to be ring-fenced was an issue which had been considered by the Capital Budget Sub-Group and the Policy and Budget Strategy Group with recommended changes to the policy as detailed within the Report.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the proposed amendments to the Council's Capital Receipts policy as detailed in Section 5 of the Report;
- (iii) to note that the amended policy would be implemented with immediate effect; and
- (iv) to note that the amended policy would be incorporated into the Council's Financial Regulations at its next review.