

ANGUS COUNCIL

MINUTE of MEETING of the **CORPORATE SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 8 March 2012 at 4.00 pm.

Present: Councillors MARK SALMOND, JOHN WHYTE, BRIAN BOYD, IAIN GAUL, ALEX KING, IAN MACKINTOSH, DAVID MAY, BILL MIDDLETON, COLIN BROWN, GLENNIS MIDDLETON, ROBERT MYLES, PETER NIELD, HELEN OSWALD, ALISON ANDREWS and SANDY WEST.

Councillor SALMOND, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Peter Murphy, Rob Murray and John Rymer with Councillors Colin Brown, Glennis Middleton and Alison Andrews, respectively, substituting.

2. DECLARATION OF INTEREST

The Committee agreed to note that no declarations of interest were made.

3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Committee of 26 January 2012](#) was approved as a correct record and signed by the Convener.

4. PROPERTY RENEWAL AND REPAIR FUND 2012/13 – PHASE ONE

With reference to Article 14 of the minute of meeting of this Committee of 1 September 2011, there was submitted [Report No 195/12](#) by the Director of Corporate Services advising members on the next programme of urgent repairs to be undertaken utilising the Renewal and Repair Fund.

The Report indicated that the repairs had been discussed and agreed with respective Departments as being the highest priorities for funding and the proposed expenditure had been agreed with the Head of Finance.

The Committee agreed:-

- (i) to note the contents of the Report: and
- (ii) to approve the next programme of works for the execution of urgent property repairs at an estimated cost of £1,219,000 by utilising the Property Renewal and Repair Fund.

5. PROPERTY TRANSACTIONS

With reference to Article 9 of the minute of meeting of this Committee of 26 January 2012 there was submitted [Report No 196/12](#) by the Director of Corporate Services advising members of the outcome of property transactions dealt with under delegated authority and seeking approval for property transactions which had been provisionally agreed.

The Committee agreed:-

- (i) to note the property transactions detailed in Appendices 1, 2(2), 3 and 4 which had been completed under delegated authority to the Head of Property; and
- (ii) to approve the transactions detailed in Appendix 2(1), (3) and (4) Brechin Common Good and Appendix 5(1) Forfar Common Good.

6. CESSATION OF METROFLEX SERVICE

There was submitted [Report No 197/12](#) by the Director of Corporate Services advising members of the cessation of the Metroflex service to fifteen primary/nursery schools and to the Inglis Memorial Hall and seeking authority to procure replacement services.

The Report indicated that the provider of the Metroflex service had advised that this would cease with effect from 31 March 2013 and from 31 March 2012, the Council would be unable to make any addition, move or change to the existing service.

The Report proposed that a full review of options for continuity of this service provision be undertaken at the locations detailed in the Report including an identification of service requirements, both current and future and an assessment of the market to identify potential technologies offering cost effective solutions.

The Committee agreed:-

- (i) to note the current position regarding the cessation of the Metroflex service; and
- (ii) to authorise the Head of Information Technology to procure replacement services, on the basis detailed in the Report.

7. INFORMATION TECHNOLOGY RENEWAL AND REPAIR FUND – CAPITAL PROJECTS

With reference to Article 17 of the minute of meeting of this Committee of 10 March 2011, there was submitted [Report No 198/12](#) by the Director of Corporate Services seeking approval for allocation from the Information Technology Renewal and Repair Fund to support a number of Information Technology projects during 2012/13 in the Financial Plan 2011/15.

The Report indicated that the investment portfolio of projects identified for 2012/13 as part of the Corporate ICT Strategy would continue the programme of ongoing replacement and renewal of IT infrastructure across the Council.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the following allocations from the Information Technology Renewal and Repair Fund to support IT capital projects during 2012/13:-

• Enterprise Agreement	£ 210,000
• Citrix Environment Enhancement	£ 160,000
• Consolidated Storage Infrastructure	£ 70,000
• Thin Client Desktop Provision	£ 85,000
• Voice over IP Telephony Provision	£ 130,000
• Mobile and Remote Access Provision	£ 60,000
• Corporate Infrastructure Renewal	£ 120,000
• Members Technology Provision	£ 40,000

8. CITRIX SERVICES

There was submitted [Report No 199/12](#) by the Director of Corporate Services seeking authority to procure Citrix services in the form of special technical and software analysis services, to undertake implementation and support of Citrix technology to enable transformation to agile working practices.

The Report indicated that a key element of this service was to deliver further development of the Council's Citrix environment in order to provide a desktop infrastructure which would enable an agile approach to be taken in the working environment.

The Committee agreed:-

- (i) to note the current position with regard to implementation of Citrix technology;
- (ii) to authorise the Head of Information Technology to procure Citrix services for the Council in the form of specialist technical and software analysis services, as detailed in the Report; and
- (iii) to note that the appropriate contract would be sourced via a mini competition under the Procurement Scotland IT Managed Services (S Mayo) – Lot 2.

9. CAPITAL MONITORING – GENERAL FUND CAPITAL PROGRAM – 2011/12

With reference to Article 10 of the minute of meeting of this Committee of 26 January 2012, there was submitted [Report No 200/12](#) by the Director of Corporate Services advising members of the capital expenditure incurred for the period from 1 April 2011 to 31 January 2012 and measuring projected capital expenditure for the year against budgeted provision.

The Report indicated that at this stage in the financial year, the latest year end estimate of gross expenditure was £5.721 million below the 2011/12 gross capital monitoring budget and £3.689 million under on a net basis.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the expenditure position on the General Fund Capital Programme as at 31 January 2012, as per tables 1 and 2 in the Report and the accompanying Capital Monitoring Statement;
- (iii) to note the commentary on projects anticipating significant variances against budget, as detailed in Section 5 of the Report;
- (iv) to approve the ring fencing of part of the capital receipt from the proposed sale of land at Orchardbank Business Park to fund the site servicing works required as detailed in Section 7 of the Report; and
- (v) to note that the next meeting of the Capital Projects Monitoring Group would take place on a date to be finalised towards the end of March 2012.

10. HOUSING CAPITAL AND PLANNED MAINTENANCE MONITORING REPORT – 2011/12

With reference to Article 12 of the minute of meeting of this Committee of 26 January 2012, there was submitted [Joint Report No 201/12](#) by the Director of Neighbourhood Services and the Director of Corporate Services advising members of the Housing Revenue Account capital planned maintenance position for 2011/12, setting out the actual capital and planned maintenance position as at 31 January 2012, together with projected outturns for the year to 31 March 2012 and updated capital funding proposals.

The Report indicated that the indicative end of year funding position had been reviewed and aligned to the spend and receipts projection positions.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the expenditure figures presented for the Housing Capital and Planned Maintenance programme for the period to 31 January 2012;
- (iii) to note the capital receipts position for the period to 31 January 2012;

- (iv) to note the projected year end capital and planned maintenance position and updated indicative funding proposals; and
- (v) to note that relevant officers were endeavouring to ensure that the Capital Program and Planned Maintenance Programme remained within overall available resources.

11. REVENUE MONITORING / PROJECTED OUTTURN STATEMENT 2011/12

With reference to Article 11 of the minute of meeting of this Committee of 26 January 2012, there was submitted [Report No 202/12](#) by the Director of Corporate Services advising members of the actual revenue expenditure incurred and income received for the period 1 April 2011 to 31 January 2012, together with the anticipated year end position in respect of each Council Department.

The main expenditure was currently behind the phased budget and at present, an underspend of £3.447 million was projected for 2011/12. From this amount, £1.603 million had been approved by the Strategic Policy Committee for identified initiatives which left a general fund net underspend of £1.844 million.

The position would be closely monitored, together with the HRA which was projecting a surplus of £296,000 with any change reported to this Committee.

The Committee agree:-

- (i) to note the contents of the Report and in particular the comments on the financial implications section with regard to the projected year end position; and
- (ii) to approve the virements detailed in Section 7 of the Report which were in excess of the delegated authority limits as prescribed in Section 4.3 of the Financial Regulations.

12. MISCELLANEOUS ACCOUNTS – DEBT WRITE OFF

With reference to Article 13 of the minute of meeting of this Committee of 26 January 2012, there was submitted [Joint Report No 203/12](#) by the Director of Corporate Services and the Head of Finance containing details of miscellaneous accounts which it was recommended be written off.

The Report indicated that a relatively small number of accounts had been identified for write off and the number and value of these accounts within the context of the total number 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 accounts amounting to £29,111.39 (including £1,911.90 of VAT) as detailed in Appendix 1 of the Report, to be written off as irrecoverable.

13. RENEWAL AND REPAIR FUNDS AS AT 31 JANUARY 2012

With reference to Article 19 of the minute of meeting of this Committee of 1 December 2011, there was submitted [Report No 204/12](#) by the Director of Corporate Services advising members of the actual financial position of the Renewal and Repairs Funds for Property, Information Technology, Roads and Transport, Print and Design, and Recreation as at 31 January 2012, which showed an effective uncommitted balance of £870,629.

The Committee agreed to note the contents of the Report.

14. VALEDICTORY

As this was the last meeting of the Committee to be held prior to the Local Government elections in May 2012, the Convener expressed sincere thanks and appreciation to all members and staff for their support during his term of office and expressed particular gratitude to his Vice-Convener, Councillor John Whyte and to Councillor Alex King.