

ANGUS COUNCIL

MINUTE of MEETING of the **CORPORATE SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 26 January 2012 at 4.00 pm.

Present: Councillors MARK SALMOND, JOHN WHYTE, BRIAN BOYD, MAIRI EVANS, ALEX KING, IAN MACKINTOSH, DAVID MAY, SHEENA WELSH, PETER MURPHY, ROB MURRAY, ROBERT MYLES, PETER NIELD, HELEN OSWALD and JOHN RYMER.

Councillor SALMOND, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Iain Gaul, Bill Middleton and Sandy West with Councillors Mairi Evans and Sheena Welsh substituting for Councillors Gaul and Middleton, respectively.

2. DECLARATION OF INTEREST

Councillor Salmond declared an interest in item 18 as he paid fees for the attendance of his daughter at Montrose YMCA. He indicated that he would not be taking part in discussion and voting and would leave the meeting when this item was considered.

3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Committee of 1 December 2011](#) was approved as a correct record and signed by the Convener.

4. NEW DATA CENTRE - ORCHARDBANK, FORFAR - PROCUREMENT AUTHORITY APPROVAL REQUEST

With reference to Article 9 of the minute of meeting of Angus Council of 15 September 2011, there was submitted [Report No 56A/12](#) by the Director of Corporate Services seeking authority for the proposed procurement, where the maximum value of the contract was above the Chief Officer's delegated authority limit.

The Report reminded members that the data centre was to be located within a new build extension to the current Print and Design Unit in Orchardbank, Forfar and in accordance with Section 16.8 of the Financial Regulations, approval of the proposed procurement would, subject to the overall project costs following receipt of tenders being within the approved budget, enable the contract to be accepted without prior approval by the relevant Committees.

The Committee agreed:-

- (i) to approve the estimated total cost of the project of £695,000 (at outturn prices);
- (ii) to approve the procurement authority as contained in the Report, in accordance with the process stated in Section 16.8 and 16.24.16 of the Financial Regulations;
- (iii) to note that capital funding for the project amounting to £695,000 could be met from available resources within the 2011-2015 Information Technology Section of the 2011-2015 Financial Plan to be amended to accommodate the estimated total cost of the project; and
- (iv) to note the financial implications, as detailed in Section 6 of the Report.

5. SECONDARY DATA/COMMUNICATIONS CENTRE ENVIRONMENT

With reference to Article 9 of the minute of meeting of Angus Council of 15 September 2011, there was submitted [Report No 57/12](#) by the Director of Corporate Services seeking approval to provide a secondary data/communications centre environment for the Council's critical information systems and services.

The Report indicated that the Council had become increasingly dependent on the uninterrupted availability of information technology systems and infrastructure, such that better resilience than was currently available was required and it was vital that best practice for hosting applications and data was assessed and implemented.

Best practice was to have secondary links to the internet and any other critical services which could support continued availability of the various services, should an incident prevent service provision by the primary facility.

The Committee agreed:-

- (i) to approve the provision of an appropriate secondary data/communications centre environment for the Council's critical information systems and services;
- (ii) to approve the funding package, as detailed in the Report; and
- (iii) to note that this investment would contribute to mitigation of the risk that services might be disrupted as a result of IT infrastructure failure, as identified in the Corporate Risk Register.

6. ANGUSNET 2 CONTRACT RENEWAL

With reference to Article 21 of the minute of meeting of this Committee of 4 September 2008, there was submitted [Report No 29/12](#) by the Director of Corporate Services advising members of the requirement to renew the current Angusnet 2 contract and seeking approval to procure a two year contract from the renewal date of 1 September 2012.

The Report indicated that renewal of the contract would provide continuity of service, allowing the transition to the natural PSN Service when this had been more fully established and would best place the Council to take advantage to progress innovative and collaborative opportunities.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise the Head of Information Technology to procure telecommunications data network infrastructure services for the Council, on the basis detailed in the Report.

7. ESTATES SERVICES CONSULTANCY - PROCUREMENT AUTHORITY APPROVAL REQUEST

With reference to Article 14 of the minute of meeting of this Committee of 7 December 2010, there was submitted [Report No 58/12](#) by the Director of Corporate Services seeking authority for the proposed procurement, where the maximum value of the contract was above the Chief Officer's delegated authority limit, with regard to the Estates Services Consultancy.

The Committee agreed:-

- (i) to note the indicative estimated overall cost of £250,000 for the Estates Services Consultancy for the period 2012-2015, including provision for extensions to 2017 (at outturn prices)
- (ii) to approve the procurement authority, as contained in the Report, in accordance with the process detailed in Section 16.8 of the Financial Regulations; and
- (iii) to note the financial implications, as detailed in Section 5 of the Report.

8. CARBON REDUCTION COMMITMENT LEAGUE TABLE PERFORMANCE REPORT - 2010/2011

With reference to Article 14 of the minute of meeting of the Strategic Policy Committee of 7 September 2010, there was submitted [Report No 59/12](#) by the Director of Corporate Services, providing an update of the performance of the Council through its placing within the Carbon Reduction Commitment Energy Efficiency Scheme on the 2010 league table, as a consequence of its performance in 2010/2011.

The Report indicated that the Council had been placed at number 17 out of a total of 186 local authorities in the United Kingdom.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to commend the Property Division Energy Management Unit for their efforts in achieving this performance; and
- (iii) to note that maintaining this performance would become considerably more demanding and would require the Council to achieve consistent and significant absolute reductions in carbon reduction commitment scheme footprint carbon dioxide emissions in future years.

9. PROPERTY TRANSACTIONS

With reference to Article 6 of the minute of meeting of this Committee of 1 December 2011, there was submitted [Report No 60/12](#) by the Director of Property Services advising members of the outcome of property transactions dealt with under delegated authority and seeking approval to property transactions which had been provisionally agreed.

The Committee agreed:-

- (i) to note the property transactions detailed in Appendix 1-4 which had been completed under delegated authority to the Head of Property; and
- (ii) to approve the rent reviews as detailed in Appendix 1(2)(3) and (4), the lease renewals as detailed in Appendix 2(3), (4), (5) and (6) and the new lease, as detailed in Appendix 3(1), all of which were held on various Common Good accounts.

10. CAPITAL MONITORING - GENERAL FUND CAPITAL PROGRAMME - 2011/2012

With reference to Article 17 of the minute of meeting of this Committee of 1 December 2011, there was submitted [Report No 61/12](#) by the Director of Corporate Services advising members of the capital expenditure incurred for the period from 1 April to 30 November 2011 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 £4.662 million below the 2011/2012 gross capital monitoring budget and £3.380 million under on a net basis.

As part of the budget process for 2012/2013 and beyond, the Capital Budget Sub-Group would continue to review the position on the General Fund Capital Programme and address issues relating to the projected 2011/2012 spend position, slippage on projects and the overall resources potentially available for 2011/2012.

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 30 November 2011, as per tables 1 and 2 in the Report and the accompanying Capital Monitoring Statement;

- (iii) to note that further detail on the capital monitoring position would be provided with the departmental 2011/2012 revenue and capital outturn reports which would be submitted to relevant special budget meetings on 9 February 2012; and
- (iv) to note that the next meeting of the Capital Projects Monitoring Group was scheduled to take place on 16 February 2012.

11. REVENUE MONITORING/PROJECTED OUTTURN STATEMENT 2011/2012

With reference to Article 18 of the minute of meeting of this Committee of 1 December 2011, there was submitted [Report No 62/12](#) by the Director of Corporate Services advising members of the actual revenue expenditure incurred and income received for the period 1 April to 30 November 2011, together with anticipated year end position in respect of each Council Department.

The Report indicated that the main expenditure was currently behind the phased budget and at present, an underspend of £2.968 million was projected for 2011/2012. This position would be closely monitored and any change would be detailed in subsequent reports to this Committee.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the comments in the financial implications section of the Report with regard to the projected year end position;
- (iii) to note that further detail on the revenue monitoring position would be provided, with the departmental monitoring reports to be presented to the special service Committee meetings on 9 February 2012; and
- (iv) to approve the virements, as detailed in Section 7 of the Report, which were in excess of the permitted delegated authority limits, as prescribed in Section 4.3 of the Financial Regulations.

12. HOUSING CAPITAL AND PLANNED MAINTENANCE PROGRAMME - HRA BLOCK - 2011/2012

With reference to Article 4 of the minute of meeting of the Neighbourhood Services Committee of 12 January 2012, there was submitted [Joint Report No 23/12](#) by the Director of Neighbourhood Services and the Director of Corporate Services, setting out the actual capital planned maintenance and revenue spends as at 30 November 2011, together with the projected outturns for the year to 31 March 2012 and updated capital funding proposals.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the expenditure figures presented for the Housing Capital and Planned Maintenance programmes for the period to 30 November 2011;
- (iii) to note the capital receipts position for the period to 30 November 2011;
- (iv) to note the projected year end capital and planned maintenance positions and updated indicative funding proposals; and
- (v) to note that relevant officers were endeavouring to ensure that the Capital Programme and Planned Maintenance programme remained within overall available resources.

13. MISCELLANEOUS ACCOUNTS - DEBT WRITE-OFF

With reference to Article 24 of the minute of meeting of this Committee of 7 December 2010, there was submitted [Joint Report No 63/12](#) 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 £23,432.87 (including £1,326.15 of VAT), as detailed in Appendix 1 of the Report, to be written off as irrecoverable.

14. ARBROATH GOLF COURSE - PROPOSED CHARGES FOR YEAR ENDING 31 OCTOBER 2012

With reference to Article 25 of the minute of meeting of this Committee of 7 December 2010, there was submitted [Report No 64/12](#) by the Director of Corporate Services detailing the proposed charges by Arbroath Golf Course Committee of Management for the year ending 31 October 2012 and updating members of the forecast financial position of the Committee of Management.

The Report indicated that the Committee of Management's forecast profit and loss account, balance sheet and proposed charges for the year ending 31 October 2012 were projected to provide a small net profit with falling membership numbers and the current economic climate continuing to provide a challenge to the Committee's future financial stability.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the draft financial position for the year ending 31 October 2012;
- (iii) to approve the proposed charges for the year ending 31 October 2012, as detailed in Appendix A of the Report; and
- (iv) to note the forecast financial position for the year ending 31 October 2012.

15. COUNCIL TAX AND BENEFITS ENQUIRY SERVICES - CARNOUSTIE AND KIRRIEMUIR PILOT SCHEME OUTCOMES

With reference to Article 26 of the minute of meeting of this Committee of 10 March 2011, there was submitted [Report No 65/12](#) by the Director of Corporate Services providing members with an evaluation of the pilot schemes which had been running since May 2011 to provide alternative arrangements for the delivery of Council Tax and Benefits Enquiry services previously delivered by Revenues and Benefit staff at the Carnoustie and Kirriemuir ACCESS Offices.

The Report indicated that, based on the analysis of customer contact and impact of workloads, supplemented by feedback from customers, it was proposed that the arrangements which had been in place during the pilot period be continued on a permanent basis.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the continuation of the alternative service delivery arrangements on a permanent basis, as detailed in the Report.

16. OUTCOME OF PILOT COUNCIL TAX DISCOUNT ENERGY EFFICIENCY SCHEME

With reference to Article 23 of the minute of meeting of this Committee of 28 January 2010, there was submitted [Report No 66/12](#) by the Director of Corporate Services, advising members of the outcome of the pilot Council Tax Energy Efficiency Discount Scheme.

The Report indicated that, while the Scheme had a limited take up, the Council was required by legislation to have a Scheme in place.

The Scheme was complementary to the Council's carbon reduction commitment and due to the limited level of expenditure, delegated authority was sought for the Head of Finance to implement a new Scheme, with or without another partner, from 2012/2013.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to grant delegated authority to the Head of Finance to implement and agree a new Scheme.

17. 2012/2013 GENERAL FUND REVENUE AND CAPITAL BUDGETS: IMPLICATIONS OF GOVERNMENT ANNOUNCEMENT AND BUDGET PREPARATION PROGRESS UPDATE

With reference to Article 22 of the minute of meeting of this Committee of 28 January 2010, there was submitted [Report No 67/12](#) by the Director of Corporate Services advising members of the implications for the Council arising from the 2012/2013 Local Government Finance Settlement and providing an update on the progress being made in preparing the 2012/2013 revenue and capital budgets.

The Report indicated that the Scottish Government had increased the Council's Revenue Grant Support by a gross sum of £0.388 million for 2012/2013, which was conditional upon the Council delivering on a number of commitments, as specified by the Scottish Government.

Failure to deliver these commitments would result in a further loss of grant of approximately £11.1 million, which would result in a total net loss of revenue grant of £10.712 million for 2012/2013, and in addition to the specific commitments being sought by the Scottish Government, the Council would also require to address a number of other pressures from within the total grant allocation.

As a result of these significant cost pressures, a budget savings exercise would be necessary to provide the Council with options for consideration to permit a balanced revenue budget to be set on a sustainable basis into future financial years.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note that the Council Revenue Grant Support allocation for 2012/13 was provisionally set at £214.264 million, but had subsequently been amended to £214.278 million per Finance Circular 12/2011;
- (iii) to note that work was ongoing to determine the financial implications for 2012/13 associated with the specific commitments that the Council must deliver in order to secure the provisional grant settlement;

- (iv) to note the contents of the letter from the Scottish Government of 8 December 2011, as set out in Appendix 1 of the Report;
- (v) to note that the Leader of the Council had accepted, in principle, the funding package offered by the Scottish Government, subject to specific details of the offer being clarified where required and subject also to the outcome of the democratic process to set the Angus Council 2012/13 general fund revenue budget, detailed in the Leader's letter of 19 December 2011 (Appendix 2 of the Report);
- (vi) to note the introduction of the Business Rates Incentivisation Scheme with effect from 1 April 2012, as set out in section 3.7 of the Report;
- (vii) to note the Loan Charges Support and capital grants which had been made available by the Scottish Government for 2012/13; and
- (viii) to note that Special Services Committees to consider individual departmental revenue and capital budgets and departmental budget savings proposals for 2012/13 were due to be held on 9 February 2012.

18. SERVICE LEVEL AGREEMENTS 2011/2012

Having declared an interest at item 2 above, Councillor Salmond left the meeting during consideration of this item and Councillor Whyte took the Chair.

With reference to Article 6 of the minute of meeting of the Education Committee of 19 January 2012, there was submitted [Joint Report No 50/12](#) by the Director of Education and the Director of Corporate Services, advising members of the Service Level Agreements currently in place between the Education Department and third party providers in 2011/2012.

The Report indicated that the use of Service Level Agreements ensured the provision of a range of essential education services throughout Angus and partnership working and the use of these agreements were an essential aspect of the Education Department's delivery of best value services.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the ongoing commitment by the Education Department to partnership working with voluntary sector service providers.

19. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved, in terms of Standing Order 27(2), that the public and press be excluded during consideration of the following item, so as to avoid the possible disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraphs 6, 8 and 9.

20. BRECHIN COMMUNITY CAMPUS: FUNDING UPDATE

With reference to Article 10 of the minute of meeting of the Education Committee of 19 January 2012, there was submitted [Report No 56/12](#) by the Director of Education, providing members with an update in relation to the Scottish Government Grant funding parameters for the project to replace Brechin High School.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to note the recommendations contained in the Report.