

ANGUS COUNCIL

MINUTE of MEETING of the **CORPORATE SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 29 April 2010 at 4.00 pm.

Present: Councillors MARK SALMOND, JOHN WHYTE, GLENNIS MIDDLETON, ALEX KING, IAN MACKINTOSH, DAVID MAY, BILL MIDDLETON, PETER MURPHY, ROB MURRAY, DAVID FAIRWEATHER, PETER NIELD, HELEN OSWALD, RALPH PALMER, COLIN BROWN and SANDY WEST.

Councillor SALMOND, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Iain Gaul, Bob Myles and John Rymer, with Councillors Glennis Middleton, David Fairweather and Colin Brown substituting respectively.

2. DECLARATIONS OF INTEREST

Councillor May declared an interest in item 18 as he was a member of RSPB. He indicated he would take part in discussion and voting.

3. MINUTES

(a) Special Meeting

The [minute of the special meeting of this Committee of 17 February 2010](#) was approved as a correct record and signed by the Convener.

(b) Executive Sub-Committee

The [minute of meeting of the Executive Sub-Committee of 8 March 2010](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX 1**).

(c) Previous Meeting

The [minute of meeting of this Committee of 11 March 2010](#) was approved as a correct record and signed by the Convener.

4. ACCESS FOR THE DISABLED ADAPTATIONS PROGRAMME 2010/2011

With reference to Article 26 of the minute of meeting of the Policy and Resources Committee of 8 May 2001, there was submitted [Report No 331/10](#) by the Director of Corporate Services seeking approval for the provision of supplementary funding from the Property Renewal and Repair Fund to allow the next phase of the continuing programme of adaptations in non Housing properties to be undertaken, at an estimated cost of £260,700.

The Report indicated that, in 2001 a corporate policy and strategy on Access for the Disabled had been established (Report No 556/01 refers). It incorporated accessibility adaptations for school properties and recognised the requirement to undertake an extensive ten year programme of accessibility adaptations to Council non housing properties, revising the programme as necessary to accommodate changes in needs, priorities and costs as they occurred. The Corporate Services Department had now completed a number of programmes of adaptations to non housing properties and proposed to undertake a further programme, as detailed in Appendix 1 to the Report, in financial year 2010/2011, with supplementary funding being made available from the Property Renewal and Repair Fund.

The Committee agreed:-

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

- (ii) to approve the bid for supplementary funding in the sum of £260,700 from the Property Renewal and Repair Fund for the next phase of an Access for the Disabled Adaptations Programme.

5. PROPOSED DISPOSAL OF LAND AT WEST BROOMLEY COTTAGE, MAINS OF DUN, BY MONTROSE

There was submitted [Report No 334/10](#) by the Director of Corporate Services advising the Committee that land at West Broomley Cottage, Mains of Dun, by Montrose could be declared surplus to Angus Council's requirements. The Report further advised of the proposal to acquire land by means of an excambion between Angus Council and the National Trust for Scotland.

The Report indicated that West Broomley Cottage, Mains of Dun, by Montrose was held on the Infrastructure Services Account (Roads) and was due to be demolished in the near future, which would leave the surplus site after completion of the A935 road improvements. It was recommended that a site be declared surplus to requirements and the Head of Planning and Transport had advised that there was no prospect of the site being utilised for residential development.

The Report further indicated that two plots of land, which were located on either side of West Broomley Cottage, were required to facilitate works in connection with the A935 Route Action Plan and these were in the ownership of the National Trust for Scotland. It was therefore proposed that Angus Council and the National Trust for Scotland enter into an excambion (exchange of land, each bearing own legal costs) whereby Angus Council transferred title of the site to the National Trust for Scotland and in return the National Trust for Scotland transferred title to the two sites, all as detailed in the Appendices to the Report.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve that land measuring 545 square metres or thereby at West Broomley Cottage, Mains of Dun, by Montrose be declared surplus to Angus Council's requirements and be transferred to the National Trust for Scotland in exchange for land measuring 523 square metres that was required to enable the A935 road improvements.

6. REPLACEMENT SWIMMING POOL, MONTROSE SPORTS CENTRE - TENDER LIST

With reference to Article 11 of the minute of meeting of Angus Council of 25 June 2009, there was submitted [Report No 335/10](#) by the Director of Corporate Services containing details of the contractors who it was proposed be invited to tender for the construction of a new swimming pool at Montrose Sports Centre.

The Report indicated that each firm had been asked to supply information using Constructionline on its history, capability, financial standing and present and future commitments, together with other relevant details.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to invite the undernoted six contractors to tender for the project:-

Galliford Try Construction Ltd trading as Morrison Construction, Newmachar
 John Graham (Dromore) Ltd trading as Graham Construction, Edinburgh
 Mansell Construction Services Ltd, Perth
 Morgan Ashurst plc, Edinburgh
 Muirfield (Contracts) Ltd, Dundee
 Ogilvie Construction Ltd, Stirling; and

- (iii) to approve the undernoted three contractors to be held as reserves who might be invited to tender, in sequence, should any of the six approved contractors decline the invitation:-

Reserves

Gilbert-Ash N.I. Ltd, Belfast
 Sir Robert McAlpine Ltd, Edinburgh
 Barr Holdings Ltd, Paisley

7. THE SENIORS OPEN CHAMPIONSHIP 2010 - CARNOUSTIE

With reference to Article 21 of the minute of meeting of the Strategic Policy Committee of 8 September 2009, there was submitted [Report No 336/10](#) by the Director of Corporate Services advising the Committee of the outcome of negotiations with the R & A and the European Tour for the tented village, official car parking etc during the Seniors Open Golf Championship to be held in Carnoustie in July 2010.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the lease of land in Carnoustie to the R & A/European Tour on the provisional terms and conditions contained in the Report and such other conditions as were deemed necessary by the Head of Property and the Head of Law and Administration to protect the Council's interests.

8. SOUTH LINKS CARAVAN PARK, MONTROSE

With reference to Article 18 of the minute of meeting of Angus Council of 5 November 2009, there was submitted [Report No 337/10](#) by the Director of Corporate Services advising the Committee that the South Links Caravan Park, Montrose was held by Angus Council on the Neighbourhood Services Account and did not form part of the Montrose Common Good as previously considered.

The Report indicated that, as part of the leasing exercise (Report No 803/09 refers), the titles to the Caravan Park had been checked and it had transpired that the area was held on the Neighbourhood Services Account and not, as previously considered, on the Montrose Common Good Account. Details of the transfer of three areas of ground in 1961, 1967 and 1981 respectively which now formed part of the Montrose South Links Caravan Site were detailed in the Report.

The Neighbourhood Services Department currently paid an annual ground rental to the Common Good of £1,300 in respect of the Montrose South Links Caravan Park and this would now cease, with no payment being made for 2009/2010 onwards. From the records available, it appeared that all previous capital investment in the Caravan Parks had been undertaken solely by Angus Council with no identified contribution from the Montrose Common Good Account. The type of lease entered into by the Council was a Full Repairing and Insuring Lease and this meant that, with effect from 1 April 2010, the Council would have no cost commitments in relation to the future operation of the Caravan Park for the period of the lease.

Appendix 6 to the Report, provided information in respect of the financial impact associated with the identification and reclassification of ownership of the land at South Links Caravan Park, while Appendix 7 outlined a proposed Accounting Policy Statement to be applied to any future reclassification of assets between Common Good Funds and Angus Council's General Fund. The proposed policy would be subject to discussion and agreement with the Council's external auditors.

The Report concluded that it was regrettable that the title for the South Links Caravan Park had been wrongly allocated to the Common Good but a full review of all Common Good titles was proposed by Legal Services and this would be commenced in the forthcoming financial year.

Following a full discussion the Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note that the South Links Caravan Park, Montrose had been erroneously included in the Montrose Common Good Accounts for a number of years;
- (iii) to note the information provided in respect of the financial impact of the ownership reclassification (Appendix 6 to the Report) and in particular the intention not to adjust for historical rental payments but to adjust for land assessment impairment;
- (iv) to note the content of the proposed Policy Statement attached for information, which would be subject of discussion with the Council's external auditors (Appendix 7 to the Report); and
- (v) to note that a further Report would be submitted, outlining proposals for a comprehensive review of all Common Good assets.

In accordance with the provisions of Standing Order 15(11)(ii), Councillor Oswald indicated that she wished her dissent to be recorded regarding the proposal that £7,900 income identified as received in error by Montrose Common Good would not be transferred back to the General Fund; and Councillor West indicated that he wished his dissent to be recorded because he considered the implementation of the recommendation would have a detrimental impact on the Montrose Common Good.

Councillor Glennis Middleton left the meeting at 4.45pm

9. COMMON GOOD RENT - FORFAR CARAVAN PARK

With reference to Article 18 of the minute of meeting of Angus Council of 5 November 2009, there was submitted [Report No 338/10](#) by the Director of Corporate Services advising the Committee of the revised rents payable to the Common Good Account by Angus Council in respect of the caravan park at Forfar.

The Report indicated that Common Good rents were reviewed every five years with the next review due on 1 April 2011. Due to the Lochside Caravan Park, Forfar being let to the private sector with effect from 1 April 2010, it was considered that the rent paid by Neighbourhood Services for the park should be reviewed with effect from 1 April 2010.

The Council's external agents, J & D Shepherd, had now advised that they were of the opinion that the open market rent for Lochside Caravan Park, Forfar with effect from 1 April 2010 was £1,000 per annum. In arriving at the figure, the agents had disregarded the investment made by Angus Council, the development potential of the site and any assumed planning consents. The land had been valued as open space parkland.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the revised rent of £1,000 per annum to be paid by Angus Council to the Forfar Common Good Account in respect of the caravan parks at Forfar.

10. ST JAMES HOUSE, ST JAMES ROAD, FORFAR

With reference to Article 16 of the minute of meeting of Angus Council of 17 September 2009, there was submitted [Report No 339/10](#) by the Director of Corporate Services advising the Committee of the completion of the sale of St James House, St James Road, Forfar.

The Report reminded members that a contract had been entered into between Angus Council and Deanway Development Ltd and A W G Property Ltd to sell St James House, St James Road, Forfar. The purchasers had had until 30 April 2010 to purify the conditions set out in paragraph 2 of the Report and a letter purifying all of the conditions had been received by the Head of Law and Administration on 12 March 2010. The sale transaction had been settled on 15 April 2010 with the purchasers having immediately sold the St James House site and the adjacent Don and Low site to a third party, namely McLagan Investments Ltd. The price obtained for the property had been £1,810,000 with the sum of £300,000 being retained by McLagan Investments Ltd from the purchase price, pending completion of all ground surveys. It would not be possible to complete these until St James House had been demolished.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note that the sale of St James House, St James Road, Forfar had been completed on 15 April 2010.

11. CORPORATE MICROSOFT ENTERPRISE AGREEMENT

There was submitted [Report No 340/10](#) by the Director of Corporate Services advising the Committee of the benefits accrued by adoption of the Microsoft Enterprise Agreement software licensing model available under the OGC Buying Solutions national PSA09 contract.

The Report indicated that the Microsoft Enterprise Agreement provided for access to Microsoft software products at a fixed cost for a three year period at a lower overall cost than the Select Agreement procurement mechanism. It also provided for access to a number of the Council's current requirements for software licences, ie updated client access licences (CALs) for Windows, Exchange and Sharepoint, providing a best cost model for these licences. The Agreement also provided for further Microsoft software products to be licensed during the life of the Enterprise Agreement.

The Committee agreed to note the contents of the Report.

12. COMPLIANCE WITH GOVERNMENT SECURE EXTRANET CODE OF CONNECTION

There was submitted [Report No 341/10](#) by the Director of Corporate Services advising the Committee of the current status of the Council's compliance with the requirements of the Government Secure Extranet and outlining the action plan agreed with Communications-Electronics Security Group to ensure continued compliance.

The Report indicated that the Council maintained a connection to the Government Secure Extranet in order to allow front line services to interact securely with central government agencies. Key activities routed through this connection included child protection messaging, transfer of children's reports to the Courts, registration services and all benefit systems shared with the Department of Work and Pensions.

The process of dialogue for re-accreditation had now been completed for the latest version of the code of connection, with a set of remedial actions agreed to ensure a move towards full compliance and these actions were listed in the plan attached as Appendix A to the Report.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the contents of the action plan for full re-accreditation.

13. INFORMATION TECHNOLOGY RENEWAL AND REPAIR FUND - CAPITAL PROJECTS

There was submitted [Report No 342/10](#) by the Director of Corporate Services seeking approval for allocation from the 2010/2011 contribution to the Information Technology Renewal and Repair Fund to fund a number of Information Technology capital projects in the 2010/2011 Financial Plan.

The Report indicated that it was proposed to continue the programmes of ongoing replacement and renewal based on the age of IT equipment throughout the Council and the capability to sustain viable support and implement new initiatives.

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 throughout the Council during 2010/2011:-
 - £120,000 to fund the ongoing renewal of Corporate IT Infrastructure;
 - £50,000 to fund the ongoing renewal of Corporate Telecoms Infrastructure;
 - £140,000 to fund the implementation of a Consolidated Storage Infrastructure;
 - £60,000 to fund the Citrix Upgrade and Enhancement;
 - £50,000 to fund the implementation of Unified Communications Technology; and
 - £80,000 to fund the implementation of a Desktop Replacement Programme.

14. HOUSING CAPITAL AND PLANNED MAINTENANCE PROGRAMME - HRA BLOCK - 2009/2010

With reference to Article 4 of the minute of meeting of the Neighbourhood Services Committee of 15 April 2010, there was submitted [Joint Report No 282/10](#) by the Director of Neighbourhood Services and the Director of Corporate Services setting out the actual capital and planned maintenance spend to 28 February 2010, together with a projected outturn for the year to 31 March 2010 and updated 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 Programme for the period to 28 February 2010;
- (iii) to note the capital receipts position for the period to 28 February 2010;
- (iv) to note the projected year end and Capital and Planned Maintenance expenditure positions and updated indicative funding proposals; and
- (v) to note that relevant officers would continue to closely monitor capital spend and receipt levels to ensure that the Capital Programme and Planned Maintenance programme remained within overall available resources.

15. CAPITAL MONITORING - GENERAL FUND CAPITAL PROGRAMME - 2009/2010

With reference to Article 15 of the minute of meeting of this Committee of 11 March 2010, there was submitted [Report No 343/10](#) by the Director of Corporate Services advising the Committee of the capital expenditure incurred for the period from 1 April 2009 to 28 February 2010 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 £3.243 million lower than the budgeted level of £26.847 million and net expenditure was £2.283 million lower than the budget of £17.875 million.

Having heard Councillor Murray made reference, in particular, to Monifieth Town Centre Enhancements, the start date of which had slipped from that indicated in the Report, 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 28 February 2010, as per tables 1 and 2 of the Report and the accompanying Capital Monitoring Statement;

- (iii) to note that 2009/2010 year end actual expenditure on the General Fund Capital Programme would be brought to the next Corporate Services Committee on 10 June 2010; and
- (iv) to note that the next meeting of the Capital Projects Monitoring Group was scheduled to take place on 6 May 2010.

16. RENEWAL AND REPAIRS FUNDS AS AT 28 FEBRUARY 2010

With reference to Article 16 of the minute of meeting of this Committee of 11 March 2010, there was submitted [Report No 344/10](#) by the Director of Corporate Services advising the Committee of the actual financial position of the Renewal and Repairs Funds for Property, Information Technology, Roads and Transport, Print and Design Unit and Recreation as at 28 February 2010, which showed an effective uncommitted balance of £450,313.

The Committee agreed to note the contents of the Report.

17. REVENUE MONITORING/PROJECTED OUTTURN STATEMENT 2009/2010

With reference to Article 17 of the minute of meeting of this Committee of 11 March 2010, there was submitted [Report No 345/10](#) by the Director of Corporate Services advising the Committee of the actual revenue expenditure incurred and income received for the period 1 April 2009 to 28 February 2010, together with the anticipated year-end position in respect of each Council Department.

The Report indicated that, in the main, expenditure was currently behind the phased budget and although there were no particular concerns arising from these areas at present, the position would continue to be monitored closely during the course of the financial year.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to note in particular the comments on the financial implications section with regard to the projected year-end position.

18. REMISSION OF RATES

With reference to Article 18 of the minute of meeting of this Committee of 11 March 2010, there was submitted [Report No 346/10](#) by the Director of Corporate Services advising the Committee of applications for remission of rates and recommending that they be granted, which would result in an annual cost of £29.77 to the Council.

The Committee agreed to approve the applications for remission of rates, as detailed in the Report.

19. 2010/2011 FINAL REVENUE BUDGET DOCUMENTS

With reference to Article 18 of the minute of meeting of this Committee of 30 April 2009, there was submitted [Joint Report No 347/10](#) by the Director of Corporate Services and the Head of Finance seeking approval for the 2010/2011 Final Revenue Budget Volume, which incorporated the Provisional Capital Budget 2010/2011 and the Budget Guide Booklet to be issued by the Head of Finance when available.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the amendments to departmental 2010/2011 revenue budgets as detailed in the Report;
- (iii) to note that a comprehensive update of the 2009/2013 financial plan, incorporating a final 2010/2011 capital budget, would be undertaken once actual expenditure for financial year 2009/2010 had been established;

- (iv) to note that a separate Final Capital Budget Volume 2010/2011 would be submitted to this Committee for approval following the summer recess; and
- (v) to authorise the Head of Finance to issue the 2010/2011 Final Revenue Budget Volume together with the Budget Guide Booklet when these were available, in accordance with the distribution arrangements detailed in the Report.