

ANGUS COUNCIL

MINUTE of MEETING of the **PERSONNEL AND PROPERTY SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Tuesday 15 April 2003 at 4.25 pm.

Present: Councillors BILL MIDDLETON, RON SCRIMGEOUR, ALEX KING, IAN MACKINTOSH, GLENNIS MIDDLETON, BRIAN MILNE, PETER MURPHY, ROB MURRAY, PETER NIELD. HELEN OSWALD and BILL ROBERTON.

Apologies: Apologies for absence were intimated on behalf of Councillors The Hon R J LESLIE MELVILLE and DAVID SELFRIDGE.

Councillor BILL MIDDLETON, Convener, in the Chair.

1. VALEDICTORY REMARKS

As this was the last meeting of this Committee to be held before the elections, the Convener thanked all the officers for the support which he and the Committee had received over the last four years.

2. DECLARATIONS OF INTEREST

Councillors Glennis Middleton and Robertson declared an interest in item 4.

3. 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 items 4, 5 and 6 below, so as to avoid the disclosure of information which was exempt in terms of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973, paragraphs 1, 6, 8 and 9.

4. PROPERTY TRANSACTIONS

With reference to Article 5 of the minute of meeting of this Committee of 28 January 2003, there was submitted [Report No 458/03](#) by the Director of Property Services advising of the outcome of negotiations of various property transactions including rent reviews, appropriation, negotiated disposals, lease renewal and open market disposals.

The Committee, for its interest, agreed to note the conclusion of negotiations for the items contained in Appendices 1, 2 and 4 and approved the disposals in Appendices 3 and 5 of the Report.

5. REWIRING AND MINOR REPAIR AND ALTERATION WORKS AT REID HALL, FORFAR – TENDER LIST

With reference to Article 3 of the minute of meeting of this Committee of 11 March 2003, there was submitted [Report No 531/03](#) by the Director of Property Services giving details of the contractors to be invited to tender for the complete re-wiring and replacement of all lighting, including stage lighting, refurbishment of toilets, cloakroom area and shower facilities, replacement of kitchen canopy, gas cooking range and hot water provision and internal and external redecoration of the Reid Hall, Forfar.

The Committee agreed that the following five contractors be invited to tender, subject to any financial assessment as required by the Director of Finance, in consultation with the Director of Property Services:-

Jaydee Heating and Electrical, Dundee
I S McKenna, Kirriemuir
Muirfield (Contracts) Ltd, Dundee
Andrew Shepherd & Sons Ltd, Forfar
Taycon Construction Ltd, Dundee

6. ESTABLISHMENT CHANGES - CURRENT COMMITTEE CYCLE

With reference to Article 6 of the minute of meeting of this Committee of 28 January 2003, there was submitted [Report No 459/03](#) by the Chief Executive summarising the changes to the establishments of the Roads, Housing, Social Work and Leisure Services Departments, as noted by Services Committees during the current Committee cycle, and the proposed changes to the establishment of the Law and Administration Department.

The Committee, for its interest, agreed to approve the changes to the establishments of these departments, as detailed in the Report.

7. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee 11 March 2003](#) was approved as a correct record and signed by the Convener.

(b) Appeals Sub Committee

The [minute of meeting of the Appeals Sub-Committee of 21 March 2003](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX 1**).

(c) Executive Sub Committee

The [minute of meeting of the Executive Sub-Committee of 1 April 2002](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX 2**).

8. PROPERTY RELATED ASSET MANAGEMENT WITHIN SOCIAL WORK

With reference to Article 6 of the minute of meeting of the Social Work Committee of 8 April 2003, there was submitted [Joint Report No 437/03](#) by the Acting Director of Social Work and the Director of Property Services outlining the proposed strategy for maintenance and capital expenditure for property within Social Work and outlining specific projects that would be undertaken in financial year 2003/2004.

The Report indicated that a corporate Asset Management Plan was currently being prepared which would include social work properties, giving an overview of the assets held and their condition/fitness for purpose. The plan would include detailed proposals for property related projects over a four year period, to ensure that there was adequate time to plan and implement projects, once the necessary finance had been secured. Accordingly, the strategy proposed and outlined in the Report would be incorporated as a key part of the corporate Asset Management Plan.

The Report concluded that the approach to Asset Management outlined in the Report would ensure a strategic and co-ordinated programme of property related activity within social work in a way that would provide sustained investment in key resources.

The Committee, for its interest, agreed to note the strategy for maintenance and capital expenditure outlined in the Report.

9. CORTACHY PRIMARY SCHOOL

With reference to Article 8 of the minute of meeting of the Education Committee of 15 April 2003, there was submitted [Joint Report No 484/03](#) by the Director of Education and the Director of Property Services outlining the requirement to provide an extra extension to Cortachy Primary School to replace the huttled accommodation.

The main building which dated back to the 19th century was in generally good condition with temporary huttled accommodation added in the early 1970's. However, structural problems had recently been discovered in one of the classrooms and it was no longer accessible for pupils. Although it would be possible to carry out improvement work, this would only delay the inevitable requirement to replace the huttled accommodation. The Report therefore recommended the provision of a permanent extension to the school and other improvements to the main building.

Outline plans to redevelop the school had been discussed with the Head Teacher and wider consultation was proposed with the whole school community early in the new term to discuss both the plans and school arrangements during the construction period.

The Committee, for its interest, agreed:-

- (i) to approve the extension/improvement to Cortachy Primary School at an estimated cost of £360,000;
- (ii) to note that a further Report on procurement would be considered by the Policy and Resources Committee; and
- (iii) to note that a further Joint Report on the School Estate Plan would be brought forward to future Committee meetings.

10. BUSINESS GATEWAY OFFICE – ANGUS – ACCOMMODATION OF CAREERS SCOTLAND

With reference to Article 19 of the minute of meeting of the Economic Development Committee of 10 April 2003, there was submitted [Joint Report No 460/03](#) by the Chief Executive and the Director of Property Services informing the Committee of a proposal to accommodate the Arbroath Office of Careers Scotland within the Business Gateway Office in Arbroath, for which the Council held the head lease, and recommending that the Chief Executive and Director of Property Services be granted delegated authority to agree the proposal on behalf of the Council.

The Committee agreed to authorise the Chief Executive and Director of Property Services to participate in negotiations of the sub-rental of office space within the Business Gateway Office, Arbroath to Careers Scotland and to agree the terms of the sub-rental, in accordance with the terms of the Report.

11. STOCKTAKE OF LOCAL GOVERNMENT PENSION SCHEME

With reference to Article 9 of the minute of meeting of the Finance and Information Technology Committee of 15 April 2003, there was submitted [Joint Report No 461/03](#) by the Chief Executive and the Director of Finance indicating Angus Council's response to the consultation exercise which had been undertaken by the Local Government Pension Committee with regard to the Office of the Deputy Prime Minister's stocktake of the Local Government Pension Scheme. A copy of the consultation paper, together with the response which had been required to be submitted by 11 April 2003, was appended to the Report.

The Committee, for its interest, agreed to homologate the action taken by the Director of Finance in submitting the response attached to the Report as Appendix 1, to both the Local Government Pension Committee and the Office of the Deputy Prime Minister.