

ANGUS COUNCIL

MINUTE of MEETING of the **CORPORATE SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 1 May 2008 at 4.00 pm.

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

Councillor SALMOND, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Robert Myles and Sandy West with Councillors Colin Brown and Glennis Middleton, respectively, substituting.

2. DECLARATIONS OF INTEREST

Councillor Salmond declared an interest in item 11 as a shareholder with Scottish and Southern. He indicated that he would not participate in discussion and voting and would vacate the Chair when this matter was considered.

Councillor King declared an interest in item 13 as a member of Arbroath Pageant Society. He indicated that he would participate in discussion and vote on any question arising from this item.

Councillor May declared an interest in items 20(a) and 20(b) as having been involved in assisting with the Montrose Music Festival and as a Council appointee Director of Angus Care and Repair, respectively. He indicated that he would participate in discussion and vote on any questions arising from the items.

Councillor Murphy declared an interest in item 20(a) as adviser to the Carnoustie Centre Action Group. He indicated that he would participate in discussion and vote on any question arising from this item.

Councillor Nield declared an interest in item 13 as he had been involved in a bid for subjects at 6-8 Gallowden Road, Arbroath. He indicated that he would not participate in discussion and voting on any question arising from this item.

3. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 13 March 2008](#) 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 this Committee of 27 March 2008](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

4. PHASE 3 ALTERATIONS AND IMPROVEMENTS TO BRECHIN TOWN HOUSE MUSEUM - TENDER LIST

With reference to Article 3 of the minute of meeting of this Committee of 27 February 2008, there was submitted [Report No 419/08](#) by the Director of Corporate Services containing details of the contractors who it was proposed be invited to tender for alterations and improvement works to Brechin Town House Museum.

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

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to invite the undernoted four contractors to tender for the project, subject to any financial assessment as required by the Head of Finance in consultation with the Head of Property:-
 - R S Hill, Forfar
 - Mansell Construction Services Ltd., Croydon
 - Muirfield (Contracts) Ltd., Dundee
 - Andrew Shepherd Construction Ltd., Forfar

5. **CLEANING OF WINDOWS IN ANGUS COUNCIL PROPERTIES - TENDER LIST**

There was submitted [Report No 442/08](#) by the Director of Corporate Services containing details of the contractors who it was proposed be invited to tender for the cleaning of windows in various Angus Council properties, for the period to 31 March 2011.

The Report indicated that each firm had been asked to supply information on its history, capability and present and future commitments and other relevant areas.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to invite the undernoted eight contractors to tender for the contract, subject to any financial assessment as required by the Head of Finance in consultation with the Head of Property:-
 - ABC Window Cleaning Services, Dundee
 - Clearly Cleaning, Glasgow
 - John Connor, Arbroath
 - A J Craig & Sons, Dundee
 - Greengait Cleaning Services, Blairgowrie
 - Initial Window Cleaning, Oldbury
 - Mitie Cleaning & Support Services Ltd., Loanhead
 - Superior Cleaning Services, Edinburgh

6. **ENERGY EFFICIENCY INITIATIVE FUND INVEST TO SAVE PROJECTS 2008/2009 - PHASE 1**

With reference to Article 5 of the minute of meeting of the Resources and Central Services Committee of 15 March 2007, there was submitted [Report No 454/08](#) by the Director of Corporate Services advising members on the Phase 1 programme of energy "Invest to Save" projects to be undertaken utilising the Energy Efficiency Initiative Fund in 2008/2009.

The Report indicated that savings created as a consequence of this programme would flow back into the Energy Efficiency Initiative Fund as they arose and would assist the Council in reducing its CO₂ emissions.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the programme of "Invest to Save" projects as detailed in the Report, at an estimated cost of £97,300 from the Energy Efficiency Initiative Fund during 2008/2009; and
- (iii) to note that the forecast annual savings of £193,510 would be retained by the Council, with a proportion of the energy bill savings being used to repay the initial investment by flowing back into the fund.

7. ENERGY AND ENVIRONMENTAL CONSERVATION SPEND TO SAVE PROGRAMME 2008/2009 - PHASE 1

With reference to Article 6 of the minute of meeting of the Resources and Central Services Committee of 15 March 2007, there was submitted [Report No 455/08](#) by the Director of Corporate Services seeking approval to the provision of supplementary funding from the Property Renewal and Repair Fund to undertake the programme of "Spend to Save" energy efficiency projects in support of the Council's Energy Management Strategy, at an estimated cost of £61,215.

The Committee agreed:-

- (i) to note the programme of "Spend to Save" energy efficiency projects planned for 2008/2009, as detailed in the Report; and
- (ii) to approve a bid for supplementary funding in the sum of £61,215 from the Property Renewal and Repair Fund, 2008/2009.

8. ACCESS FOR THE DISABLED ADAPTATIONS PROGRAMME 2008/09 - PHASE 1

With reference to Article 4 of the minute of meeting of the Resources and Central Services Committee of 15 March 2007, there was submitted [Report No 456/08](#) by the Director of Corporate Services seeking approval to the provision of supplementary funding from the Property Renewal and Repair Fund to support the accessibility improvement programme for educational properties being undertaken by the Education Department, at an estimated cost of £110,000.

The Report indicated that the Disability Discrimination Act 1995 placed a responsibility on the Council to take appropriate measures to ensure, so far as practicable, equality of access to Council services for all members of the community with a disability.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve a bid for supplementary funding in the sum of £110,000 from the Property Renewal and Repair Fund in 2008/2009 to support the next phase of the accessibility improvement programme for educational properties; and
- (iii) to instruct the Head of Property to progress these adaptations in consultation with the Director of Education

9. PROPOSED DISPOSAL OF SITE AT BROOMFIELD ROAD, MONTROSE - MONTROSE MODEL AERO CLUB

There was submitted [Report No 457/08](#) by the Director of Corporate Services advising members of a request from the Montrose Model Aero Club to acquire a site at Broomfield Road, Montrose.

The Report indicated that the Club currently leased the site measuring 150 sq metres and had now constructed a clubroom on the ground. Disposal of the site would provide the Club with long-term security and enable it to invest further in improvements to the building.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve disposal of the site at Broomfield Road, Montrose to the Montrose Model Aero Club, on terms and conditions to be agreed with the Head of Property.

**10. PROPERTY RENEWAL AND REPAIR FUND
UPDATE OF FUNDING ARRANGEMENTS AND PLANNED PROGRAMME OF URGENT
REPAIRS 2008/2009 - PHASE 1**

With reference to Article 3 of the minute of meeting of this Committee of 15 March 2007, there was submitted [Report No 458/08](#) by the Director of Corporate Services advising on the next programme of urgent repairs to be undertaken utilising the Property Renewal and Repair Fund.

The Report recommended that the programme of urgent repairs detailed in the Report should be undertaken at the earliest possible date to ensure that the properties concerned were quickly brought up to standard.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the next programme of work for the execution of urgent property repairs, at an estimated cost of £591,140, utilising the Property Renewal and Repair Fund.

Councillor Salmond, having declared an interest in the following item of business, vacated the Chair at this stage and left the meeting, whereupon Councillor Whyte took the Chair.

11. ELECTRICITY SUPPLY CONTRACT - 1 APRIL 2008 TO 31 MARCH 2010

With reference to Article 37 of the minute of meeting of the Resources and Central Services Committee of 4 September 2003, there was submitted [Report No 459/08](#) by the Director of Corporate Services seeking homologation of acceptance of a negotiated offer by Scottish and Southern Energy plc for the electricity supply contract 2008/2010.

The Report indicated that discussions had taken place between officer members of the Tayside Energy Consortium following which it was agreed to extend the current contract with Scottish and Southern Energy plc for a further two year period, at mutually agreed market rates.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to homologate the action of the Director of Corporate Services in authorising acceptance of the negotiated offer by Scottish and Southern Energy plc.

Councillor Salmond took the Chair at this stage.

12. GAS SUPPLY CONTRACT - 1 APRIL 2008 TO 31 MARCH 2009

With reference to Article 36 of the minute of meeting of the Resources and Central Services Committee of 4 September 2003, there was submitted [Report No 473/08](#) by the Director of Corporate Services seeking homologation of acceptance of a negotiated offer by Corona Energy plc for the gas supply contract 2008/2009.

The Report indicated that discussions had taken place between officer members of the Tayside Energy Consortium following which it was agreed to extend the current contract with Corona Energy plc for a further one year period, at mutually agreed market rates.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to homologate the action of the Director of Corporate Services in authorising acceptance of the negotiated offer by Corona Energy plc.

13. PROPERTY TRANSACTIONS

With reference to Article 11 of the minute of meeting of this Committee of 31 January 2008, there was submitted [Report No 460/08](#) by the Director of Corporate Services advising members of the outcome of negotiations for lease renewals, rent reviews, new leases and open market disposals.

The Committee agreed to note and approve the conclusion of negotiations, detailed in Appendices 1, 2, 3 and 4 of the Report.

14. BARRY PRIMARY SCHOOL AND WELLBRAE PRIMARY SCHOOL - DISPOSAL OF BUILDINGS

With reference to Article 5 of the minute of meeting of the Education Committee of 24 April 2008, there was submitted [Joint Report No 388/08](#) by the Director of Education and the Director of Corporate Services advising members that Barry Primary School and Wellbrae Primary School had buildings which were now surplus to educational requirements following implementation of the Forfar/Carnoustie Schools Project.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to instruct the Director of Corporate Services to dispose of Barry Primary School and Wellbrae Primary School buildings on the open market.

15. THE PRINCE'S TRUST

With reference to Article 7 of the minute of meeting of the Education Committee of 24 April 2008, there was submitted [Report No 389/08](#) by the Director of Corporate Services alerting members to recent amendments to the Prince's Trust funding.

The Report indicated that the Council had a long standing association with the Trust and following support formally expressed by the Council in 2003, two main strands had now been developed.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the allocation of £8,000 to enable two Prince's Trust Team Programmes to proceed in 2008/09 with funding from the contingency for unidentified burdens set aside within the 2008/09 revenue budget.

16. AWARD OF INFORMATION COMMUNICATION TECHNOLOGY HARDWARE MAINTENANCE CONTRACT 2008

With reference to Article 3 of the minute of meeting of the Executive Sub-Committee of this Committee of 20 December 2007, there was submitted [Report No 461/08](#) by the Director of Corporate Services summarising the evaluation of tenders received for the Information Communication Technology Hardware Maintenance Contract 2008.

The Committee agreed:-

- (i) to note the evaluation process undertaken; and
- (ii) to approve acceptance of the tender submitted by ServiceTec Ltd, as being the most economically advantageous to the Council.

17. PROCUREMENT OF WEBSITE ACCREDITATION SERVICE

There was submitted [Report No 462/08](#) by the Director of Corporate Services seeking approval to procure a website accreditation service and subsequent annual re-testing for the following two year period.

The Report indicated that the current version of the Angus Council Website had been launched in 2003 and considerable effort had been undertaken to ensure that it was designed and published in such a manner as to make it accessible and usable by all interested parties.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the procurement of a website accreditation service from Shaw Trust, as detailed in the Report;
- (iii) to approve the procurement of an annual re-testing service for the following two year period; and
- (iv) to note the on-going time and effort which was required to obtain and maintain such accreditation.

18. PROCUREMENT OF REPLACEMENT HARDWARE FOR REVENUES I-WORLD

There was submitted [Report No 463/08](#) by the Director of Corporate Services recommending approval of the allocation of funds from the Finance Revenue Budget and the Information Technology Renewal and Repairs Fund for the procurement of elements relating to the Revenues Service of Finance.

The Report indicated that Sun Hardware required to be procured from approved Sun Value Added Resellers in order to ensure that the equipment was licensed for use within the United Kingdom and that this required the current support arrangements for the system to be continued.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the allocation of £46,173 from current balances in the Finance Revenue Budget and the Information Technology Renewal and Repair Fund for the supply of hardware to upgrade systems in the Revenues Division; and
- (iii) to approve procurement of the required server hardware from Q Associates being the most economically advantageous quotation received.

19. INFORMATION TECHNOLOGY RENEWAL AND REPAIRS FUND - CAPITAL PROJECTS

With reference to Article 12 of the minute of meeting of this Committee of 15 March 2007, there was submitted [Report No 464/08](#) by the Director of Corporate Services seeking approval of an allocation from the 2008/09 Information Technology Renewal and Repairs Fund to finance a number of Information Technology capital projects in the 2008/2009 Financial Plan.

The Report indicated that the Council had made considerable investment in Information Technology and all areas depended heavily on this service.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the allocation of £110,000 from the Information Technology Renewal and Repairs Fund to fund the ongoing replacement of computer desktop equipment during 2008/2009;
- (iii) to approve the allocation of £210,000 from the Information Technology Renewal and Repairs Fund for the ongoing renewal of corporate information technology infrastructure during 2008/2009; and
- (iv) to authorise allocation of £50,000 from the Information Technology Renewal and Repairs Fund for the ongoing renewal of corporate telecoms infrastructure during 2008/2009.

20. ANGUS COUNCIL COMMUNITY GRANT SCHEME**(a) Progress Report**

With reference to Article 11(b) of the minute of meeting of this Committee of 21 June 2007, there was submitted [Joint Report No 465/08](#) by the Chief Executive and the Director of Infrastructure Services detailing Angus Council Community Grant Scheme applications of over £500 and of £500 or less which had been approved during 2007/2008 and advising of suggested changes to improve the process.

The Committee agreed:-

- (i) to note the summary of Community Grant Funding which had been approved between 1 April 2007 and 31 March 2008;
- (ii) to approve the suggested changes to streamline and improve the process relating to publicity, guidance and assessment, as detailed in the Report; and
- (iii) to instruct the Director of Corporate Services to report to the next meeting of this Committee on any feedback available from Brechin Arts Festival.

(b) New Applications

With reference to Article 12 of the minute of meeting of this Committee of 13 March 2008, there was submitted [Joint Report No 466/08](#) by the Chief Executive and the Director of Infrastructure Services detailing applications for grants over £500 in terms of the Council's Community Grant Scheme and advising members of applications for £500 or less which had been approved/rejected.

The Committee agreed:-

- (i) to note the following decisions in respect of applications for grants over £500:
 - Scottish Countryside Alliance Educational Trust – up to £5,000 dependent on contributions from other local authorities and on condition that a group representative should be identified to discuss arrangements with the Education Department.
 - Angus Care and Repair - No award
 - Inverbrothock and Cairnie over 50's Club - No award
 - Angus Transport Group - £3,283.55 subject to four specific conditions as detailed in the Report
 - Carnoustie Scottish Country Dance Club - £1,700;
- (ii) to note the following decisions in respect of applications for £500 or less:-
 - Homestart Angus - No award
 - Forfar Horticultural Society - £150
 - The Attic, Brechin Youth Project - £250 on condition that an evaluation of the workshops was undertaken and provided on completion
 - Hospitalfield Organic Produce Enterprise - £450
 - Guthrie Village Hall - £500; and
- (iii) to instruct the Director of Corporate Services to report to the next meeting of this Committee on contributions to be received by the Scottish Countryside Alliance Educational Trust from other local authorities.

21. HOUSING CAPITAL AND PLANNED MAINTENANCE PROGRAMME - HRA BLOCK - 2007/2008

With reference to Article 4 of the minute of meeting of the Neighbourhood Services Committee of 17 April 2008, there was submitted [Report No 378/08](#) by the Director of Corporate Services setting out the latest position on the HRA Capital and Planned Maintenance Programmes for 2007/2008 and setting out the actual capital and planned

maintenance spend for the period to 29 February 2008, together with year end spend projections and updated funding proposals.

The Report indicated that the indicative end of year funding position had been reviewed and aligned to the spend outturn projection and notwithstanding the six weekly cycle of meetings of this Committee, detailed monitoring was carried out on a monthly basis by officers.

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 29 February 2008;
- (iii) to note the capital receipts position for the period to 29 February 2008; and
- (iv) to note the projected year end capital expenditure and receipts positions and the proposed funding approach.

22. CAPITAL MONITORING - GENERAL FUND CAPITAL PROGRAMME - 2007/2008

With reference to Article 17 of the minute of meeting of this Committee of 13 March 2008, there was submitted [Report No 467/08](#) by the Director of Corporate Services advising members of the capital expenditure incurred for the period from 1 April 2007 to 29 February 2008 and measuring projected capital expenditure for the year against budgeted provision.

The Report indicated that, at this stage in the financial year, the latest estimate of gross expenditure was £3.458 million less than the revised gross budget of £27,079,000 and the latest estimate of net expenditure was lower than the revised budget by £1.346 million.

The Report further indicated that preparations for the year end accounts process were now underway and there was a possibility of further slippage arising on the Capital Programme, which would continue to be closely scrutinised by appropriate officers.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the position on the overall General Fund Capital Programme as at 29 February 2008, as detailed in the Report and the accompanying Capital Monitoring Statement;
- (iii) to note that the projected gross expenditure for 2007/2008 had reduced by £511,000 and net expenditure had reduced by £128,000;
- (iv) to note that the unaudited actual 2007/08 year end position on the General Fund Capital Programme would be reported to the next meeting of this Committee; and
- (v) to note that the next meeting of the Capital Projects Monitoring Group was scheduled to take place on 17 June 2008 when explanations would be required from officers on the reasons for further slippage in the programme.

23. REVENUE MONITORING/PROJECTED OUTTURN STATEMENT 2007/2008

With reference to Article 18 of the minute of meeting of this Committee of 13 March 2008, there was submitted [Report No 468/08](#) by the Director of Corporate Services advising members of the actual revenue expenditure incurred and income received for the period 1 April 2007 to 29 February 2008, together with the anticipated year end position in respect of each Council department.

The Report indicated that while some budgets were currently ahead of the phased budget, there were no particular concerns arising from these at present but the position would continue to be closely monitored as part of the year end final accounts processed.

The Committee agreed to note the contents of the Report and in particular the comments on the financial implications with regard to the projected year end position.

24. RENEWAL AND REPAIRS FUNDS AS AT 29 FEBRUARY 2008

With reference to Article 19 of the minute of meeting of this Committee of 13 March 2008, there was submitted [Report No 469/08](#) by the Director of Corporate Services reporting on the actual financial position of the Renewal and Repairs Funds for Property, Information Technology, Roads and Transport, Print Unit and Equipment as at 29 February 2008, which showed an effective uncommitted balance of £835,159.

The Committee agreed to note the contents of the Report.

25. EXCLUSION OF PUBLIC AND PRESS

The Committee resolved in terms of Standing Order 27(2), that the public and press should be excluded during consideration of the following item, 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 6, 8 and 9.

26. TERM CONTRACTS FOR URGENT REPAIR AND JOBBING CONTRACTS - (APRIL 2007 - MARCH 2010) - CONTRACT DETERMINATIONS

With reference to Article 7 of the minute of meeting of the Resources and Central Services Committee of 15 March 2007, there was submitted [Report No 470/08](#) by the Director of Corporate Services recommending members to authorise determination of the employment of Andrew Shepherd Construction Ltd., Forfar, Mitie Engineering Maintenance Ltd., Glasgow and Asbestos Environmental Services Ltd, St Helens and to seek to recover any additional costs to the Council.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to authorise the determination of the employment of
 - Andrew Shepherd Construction Ltd., Forfar, from the Roughcast, Plaster, Tile, Slater and Tile roofing trade categories of the current Urgent Jobbing and Repairs Contracts, for the reasons stated in the Report;
 - Mitie Engineering Maintenance Ltd., Glasgow, from the Electrical, Heating and Plumber trade categories of the current Urgent Jobbing and Repairs Contracts, for the reasons stated in the Report; and
 - Asbestos Environmental Services Ltd, St Helens, from the Asbestos trade category of the current Urgent Jobbing and Repairs Contracts, for the reasons stated in the Report;
- (iii) to authorise the Head of Property to accept the following offers and subsequent placing of orders in the most advantageous manner to 31 March 2010:
 - Raynor Roofing Ltd., Dundee - Slater and Tile roofing trade category in all the contract areas;
 - E. W. Edwardson (Electrical Contractors) Ltd., Glenrothes - Electrical trade category in the Kirriemuir contract area;
 - Rhodar (Scotland) Ltd., Aberdeen - Asbestos trade category in all the contract areas.
- (iv) to authorise the Head of Property to negotiate with contractors from other contract areas in the Roughcast trade category to carry out work in the Arbroath area and where appropriate, to recover all additional costs incurred as a result of such action from Andrew Shepherd construction Ltd., Forfar;
- (v) to approve that Andrew Shepherd Construction Ltd., Forfar, Mitie Engineering Maintenance Ltd., Glasgow and Asbestos Environmental Services Ltd., St Helens not be considered for any future works of a similar nature procured through a contract of a similar type for a period of three years; and

- (vi) to authorise the Head of Property and the Head of Law and Administration to take appropriate action to seek to recover additional costs to the Council.