

ANGUS COUNCIL

MINUTE of MEETING of the **CORPORATE SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 4 December 2008 at 4.00 pm.

Present: Councillors MARK SALMOND, JOHN WHYTE, ALISON ANDREWS, IAIN GAUL, ALEX KING, RUTH LESLIE MELVILLE MBE, BILL MIDDLETON, PETER MURPHY, ROB MURRAY, ROBERT MYLES, PETER NIELD, HELEN OSWALD, RALPH PALMER, JOHN RYMER and SANDY WEST.

Councillor SALMOND, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Ian Mackintosh and David May with Councillors Ruth Leslie Melville and Alison Andrews, respectively, substituting.

2. DECLARATIONS OF INTEREST

Councillor Salmond declared an interest in item 8 as he had assisted in the proposed event of Montrose Together and attended organisational meetings. He indicated that he would not participate in discussion and voting and would vacate the Chair when this matter was considered.

Councillor Oswald declared an interest in item 8 as the wife of a member of Carnoustie Community Council.

Councillor Palmer declared an interest in item 16 as a person in receipt of an occupational pension, a shareholder and husband of an employee of the Royal Bank of Scotland. He indicated that he would not participate in discussion and voting on this item.

Councillor West declared an interest in item 8 as he had attended meetings of Montrose Together and the Montrose Basin Visitor Centre.

3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Committee of 23 October 2008](#) was approved as a correct record and signed by the Convener.

4. 2009/2010 REVENUE BUDGET

With reference to Article 19 of the minute of meeting of this Committee of 12 June 2008, there was submitted [Report No 1205/08](#) by the Director of Corporate Services advising the Committee of the latest position with regard to the preparation of the Corporate Services Department (Finance, Law and Administration, Information Technology and Property) 2009/2010 Revenue Budget and associated issues.

Appended to the Report was a summary of the Departmental Provisional Base Budget for 2009/2010 as submitted to, and subsequently reviewed by, the Head of Finance.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the budget process; and
- (ii) to note that more detailed Reports, with specific recommendations, would be brought forward later in the Revenue Budget cycle.

5. 2008/2012 FINANCIAL PLAN AND 2009/2010 CAPITAL BUDGET

With reference to Article 20 of the minute of meeting of this Committee of 12 June 2008, there was submitted [Report No 1206/08](#) by the Director of Corporate Services advising the

Committee of the latest position with regard to the preparation of the 2008/2012 Financial Plan (incorporating the 2009/2010 Capital Budget) for the Corporate Services Department.

Appended to the Report was the Corporate Services Departmental Financial Plan submission for 2008/2012 as returned to the Head of Finance and subsequently reviewed by the Capital Budget Sub-Group.

The Committee agreed:-

- (i) to note the contents of the Report for its interest at this stage in the Financial Plan process; and
- (ii) to note that more detailed Reports, with specific recommendations, would be brought forward later in the Financial Plan cycle.

6. SEAVIEW PRIMARY SCHOOL - NURSERY BUILDINGS PROPOSED DISPOSAL

With reference to Article 18 of the minute of meeting of this Committee of 4 September 2008, there was submitted [Report No 1207/08](#) by the Director of Corporate Services advising members that a development framework was now in place for the marketing of the former nursery at Seaview Primary School (which included the former Seaview House and ground, Monifieth).

The Report indicated that completion of the development framework would enable the marketing of the property as it gave outline guidance on a suitable development option for the site.

The Committee agreed:-

- (i) to note the contents of the Report and the development framework;
- (ii) to approve the ring-fencing of the capital receipt arising from the sale of the properties and associated land on the basis detailed in the Report; and
- (iii) to approve the marketing of the former nursery building at Seaview Primary School, the former Seaview House and ground, Monifieth.

7. PROPERTY TRANSACTIONS

With reference to Article 7 of the minute of meeting of this Committee of 23 October 2008, there was submitted [Report No 1208/08](#) by the Director of Corporate Services advising members of the outcome of negotiations for lease renewals.

The Committee agreed to note or approve (as appropriate) the conclusion of negotiations as detailed in Appendices 1.1, 1.2, 1.3 and 1.4 of the Report.

8. ANGUS COUNCIL ENVIRONMENTAL IMPROVEMENT AND CIVIC PRIDE GRANT SCHEMES - NEW APPLICATIONS

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

With reference to Article 18 of the minute of meeting of this Committee of 23 October 2008, there was submitted [Report No 1209/08](#) by the Director of Infrastructure Services making recommendations with regard to applications to the Angus Council Environmental Improvement and Civic Pride Grant Schemes.

The Committee agreed:-

- (i) that the following awards be made:-

Environmental Improvement Grant Scheme

- Ward 2 - Brechin and Edzell (Physical Environment) - Caledonian Railway (Brechin) Ltd - £2,000;

- Ward 2 - Brechin and Edzell (Physical Environment) - Edzell Village Improvement Society - £2,000;
- Ward 5 - Carnoustie and District (Physical Environment) - Carnoustie Community Council - £320.44;
- Wards 6 and 7 - Arbroath East and Lunan and Arbroath West and Letham (Physical Environment) - Angus College Charitable Trust - £850;
- Ward 8 - Montrose and District (Physical Environment) - Brechin Railway Preservation Society - £500;
- Ward 8 - Montrose and District (Built Environment) - Montrose Basin Visitor Centre - £2,000.

Civic Pride Grant Scheme

- Ward 8 - Montrose and District - Montrose Together - £2,000;
 - All Wards - Volunteer Centre Angus - £1,250; and
- (ii) to delegate authority to the relevant officers within the Infrastructure Services Department to approve applications seeking £500 or less, in terms of this Scheme, following consultation with local members.

9. ANGUS COUNCIL COMMUNITY GRANT SCHEME - NEW APPLICATIONS

With reference to Article 19 of the minute of meeting of this Committee of 23 October 2008, there was submitted [Report No 1210/08](#) by the Director of Infrastructure Services detailing an application for a grant 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.

COUNCILLOR SALMOND, SECONDED BY COUNCILLOR WHYTE, MOVED THAT THE COMMITTEE AGREES:-

- (II) TO DECLINE THE REQUEST FOR FUNDING FROM CARNOUSTIE PHOTO CLUB;
- (II) TO NOTE THE FOLLOWING DECISIONS IN RESPECT OF APPLICATIONS FOR £500 OR LESS:-
- HILLSIDE HALL - £500;
 - CARNOUSTIE AND DISTRICT YOUTH BRASS BAND - £500;
 - THE COUNCIL FOR MUSIC IN HOSPITALS - £500
 - CARNOUSTIE CENTRE ACTION GROUP - £224;
 - BRUCE ROAD COMMUNITY FLAT - £500.

Councillor Palmer, seconded by Councillor Oswald, moved as an amendment, that the decisions in respect of grant applications for £500 or less be noted but that consideration of the application by Carnoustie Photo Club be deferred to enable officers to re-examine various technical issues associated with the application.

On a vote being taken, the members voted:-

For the motion:-

Councillors Salmond, Whyte, Leslie Melville, Andrews, Murphy, Myles, Nield and Rymer (8).

For the amendment:-

Councillors Gaul, King, Middleton, Murray, Oswald, Palmer and West (7).

The motion was declared carried and became the finding of the meeting.

10. SOCIAL WORK AND HEALTH REVENUE AND CAPITAL BUDGET OUTTURN 2008-2009

With reference to Article 6 of the minute of meeting of the Social Work and Health Committee of 13 November 2008, there was submitted [Joint Report No 1131/08](#) by the Director of Social Work and Health and the Director of Corporate Services advising members of the projected outturn position for the Social Work and Health Revenue Budget 2008-2009, commenting on the major variances arising, proposing a number of budget virements and giving a brief update on the capital budget.

The Report indicated that there was a projected underspend in the Social Work and Health Revenue Budget equating to 0.39% which was a small variance based on actual expenditure to date and the capital budget had been adapted to take account of the slippage on the main projects.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to note that the Director of Social Work and Health would continue to monitor the financial plan and take corrective action as appropriate.

11. EDUCATION BUDGET MONITORING 2008/2009 FOR THE PERIOD TO 30 SEPTEMBER 2008

With reference to Article 6 of the minute of meeting of the Education Committee of 27 November 2008, there was submitted [Joint Report No 1174/08](#) by the Director of Education and the Director of Corporate Services advising members of the projected revenue and capital expenditure in comparison to budget in respect of the Education Department, based on the expenditure and income to 30 September 2008 and providing comment on the more significant variances arising.

The Report indicated that there was a projected year end underspend of £146,000 on the 2008/2009 Education Revenue Budget and, while there were no proposals to utilise this balance at present, the situation would continue to be monitored closely.

The nominal projected 2008/2009 Capital Budget additional spend of £7,000 would be managed within the overall Education Capital Budget allocations covering financial years 2008/2009 and 2009/2010.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to note that the Director of Education and the Director of Corporate Services would continue to monitor the position closely to ensure the most effective use was made of available resources.

12. HOUSING CAPITAL AND PLANNED MAINTENANCE PROGRAMME - HRA BLOCK 2008/2009

With reference to Article 6 of the minute of meeting of the Neighbourhood Services Committee of 20 November 2008, there was submitted [Report No 1082/08](#) by the Director of Corporate Services with regard to the Housing Revenue Account Capital and Planned Maintenance Programmes 2008/2009 and setting out the actual Capital and Planned Maintenance spends to 30 September 2008, together with a projected out-turn and associated funding update.

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 September 2008;

- (iii) to note the Capital Receipts position for the period to 30 September 2008;
- (iv) to note the projected year end capital and planned maintenance expenditure positions and the associated update of potential funding; and
- (v) to note that a review of what could be afforded in relation to future Housing Capital investment would be undertaken as part of the 2009/2010 rent setting budget process.

13. CAPITAL MONITORING - GENERAL FUND CAPITAL PROGRAMME 2008/2009

With reference to Article 21 of the minute of meeting of this Committee of 23 October 2008, there was submitted [Report No 1212/08](#) by the Director of Corporate Services advising members of the capital expenditure incurred for the period from 1 April to 30 September 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 year-end estimate of gross expenditure was £161,000 lower than the gross budget of £27.861 million and the net expenditure was lower than the net budget of £17.198 million by £56,000.

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to note the expenditure position on the General Fund Capital Programme as at 30 September 2008 as detailed in the Report and the accompanying Capital Monitoring Statement;
- (iii) to note that projections of the 2008/2009 year end position on the General Fund Capital Programme would be ongoing and brought forward on a regular basis to future meetings of this Committee; and
- (iv) to note that the next meeting of the Capital Projects Monitoring Group was scheduled to take place on 9 December 2008.

14. REVENUE MONITORING/PROJECTED OUT-TURN STATEMENT 2008/2009

With reference to Article 22 of the minute of meeting of this Committee of 23 October 2008, there was submitted [Report No 1213/08](#) by the Director of Corporate Services advising members of the actual revenue expenditure incurred and income received for the period 1 April to 30 September 2008, 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 while 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 to note the contents of the Report and in particular the comments on the financial implications with regard to the projected year-end position.

15. RENEWAL AND REPAIRS FUNDS AS AT 31 OCTOBER 2008

With reference to Article 23 of the minute of meeting of this Committee of 23 October 2008, there was submitted [Report No 1214/08](#) 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 Parks and Cemeteries, as at 31 October 2008, which showed an effective uncommitted balance of £1,310,952.

The Committee agreed to note the contents of the Report.

16. PROVISION OF BANKING SERVICES

Councillor Palmer, having declared an interest in this item of business, left the meeting at this stage.

With reference to Article 24 of the minute of meeting of the Resources and Central Services Committee of 1 December 2005, there was submitted [Report No 1215/08](#) by the Director of Corporate Services containing details of tenders received for the provision of banking services to Angus Council and recommending acceptance of the tender submitted by the Clydesdale Bank.

The Report indicated that, on the basis of the tender submissions received and the assessment process undertaken, the Clydesdale Bank had achieved the highest overall combined price and quality score, representing the most economically advantageous tender.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the appointment of the Clydesdale Bank as the Council's Banking Services Provider for the period 1 April 2009 to 31 March 2012, it having been noted that an option for reduction or extension to this contract period had been built into the contract to provide flexibility;
- (iii) to note that although changing the Council's banking service provider was a significant issue, plans were already in hand to manage the changeover in order that disruption to external and internal customers of the Council was kept to a minimum; and
- (iv) to express thanks and appreciation to the staff of the Finance division for all the work undertaken by them during the tendering process.

17. PROPOSED STRATEGY FOR THE TAKE UP OF HOUSING AND COUNCIL TAX BENEFITS

There was submitted [Report No 1216/08](#) by the Director of Corporate Services seeking approval of a Strategy for the Take Up of Housing and Council Tax Benefits.

The Report indicated that the Take Up of Housing and Council Tax Benefits and the associated Action Plan, as detailed in the Report, had been created to:

- improve the prosperity and economic well being of Angus citizens
- demonstrate that Angus Council was meeting its statutory requirements
- deliver good practice.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note the more focused approach to be adopted in respect of Housing and Council Tax Benefit take up as outlined in the Report; and
- (iii) to approve the Strategy for the Take Up of Housing and Council Tax Benefits as detailed in Appendix 1 of the Report.

18. CORPORATE SERVICES DEPARTMENT SERVICE PLAN 2008-2009: PROGRESS REPORT

With reference to Article 21 of the minute of meeting of this Committee of 6 December 2007, there was submitted [Report No 1217/08](#) by the Director of Corporate Services advising members of progress being made by the Corporate Services Department in implementing the actions set out in the Department's Services Plan.

The Committee agreed to note the contents of the Report.