

ANGUS COUNCIL

MINUTE of MEETING of the **CORPORATE SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 13 March 2008 at 4.00 pm.

Present: Councillors MARK SALMOND, JOHN WHYTE, IAIN GAUL, ALEX KING, IAN MACKINTOSH, BILL MIDDLETON, PETER MURPHY, ROBERT MYLES, PETER NIELD, JOHN RYMER and SANDY WEST.

Councillor SALMOND, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors David May, Donald Morrison and Helen Oswald with Councillors Colin Brown, Ralph Palmer and Glennis Middleton substituting, respectively. An apology for absence was also intimated on behalf of Councillor Rob Murray.

2. DECLARATIONS OF INTEREST

Councillors Salmond, Mackintosh and Myles declared an interest in item 13 as non domestic payers of water rates. They intimated that they would participate in discussion and vote on any question arising.

Councillor King declared an interest in item 13 as the Trustee of a body paying non domestic water rates. He intimated that he would participate in discussion and vote on any question arising.

3. MINUTES

(a) Previous Meeting

The [minute of meeting of this Committee of 31 January 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 21 February 2008](#), a copy of which is appended hereto, was submitted and noted (**APPENDIX I**).

4. ALTERATIONS AND EXTENSION TO INVERBROTHOCK PRIMARY SCHOOL, ARBROATH - AWARD OF CONTRACT TO PREFERRED CONTRACTOR

With reference to Article 5 of the minute of meeting of this Committee of 25 October 2007, there was submitted [Report No 309/08](#) by the Director of Corporate Services outlining further progress reached on the development of the above project and detailing the outcome of Partnering negotiations with Mansell Construction Services Ltd, Croydon.

The Report indicated that this company, in partnership with the Council, had worked towards the development and progress of the project and agreement had now been reached on the outstanding issues of project development and associated costs.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to note acceptance of the agreed maximum price negotiated with Mansell Construction Services Ltd which had been issued in the amount of £361,486.29 to execute the works in a Partnering arrangement with the Council;
- (iii) to approve the estimated total cost of £500,000 (at out-turn prices);

- (iv) to note that an allowance of £500,000 had been made for this project in the Education 2007/2011 Financial Plan and 2008/09 Capital Budget; and
- (v) to note the revenue implications as contained in Section 5 of the Report.

5. ALTERATIONS AND EXTENSION TO AIRLIE PRIMARY SCHOOL - AWARD OF CONTRACT TO PREFERRED CONTRACTOR

With reference to Article 5 of the minute of meeting of this Committee of 25 October 2007, the Committee noted that Report No 310/08 by the Director of Corporate Services was not yet complete in view of negotiations still being undertaken with the preferred contractor and that the matter would be considered by the Council on 27 March 2008.

6. MAISONDIEU PRIMARY SCHOOL - PROPOSED EXTENSION

With reference to Article 6 of the minute of meeting of the Education Committee of 6 March 2008, there was submitted [Joint Report No 234/08](#) by the Director of Education and the Director of Corporate Services outlining proposals to extend the main building of Maisondieu Primary School to enable the pre-school provision to be relocated to the main school building.

The Report indicated that this would enhance facilities for pupils and provide more opportunities for integrating provision.

The Committee, having noted that the Education Committee had approved the extension proposals, agreed, for its interest:-

- (i) to authorise the disposal of the current nursery building (the former Townhead Nursery) when the improvements to the main Maisondieu building were complete; and
- (ii) to the proposed ring fencing of a proportion of the anticipated capital receipt, as detailed in paragraph 6.1 of the Report.

7. ESTATES SERVICES CONSULTANCY CONTRACT

With reference to Article 12 of the minute of meeting of the Resources and Central Services Committee of 4 May 2006, there was submitted [Report No 342/08](#) by the Director of Corporate Services recommending that the option to extend the external Estates Services Consultancy Contract for a further period of one year be taken up.

The Report indicated that the option to extend this contract for one year was in the best interests of the Council and a competitive tendering exercise in 2009 would ensure that the Council continued to receive best value in the provision of this service.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the take up of the option to extend the external Estates Services Consultancy Contract for a period of one year with Messrs Graham & Sibbald, Chartered Surveyors.

8. UPGRADING OF AUTOCAD SOFTWARE AND PROVISION OF ASSOCIATED TRAINING

There was submitted [Report No 311/08](#) by the Director of Corporate Services advising members of the intention to upgrade the AutoCAD and associated software used by Property Services and to provide associated training. The Report also sought exemption approval to three quotation procurement in accordance with Financial Regulations.

The Report indicated that Property Services had an established process for regularly updating hardware and software used to deliver services and, as the cost of upgrading could not be contained within the revenue budget for any one year, renewal was undertaken on an appropriately three/four yearly cycle to allow a build up of appropriate funding reserves.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the proposed procurement by three written quotations where the value exceeded the permitted cumulative limit for exempt contracts and delegated authority of the Exemptions Co-ordinator, in terms of the Financial Regulations.

9. DESKTOP PC PROCUREMENT

There was submitted [Report No 312/08](#) by the Director of Corporate Services seeking approval for the procurement of desktop PC equipment from Office of Government Commerce Catalist contract (IT Goods and Associated services - Client Devices).

The Report indicated that the Council currently purchased this equipment from the Office of Government Commerce with regular specification and price refresh requested from the selected suppliers - Hewlett Packard, Dell and Computacenter. A specification of requirement for desktop equipment and associated services had been issued to these three firms using the Office of Government Commerce Procurement Portal.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the procurement of desktop PC equipment using the Office of Government Commerce Catalist Framework contract for IT Goods and Associated Services - Client Devices (A217833/L3); and
- (iii) to approve adoption of the National Procurement Centre of Expertise contract for the procurement of desktop PC equipment in the event of the unforeseen circumstances arising with supply under the above Catalist Framework.

10. PROCUREMENT OF REPLACEMENT ANGUSNET CORE NETWORK INFRASTRUCTURE

There was submitted [Report No 313/08](#) by the Director of Corporate Services seeking approval to procure high capacity telecommunications and associated equipment to implement a new Angusnet core network infrastructure providing enhanced capability to schools, ACCESS Offices and other Council premises.

The Report indicated that development of the Council's network infrastructure would provide the necessary core capacity and resilience for schools, ACCESS Offices and other Council premises, in addition to supporting on-going partnership with Angus College.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the procurement of fixed circuit telecommunication services using the Office of Government Commerce Framework contract (RM 374/L2);
- (iii) to approve the procurement of Nortel networking equipment using the Office of Government Commerce Framework contract (A217833/L2);
- (iv) to approve exemption of the negotiation of a specific contract with Case Communications Ltd for the supply of networking equipment from tendering in accordance with Financial Regulation 16.3.4;
- (v) to approve the instruction of relocation of current British Telecom local circuits under the existing contract with the Council's strategic telecoms supplier; and
- (vi) to approve the funding provision as detailed in the Report.

11. SAFEGUARDERS' FEES

With reference to Article 15 of the minute of meeting of the Resources and Central Services Committee of 15 March 2007, there was submitted [Report No 314/08](#) by the Director of Corporate Services recommending that an inflation linked increase of 2.5% be made to the fees payable to Safeguarders appointed by Children's Hearings and Sheriff Courts.

The Report indicated that the proposed increase corresponded to the increase approved by the Social Work and Health Committee on 21 February 2008 in relation to Children's Services and would ensure that payments by the Council to Safeguarders would continue to be appropriate and in accordance with the previous scheme from COSLA.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise an increase in the fees payable to Safeguarders by the inflationary rate of 2.5% with effect from 1 April 2008.

12. ANGUS COUNCIL COMMUNITY GRANT SCHEME

With reference to Article 9 of the minute of meeting of this Committee of 6 December 2007, there was submitted [Joint Report No 315/08](#) 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 make the following decisions in respect of applications for grants over £500:-
 - Angus and Dundee Bird Club - No award
 - Angus Mental Health Association - No award
 - Showcase the Street - £2,000 for one year
 - Montrose Music Festival Group - £2,000; and
- (ii) to note the following decisions in respect of applications for £500 or less:-
 - Angus Mountain Bike Trail Association - £500
 - Angus and Dundee Bird Club - £500
 - Murroes Community Hall - £500
 - Reswallie Hall Association - £180.

13. PAYING FOR WATER SERVICES 2010-14 - CONSULTATION

There was submitted [Report No 316/08](#) by the Director of Corporate Services commenting and providing a suggested response to the consultation paper "Paying for Water Services 2010-2014" issued by the Scottish Government.

The Report indicated that the consultation paper outlined a number of specific issues with regard to water charges and the suggested response, a draft of which had been provided to the Scottish Government, was detailed in the Report.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to add to the response that it was the view of this Council that rateable value was not a satisfactory indicator and that surface water charges should be determined on an area basis; and
- (iii) to otherwise approve the draft response as reflecting the Council's views on the consultation paper.

14. EDUCATION REVENUE BUDGET MONITORING FOR THE PERIOD TO 31 DECEMBER 2007

With reference to Article 7 of the minute of meeting of the Education Committee of 6 March 2008, there was submitted [Joint Report No 235/08](#) by the Director of Education and the Director of Corporate Services advising members of the projected revenue expenditure in comparison to budget in respect of the Education Department for the period to 31 December 2007 and providing comment on the more significant variances arising.

The Committee, for its interest, agreed to note the contents of the Report.

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

With reference to Article 9 of the minute of meeting of the Neighbourhood Services Committee of 28 February 2008, there was submitted [Report No 194/08](#) 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 31 December 2007, together with year end spend projections and updated funding proposals. The Report also sought approval of a revised HRA Capital Monitoring Statement format.

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 31 December 2007;
- (iii) to note the capital receipts position for the period to 31 December 2007;
- (iv) to note the projected year end capital expenditure and receipts positions and the proposed funding approach;
- (v) to instruct the Director of Corporate Services, in conjunction with the Director of Neighbourhood Services to bring forward a report detailing the extent of the fall in capital receipts, given the reduction of Council house sales, with projections for the next five years, together with options as to the possibility of the Council acting as lender to tenants who wished to purchase their Council houses;
- (vi) to approve the revised format of the Housing Capital Monitoring Statement as detailed in the Report.

16. MUSEUM COLLECTIONS FUND

With reference to Article 6 of the minute of meeting of the Neighbourhood Services Committee of 28 February 2008, there was submitted [Joint Report No 191/08](#) by the Director of Neighbourhood Services and the Director of Corporate Services proposing the establishment of a Museum Collections Fund to attract public donations to acquire museum artefacts and paintings and assist with their conservation.

The Committee, having noted that the Neighbourhood Services Committee had approved the establishment of a Museum Collections Fund agreed, for its interest:-

- (i) to note the contents of the Report;
- (ii) to note that membership of the Museums Sub-Group had been extended to include Councillor Spink; and
- (iii) to authorise Financial Regulation 2.14 (Revenue Budget - Virement Flexibility Between Financial Years) being amended to accommodate the year end carry forward of unused balances on the Museum Collections Fund.

17. CAPITAL MONITORING - GENERAL FUND CAPITAL PROGRAMME - 2007/08

With reference to Article 26 of the minute of meeting of this Committee of 31 January 2008, there was submitted [Report No 317/08](#) by the Director of Corporate Services advising members of the capital expenditure incurred for the period from 1 April 2007 to 31 January 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 £2.947 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 £1.218 million.

The Report further indicated that given historic spending patterns, there remained a strong possibility of further slippage arising on the Capital Programme which would continue to be closely monitored 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 31 January 2008 as detailed in the Report and the accompanying Capital Monitoring Statement;
- (iii) to express concern at the general trend of slippage as projected in the Report;
- (iv) to instruct the Director of Corporate Services to update Forfar members on a regular basis of progress relating to the Restenneth Landfill Site (Leachate Treatment) and Forfar Town Centre development projects;
- (v) to note that projections of the 2007/2008 year end position on the General Fund Capital Programme would be on-going and brought forward on a regular basis to future meetings of this Committee; and
- (vi) to note that the next meeting of the Capital Projects Monitoring Group was scheduled to take place on 18 March 2008 when further detailed information would be submitted and the position of slippage more closely examined.

18. REVENUE MONITORING/PROJECTED OUTTURN STATEMENT 2007/08

With reference to Article 27 of the minute of meeting of this Committee of 31 January 2008, there was submitted [Report No 318/08](#) by the Director of Corporate Services advising members of the actual revenue expenditure incurred and income received for the period 1 April 2007 to 31 January 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 to ensure that overall net expenditure did not exceed departmental cash limited budgets.

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

19. RENEWAL AND REPAIRS FUNDS AS AT 31 JANUARY 2008

With reference to Article 28 of the minute of meeting of this Committee of 31 January 2008, there was submitted [Report No 319/08](#) 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 31 January 2008, which showed a total balance available of £1,198,969, in addition to a nominal balance of £1,079 on the Equipment Fund.

The Committee agreed to note the contents of the Report.

20. MISCELLANEOUS ACCOUNTS - DEBT WRITE-OFF

With reference to Article 16 of the minute of meeting of this Committee of 25 October 2007, there was submitted [Joint Report No 320/08](#) 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 and 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 £13,314.18, as detailed in Appendix 1 of the Report, be written off as irrecoverable.

21. TREASURY MANAGEMENT STRATEGY STATEMENT 2008/09

With reference to Article 27 of the minute of meeting of the Resources and Central Services Committee of 15 March 2007, there was submitted [Joint Report No 321/08](#) by the Director of Corporate Services and the Head of Finance seeking approval of the proposed Treasury Management Strategy for the Council in 2008/09. The Report indicated that production of a Treasury Management Strategy Statement for the forthcoming financial year was a requirement of the Treasury Management in the Public Services Code of Practice.

The Committee agreed :-

- (i) to adopt the Treasury Management Strategy Statement as appended to the Report, for implementation within the Council;
- (ii) to note the requirements of the Treasury Management Policy Statement and Section 15 of the Council's Financial Regulations relating to Treasury Management;
- (iii) to note the availability of the Treasury Management Systems Document which covered detailed systems and procedures within the Treasury Management Section of the Finance Division; and
- (iv) to note the availability of the Treasury Management Practices Document which set out the manner whereby the Treasury Management policies and objectives might be achieved, managed and controlled.

22. REMISSION OF RATES

With reference to Article 29 of the minute of meeting of this Committee of 31 January 2008, there was submitted [Report No 322/08](#) by the Director of Corporate Services advising members of an application for Remission of Rates and recommending that this be granted which would result in no cost to the Council.

The Committee agreed to approve the application for Remission of Rates, as detailed in the Report.

23. 2008/2009 FINAL REVENUE BUDGET DOCUMENTS

With reference to Article 30 of the minute of meeting of the Resources and Central Services Committee of 15 March 2007, there was submitted [Report No 323/08](#) by the Director of Corporate Services seeking approval of the 2008/2009 Final Revenue Budget Volume, which incorporated the updated Provisional Capital Budget 2008/2009 and the Budget Guide booklet.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to authorise the Head of Finance to issue the 2008/2009 Final Revenue Budget Volume, together with the Budget Guide booklet when those were available, in accordance with the distribution arrangements set out in the Report; and
- (iii) to note that a further Report would be submitted to this Committee outlining any cost neutral virement adjustments to the 2008/2009 revenue budget which had been undertaken in producing the volume.

24. PERFORMANCE MANAGEMENT REPORTING

With reference to Article 21 of the minute of meeting of this Committee of 6 December 2007, there was submitted [Report No 324/08](#) by the Director of Corporate Services providing members with an update on progress being made by the Corporate Services Department in implementing the actions set out in the 2007/2008 Service Plan and seeking approval of revisions to deadline dates for service plan actions.

The Committee agreed:-

- (i) to note the progress being made in delivering the actions in the 2007/2008 Corporate Services Service Plan;
- (ii) to approve the recommendation by the Director of Corporate Services for each of the actions beyond deadline, as detailed in Appendix 1 of the Report;
- (iii) to approve the recommendation by the Director of Corporate Services for revisions to deadlines during the reporting period for those actions listed in the summary report at Appendix 1; and
- (iv) to note the actions marked as completed during the reporting period, as detailed in Appendix 2 of the Report.