

ANGUS COUNCIL

MINUTE of MEETING of the **CORPORATE SERVICES COMMITTEE** held in the Town and County Hall, Forfar on Thursday 23 October 2008 at 4.00 pm.

Present: Councillors MARK SALMOND, JOHN WHYTE, DAVID FAIRWEATHER, IAIN GAUL, ALEX KING, DAVID LUMGAIR, BILL MIDDLETON, PETER MURPHY, PETER NIELD, RALPH PALMER, JOHN RYMER, MARGARET THOMSON, PAUL VALENTINE, SHEENA WELSH and SANDY WEST.

Councillor SALMOND, Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillors Ian Mackintosh, David May, Rob Murray, Robert Myles and Helen Oswald, with Councillors Margaret Thomson, David Lumgair, Sheena Welsh, David Fairweather and Paul Valentine respectively, substituting.

2. DECLARATIONS OF INTEREST

A number of members advised that they had been contacted in relation to item 15 but would be taking part in discussions and voting, with those members who were also on Development Standards Committee reserving their position in the light of any debate which might take place.

Councillor Salmond declared an interest in item 19 as the father of a girl guide. He indicated that he would not participate in discussion and voting and would vacate the Chair when this matter was considered.

Councillor Whyte declared an interest in item 19 as he had received correspondence in May 2008 from Monifieth Ladies Football Club regarding playing field rights.

Councillor Thomson declared an interest in item 19 as she had received correspondence in May 2008 from Monifieth Ladies Football Club regarding playing field rights.

3. MINUTE OF PREVIOUS MEETING

The [minute of meeting of this Committee of 4 September 2008](#) was approved as a correct record and signed by the Convener.

*4. PITKENNEDY PRIMARY SCHOOL - DISPOSAL OF BUILDING

With reference to Article 9 of the minute of meeting of the Education Committee of 22 October 2008, there was submitted [Joint Report No 978/08](#) by the Director of Education and the Director of Corporate Services outlining proposals to declare the former Pitkenney Primary School building and playing field surplus to the requirements of the Council.

The Report indicated that details of the property had been circulated to all Council Departments with no interest having been shown.

COUNCILLOR SALMOND, SECONDED BY COUNCILLOR WHYTE, MOVED THAT THIS COMMITTEE, FOR ITS INTEREST, AGREE:-

- (I) TO NOTE THE CONTENTS OF THE REPORT; AND
- (II) TO INSTRUCT THE DIRECTOR OF CORPORATE SERVICES TO DISPOSE OF PITKENNEDY PRIMARY SCHOOL AND PLAYING FIELD ON THE OPEN MARKET.

Councillor Gaul, seconded by Councillor Middleton, moved as an amendment that consideration of this matter be deferred to enable the Director of Neighbourhood Services to consider the possibility of retaining these subjects as part of a potential land bank for socially affordable housing in the countryside.

On a vote being taken, the members voted:-

For the motion:-

Councillors Salmond, Whyte, Thomson, Lumgair, Murphy, Fairweather, Nield and Rymer (8).

For the amendment:-

Councillors Gaul, King, Middleton, Welsh, Valentine, Palmer and West (7).

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

5. PROPOSED DISPOSAL OF LAND AT CARSEVIEW ROAD, FORFAR

There was submitted [Report No 1034/08](#) by the Director of Corporate Services advising members of a request from a private individual to acquire land at Carseview Road, Forfar.

The Report indicated that the current occupant of a site at Carseview Road proposed to sell his business which he operated on this ground but following a title search, it had been confirmed that this particular site was part of a larger area owned by the Council.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to dispose of the site at Carseview Road, Forfar to the current occupant, on terms and conditions to be agreed.

6. PROPOSED DISPOSAL OF LAND AT DON STREET, FORFAR

There was submitted [Report No 1035/08](#) by the Director of Corporate Services advising members of a request from Servite Housing Association to acquire a site at Don Street, Forfar.

The Report indicated that the site, which measured 240 square metres, was owned by the Council on the Forfar Common Good Account and acquisition of the site would enable the Association to proceed with an affordable housing development in the area.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise disposal of the site measuring 240 square metres at Don Street, Forfar to Servite Housing Association on terms and conditions to be agreed.

7. PROPERTY TRANSACTIONS

With reference to Article 16 of the minute of meeting of this Committee of 4 September 2008, there was submitted [Report No 1036/08](#) by the Director of Corporate Services advising members of the outcome of negotiations for acquisitions, lease renewals and new leases.

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

8. ENERGY EFFICIENCY INITIATIVE FUND - INVEST TO SAVE PROJECT 2008/2009 - PHASE 4

With reference to Article 5 of the minute of meeting of this Committee of 4 September 2008, there was submitted [Report No 1037/08](#) by the Director of Corporate Services advising members of the programme of energy "Invest to Save" projects, Phase 4 to be undertaken utilising the Energy Efficiency Initiative Fund, which 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 £6,291. from the Energy Efficiency Initiative Fund 2008/2009; and
- (iii) to note that the forecast annual savings of £1,785 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.

9. ENERGY BUDGET PROGRESS REPORT 2008/2009

With reference to Article 12 of the minute of meeting of this Committee of 4 September 2008, there was submitted and noted [Report No 1038/08](#) by the Director of Corporate Services presenting the current status of expenditure on the individual Council heating fuel and electricity budgets for non-housing properties.

10. PROPERTY MAINTENANCE PROGRESS REPORT 2008/2009

With reference to Article 10 of the minute of meeting of this Committee of 4 September 2008, there was submitted and noted [Report No 1039/08](#) by the Director of Corporate Services presenting the current status of expenditure on the maintenance of non-housing properties.

11. SUSTAINABLE SOURCING OF TIMBER AND TIMBER PRODUCTS FOR PROPERTY CONSTRUCTION PROJECTS

With reference to Article 13 of the minute of meeting of the Resources and Central Services Committee of 3 February 2005, there was submitted [Report No 1040/08](#) by the Director of Corporate Services seeking approval to the adoption of a sustainable timber policy for the sustainable sourcing of timber and timber products for property construction projects.

The Report indicated that the use of timber in construction and refurbishment projects by authorities throughout the country was reported to require approximately 2.6 million hectares of forest area, some of which was illegally logged, which could be avoided by the introduction of effective policies to purchase credible independently certified products from well managed forests and using re-cycled paper from post consumer waste.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve the adoption of the Sustainable Timber Policy for the sustainable sourcing of timber and timber products for property construction projects, as detailed in the Report.

12. RENEWABLE GENERATION USING GROUND SOURCE HEAT PUMPS

With reference to Article 12 of the minute of meeting of this Committee of 6 September 2007, there was submitted [Report No 1041/08](#) by the Director of Corporate Services advising on the outcome of an investigation into the merits of adopting a ground source heat pump as the main source of heating, as an alternative to a biomass heating system.

The Report indicated that, following a feasibility study by Faber Maunsell, Edinburgh, the Head of Property was satisfied that, while ground source heat pumps could contribute to reducing the carbon emissions and energy consumption of Council non-housing properties, they did not currently achieve the same benefits as biomass boiler heating systems and should only be considered for incorporation within projects where biomass boiler heating systems were unsuitable.

The Committee agreed to note the contents of the Report

13. RENEWABLE GENERATION AT ORCHARDBANK, FORFAR

With reference to Article 12 of the minute of meeting of this Committee of 6 September 2007, there was submitted [Report No 855/08](#) by the Director of Corporate Services advising members on the outcome of an investigation into the viability of providing a biomass district heating and a wind turbine scheme to generate renewable energy for the Council offices at Orchardbank, Forfar.

The Report indicated that, following a study undertaken by NIFES Consulting Group, Glasgow, it had been concluded that a biomass district heating scheme could be feasible and highly desirable, given its ability to reduce the carbon dioxide emissions from heating the four buildings at Orchardbank to zero. It would also enable the Council to make fuel costs savings of £12,600 per annum at the current gas rates.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to instruct the Director of Corporate Services to undertake further work to finalise the schemes to generate renewable energy for the offices at Orchardbank to the point where viability and delivery could be established;
- (iii) to note that the Director of Corporate Services would submit a further report to this Committee detailing the outcome of these deliberations; and
- (iv) to request that the Director of Corporate Services maintains a monitoring brief of new developments in the generation of renewable energy and submits reports to this Committee as appropriate.

14. ADOPTION OF A MINIMUM RECYCLED CONTENT TARGET FOR PROPERTY CONSTRUCTION PROJECTS

With reference to Article 6 of the minute of meeting of the Strategic Policy Committee of 6 May 2008, there was submitted [Report No 1042/08](#) by the Director of Corporate Services seeking approval to the adoption of a target of 10% by value of recycled content in property related construction projects, which had a value of over £1 million.

The Report indicated that the Scottish Government had introduced a duty whereby all Scottish public sector construction projects valued over £1 million should specify that a minimum level of 10%, by value, of materials should be from re-cycled or re-used content and, following consideration, the Head of Property was satisfied that his Division could achieve these targets.

The Committee agreed:-

- (i) to note the contents of the Report; and
- (ii) to approve adoption of the target of 10% by value of re-cycled content in property related construction projects valued over £1 million.

15. MONTROSE WHEELED SPORTS FACILITY

With reference to Article 14 of the minute of meeting of the Neighbourhood Services Committee of 9 October 2008, there was submitted [Report No 969/08](#) by the Director of Neighbourhood Services seeking approval to develop a Wheeled Sports Facility at the Ashie Car Park, Montrose and asking that tenders be sought from suitable contractors for its construction

The Committee, for its interest, agreed:-

- (i) to note the contents of the Report;
- (ii) to authorise the use of the Parks and Cemeteries Renewal and Repair Fund in the amount of £26,000 for this project; and

- (iii) to further authorise the use of the Parks and Cemeteries Renewal and Repairs Fund in the amount of £24,000 for this project, in the event of Lottery Funding not being available.

16. TRANSFER OF DISTRICT COURTS TO SCOTTISH COURT SERVICE

There was submitted [Report No 1043/08](#) by the Director of Corporate Services advising members of the abolition of District Courts in Angus and the establishment of Justice of the Peace Courts.

The Report indicated that, as a consequence of the Criminal Proceedings Etc (Reform) (Scotland) Act 2007, the administrative and professional services currently provided by the Council to District Courts would be provided to the Justice of the Peace Courts by the Scottish Court Service. While there would be no assets or property of the Council transferring to the Scottish Court Service as a result of this process, four members of staff (3.15 full-time equivalents) would transfer to the Scottish Court Service in February 2009, in terms of the Transfer of Undertakings (Protection of Employment) Regulations 2006. The transfer will bring about a net loss in annual income to the Council.

The Committee agreed to note the contents of the Report.

17. PURCHASE OF LICENSING SOFTWARE

There was submitted [Report No 1044/08](#) by the Director of Corporate Services seeking approval to purchase a software package to assist in the administration of licence applications within the Law and Administration Division.

The Report indicated that the Division was responsible for licensing a wide variety of activities and, following the new regimes of liquor licensing and gambling implemented as a result of the Licensing (Scotland) Act 2005 and the Gambling Act 2003, respectively, it was considered appropriate to purchase and install an efficient, effective and economic software package to assist in the administration and processing of licensing applications.

The Report further indicated that the cost of such a software package would be £35,000-£45,000 and, as only one supplier had been identified who dealt with Scottish legislation, the Procurement Team and the Financial Regulations Exemptions Coordinator had been consulted and had approved the purchase of the software without requirement to tender.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to authorise the Head of Law and Administration to approach a suitable software provider to provide a package to assist in the administration of licence applications, primarily relating to liquor, but also extending to gambling, civic government and other miscellaneous licences; and
- (iii) to authorise the Head of Law and Administration to purchase the licensing package, subject to a maximum cost of £50,000 and the cost being contained within the 2008/2009 budget.

18. ANGUS COUNCIL ENVIRONMENTAL IMPROVEMENT SCHEME - NEW APPLICATIONS

With reference to Article 14 of the minute of meeting of the Strategic Policy Committee of 17 June 2008, there was submitted [Joint Report No 1045/08](#) by the Chief Executive and the Director of Infrastructure Services recommending approval of new applications to the Angus Council Environmental Improvement Grant Scheme.

The Committee agreed that the following awards be made:-

- Ward 7 - Arbroath East and Lunan (Physical Environment)
South Street Club - £2,000
- Ward 7 - Arbroath East and Lunan (Built Environment)
Limelight Leisure - £2,000

19. ANGUS COUNCIL COMMUNITY GRANT SCHEME - NEW APPLICATIONS

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

With reference to Article 24 of the minute of this Committee of 4 September 2008, there was submitted [Report No 1046/08](#) by 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 contents of the Report;
- (ii) to approve the following awards in relation to applications for grants over £500:-
 - Girlguiding Angus - £1,012
 - Angus Toy Appeal - £3,250
 - Carnoustie Photo Club - No award but the application be re-considered should appropriate further information be received.
 - Monifieth Ladies Football Club - £708.34; and
- (iii) to note the following decisions in respect of applications for £500 or less:-
 - Scottish Tai Chi Academy - no award
 - Montrose and District Choral Society - £500
 - Carnoustie and District Crime Prevention Panel - £500
 - Angus Folk - £500

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

With reference to Article 4 of the minute of meeting of the Neighbourhood Services Committee of 9 October 2008, there was submitted [Report No 958/08](#) 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 31 August 2008, together with a projected out-turn and associated funding update.

Having heard Councillors King, Welsh and Fairweather who expressed concern at the delay in the contractual development agreement for the Mayfield, Clifftown regeneration project in Arbroath and having heard from the Director of Corporate Services confirming that legal staff were doing their utmost to bring matters to a conclusion, 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 August 2008;
- (iii) to note the Capital Receipts position for the period to 31 August 2008;
- (iv) to note the projected year end capital and planned maintenance expenditure positions and the associated update of potential funding;
- (v) to note that the appropriate officers were endeavouring to identify measures to manage the currently projected Capital Programme and Planned Maintenance Programme overspends within overall available resources; and
- (vi) to note that the updated position, including any corrective actions, would be incorporated within future Reports.

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

With reference to Article 29 of the minute of meeting of this Committee of 4 September 2008, there was submitted [Report No 1047/08](#) by the Director of Corporate Services advising members of the capital expenditure incurred for the period from 1 April to 31 August 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 £12,000 lower than the gross budget of £27.861 million and the net expenditure was lower than the net budget of £17.198 million by £62,000.

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 31 August 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 27 October 2008.

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

With reference to Article 30 of the minute of meeting of this Committee of 4 September 2008, there was submitted [Report No 1048/08](#) by the Director of Corporate Services advising members of the actual revenue expenditure incurred and the income received for the period 1 April to 31 August 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 although there were no particular concerns arising from these areas at present, but 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.

23. RENEWAL AND REPAIRS FUNDS AS AT 31 AUGUST 2008

With reference to Article 31 of the minute of meeting of this Committee of 4 September 2008, there was submitted [Report No 1049/08](#) 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 August 2008, which showed an effective uncommitted balance of £1,114,197.

The Committee agreed to note the contents of the Report.

24. MISCELLANEOUS ACCOUNTS - DEBT WRITE-OFF

With reference to Article 20 of the minute of meeting of this Committee of 13 March 2008, there was submitted [Joint Report No 1050/08](#) 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 within 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, for its interest, agreed:-

- (i) to note the contents of the Report; and
- (ii) to authorise accounts amounting to £7,758.17 (including £37.59 of VAT), as detailed in Appendix 1 of the Report, be written off as irrecoverable.

25. POLICY FOR CORPORATE CONTRACT ADVERTISING ARRANGEMENTS

With reference to Article 6 of the minute of meeting of the Strategic Policy Committee of 5 February 2008, there was submitted [Report No 1051/08](#) by the Director of Corporate Services advising members of the terms of a proposal which had been developed to achieve savings and further efficiencies/improved procurement practice by addressing contract advertising corporately and seeking authority to implement this as a council-wide corporate procurement policy.

The Report indicated that this proposal would achieve positive progress on the Council's e-government and procurement reform agendas, along with process efficiencies and the projected cost saving of £12,000 per annum from 2009/2010. It also represented best value to the Council in terms of use of its resources.

The Committee agreed:-

- (i) to note the contents of the Report;
- (ii) to approve the terms of the Corporate Procurement Advertising Policy Statement as detailed in the Report; and
- (ii) to authorise the Director of Corporate Services to proceed to implement this policy on a suitable date, following the publicity arrangements referred to in the Report.