

At a MEETING of the **LICENSING COMMITTEE** held at Dundee on 1st March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

John CORRIGAN

Bruce D MACKIE

Neil I C POWRIE

COUNCILLORS

Jill SHIMI

Andrew DAWSON

Charles A WEBSTER

Helen DICK

Roderick A J WALLACE

Bailie Bruce D MACKIE, Convener, in the Chair.

The minute of meeting of this Committee of 1st February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I MINUTE OF MEETING OF LICENSING SUB-COMMITTEE

The minutes of meetings of the Licensing Sub-Committee held on 1st and 15th February, 2007 were submitted and approved, a copy of which are attached to this minute as Appendices II and III.

II LICENSING OF SKIN PIERCING AND TATTOOING

Reference was made to Article II(h) of the minute of meeting of this Committee of 2nd March, 2006 which approved the conditions attached to licensing for the above activity.

Following consultation carried out by the Scottish Executive, it was agreed that the attached conditions (Appendix I) be a Condition of all licences granted. It was further agreed that all applications outstanding would be placed before the Committee at its meeting on 29th March, 2007.

III CIVIC GOVERNMENT (SCOTLAND) ACT

(a) LATE HOURS CATERING LICENCE - NEW APPLICATIONS

There was submitted the undernoted application:-

No	Name	Address of Premises	Hours of Opening
1	Nethergate News/ Mohammed Arshid	Nethergate News 96 Nethergate	From 11pm to 2.30am Mondays to Sundays

In the case of the above application, there being no objections, the Committee agreed that the above application be granted.

(b) PRIVATE HIRE DRIVERS LICENCE - NEW APPLICATIONS

There was submitted the undernoted applications:-

No	Name	Address
1	Albert Graham	10 Heather Gardens
2	Mark Rowan	363 Kingsway

In the case of the above applications, there being no objections, the Committee agreed that the applications be granted.

(c) PRIVATE HIRE LICENCE - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address
1	Brian Crombie	7 (1/1) Park Avenue
2	Peter Fraser	23 Clement Park Road
3	Mark Horn	5 Ballumbie Meadows
4	Michael Malone	119 Byron Crescent
5	Nicola McKay	17 Dean Avenue

In the case of the above applications, there being no objections, the Committee agreed that the applications be granted.

(d) SECOND HAND DEALER'S LICENCE - NEW APPLICATION

There was submitted the undernoted application:-

No	Name	Address of Premises	Type of Goods
1	Kathryn McLaren	Perrie Street (East Side)	Second Hand Cars

In the case of the above application, there being no objections, the Committee agreed that the application be granted.

(e) STREET TRADER'S LICENCE - NEW APPLICATIONS

There was submitted the undernoted application:-

No	Name	Address	Type of Goods
1	Robert Teviotdale	85 Keptie Street, Arbroath	Fresh Fish

In the case of the above application, there being no objections, the Committee agreed that the application be granted.

(f) TAXI DRIVER'S LICENCE - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address
1	Shaukat Ali	18 Weavers Loan
2	Roderick Balfour	202 Balunie Drive
3	Anthony Brannan	42 Greenlee Drive
4	David Cartmill	10c Fairbairn Street
5	Johannes Conradie	1 Badenoch Place
6	James Downie	83 Craigard Road
7	Archibald Finnigan	4 Catterline Crescent
8	Barry Gallacher	3 (3/1) Wiston Place
9	Eric Jeffrey	36 Dalcraig Crescent
10	George McLaren	22f Benvie Road
11	Craig Middleton	28 (1/1) Forest Park Road
12	Abid Rafiq	9 Nairn Street
13	Abdul Salam	105 Kinghorne Road
14	Gordon Stewart	29a Kemnay Gardens
15	Eric Wilton	48 Portree Avenue
16	Alex Wylie	34 Bellisle Drive

In the case of the above applications, there being no objections, the Committee agreed that the applications be granted.

(g) TAXI DRIVER'S LICENCE - RENEWALS

There was submitted the undernoted application:-

No	Name	Address
1	Grant Campbell	45 (3/2) Lyon Street

In the case of the above application, there being no objections, the Committee agreed that the application be granted.

(h) TAXI LICENCE - NEW APPLICATIONS

There was submitted the undernoted application:-

No	Name	Address
1	Allan McIntosh	4 Hawthorndean Place, Inchtute

In the case of the above application, there being no objections, the Committee agreed that the application be granted subject to the usual conditions.

(i) TAXI LICENCE - EXTENSION TO 28 DAY PERIOD

There was submitted the undernoted application:-

No	Applicant	Address
1	Dundee Taxi Cab Company Ltd/ William Rattray	Unit 18, Eagles Mill, Victoria Street

In the case of the above application, the Committee having heard from the applicant on their own behalf, agreed to an extension of the twenty eight day period.

(j) WINDOW CLEANER'S LICENCE - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address
1	Andrew Bain	19 Findcastle Place
2	William Beveridge	12 Charlotte Close
3	Andrew Black	1d Burnside Court
4	Paul Montgomery	2 St Fillans Road

In the case of the above applications, there being no objections, the Committee agreed that the applications be granted subject to the usual conditions.

(k) WINDOW CLEANER'S LICENCE - RENEWAL

There was submitted the undernoted application:-

No	Name	Address
1	Michael Robertson	8 Danestone Circle, Middlefield, Aberdeen

In the case of the above application, there being no objections, the Committee agreed that the application be granted subject to the usual conditions.

(l) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address
1	Robert Rudman	Top Left, 9 Blackness Avenue
2	Importa Ltd / David Anderson	Floor 1 / Flat 2, 47 Dudhope Street
3	Importa Ltd / David Anderson	Floor 1 / Flat 1, 47 Dudhope Street
4	Importa Ltd / David Anderson	Floor 1 / Flat 3, 47 Dudhope Street
5	Importa Ltd / David Anderson	Floor 1 / Flat 4, 47 Dudhope Street
6	Importa Ltd / David Anderson	Floor 2 / Flat 1, 47 Dudhope Street
7	Importa Ltd / David Anderson	Floor 2 / Flat 2, 47 Dudhope Street
8	Importa Ltd / David Anderson	Floor 2 / Flat 3, 47 Dudhope Street
9	Importa Ltd / David Anderson	Floor 2 / Flat 4, 47 Dudhope Street
10	Importa Ltd / David Anderson	Floor 3 / Flat 1, 47 Dudhope Street
11	Importa Ltd / David Anderson	Floor 3 / Flat 3, 47 Dudhope Street
12	Importa Ltd / David Anderson	Floor 3 / Flat 4, 47 Dudhope Street
13	Christine V Dougan	Top Floor, 47 Magdalen Yard Road
14	John Henderson	12 Milnbank Gardens
15	John Henderson	11 Milnbank Gardens
16	Karim S Saykali	2 Milnbank Gardens
17	Satpal Singh	7 Milnbank Gardens
18	Importa Ltd / David Anderson	Floor 3 / Flat 2, 47 Dudhope Street
19	John MacDonald	23 Constitution Crescent
20	Century 21 Homes Ltd / June Clark	3rd Floor, 57a Perth Road
21	Flats 4 U Ltd / James Smith & Mark Forbes	Top Floor, 275 Hawkhill
22	Sagir Ahmed	2nd Floor, 47 Milnbank Road
23	Richard Kiru	52 Rosefield Street
24	Grant Residential Property / Peter Grant	G/L, 1 Rustic Place
25	Thomas & Maria M Scoular	1/2, 25 Morgan Street
26	Heidi Sowerbutts	2/1, 2 Forebank Terrace
27	Simon Messer	3/1, 7 Blackness Avenue
28	Mr & Mrs R Bailey	4 (2/1) Garland Place
29	Deirdre L McKean	29 Kinloch Park
30	Hillcrest Housing Association/N Munro	West Flat, 2 Sugarhouse Wynd
31	Hillcrest Housing Association/N Munro	East Flat, 2 Sugarhouse Wynd
32	Raymond Lowde	G/R, 261 Blackness Road
33	Ian McLauchlan	G/L, 265 Blackness Road
34	Richard Grant	1/1, 149 Clepington Road
35	Kilian Toal	9 Dudhope Gardens
36	Musto Properties Ltd / Ralph & Joanne Musto	Flat 10, 66 Seagate

The Committee agreed to defer application Nos. 37 and 38.

37	Anil Tewari	76E Victoria Road
38	Anil Tewari	76c Victoria Road

- (i) In the case of Application No 1, the Committee after hearing first the applicant on their own behalf, the Housing Officer and the Clerk, agreed that the application be granted.
- (ii) In the case of Application Nos. 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 18, the Committee after hearing from an agent on behalf of the applicant, the Housing Officer and the Clerk, agreed that the applications be granted.
- (iii) In the case of Application No 13, the Committee after hearing from the applicant on their own behalf, the Housing Officer and the Clerk agreed that the application be granted subject to a suitable managing agent being appointed within one month.
- (iv) In the case of Application Nos 14 and 15 the Committee after hearing from an agent on behalf of the applicant, the Housing Officer and the Clerk agreed that the applications be granted.
- (v) In the case of Application No 16, the Committee after hearing from the Housing Officer and the Clerk, agreed that the application be refused.
- (vi) In the case of Application No 17, the Committee having heard from an agent on behalf of the applicant, the Housing Officer and the Clerk agreed that the application be granted.
- (vii) In the case of Application No 19, the Committee, after hearing from the applicant on their own behalf, the Housing Officer and the Clerk agreed that the application be granted.
- (viii) In the case of Application No 20, the Committee, having heard from an agent on behalf of the applicant, the Housing Officer and the Clerk, agreed that the application be granted.
- (ix) In the case of Application No 21, the Committee, having heard from a representative on behalf of the applicant, the Housing Officer and the Clerk, agreed that the application be granted.
- (x) In the case of Application No 22, the Committee having heard from a representative on behalf of the applicant, the Housing Officer and the Clerk, agreed that the application be granted.
- (xi) In the case of Application No 23, the Committee having heard from a representative on behalf of the applicant, the Housing Officer and the Clerk agreed that the application be granted.
- (xii) In the case of Application No 24, the Committee having heard from the Housing Officer and the Clerk, agreed that the application be granted.
- (xiii) In the case of Application No 25, the Committee having heard from the Housing Officer and the Clerk, agreed that the application be granted.
- (xiv) In the case of Application No 26, the Committee having heard from the Housing Officer and the Clerk, agreed that the application be granted.
- (xv) In the case of Application No 27, the Committee having heard from an agent on behalf of the applicant, the Housing Officer and the Clerk agreed to a variation to the condition of approval.
- (xvi) In the case of Application No 28, the Committee noted that it was not be considered.
- (xvii) Councillor Helen Dick declared a non-financial interest by virtue of a representative of the applicant being known to her in a personal capacity and withdrew from the Chamber during its consideration. Councillor Dick returned to the Chamber prior to consideration of Application Nos. 30 and 31.

In the case of Application No 29, the Committee considered letters of objection, heard from a representative of the applicant, the Housing Officer and the Clerk.

The Convener seconded by Councillor Wallace moved to grant the application.

As an amendment, Bailie Powrie seconded by the Lord Provost, moved to refuse the application.

On a division there voted for the motion, the Convener and Councillors Dawson, Wallace and Webster (4); and for the amendment the Lord Provost and Bailie Powrie (2); Bailie Corrigan and Councillors Shimi and Dick being absent when the vote was taken, whereupon the motion was declared carried granting the application.

(xviii) In the case of Application Nos 30 and 31, the Committee having heard from an objector, the applicant, Housing Officer and the Clerk, agreed that the applications be granted.

(xiv) In the case of Application No 32, the Committee having considered a letter of objection and heard from an agent on behalf of the applicant, the Housing Officer and Clerk agreed that the application be granted.

(xv) In the case of Application No 33, the Committee considered a letter of objection and heard from an agent on behalf of the applicant, the Housing Officer and the Clerk agreed that the application be granted.

(xvi) In the case of Application No 34, the Committee having considered a letter of objection and heard from an agent on behalf of the applicant, the Housing Officer and the Clerk agreed that the application be granted.

(xvii) In the case of Application No 35, the Committee considered letters of objection and heard from a representative of the applicant, the Housing Officer and the Clerk.

The Convener seconded by Councillor Wallace, moved to grant the application. As an amendment the Lord Provost seconded by Bailie Powrie, moved to refuse the application.

On a division, there voted for the motion, the Convener and Councillors Shimi, Wallace and Webster (4); and for the amendment, the Lord Provost and Bailie Powrie (2); Bailie Corrigan and Councillors Dick, and Dawson being absent when the vote was taken, whereupon the motion was declared carried granting the application.

(xviii) In the case of Application No 36, the Committee having noted that an objection had been withdrawn and heard from the Housing Officer and the Clerk, agreed that the application be granted.

(m) HOUSES IN MULTIPLE OCCUPATION - RENEWALS

There was submitted the undernoted application:-

No	Name	Address
1	Elizabeth Smith	Westlands, 44 Strathern Road

The Committee considered letters of objection, heard from objectors, an agent on behalf of the applicant, the Housing Officer and the Clerk.

The Convener seconded by Councillor Webster moved to grant the application for three years with conditions.

As an amendment Councillor Wallace seconded by the Lord Provost moved to grant the application for one year with conditions.

On a division, here voted for the motion the Convener and Councillor Webster (2); and for the amendment the Lord Provost, Bailie Powrie and Councillors Shimi, Dawson and Wallace (5); Bailie Corrigan and Councillor Dick being absent when the vote was taken, whereupon the amendment was declared carried granting the application for one year with conditions.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part 1 of Schedule 7A to the above Act

IV CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) PRIVATE HIRE LICENCE - EXTENSION TO 28 DAYS PERIOD

Councillor Dawson declared a non-financial interest by virtue that the licence holder was known to him. Councillor Dawson withdrew from the Chamber prior to consideration of the item and returned to the Chamber prior to the consideration of item IV(b).

There was submitted a letter from Mr RB relative to the above. The Committee having heard from the licence holder on their own behalf agreed to an extension until May 2007.

(b) TAXI LICENCE - EXTENSION TO 28 DAY PERIOD

A request had been received from Mr JR to address the Committee relative to the above.

The Committee having heard from the licence holder on their own behalf agreed to an extension until May 2007.

(c) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS

The Committee considered a letter of representation from the Chief Constable, heard from an agent on behalf of the applicant, the Chief Constable's representative, the Housing Officer and the Clerk relative to Application Nos. 1, 2, 3, 4 and 5.

In the case of Application Nos. 1, 2 and 3 the Committee agreed that they be deferred.

In the case of Application No. 4 the Convener seconded by Councillor Wallace moved to grant the application until June 2007.

As an amendment the Lord Provost seconded by Bailie Powrie moved to refuse the application.

On a division there voted for the motion the Convener and Councillors Wallace and Webster (3); and for the amendment, the Lord Provost, Bailie Powrie and Councillor Dawson (3); Bailie Corrigan and Councillors Shimi and Dick being absent when the vote was taken. There being a parity of votes the Convener used his casting vote in favour of the motion granting the application until June 2007.

In the case of Application No. 5 the Committee agreed to grant the application until June 2007.

In the case of Application No. 6 the Committee gave consideration to a letter which had been submitted by the Chief Constable relative to this application. Part of the letter referred to convictions which were spent in terms of the Rehabilitation of Offenders Act and, after hearing from the Chief Constable's representative as to their age and nature, the Committee agreed they may be considered since justice could not otherwise be done.

Thereafter having considered an objection and having heard from an agent on behalf of the applicant, the Chief Constable's representative, the Housing Officer and the Clerk, the Committee agreed that the application be refused on the ground of fitness. Prior to the Committee's determination of this application the applicant's agent requested and was granted leave by the Committee to withdraw from acting on behalf of the applicant.

In the case of Application No. 7 the Committee considered a letter of representation from the Chief Constable an objection, and having heard from the Chief Constable's representative, the Housing Officer and the Clerk agreed that the application be refused on the ground of fitness.

(d) LATE HOURS CATERING - NEW APPLICATION

The Committee having considered letters of objection and heard from the applicant on their own behalf agreed to grant the application from 11 pm to 12 midnight Friday and Saturday.

(e) PRIVATE HIRE LICENCE - NEW APPLICATION

The Committee having considered a letter of objection and heard from the Chief Constable's representative and the Clerk, agreed to defer the application.

(f) TAXI DRIVER'S LICENCE - NEW APPLICATION

The Committee having noted a letter of representation from the Chief Constable, heard from the applicant on their own behalf and from the Chief Constable's representative agreed to defer the application.

(g) TAXI DRIVER'S LICENCE - SUSPENSION HEARING

The Committee noted that the Suspension Hearing relative to Mr RS had been withdrawn from the agenda.

(h) TAXI OPERATOR'S LICENCE - SUSPENSION HEARING

There was submitted a letter of complaint from the Plant and Vehicle Officer relative to D.T.C. during the currency of their licence.

The Committee gave consideration to the content of the letter which had been submitted by the Plant and Vehicle Officer. Thereafter, having heard from the Plant and Vehicle Officer and a representative of the licence holder, the Committee agreed no further action be taken.

Bruce D MACKIE, Convener.

APPENDIX I**CIVIC GOVERNMENT (SCOTLAND) ACT 1982****SECTION 44(1)(b), 2 AND SCHEDULE 1****LICENSING OF SKIN PIERCING AND TATTOOING****CONDITIONS****GENERAL**

1. The Licence holder must surrender the Licence if and when called upon to do so by the Licensing Authority for the purpose of alteration in accordance with any decision of the Licensing Authority.
2. The Licence holder shall notify the Licensing Authority in writing within 30 days of any change from the information provided in the original licence application.
3. The Licence holders shall ensure that they are covered by an adequate policy of Third Party Liability Insurance with a reputable company and an appropriate certificate shall be displayed at all times on the premises or, where the activity is not carried out mainly from a premises, be available for inspection.
4. The Licence holder shall ensure that suitable recorded risk assessments are undertaken of their activities.
5. The Licence holder shall provide information, in an easy to understand format, to every prospective client to explain:
 - (1) The process of skin piercing or tattooing;
 - (2) The risks of the procedure;
 - (3) The contra-indications to the skin piercing or tattooing procedure; and
 - (4) The aftercare requirements of the procedure.
6. The Licence holder shall ensure that every prospective client has read and understood the above information prior to undertaking skin piercing or tattooing.
7. The Licence holder shall ensure that a pre-treatment questionnaire is completed for each client, which has been signed by the operator and countersigned by the client.
8. The Licence holder shall ensure that any client who presents a condition that is a contra-indication to the skin piercing or tattooing procedure be asked to seek medical advice from their GP prior to the treatment being carried out. Written authorisation from the client's GP shall be provided prior to any treatment being undertaken. A copy of this information shall be retained with the written records of the client's personal details.
9. The Licence holder shall ensure the following written records of the clients' personal details are retained for a period of 2 years:
 - (1) Name, address and contact telephone number;
 - (2) Date of birth;

- (3) Relevant medical history;
 - (4) Procedure undertaken, including position on the body, type of jewellery used (if applicable);
 - (5) Name of the practitioner who carried out the skin piercing or tattooing;
 - (6) Date and time when the skin piercing or tattooing was undertaken;
 - (7) Details of any reported problems associated with skin piercing or tattooing.
10. The Licence holder shall ensure that written information is provided to each client explaining the appropriate aftercare requirements for the skin piercing or tattooing provided. This must include the contact details of the operator.
 11. The Licence holder shall ensure that tattooing is not carried out on any person under the age of 18.
 12. The Licence holder shall ensure that skin piercing is not carried out on any child under the age of 16 unless accompanied by a person who has parental rights and responsibilities in respect of that child and who has also given their consent in writing to skin piercing.
 13. Where written consent has been provided, the person having the parental rights and responsibilities shall include in their written consent:
 - (1) their relationship to the client;
 - (2) the name, address and age of the person to be pierced;
 - (3) the type of piercing;
 - (4) the type of body jewellery to be used; and
 - (5) the consent must be signed and dated by them.
 14. The Licence holder shall ensure that every operator is capable of demonstrating that they have sufficient knowledge, skill, training and experience commensurate with the skin piercing or tattooing activities they carry out. The Licence holder shall retain a record of the information provided.
 15. The Licence holder shall ensure that persons undergoing training or practical experience in skin piercing or tattooing shall remain under the direct supervision of a competent person at all times.
 16. The Licence holder shall ensure all operators hold a current first aid certificate to foundation (1-Day) level.
 17. A first aid kit, which is readily available and appropriately stocked, shall be provided.
 18. The Licence holder shall make available to every operator inoculations against Hepatitis B.
 19. The Licence holder shall ensure that any person who undertakes skin piercing or tattooing is not under the influence of drugs or alcohol.
 20. The Licence holder shall ensure that all operators maintain an acceptable standard of personal cleanliness.
 21. The Licence holder shall ensure that prior to skin piercing or tattooing all operators shall thoroughly wash their hands with a suitable soap and hot water and dry with clean, disposable paper towels.

22. Prior to any treatment being carried out, the area of the body to be treated shall be cleaned using an appropriate skin safe antiseptic.
23. The Licence holder shall ensure that where applicable supplies of the following items are available at all times:
 - (1) Disposable non-latex gloves;
 - (2) Disposable razors where tattooing is provided;
 - (3) Sterile single use disposable needles;
 - (4) Appropriate cleaning, disinfection and sterilisation products;
 - (5) Autoclave pouches (where an appropriate vacuum autoclave is used for sterilisation of instruments).
24. The Licence holder shall ensure that the activity of tattooing or skin piercing (other than acupuncture) is carried out by an operator wearing disposable non-latex gloves with sufficient protection for the task being undertaken. The gloves must be changed for each client and as necessary, during the skin piercing or tattooing procedure.
25. The Licence holder shall ensure that any equipment liable to come in to contact with bodily fluids and, which is not disposable and cannot be sterilised (eg tattoo motors) shall be protected from such contact, so far as is reasonably practicable, and thoroughly cleaned with fresh disinfectant after each use.
26. The Licence holder shall ensure that equipment with hollow cavities, equipment wrapped or enclosed in pouches or porous loads are sterilised using an appropriate vacuum autoclave that is deemed appropriate for that purpose by the manufacturer.
27. The Licence holder shall ensure that all equipment used in conjunction with skin piercing or tattooing are stored in such a way as to ensure their cleanliness.
28. The Licence holder shall ensure that, unless only disposable instruments and equipment are used for skin piercing and tattooing, the following equipment is provided and properly maintained for use:
 - (1) Ultrasonic cleaner(s);
 - (2) Instrument bath(s); and
 - (3) Autoclaves and autoclave pouches where appropriate.
29. All used forceps, kidney dishes, needle bars, ink capsule holders, clamps and other equipment in close contact with a break in the skin or mucous membranes shall be cleaned, ultrasonically cleaned and autoclaved prior to use on the next client.
30. The Licence holder shall ensure that pressure systems used, which fall within the scope of the Pressure Systems Safety Regulations shall be subject of a written scheme of examination and shall be examined in accordance with that written scheme of examination, as required by the Pressure Systems Safety Regulations. A copy of the written scheme of examination and the examination results shall be available for inspection.
31. In addition to the calibration and pressure tests required by the Pressure Systems Safety Regulations, autoclaves shall be subject to regular tests as recommended by the manufacturer's or other appropriate guidance to ensure their effective operation. The results of the tests shall be recorded in a logbook for the autoclave and this shall be retained by the Licence holder and be available for inspection.

32. All products such as antiseptic creams, petroleum jelly, inks, tattoo stencils etc used for skin piercing or tattooing must be single use or dispensed using a sterile single use instrument to a sterile single use receptacle. Products, instruments and receptacles shall be renewed for each client.
33. The Licence holder shall ensure that only single use disposable razors are used to assist with skin piercing or tattooing.
34. The Licence holder shall ensure that only sterile single use disposable needles appropriate to the purpose are used for skin piercing or tattooing. New needles shall be used for each client.
35. For skin piercings, if the area to be pierced requires to be marked, a single use water based marker pen or single use markers must be used.
36. The Licence holder shall ensure that for tongue piercing, a sterilised clamp is used.
37. The Licence holder shall ensure that all jewellery to be inserted in the skin created by skin piercing must be sterile prior to insertion.
38. The Licence holder shall ensure that all jewellery is compliant with the Dangerous Substances and Preparations (Nickel) Safety Regulations.
39. The Licence holder shall ensure that for ear piercing only, ear piercing guns and a sterile cartridge is used.
40. The Licence holder shall ensure that piercing guns are not used for piercing the ear or nose cartilage unless it is designed to do so.
41. The Licence holder shall ensure that only pre-sterilised jewellery supplied in packaging, which indicates the part of the body for which it is intended is used with the ear piercing and nose piercing guns, and that jewellery must be inserted into the part of the body for which it is intended.
42. The Licence holder shall ensure that all inks used for tattooing purposes have an indication of their durability on all labels and that they are used and stored in accordance with any manufacturers' instructions.
43. The Licence holder shall ensure that only sterile pigment for dispensing into single-use pots or ink pre-packed in single use vials is supplied to them and used for tattooing purposes. Pots and ink shall be renewed for each client.
44. The Licence holder shall ensure that waste that comprises clinical waste as defined in the current Controlled Waste Regulations shall be disposed of by a contractor licensed under the Waste Management Licensing Regulations. Records of the disposal of all waste shall be retained on the premises.
45. The Licence holder shall ensure that domestic waste and clinical waste is appropriately segregated and stored in appropriately marked bags.
46. The Licence holder shall ensure that all waste designated as clinical waste shall be stored, collected and disposed of in accordance with the Environmental Protection Act and the Controlled Waste Regulations.
47. The Licence holder shall ensure that a suitable sharps container for the storage of needles after use is provided which conforms to the British Standard requirements and is stored out of reach of the client.

ADDITIONAL CONDITIONS APPLICABLE WHERE THE ACTIVITY IS TO BE CARRIED OUT WHOLLY OR MAINLY FROM PREMISES

48. The Licence permits the use of the Premises specified therein as a place for the carrying on of a business, which provides skin piercing or tattooing, as defined in the Licence. The Licence must be exhibited in the Premises in such a place and in such a manner as to be easily read by the public.
49. The Licence holders or, in the absence of the Licence holders, a person authorised by them, must be in charge of the premises during licensed activities and must not be engaged in duties which might prevent the exercising of general supervision of the premises.
50. The Licence holders shall ensure that separate rooms are provided for a waiting area and the carrying out of skin piercing or tattooing.
51. The Licence holders shall ensure that they display notices in the waiting areas of the premises:
 - (1) advising that skin piercing and tattooing will not be carried out on any person under the influence of alcohol or drugs;
 - (2) advising that skin piercing will not be carried out on any child under the age of 16 unless accompanied by a person who has parental rights and responsibilities in respect of that child and who has also given their consent in writing to the skin piercing; and
 - (3) advising that tattooing will not be carried out on any person under the age of 18;
 - (4) listing the names of licensed and authorised operators;
 - (5) advising of the risks associated with skin piercing and/or tattooing.
52. The Licence holder shall ensure a full-face photograph of each operator is clearly displayed in the waiting area so that all customers may easily identify him or her.
53. The Licence holder shall ensure that the room used for the purposes of carrying out the skin piercing or tattooing has the following facilities:
 - (1) A wash hand basin with hot and cold running water and which uses non-hand operated taps. Hand washing notices to be displayed at the wash hand basin;
 - (2) Smooth and impervious floor and wall surfaces capable of being easily cleaned;
 - (3) A paper towel holder containing paper towels;
 - (4) A soap dispenser containing soap;
 - (5) A dispenser containing alcohol solution for cleaning purposes;
 - (6) A washable bench or chair with disposable paper sheet;
 - (7) Waste buckets with pedal operated lids for clinical waste and general waste; and
 - (8) A sharps container for storage of needles after use that is stored out of reach from the client.
54. The Licence holder shall ensure that the accommodation and facilities within the premises are maintained in good repair and in a good state of cleanliness appropriate to the activities undertaken.
55. The Licence holder shall ensure that the premises are effectively ventilated and illuminated for the purposes of skin piercing and tattooing.

56. The Licence holder shall ensure a general-purpose sink with hot and cold running water is provided on the premises for cleaning and sterilisation purposes, separate from the required wash hand basin. This should be located out with the treatment area wherever possible.
57. The Licence holder shall ensure the tables, couches and seats used for the purposes of skin piercing and tattooing shall be thoroughly disinfected between treatments and at the end of each working day.
58. The Licence holder shall ensure that all skin piercing and tattooing activities are undertaken in conditions of appropriate privacy.
59. Electrical systems at the premises shall comply with the current legislation and with the Institute of Electrical Engineers Wiring Regulations (BS7671:2001) applicable at the time of the installation or any subsequent replacement or renewal. Electrical systems shall include both fixed installations and electrical equipment. The Council may at any time require the Licence holders, within a reasonable period of time, to effect such remedial works as may be necessary to ensure that the said installations comply with the current legislation and regulations.
60. The Licence holder shall produce electrical certificates for the electrical systems and will make them available upon request.

ADDITIONAL CONDITIONS APPLICABLE WHERE THE ACTIVITY IS NOT TO BE CARRIED OUT WHOLLY OR MAINLY FROM PREMISES

61. The Licence holder shall carry at all times a copy of their skin piercing/tattooing licence when undertaking such activities, and this must be made available to clients or Officers from the local authority upon request.
62. The Licence holder shall have appropriate means of identification at all times, including photographic evidence so that all customers may easily identify him or her.
63. The licence holder shall ensure that any seating used for the skin piercing or tattooing is washable and covered with a disposable paper sheet, which shall be renewed after each use.
64. The Licence holder shall ensure that any equipment, which is disposable, is disposed of immediately after each use in an appropriate waste receptacle.
65. The Licence holder shall produce electrical certificates for all portable electrical appliances and will make them available upon request.

AMENDED CONDITIONS APPLICABLE TO A BUSINESS PROVIDING ONLY EAR PIERCING WHERE THE ACTIVITY IS TO BE CARRIED OUT WITHIN A DESIGNATED AREA OF THE PREMISES

66. The Licence holder undertaking ear piercing with the use of an ear piercing gun shall ensure that a separate area with a washable chair with disposable paper sheet has been designated for the carrying out of that activity within the premises.
67. The Licence holders shall ensure that they display notices in the designated area of the premises:
 - (1) advising that ear piercing will not be carried out on any person under the influence of alcohol or drugs;
 - (2) advising that ear piercing will not be carried out on any child under the age of 16 unless accompanied by a person who has parental rights and responsibilities in respect of that child and who has also given their consent in writing to the ear piercing; and
 - (3) listing the names of licensed and authorised practitioners;

- (4) advising of the risks associated with ear piercing.
68. The Licence holder shall ensure a full-face photograph of each operator is clearly displayed in the designated area so that all customers may easily identify him or her.
69. The Licence holder undertaking ear piercing only shall ensure that the premises has the following facilities conveniently located to the designated area:
- (1) a wash hand basin with hot and cold running water;
 - (2) a paper towel holder containing paper towels;
 - (3) a soap dispenser containing soap;
 - (4) a dispenser containing alcohol solution for cleaning purposes;
 - (5) a waste bucket with a pedal operated lid.
70. The Licence holder shall ensure that the designated area is effectively ventilated and illuminated for the purposes of ear piercing.

SPECIFIC CONDITIONS APPLICABLE TO ACUPUNCTURE ONLY

71. The Licence holder shall ensure that operators wash their hands immediately before carrying out the activity of acupuncture on each client.
72. The Licence holder shall ensure that the activity of acupuncture is carried out by an operator wearing disposal non-latex gloves that have not been previously used with another client where:
- (1) the operator has an open lesion on their hands;
 - (2) the operator is handling items that may be contaminated with blood or other body fluids;
 - (3) the client is bleeding or has an open lesion on an exposed part of the client's body;
 - (4) the client is known by the operator to be infected with a blood-borne virus.

73. **Definitions**

"Licence Holders" means the person, persons, company, firm, public body or voluntary organisation named in the Licence;

"Premises" means the premises specified in the Licence;

"acupuncture" means the insertion of needles into living tissue for remedial or therapeutic purposes;

"cosmetic body piercing" means the perforation of the skin and underlying tissue in order to create a tunnel in the skin through which jewellery may be inserted;

"electrolysis" means the removal of body hair by electrocution of the hair roots with an electrified needle;

"hospital" means any health service hospital within the meaning of Section 108(1) of the National Health Service (Scotland) Act 1978;

"independent clinic" has the same meaning as in Section 77(1) of the regulation of Care (Scotland) Act 2001;

"skin piercing" includes any of the following:

- (a) acupuncture;
- (b) cosmetic body piercing; or
- (c) electrolysis.

"tattooing" means the insertion into the skin of any coloured material designed to leave a semi-permanent or permanent mark including micro-pigmentation.

"autoclave" means a pressure vessel in which the lid is sealed by the internal pressure in the vessel and which is used to steam sterilise equipment used for skin piercing or tattooing.

"sharps container" means a container used for holding medical waste and devices, which can cause physical injury.

"ultrasonic cleaner" means a cleaning device, which uses sound waves propagated through an aqueous medium at frequencies higher than the audible range.

APPENDIX II

At a MEETING of the **LICENSING SUB-COMMITTEE** held at Dundee on 1st February, 2007.

Present:-

Lord Provost JOHN R LETFORD

COUNCILLORS

Charles A WEBSTER

Andrew DAWSON

Charles A WEBSTER, Depute Convener, in the Chair.

Unless marked thus * all items stand delegated.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

I CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) TAXI OPERATOR'S LICENCE - REQUEST FOR SUSPENSION

There was submitted a letter of complaint from the Plant and Vehicle Officer relative to D.T.C. during the currency of the Taxi Operator's Licence.

The Sub-Committee, after hearing the Chief Constable's representative and consideration of the content of the letter, agreed that a suspension hearing be convened at a future meeting of the Licensing Committee in relation to the fitness of D.T.C. to hold a licence.

Charles A WEBSTER, Depute Convener.

APPENDIX III

At a MEETING of the **LICENSING SUB-COMMITTEE** held at Dundee on 15th February, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Bruce D MACKIE

COUNCILLOR

Andrew DAWSON

Bailie MACKIE, Convener, in the Chair.

Unless marked thus * all items stand delegated.

The Convener agreed that the undernoted item of business be considered as a matter of urgency in terms of Standing Order No 17(b) and in view of the timescales.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that this involved the likely disclosure of exempt information as defined in Paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

I CIVIC GOVERNMENT (SCOTLAND) ACT 1982

TAXI DRIVER'S LICENCE - REQUEST FOR IMMEDIATE SUSPENSION

There was submitted a letter of information from the Chief Constable relative to the conduct of Mr RSS during the currency of his Taxi Driver's Licence.

The Sub-Committee after hearing the Chief Constable's representative and consideration of the content of the letter agreed that the Taxi Driver's licence held by Mr RSS be suspended with immediate effect and that a suspension hearing be convened at a future meeting of the Licensing Committee.

Bruce D MACKIE, Convener

At a MEETING of the **DUNDEE CITY COUNCIL** held at Dundee on 12th March 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

C D P FARQUHAR
Helen WRIGHT

Neil I C POWRIE

Bruce D MACKIE
Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Fiona M GRANT
Christopher HIND
Joe MORROW
Fraser MACPHERSON

Helen DICK
Bob DUNCAN
Richard BEATTIE
Andrew DAWSON
Willie W SAWERS
Joe FITZPATRICK

Christina ROBERTS
Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Lord Provost John R LETFORD, Convener, in the Chair.

I MINUTES

The undernoted minutes were submitted and noted.

Minute of Licensing Board dated 18th January 2007
Minute of Licensing Board Hearing dated 18th January 2007
Minute of Licensing Committee dated 1st February 2007
Minute of City Council dated 12th February 2007
Minute of Dundee Contract Services Committee dated 12th February 2007
Minute of Planning and Transportation Committee dated 12th February 2007
Minute of Economic Development Committee dated 12th February 2007
Minute of Finance Committee dated 12th February 2007
Minute of Policy and Resources Committee dated 12th February 2007
Minute of Personnel Committee dated 12th February 2007
Minute of Adjourned Licensing Board dated 15th February 2007
Minute of Licensing Board Hearing dated 15th February 2007
Minute of Education Committee dated 19th February 2007
Minute of Education Committee dated 19th February 2007
Minute of Communities Committee dated 19th February 2007
Minute of Leisure and Arts Services Committee dated 19th February 2007
Minute of Environmental Services and Sustainability Committee dated 19th February 2007
Minute of Housing Committee dated 19th February 2007
Minute of Social Work Committee dated 19th February 2007
Minute of City Council as Flemming Trustees dated 19th February 2007
Minute of Trustees of the John Hoggan's Fund dated 19th February 2007
Minute of Policy and Resources Committee dated 20th February 2007
Minute of Finance Committee dated 20th February 2007
Minute of Development Quality Committee dated 26th February 2007

Lord Provost John R LETFORD, Convener.

At a MEETING of the **DUNDEE CONTRACT SERVICES COMMITTEE** held at Dundee on 12th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

C D P FARQUHAR
Helen WRIGHT

Neil I C POWRIE

Bruce D MACKIE
Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Fiona M GRANT
Christopher HIND
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Fraser MACPHERSON

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Andrew DAWSON
Willie W SAWERS
Joe FITZPATRICK
Christina ROBERTS

Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Councillor George REGAN, Convener, in the Chair.

The minute of meeting of this Committee of 12th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I SUPPLY OF TYRE AND TYRE REPAIRS 2007/2008

There was submitted Report No 134-2007 by the Director of Dundee Contract Services informing the Committee of rates submitted by Tyre Suppliers and Tyre Repairers for the supply of same, as and when required for the financial year 2007/2008.

The Committee agreed to accept the prices tendered and draw on in order of price with consideration given to availability and service.

Successful tenderers were:-

McConechy's Tyre Service Ltd, Dundee
Tayside Tyres, Dundee
Redstone, Cheshunt, Herts

II HIRE OF VANS AND LORRIES 2007/2008

There was submitted Report No 140-2007 by the Director of Dundee Contract Services informing the Committee of rates submitted by Vehicle Hire Companies for the supply of same, as and when required for the financial year 2007/2008.

The Committee agreed to accept the prices shown and draw on in order of price with consideration given to availability and service.

Successful tenderers were:-

Jarvie Plant Ltd, Grangemouth
 A M Phillip Ltd, Muiryfaulds, By Forfar
 Autorent, Dundee
 MV Commercial Ltd, Livingston
 Arnold Clark Car & Van Rental, Dundee
 Norman Jamieson Ltd, Duntrune, Dundee
 Swift Vehicle Rental, Aberdeen
 D Geddes (Contractors) Ltd, Arbroath
 Mackenzie Plant, Motherwell
 Turner Hire Drive Ltd, Perth
 TLS Vehicle Rental, Broxburn
 Tom Airdrie Ltd, Airdrie

III HIRE OF LARGE PLANT 2007/2008

There was submitted Report No 141-2007 by the Director of Dundee Contract Services informing the Committee of rates submitted by Large Plant Hire Companies for the supply of same, as and when required for the financial year 2007/2008.

The Committee agreed to accept the prices shown and draw on in order of price with consideration given to availability and service.

Successful tenderers were:-

Hewden Plan Hire, Dundee
 W Brown Plant Hire & Road Works, Kingennie
 Morris Leslie, Errol
 D Geddes (Contractors) Ltd, Arbroath
 Dave Edgar & Sons, Dundee
 Ashtead Plant Hire, Salford, Manchester
 John Nixon Ltd, Newcastle Upon Tyne
 Liftrucks Ltd, Dundee
 Jarvie Plant Ltd, Grangemouth

IV HIRE OF SMALL PLANT 2007/2008

There was submitted Report No 142-2007 by the Director of Dundee Contract Services informing the Committee of rates submitted by Small Plant Hire Companies for the supply of same, as and when required for the financial year 2007/2008.

The Committee agreed to accept the prices shown and draw on in order of price with consideration given to availability and service.

Successful tenderers were:-

John Nixon Ltd, Newcastle Upon Tyne
 Hewden Plant Hire Ltd, Dundee
 Hewden Hire Centres, Dundee
 Martin Plant Hire, Dundee
 Speedy Hire (Scotland) Ltd, Dundee
 Ashtead Plant Hire, Dundee

V HIRE OF SITE STORAGE AND ACCOMMODATION 2007/2008

There was submitted Report No 143-2007 by the Director of Dundee Contract Services informing the Committee of rates submitted by Hirers of Site Storage & Accommodation for the supply of same, as and when required for the financial year 2007/2008.

The committee agreed to accept the prices shown and draw on in order of price with consideration given to availability and service.

Successful tenderers were:-

Hewden Plant Hire, Dundee
 Castlecroft Securities Ltd, Perth
 G E Capital, Modular Space Ltd, Dundee
 Wernick Hire Ltd, Dundee
 John Nixon Ltd, Newcastle Upon Tyne
 Sibcas Ltd, Bathgate
 Jarvie Plant Ltd, Grangemouth

VI HIRE OF POWERED ACCESS EQUIPMENT 2007/2008

There was submitted Report No 144-2007 by the Director of Dundee Contract Services informing the Committee of rates submitted by Powered Access Equipment Hire Companies for the supply of same, as and when required for the financial year 2007/2008.

The Committee agreed to accept the prices shown and draw on in order of price with consideration given to availability and service.

Successful tenderers were:-

Loxam Access, Broxburn, West Lothian
 Nationwide Access, Dundee
 Easi Uplifts (Aerials) Ltd, Bellshill, N Lanarkshire
 Jackson Group/Brogan, Laurencekirk
 Ashtead Plant Hire Co Ltd, Salford, Manchester

VII HIRE OF BUILDERS SKIPS 2007/2008

There was submitted Report No 145-2007 by the Director of Dundee Contract Services informing the Committee of rates submitted by providers of Builders Skips for the supply of same as and when required for the financial year 2007/2008.

The Committee agreed to accept the prices shown and draw on in order of price with consideration given to availability and service.

Successful tenderers were:-

Ramsays Transport Ltd, Dundee
 Delson Contracts Ltd, Forfar
 D Geddes (Contracts) Ltd, Arbroath
 D J Laing Construction Ltd, Carnoustie
 Waste Management, Dundee City Council

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

VIII SALE OF GROUND AT 33 CHARLOTTE CLOSE, DUNDEE

There was submitted Report No 91-2007 by the Director of Economic Development seeking approval for the sale of garden ground.

The Committee agreed to the sale of the ground at the agreed price.

George REGAN, Convener.

At a MEETING of the **PLANNING AND TRANSPORTATION COMMITTEE** held at Dundee on 12th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

C D P FARQUHAR
Helen WRIGHT

Neil I C POWRIE

Bruce D MACKIE
Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Fiona M GRANT
Christopher HIND
Joe MORROW
Fraser MACPHERSON

Helen DICK
Bob DUNCAN
Richard BEATTIE
Andrew DAWSON
Willie W SAWERS
Joe FITZPATRICK

Christina ROBERTS
Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Councillor Fiona GRANT, Convener, in the Chair.

The minute of meeting of this Committee of 12th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I TACTRAN REGIONAL TRANSPORT STRATEGY - DRAFT FOR PUBLIC CONSULTATION

Councillors Grant, Keenan & Wallace declared a non-financial interest in this item by virtue of being the City Council's representatives on TACTRAN.

There was submitted Report No 125-2007 by the Director of Planning and Transportation, outlining the purpose and content of the Tayside and Central Scotland Transport Partnership's (TACTRAN) draft Regional Transport Strategy (RTS).

The Committee agreed to:-

- (a) strongly support the Preferred Strategy as being the correct strategy for the TACTRAN region;
- (b) note the purpose and content of the consultation and endorse Dundee City Council's detailed response as contained in Appendix A to the report; and
- (c) note TACTRAN was preparing a Delivery Plan in parallel with the consultation process and that the Council expected the Delivery Plan contained within the final published RTS to be used as a starting point for consultation with the constituent Local Authorities on funding of interventions and the statutory transport functions required.

II DRAFT LOCHEE PHYSICAL REGENERATION FRAMEWORK

There was submitted Report No 59-2007 by the Director of Planning and Transportation seeking the Committee's approval of a Draft Physical Regeneration Framework for Lochee for consultation purposes.

The Committee agreed to:-

- (a) approve the Draft Lochee Physical Regeneration Framework as the basis for consultation with the community, proprietors, tenants, public transport, companies and prospective developers; and
- (b) remit the Director of Planning and Transportation to report progress on this consultation exercise and bring forward a programme of action for the implementation of the Lochee Physical Regeneration Framework.

III PRINTING WORKS AND FORMER FOUNDRY AT CORNER OF LOONS ROAD AND LAWSIDE ROAD

There was submitted Report No 88-2007 by the Director of Planning and Transportation seeking approval of a draft site planning brief for the site of the former foundry at Loons Road/Lawside Road as the basis of consultation with the local community and interested parties.

The Committee agreed to:-

- (a) approve the draft site planning brief for purposes of consultation;
- (b) remit the Director of Planning and Transportation to consult with the local community and interested parties on the terms and content of the draft site planning brief; and
- (c) remit the Director of Planning and Transportation to report back on the result of the consultation exercise.

IV QUALITY OF LIFE - ADOPTED FOOTPATH REPAIRS

There was submitted Report No 136-2007 by the Director of Planning and Transportation advising the Committee of the proposed repair programme for Quality of Life adopted footways in 2007/2008 to be funded through the Quality of Life Fund.

The Committee agreed to:-

- (a) note the contents of the report and agree the prioritisation of footway repairs in accordance with Appendix 1 to the report;
- (b) authorise the City Engineer to issue orders for carrying out this work based on the approved partnering arrangement with Tayside Contracts for road maintenance and minor works; and
- (c) authorise the City Engineer to promote schemes based on priority ratings in the event of unforeseen slippage to the programme.

V DUNDEE SPEED LIMITS

There was submitted Report No 98-2007 by the Director of Planning and Transportation regarding the necessity to rationalise the speed limit Traffic Regulation Orders in Dundee.

The Committee approved preparation of Traffic Regulation Orders to replace the existing parts of the Traffic Regulation Orders which regulated speed limits within the city.

VI COAST PROTECTION ACT 1949 - DOUGLAS TERRACE WALKWAY IMPROVEMENT

There was submitted Agenda Note AN85-2007 advising that Dundee City Council was the Coast Protection Authority for the foreshore from Stannergate to the City boundary at Barnhill and that an Order under Section 18 of the Act was in force, prohibiting the removal of material from the seashore.

The Committee agreed as Coast Protection Authority to approve limited excavation from the seashore in connection with Douglas Terrace Walkway Improvement Works.

VII TRAFFIC ORDERS

There was submitted Agenda Note AN86-2007 relative to the undernoted Traffic Orders.

- (a) DUNDEE CITY COUNCIL (AFTON PLACE AND HONEYGREEN ROAD, DUNDEE)
(STOPPING UP) ORDER 2007

Reference was made to Article XI of the minute of meeting of this Committee of 11th December 2006 wherein it was agreed to stop up lengths of roads and footways at Afton Place and Honeygreen Road, Dundee to facilitate the development of a new supermarket by redesigning the road layout.

It was reported that the Order was duly prepared and advertised and the relevant statutory undertakers consulted. No objections had been received.

The Committee therefore authorised and confirmed the Stopping Up Order, and authorised formal publication of the confirmation, after which the Order would become operative.

- (b) DUNDEE CITY COUNCIL (DENS PARK AND TANNADICE PARK AREA, DUNDEE)
(MAJOR EVENTS RELATED TRAFFIC CONTROL) ORDER 2007

Reference was made to Article III of the minute of meeting of this Committee of 16th October 2006 authorising the preparation of an Order to facilitate crowd control and relieve congestion on occasions of major events at Dens Park and Tannadice Park.

It was reported that the proposed Order was duly drafted and during the statutory consultation period no adverse comments had been received. The Order was duly advertised and there were no objections.

The Committee therefore agreed to make the Order as advertised.

- (c) DUNDEE CITY COUNCIL (ARBROATH ROAD, DUNDEE) (VARIATION OF SPEED
LIMITS) ORDER 2007

Reference was made to Article VIII of the minute of meeting of this Committee wherein the Committee authorised the preparation of an Order to improve safety for pedestrians attempting to cross Arbroath Road.

It was reported that the proposed Order was duly drafted and during the statutory consultation period no adverse comments had been received.

The Committee therefore authorised formal publication of the Order as drafted.

VIII NEW ROADS

There was submitted Agenda Note AN87-2007 detailing the undernoted application for Road Construction Consent.

Location	Ward	Applicant
Kinburnie Place/Kenmore Terrace	Law	West Residential Ltd

The Committee approved the application subject to conditions agreed with the applicant and further agreed that on satisfactory completion of these roads and, if so requested by the applicant, they be entered on the List of Public Roads for the purposes of management and maintenance in terms of the Roads (Scotland) Act 1984.

Fiona GRANT, Convener.

At a MEETING of the **ECONOMIC DEVELOPMENT COMMITTEE** held at Dundee on 12th March 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

C D P FARQUHAR
Helen WRIGHT

Neil I C POWRIE

Bruce D MACKIE
Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Fiona M GRANT
Christopher HIND
Joe MORROW
Fraser MACPHERSON

Helen DICK
Bob DUNCAN
Richard BEATTIE
Andrew DAWSON
Willie W SAWERS
Joe FITZPATRICK

Christina ROBERTS
Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Councillor Joe MORROW, Convener, in the Chair.

The minute of meeting of this Committee of 12th February 2007 was held as read.

Unless marked thus * all items stand delegated.

I TENDERS RECEIVED

The City Architectural Services Officer submitted Report No 181-2007 giving details of offers received for the undernoted contracts:-

- (a) VARIOUS DUNDEE CITY COUNCIL PROPERTIES - WATER HYGIENE MONITORING PROGRAMME 2007/2010

The Committee agreed to accept the offer negotiated with Building Environmental Hygiene Limited, a specialist contractor, amounting to £602,891.76 together with an allowance of £61,789.18 for professional services making a total expenditure of £664,680.94.

- (b) VARIOUS SOCIAL WORK AND LEISURE & ARTS PROPERTIES - WATER HYGIENE MONITORING PROGRAMME 2007/2010

The Committee agreed to accept the offer negotiated with Ion Limited, Coatbridge, a specialist contractor, amounting to £111,335.95 together with an allowance of £11,133.60 for professional service making a total expenditure of £122,469.55.

II UPGRADE OF SHOPPING PRECINCTS

There was submitted Agenda Note AN80-2007 advising that it was proposed to allocate £200,000 towards improvements to shopping parades in 2007/2008.

The Committee approved the programme of works as undernoted:-

5-7, 6-8 and 9-13 Huntly Square
22-26 Dryburgh Street
3 Mauchline Avenue
3-23 Haldane Avenue
2-14 Brownhill Road

III TAYSIDE BUSINESS GATEWAY LTD - FUNDING FOR 2006/2007

Reference was made to Article VI of the minute of meeting of this Committee of 14th August 2006 which at that time noted that once the implications of Scottish Enterprise's intention to tender the Gateway service were known, this Committee would be informed. There was submitted Agenda Note AN81-2007 advising that Scottish Enterprise had now issued an invitation to tender to Tayside Business Gateway Limited with a commencement date of 1st October 2007, the other partners being Scottish Enterprise Tayside, Angus Council and Perth and Kinross Council who had indicated their intention to support the company until 30th September 2007.

The Committee approved six months funding for Tayside Business Gateway Limited of £57,500 by way of cash and rental of the premises at 17/19 King Street and noted that, once the outcome of the tender process was known, a further report would be submitted to this Committee.

IV SCOTTISH COUNCIL DEVELOPMENT AND INDUSTRY

There was submitted Agenda Note AN82-2007 advising that COSLA had recommended support for the Scottish Council Development and Industry (SCDI) should be renewed for 2007/2008 at the appropriate rate of £2,182.

The Committee agreed to continue Council membership of the SCDI for the year 2007/2008.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

V COMMERCIAL LEASES

There was submitted and approved Report No 164-2007 by the Director of Economic Development detailing commercial leases in respect of the undernoted premises:-

173A Strathmartine Road
 660 Square Metres, Kingsway East
 479 Balunie Drive
 75 Meadowside
 Unit 11 Marybank Lane Industrial Estate
 78-86 Dunholm Road
 Laboratory, Gemini Crescent, Dundee Technology Park
 Hillside Court
 Unit 4 Smeaton Road

VI RENT REVIEWS

There was submitted and approved Report No 165-2007 by the Director of Economic Development detailing rent reviews in respect of the undernoted premises:-

Unit 1 Marybank Lane Industrial Estate
 22 City Square
 Ascot Bar, 58-60 South Tay Street
 16A West Port
 189 Princes Street

VII SITE AT HONEYGREEN ROAD

On a reference to Article IX of the minute of meeting of the Housing Committee of 17th April 2006, the Director of Economic Development submitted Report No 83-2007 recommending the sale of two sites at Honeygreen Road to an interested company.

The Committee approved the sale of the two sites on the terms and conditions detailed in the Report.

VIII 63-65 REFORM STREET

On a reference to Article VI of the minute of meeting of this Committee of 12th January 2004, the Director of Economic Development submitted Report No 173-2007 seeking approval to retain the rental of the above premises.

The Committee approved the recommendation on the terms and conditions detailed in the Report.

Joe MORROW, Convener.

At a MEETING of the **FINANCE COMMITTEE** held at Dundee on 12th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

C D P FARQUHAR
Helen WRIGHT

Neil I C POWRIE

Bruce D MACKIE
Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Fiona M GRANT
Christopher HIND
Joe MORROW
Fraser MACPHERSON

Helen DICK
Bob DUNCAN
Richard BEATTIE
Andrew DAWSON
Willie W SAWERS
Joe FITZPATRICK

Christina ROBERTS
Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Councillor Fraser MACPHERSON, Convener, in the Chair.

The minute of meeting of this Committee of 20th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I MINUTE OF MEETING OF THE SUPERANNUATION INVESTMENT SUB-COMMITTEE

The minute of meeting of the Superannuation Investment Sub-Committee of 21st February, 2007, a copy of which is appended hereto was submitted for information and record purposes.

II CAPITAL MONITORING

There was submitted Report No 152-2007 by the Head of Finance appraising members of the latest position regarding the Council's Capital Expenditure Programme for 2006/2007.

The Committee noted the contents of the report.

III REVENUE MONITORING

There was submitted Report No 167-2007 by the Head of Finance providing the Committee with an analysis of the 2006/2007 Projected Revenue Outturn as at 31st January, 2007 monitored against the adjusted 2006/2007 Revenue Budget.

The Committee:-

- (i) noted that the overall General Fund 2006/2007 Projected Revenue Outturn as at 31st January, 2007 showed an underspend of £38,000 against the adjusted 2006/2007 Revenue Budget;
- (ii) noted that the Housing Revenue Account was projecting an underspend of £388,000 against the adjusted HRA 2006/2007 Revenue Budget;

- (iii) instructed the Head of Finance to take every reasonable action to ensure that the 2006/2007 revenue expenditure was below or in line with the adjusted Revenue Budget;
- (iv) instructed the Head of Finance in conjunction with all Chief Officers of the Council to continue to monitor the Council's 2006/2007 Projected Revenue Outturn.

IV CHARITY RELIEF - RELIEF OF RATES

There was submitted Report No 169-2007 by the Depute Chief Executive (Finance) seeking authorisation to grant charity relief on the undernoted non-domestic properties.

APPLICANT

SUBJECTS

Mid-Lin Care Ltd
Longtown Terrace
Dundee

Day Centre
59 Pitkerro Road/
60 Glenconnor Drive
DUNDEE

Sense Scotland
43 Middlesex Street
Kinning Park
GLASGOW

Office
1st Floor
4 St Francis Street
DUNDEE

British Divers Marine Life Rescue
per Mr Alan Knight
Lime House
Regency Close
UCKFIELD
East Sussex

Store
1 Castle Approach
Broughty Ferry
DUNDEE

The Clean Close Company Ltd
148 Albert Street
DUNDEE

Warehouse
Unit 5
Alexander Street Industrial Estate
Alexander Street
DUNDEE

Dundee International Women's Centre
per Pervin Ahmad
Manhattan Works
Unit 9c
Dundonald Street
DUNDEE

Office
Manhattan Works
Unit 9c
Dundonald Street
DUNDEE

Volunteer Centre (Dundee)
70 Dunholm Road
DUNDEE

Office
70 Dunholm Road
DUNDEE

The Committee approved accordingly.

V TREASURY MANAGEMENT

There was submitted Report No 168-2007 by the Head of Finance relative to the above.

The Committee:-

- (i) noted that in terms of the Treasury Policy Statement, the Depute Chief Executive (Finance) was obliged to present the annual Treasury Management Strategy at the start of each financial year.
- (ii) approved the strategy proposed by the Head of Finance for 2007/2008 as set out in the document "Treasury Management Strategy 2007/2008".

VI APPLICATION FOR SUBMISSION TO THE LOCAL GOVERNMENT PENSION SCHEME - ROBERTSON FACILITIES MANAGEMENT LTD

There was submitted Agenda Note AN89-2007 intimating that an application had been made by Robertson Facilities Management Limited ("The Company") and Angus Council to have the cleaning and janitorial staff transferred from Angus Council to the Company, under that Council's Forfar and Carnoustie Schools PPP Project, admitted as members of the Pension Scheme.

It was noted that both the applicants had indicated that they would enter into an appropriate form of admission agreement and that in these circumstances, the Council, as administering authority for the Scheme, must admit to the Scheme the eligible employees of the Company and also agree that the Council enter into an appropriate admission agreement with Angus Council and the Company for these purposes.

The Committee approved accordingly.

VII FINANCIAL MANAGEMENT AND PECOS INTEGRATION SYSTEM

There was submitted Report No 174-2007 by the Head of Finance relative to the above.

The Committee:-

- (i) approved the upgrade of the Powersolve Financial System to Authority Financials supplied by Civica;
- (ii) authorised additional expenditure to integrate Authority Financials with the new Corporate Procurement System Pecos.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

VIII RELIEF OF NON-DOMESTIC RATES ON GROUNDS OF HARDSHIP - (HARDSHIP RELIEF)

There was submitted Report No 177-2007 by the Depute Chief Executive (Finance) relative to the above.

The Committee approved the recommendation detailed therein.

Fraser MACPHERSON, Convener.

APPENDIX

At a MEETING of the **SUPERANNUATION INVESTMENT SUB-COMMITTEE** of the **FINANCE COMMITTEE** held at Dundee on 21st February 2007.

Present:-

BAILIES

C D P FARQUHAR
Neil I C POWRIE

COUNCILLORS

Fraser MACPHERSON
Joe MORROW
Nigel DON

In attendance:-

Mr Willie GOWANS

Councillor Fraser MACPHERSON, Convener, in the Chair.

Apologies had been received from Councillors Sawers and Fitzpatrick

The minute of meeting of this Sub-Committee of 15th November 2006 was noted.

Unless marked thus * all items stand delegated.

I RETIRAL - MR WILLIE GOWANS

The Convener thanked Mr Gowans for his service on the Committee and wished him well in his retiral.

II MINUTE OF MEETING OF 15TH NOVEMBER 2006

The minute of meeting of the Superannuation Investment Sub-Committee of 15th November 2006 was submitted and approved.

III PROPOSED TIMETABLE OF MEETINGS FOR 2007/08

There was submitted Report No 60-2007 by the Head of Finance.

This report suggested a programme of meetings of the Superannuation Investment Sub-Committee to cover investment performance and issues arising during the year 2007/2008.

The Sub-Committee approved the undernoted programme of meetings:-

Meeting Date	Manager To Attend
Wednesday, 30th May 2007	Fidelity
Wednesday, 15th August 2007	Schroder Property
Wednesday, 14th November 2007	Alliance Bernstein and Hymans Robertson
Wednesday, 20th February 2008	Goldman Sachs
Wednesday, 21st May 2008	Bailie Gifford

All meetings to commence at 11.00 a.m.

IV TAYSIDE SUPERANNUATION FUNDS BUSINESS PLAN 2007/08

There was submitted Report No 61-2007 by the Head of Finance introducing the fourth annual business plan for the Tayside Superannuation Funds.

Members noted that the current plan would see the initial results from the revised asset allocations managers were asked to put in place in 2007/08. Some were also asked to increase their out-performance targets. It was further noted that it was proposed that the contracts with Hymans Robertson and Barnett Waddingham be extended for an additional three year period.

The Sub-Committee noted the information within the report and approved the 2007/08 Business Plan which would apply to the administration and management of the Tayside Superannuation Fund and the Tayside Transport Superannuation Fund.

V STATEMENT OF INVESTMENT PRINCIPLES ANNUAL REVIEW

There was submitted Report No 62-2007 by the Head of Finance reviewing Statements of Investment Principles for the Tayside Superannuation Fund and the Tayside Transport Superannuation Fund.

The Sub-Committee noted the information within the report and approved the Statements of Investment Principles for both the Tayside Superannuation Fund and the Tayside Transport Superannuation Fund.

VI FUNDING STRATEGY STATEMENT ANNUAL REVIEW

There was submitted Report No 63-2007 by the Head of Finance introducing the second Funding Strategy Statements for the Tayside Superannuation Funds.

The Sub-Committee approved the Funding Strategy Statements for Tayside Superannuation Fund and the Tayside Transport Superannuation Fund.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 4, 6 and 11 of Part I of Schedule 7A of the Act.

VII FOREIGN INCOME DIVIDEND AND TAX CREDIT RECLAIMS

There was submitted Report No 63-2007 by the Head of Finance seeking approval to engage KPMG and McGrigors to enable the Fund to participate in the Group Litigation Order regarding tax reclaims.

The Sub-Committee approved the engagement of KPMG and McGrigors to pursue the reclaim of tax incurred on foreign income dividends.

VIII TAYSIDE SUPERANNUATION FUNDS

(a) PERFORMANCE SUMMARIES

There was submitted Report No 64-2007 by the Head of Finance relating to Performance Summaries for the quarter, twelve months and three years to 31st December 2006 reviewing the investment performance of the Main Fund's four Fund Managers (excluding Property) for the quarter to 31st December 2006. It also considered the performance of the Transport Fund which shares two of these managers.

The report compared investment performances of the Funds with the Funds' specific benchmarks which consist of various stock market indices.

The Sub-Committee noted that two Fund Managers had out-performed the benchmark for the quarter to 31st December 2006. It was further noted that one Fund Manager was behind the benchmark but that its mandates had now been changed.

The Sub-Committee noted the information contained within the report with regard to the performance of the Tayside Superannuation Fund and Tayside Transport Superannuation Fund and their Fund Managers.

(b) PERFORMANCE SUMMARY (PROPERTY PORTFOLIO)

There was submitted Report No 65-2007 by the Head of Finance relating to Schroder Property Investment Management Limited performance for the quarter, twelve months and three years to 31st December 2006 reviewing the investment performance of the Property Portfolio managed by Schroder Property Investment Management Limited for the quarter to 31st December 2006 and for the twelve month period to the same date.

The report compared investment performances with an appropriate benchmark from 1st April 2004. Information prior to this was still compared to the previous benchmark.

The Sub-Committee noted the information contained herein with regard to the performance of the Property Portfolio managed by Schroder Property Investment Management Limited.

(c) SUMMARIES OF INVESTMENTS AND TRANSACTIONS

There was submitted Report No 66-207 by the Head of Finance summarising investments and transactions during the period 1st October to 31st December 2006 reviewing the investment activities of the Main Fund's five Fund Managers to the quarter to 31st December 2006. The Transport Fund shared three of these managers and their transactions were included.

The report summarised the transaction of each Fund Manager and showed the market values of the Main and Transport Fund.

The Sub-Committee noted the information contained within the report with regard to the activities of the Tayside Superannuation Fund and Tayside Transport Superannuation Fund and their Fund Managers.

(d) QUARTERLY FUNDING REPORT

There was submitted Report No 67-2007 by the Head of Finance which considered a report by Barnett Waddingham reviewing the current funding level of the Funds as assessed by Barnett Waddingham, the Fund Actuary.

The Sub-Committee agreed to note the report.

IX PRESENTATION AND TRAINING

John Carson, Tom Wright and Rosie Oldfield of Baillie Gifford gave a presentation. John outlined the history regarding the original mandate noting that the investment philosophy of Baillie Gifford was that over time superior earnings growth would lead to share price-out performance. Tom noted that 2006 had been a good year for equities but it had been disappointing in terms of performance. Tom was confident that future performance would be much improved due to factors such as the positive position of the world economy, the likelihood of an increase in interest rates and cheaper quality growth stock.

Rosie advised members that companies were becoming more aware of socially responsible issues to climate change for both moral and financial reasons.

The Convener thanked the speakers for their presentation. Members noted that this was John Carson's last presentation as he was retiring. John was thanked for his contribution to the fund and members wished him well in his retirement.

Fraser MACPHERSON, Convener.

At a MEETING of the **POLICY AND RESOURCES COMMITTEE** held at Dundee on 12th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

C D P FARQUHAR
Helen WRIGHT

Neil I C POWRIE

Bruce D MACKIE
Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Fiona M GRANT
Christopher HIND
Joe MORROW
Fraser MACPHERSON

Helen DICK
Bob DUNCAN
Richard BEATTIE
Andrew DAWSON
Willie W SAWERS
Joe FITZPATRICK

Christina ROBERTS
Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Councillor Jill SHIMI, Convener, in the Chair.

The minute of meeting of this Committee of 20th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I COMMUNITY REGENERATION FUND SMALL GRANTS ALLOCATION

(a) 2006/2007

There was submitted Report No 153-2007 by the Assistant Chief Executive (Community Planning) and the Director of Leisure and Communities relative to the above.

The Committee noted the process for allocating small grants through the Local Community Regeneration Forums as agreed by the Dundee Partnership and endorsed the funding proposals detailed below:-

Project Title/Applicant	Project Description	Grant Award
Dundee North Law Centre	To update obsolete computing equipment. This is necessary to improve the efficiency of the administration and services to the centre.	£2,663
Central Baptist Church, Lochee	Costs towards purchasing 22 chairs for use of groups using the centre.	£1,000
Dundee North Law Centre	To update obsolete computing equipment. This is necessary to improve the efficiency of the administration and services to the centre.	£367
Midlin Day Care	To purchase and install an induction loop system.	£2,588

(b) 2007/2008

There was submitted Report No 154-2007 by the Assistant Chief Executive (Community Planning) and the Director of Leisure and Communities relative to the above.

The Committee noted the process for allocating small grants through the Local Community Regeneration Forums as agreed by the Dundee Partnership and endorsed the funding proposals detailed below:-

Project Title/Applicant	Project Description	Grant Award
Ardler Village Trust	To fund the core costs of the Ardler Funday 2007. To encourage participation and involvement in the community.	£835
Ardler Village Trust	Funding to contribute towards the costs of the Ardler Newsletter for 1,200 households. Production and distribution of 4 editions. Training of local volunteers to work towards production of the above.	£633
Dundee North Law Centre	To update obsolete computing equipment. This is necessary to improve the efficiency of the administration and services in the centre.	£633
Kirkton Khronicle, Kirkton Community Centre Local Management Group	To produce a bi-monthly community newspaper for increasing participation and effective community engagement.	£1,775
Kirkton Festival, Kirkton Community Centre Local Management Group	To fund the 2007 Kirkton Festival intended to increase community involvement and provide opportunities for local community organisations to publicise their work. To benefit over 1,200 people.	£1,790
Dundee North Law Centre	To update obsolete computing equipment. This is necessary to improve the efficiency of the administration and services in the centre.	£1,000
Mill O'Mains Residents' Group, Easter Programme	Easter Holiday provision for children and families.	£500
North East CRF Forum Summer Gala's	Funding will be distributed equally across the three areas £1,600 x 3 to provide a Gala for each area during summer time.	£4,800

It was intimated and noted that the undernoted amendments required to be made to the report.

Paragraph 3.1 delete £8,493 and insert £12,813.

Paragraph 8.1 delete £1,980 and £23,020 and insert £6,300 and £18,700 respectively.

II COMMUNITY REGENERATION FUND ALLOCATION OF RESOURCES 2006/2007

There was submitted Report No 155-2007 by the Assistant Chief Executive (Community Planning) and the Director of Leisure and Communities relative to the above.

The Committee noted the process for allocating funding through the Local Community Regeneration Forums as agreed by the Dundee Partnership and endorsed the funding proposals detailed below:-

Project Title/Applicant	Brief Description	Funding Awarded
Central Newsletter	Central newsletter to cover Hilltown, Stobswell and Fairmuir area.	£1,304

Project Title/Applicant	Brief Description	Funding Awarded
Hilltown Directory	Hilltown directory of projects and groups information and advice centres within the locality.	£1,189
Hindmarsh Tenants' and Residents' Association	Arts and crafts materials.	£758
Hilltown Urban Landscape, Planning and Transportation	Environmental Improvements to Hilltown Spine.	£3,483
Hilltown Urban Landscape, Planning and Transport	Environmental Improvements to Hilltown Spine.	£3,138

III COMMON GOOD FUND

Bailie Mackie declared a non-financial interest in Morgan Academy by virtue of being a member of the Morgan FP Association.

There was submitted Report No 68-2007 by the Depute Chief Executive (Finance) providing details of the Council's Common Good Fund Revenue Budget for 2007/08.

The Committee:-

- (i) approved the Common Good Fund 2007/08 Revenue Budget as detailed in Appendix A of the report;
- (ii) approved the payment of £10,000 to Dundee Heritage Trust for the restoration of RRS Discovery;
- (iii) approved the payment of £5,000 to Morgan Academy FP Association for the reinstatement of the Morgan Academy main gates;
- (iv) noted that a further report would be brought back to the Committee on the use of the uncommitted balance of £78,000.

IV CORPORATE PROCUREMENT STRATEGY

There was submitted Report No 176-2007 by the Depute Chief Executive (Finance) appraising the Committee on the proposed Corporate Procurement Strategy.

The Committee:-

- (i) approved the contents of the report;
- (ii) approved the Corporate Procurement Strategy 2007-2011;
- (iii) approved the actions as set out in Paragraphs 6.7 of the report.

V ESTABLISHMENT OF JOINT WORKING ARRANGEMENTS BETWEEN DUNDEE AND ABERDEEN PUBLIC ANALYST LABORATORIES

There was submitted Report No 194-2007 by the Depute Chief Executive (Support Services) seeking approval for the establishment of joint working arrangements between Dundee Scientific Services and Aberdeen Public Analyst Laboratory.

The Committee:-

- (i) agreed that joint working arrangements between Dundee Scientific Services and Aberdeen Public Analyst Laboratory be established with effect from 1st May, 2007;
- (ii) agreed that the Public Analysts/Official Agricultural analysts employed by Aberdeen City Council be appointed by Dundee City Council to carry out the statutory functions under the Food Safety Act 1990 and The Agriculture Act 1970;
- (iii) agreed that a combined budget for the joint service be established for financial year 2008/2009. Financial year 2007/2008 to be a shadow year with the two budgets operating separately.

VI CORPORATE ACCESS BUDGET

There was submitted Report No 178-2007 by the City Architectural Services Officer reporting details of a range of capital works to be funded from the corporate access budget.

The Committee agreed to procure the works for the undernoted by offers, quotations, negotiations or entering partnering arrangements either by the City Architectural Services Officer or individual departments and for the Depute Chief Executive (Support Services) to issue acceptances or the City Architectural Services Officer to issue variations on existing contracts, at an estimated cost of £24,500 inclusive of allowances for professional fees.

Project	Description	Estimated Cost
Baxter Park - Tactile Signage	Supply of sign to be erected by a specialist firm.	£6,500
Windmill Toilets - Track Hoist	Supply and installation of a hoist by a specialist firm.	£6,500
Finmill Neighbourhood Centre - Ramp (05-554)	Widen fire exit ramp - extending existing ongoing contract.	£3,000
Gellatly Street Car Park - Access (05-031)	Floor level access - extending existing ongoing contract.	£2,000
Kemback Street Adult Resources Centre - Access (06-3009)	Access improvement works - extending existing ongoing contract.	£5,000
Induction Loop Testers - Various Properties (20 initially)	Supply of induction loop testers to building managers to insure system is regularly checked and functioning.	£1,500
		<u>£24,500</u>

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

VII DUNDEE ENERGY RECYCLING LIMITED (DERL)

There was submitted Report No 189-2007 by the Chief Executive relative to the above.

The Committee approved the proposals detailed therein.

Jill SHIMI, Convener.

At a MEETING of the **PERSONNEL COMMITTEE** held at Dundee on 12th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

C D P FARQUHAR
Helen WRIGHT

Neil I C POWRIE

Bruce D MACKIE
Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Fiona M GRANT
Christopher HIND
Joe MORROW
Fraser MACPHERSON

Helen DICK
Bob DUNCAN
Richard BEATTIE
Andrew DAWSON
Willie W SAWERS
Joe FITZPATRICK

Christina ROBERTS
Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Lord Provost John R LETFORD, Convener, in the Chair.

The minute of meeting of this Committee of 12th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I MINUTE OF MEETING OF PERSONNEL APPEALS SUB-COMMITTEE OF 12TH FEBRUARY, 2007

The minute of the above meeting, a copy of which is appended hereto, was submitted for information.

II DUNDEE CONTRACT SERVICES DEPARTMENT - REVIEW OF KEYBOARD SERVICES

There was submitted Joint Report No 49-2007 by the Director of Dundee Contract Services and the Assistant Chief Executive (Management) proposing a revised staffing structure for Keyboard Services within the Employee Services Section of Dundee Contract Services to reflect changes in demand.

The Committee agreed: -

- (a) the deletion of one post of Senior Keyboard Operator, graded GS3, £14,829 - £15,441; and
- (b) that the Assistant Chief Executive (Management) makes appropriate arrangements to redeploy the existing postholder.

III MATERNITY LEAVE AND PAY GUIDELINES FOR EMPLOYEES

There was submitted Report No 97-2007 by the Assistant Chief Executive (Management) seeking the Committee's approval of proposed revised Maternity Leave and Pay Guidelines for Employees.

The Committee:-

- (a) approved the revised Maternity Leave and Pay Guidelines for Employees, attached as Appendix 1 to the report; and
- (b) agreed that employees who commenced with Dundee City Council in the year prior to 1st April, 2007 be exempt from one year's service requirement and receive enhanced maternity leave and pay, where applicable.

IV PERSONNEL DEPARTMENT - EMPLOYMENT DISABILITY UNIT - REQUEST FOR ASSISTANCE

There was submitted Agenda Note AN78-2007, advising that the Manager of the Council's Employment Disability Unit (EDU) had received a formal request from the Catalan Association for Supported Employment [Associació Catalan de Treball Amb Support (ACTAS)] to deliver a one day presentation and workshop on planning and job finding strategies on 30th March, 2007.

The Committee noted this invitation and approved the EDU Manager's participation, having noted that travel and accommodation costs would be met fully by the Catalan Association for Supported Employment.

V WASTE MANAGEMENT DEPARTMENT - REVIEW OF ADMINISTRATION SECTION

There was submitted Joint Report No 137-2007 by the Head of Waste Management and Assistant Chief Executive (Management) seeking approval for changes to the establishment of the Waste Management Department following a review of the Administration Section.

The Committee approved:-

- (a) the deletion of 1 post of Property Assistant, AP1, £15,441 - £156,518;
- (b) the redesignation of 2 posts of Clerical Assistant (Payroll), GS1/3, £10,938 - £15,441, to Clerical Assistant (Expenditure) with no change of grade;
- (c) the redesignation of 1 post of Clerical Assistant (Allocations), GS1/3, £10,938 - £15,441, to Clerical Assistant (Expenditure) with no change of grade;
- (d) the redesignation of 1 full time post of Clerical Assistant (Collections), GS1/3, £10,938 - £15,441, to 1 part time (20 hours per week) post of Clerical Assistant (Collections) with no change of grade;
- (e) the redesignation and regrading of 1 post of Clerical Assistant (Invoicing), GS1/2, £10,938 - £14,577, to Clerical Assistant (Expenditure), GS1/3, £10,938 - £15,441;
- (f) the redesignation and regrading of 1 post of Clerical Assistant (Reception) and 1 part time (22 hours per week) post of Clerical Assistant (Reception), both GS1/2, £10,938 - £14,577, to Clerical Assistant (Collections), GS1/3, £10,938 - £15,441;
- (g) the deletion of 1 post of Clerical Assistant (Invoicing) and 1 part time (22 hours per week) post of Clerical Assistant (Reception), both GS1/2, £10,938 - £14,577;
- (h) the redesignation and regrading of 1 post of Stores Assistant, GS1/2, £10,938 - £14,577, to Stores/Workshop/Transport Assistant, GS1/3, £10,938 - £15,441; and
- (i) a review of the effectiveness of the implementation of these proposals by the Head of Waste Management and the Assistant Chief Executive (Management) within 6 months of the approval of this report.

VI EDUCATION DEPARTMENT - ESTABLISHMENT OF POST OF GENERAL ASSISTANT (HEALTH AND SAFETY)

There was submitted Agenda Note AN68-2007, making reference to Articles V and VI of the minutes of meetings of the Personnel and Education Committees of 15th January, 2007, wherein a review of Management Support Staff Structures was approved.

It was reported that following the implementation of this process, two part-time Senior Clerical Assistant posts remained vacant and the Director of Education, following consultation with the Assistant Chief Executive (Management) proposed to delete the vacancies and create a post of General Assistant (Health and Safety), grade GS1/2, currently £10,938 - £14,577. It was proposed to match an existing long term temporary employee, who has been identified as having the necessary skills, into this post.

The Committee approved accordingly, having noted that the financial implications of this proposal resulted in a saving of £1,421 in a full financial year.

VII ECONOMIC DEVELOPMENT DEPARTMENT - ESTABLISHMENT OF POST

There was submitted Agenda Note AN69-2007, making reference to the approval by the Chief Executive of the establishment of two posts of Keyboard Operator/Clerical Assistant graded GS1/3, £10,938 - £15,441 for a period of twelve months to 31st March, 2005 in order to enable the Economic Development Department to update and maintain the Grimley Valuation & Asset System (Property Management) Database (GVA).

Reference was also made to Article IV and X of the minutes of meetings of this Committee of 9th March, 2005 and 20th March, 2006, whereby these posts were extended.

The Committee agreed to establish two posts of Keyboard Operator/Clerical Assistant GS1/3, £10,938 - £15,441 on a permanent basis as the GVA system continued to expand and required ongoing updating and maintenance, having noted that the costs, including employer's costs, of establishing these posts would be £29,367 for a full financial year, and would be contained within the Economic Development Department Revenue Budget.

VIII LEISURE AND COMMUNITIES DEPARTMENT - ENVIRONMENTAL DEVELOPMENT SECTION - ESTABLISHMENT OF POST

There was submitted Agenda Note AN71-2007, relative to a request from the Dundee Biodiversity Partnership that Dundee City Council employ a Biodiversity Officer for a period of three years.

The Committee approved the establishment of the following posts, within the Environmental Development Section of the Leisure and Communities Department, for a fixed term period of three years:-

- one post of Biodiversity Officer, grade AP4, £21,327 - £23,610; and
- one part time (18.5 hours) post of Clerical Assistant, graded GS1/2, £10,938 - £14,577

It was noted that the officer currently occupying this post in Perth and Kinross Council would transfer to Dundee City Council in accordance with the Transfer of Undertakings (Protection of Employment) Regulations 2006.

IX LEISURE AND COMMUNITIES DEPARTMENT - HERITAGE SECTION - REVIEW OF POST

There was submitted Agenda Note AN70-2007, advising that the Director of Leisure and Communities and the Assistant Chief Executive (Management) had undertaken a review of the organisation structure, the requirements of the service and the responsibilities of posts within the Heritage Section of the Leisure and Communities Department, and had recommended:-

- (a) the deletion of a part-time (18.5 hours) post of Heritage Officer (Mills Observatory) graded AP3/5, £18,840 - £26,502; and
- (b) the establishment of a full-time post of Heritage Officer (Mills Observatory) graded AP3/5, £18,840 - £26,502.

The Committee approved this proposal, having noted that the financial implications of these changes would amount to £11,401 in a full financial year and could be met from the Leisure and Communities Department's Revenue Budget.

X WASTE MANAGEMENT DEPARTMENT - ESTABLISHMENT OF POST

There was submitted Agenda Note AN72-2007, making reference to Article II of the minute of meeting of the Environmental Services and Sustainability Committee of 23rd October, 2006 wherein the Committee approved the introduction of an on-street Recycling Service within the City which was scheduled to commence in April 2007.

The Committee agreed to establish one post of On-street Recycling Inspection Officer, graded AP1, £15,441 - £16,518, having noted that the financial cost of establishing this post would be £20,065 in a full financial year which would be met from the Strategic Waste Fund.

XI HOUSING DEPARTMENT - HOMELESS SERVICES UNIT - EXTENSION OF FIXED TERM POSTS

There was submitted Agenda Note AN73-2007, making reference to Article II of the minute of meeting of this Committee of 10th November, 2003 wherein the Committee approved the establishment of a number of posts until 31st March, 2007, in order to assist with the delivery of expanded legislative duties to homeless persons as contained in the Housing (Scotland) Act 2001.

It was reported that the Scottish Executive had now allocated further funding and the requirements of the service had been further reviewed. The Committee therefore approved the extension of the following posts in the Homeless Services Unit until 31st March, 2008.

- 1 post of Housing Officer, graded AP2, £17,352 - £18,783;
- 1 post of Homeless Persons Officer, graded AP3, £19,311 - £21,189; and
- 1 post of Homelessness Advice and Development Officer, graded AP4, £21,861 - £24,201,

having noted that the costs, including employer's costs, of extending these posts, amounted to £78,419 for the financial year 2007/08, and would be met from the specific grant awarded by the Scottish Executive.

XII HOUSING DEPARTMENT - HOMELESSNESS ASSESSMENTS/STRATEGY TEAM - EXTENSION OF FIXED TERM POSTS

There was submitted Agenda Note AN74-2007 making reference to Article VIII of the minute of meeting of this Committee of 14th January, 2002 wherein the Committee approved the establishment of a number of posts for a period of 12 months in order to implement the homelessness provision of the Housing (Scotland) Act 2001.

It was reported that at further meetings on 10th March 2003, 9th February 2004, 14th February 2005 and 13th February 2006 (Articles VIII, VII, VI and IV refer), the Committee had approved the extension of these posts until 31st March 2007. The Scottish Executive had now allocated further funding and the requirements of the service had been further reviewed. The Committee therefore approved:

- the extension of the post of Principal Housing Officer graded PL1/4, £27,714-£30,084 until 31st March 2008
- the extension of the post of Senior Housing Officer graded AP5, £24,942-£27,165 until 31st March 2008; and
- the extension of the post of Housing Officer graded AP3, £19,311-£21,189 until 31st March 2008;

having noted that costs, including employer's costs amounted to £93,714 for the financial year 2007/08 and would be met from the specific grant awarded by the Scottish Executive.

XIII FINANCE DEPARTMENT - INSURANCE AND RISK SECTION - CHANGES TO ESTABLISHMENT

There was submitted Agenda Note AN75-2007 advising that the Assistant Chief Executive (Management) and the Depute Chief Executive (Finance) had undertaken a review of the staffing requirements in the Insurance and Risk Management Section.

The Committee agreed to approve:-

- the establishment of the post of Insurance and Risk Management Assistant, graded AP1/2, £15,441-£18,324 and
- the deletion of the post of Senior Administrative Assistant, graded AP4, £21,327-£23,610;

having noted that this proposal would result in a saving of £460 in 2006/07 and £9,337 in a full financial year, inclusive of employer's costs.

XIV RENEWAL OF ADVERTISING CONTRACT

There was submitted Agenda Note AN88-2007, making reference to Article IX of the minute of this Committee of 18th August 2003 which agreed to appoint Euro RSCG Riley as the Council's advertising agency for a minimum period of two years, with the option to extend to three at the end of the two year period.

It was reported that detailed review of the advertising requirements had been carried out and agencies had been invited to bid for the work.

The Committee agreed that TMP Worldwide be offered the contract, with effect from 1st April 2007 for a minimum period of one year, with the option to extend to two at the end of the first year, having noted that the annual value of the contract was currently in the region of £4,690.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1 of Part I of Schedule 7A of the Act.

XV DUNDEE CONTRACT SERVICES DEPARTMENT - EARLY RETIREMENT

There was submitted Agenda Note AN77-2007 seeking approval that ER02/07, an employee within Dundee Contract Services, be retired with effect from 31st August, 2007 in the interests of efficiency of the service in accordance with the Local Government Pension Scheme (Scotland) Regulations 1998. The employee would also received enhanced benefits in accordance with The Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998 (as amended) and in accordance with the decision of the Personnel Committee of 14th March 2005.

The Committee approved the proposal and in addition approved the redesignation and regrading of the vacated post as detailed in the note, having noted the financial implications.

XVI FINANCE DEPARTMENT - ESTABLISHMENT OF POST

There was submitted Agenda Note AN79-2007 proposing the introduction of a relatively senior post dealing exclusively with systems research and the transfer of an employee of the Leisure and Communities Department to this post.

The Committee approved the proposal as detailed in the note, having noted the financial implications.

Lord Provost John R LETFORD, Convener.

APPENDIX

At a MEETING of the **PERSONNEL APPEALS SUB-COMMITTEE** held at Dundee on 12th February 2007.

Present:-

Lord Provost John R LETFORD

COUNCILLORS

Derek SCOTT

Jim BARRIE

Lord Provost John R LETFORD, in the Chair.

The minute of meeting of this Sub-Committee of 11th December 2006 was held as read.

Unless marked thus * all items stand delegated.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 2 of Part I of Schedule 7A of the Act.

FINANCE DEPARTMENT – APPEAL AGAINST DISMISSAL (PA56)

It was reported that an appeal against dismissal had been submitted from an employee of the Finance Department.

The Sub-Committee heard the Council's representative and witnesses and thereafter the Appellant and her representative.

After questions had been put and answers given by both parties to each other and the witnesses, and by members of the Sub-Committee, the parties withdrew.

Thereafter, following careful consideration of all the information, the Sub-Committee agreed that the grounds of the appeal had not been substantiated and that the appeal be not upheld.

Lord Provost John R LETFORD, Convener.

At a MEETING of the **EDUCATION COMMITTEE** held at Dundee on 19th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI

Kevin KEENAN

George REGAN

Julia M STURROCK

Fiona M GRANT

Joe MORROW

Fraser MACPHERSON

Helen DICK

Bob DUNCAN

Richard BEATTIE

Joe FITZPATRICK

Christina ROBERTS

Jim BARRIE

Will DAWSON

Elizabeth F FORDYCE

Roderick A J WALLACE

Charles A WEBSTER

Derek J SCOTT

Mr E BAILLIE

Mrs H MILLAR

Councillor Kevin KEENAN, Convener, in the Chair.

The minute of meeting of this Committee of 19th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I HM INSPECTORATE OF EDUCATION - MORGAN ACADEMY INSPECTION

There was submitted and noted report relative to the above.

II REPLACEMENT OF KINGSPARK SPECIAL SCHOOL

There was submitted Report No 193-2007 by the Director of Education outlining proposals to build a replacement Kingspark Special School.

The Committee:-

- (i) noted the contents of the report;
- (ii) approved the proposal to build a replacement school for Kingspark;
- (iii) established a Project Board to manage the project and report back when appropriate to the Education Committee; and
- (iv) instructed the Director of Education to consult teacher and staff Trade Unions on the staffing proposals outlined in Section 8.6 of the report.

III DUNDEE SCHOOLS PPP PROJECT - FINANCIAL CLOSE

There was submitted Report No 147-2007 by the Chief Executive and Director of Education updating the Committee on the financial/commercial position achieved at Financial Close and outlining the procedure for dealing with contract variations during the construction phase of the project.

The Committee:-

- (i) noted the contents of the report; and
- (ii) approved the procedure outlined in the report to deal with variations during the construction phase of the project.

IV TENDERS RECEIVED

There was submitted Report No 184-2007 by the City Architectural Services Officer detailing tenders received and requesting a decision thereon:-

(i) **CRAIGIE HIGH SCHOOL - REPLACEMENT OF MAIN FOYER LIGHTING**

The Committee agreed the work be carried out under the Property Maintenance and Small Works Partnership with Dundee Contract Services for £13,000.00 together with an allowance of £1,852.50 for professional services, making a total expenditure of £14,852.50.

V SUPPLY AND INSTALLATION OF SYNERGY BRONZE RADIO STUDIO EQUIPMENT AND SOFTWARE AT LAWSIDE ACADEMY

There was submitted Report No 186-2007 by the Director of Education detailing offers received relative to the above.

The Committee authorised acceptance of the offer from Clyde Broadcast Products Ltd, 15 North Avenue, Clydebank Business Park, Glasgow, G81 2QP.

VI MAINTENANCE OF PHYSICAL EDUCATION EQUIPMENT

There was submitted Report No 185-2007 by the Director of Education seeking approval to accept a tender for the maintenance of physical education equipment for schools and other sites in Dundee City Council, Angus Council and Perth & Kinross Council.

The Committee agreed to award the contract for the period 1st April, 2007 to 31st March, 2009 to:-

Sportsafe UK Ltd
2 Moorside
Eastgates
Colchester
Essex
CO1 2TJ

VII SCHOOLS FUND 2006-2007 - ADDITIONAL ALLOCATION

There was submitted Agenda Note AN99-2007.

Reference was made to Article IV of the minute of meeting of this Committee of 23rd October, 2006 where authorisation was given for a number of projects to proceed and for the Depute Chief Executive (Support Services) in conjunction with the Director of Education and City Architectural Services Officer to accept recommended offers.

The Committee was asked to note that the following contracts were awarded as follows:-

(i) **VARIOUS SCHOOLS - ENERGY EFFICIENT LIGHTING**

Negotiated contract with Dundee Contract Services for £35,000 together with an allowance of £4,987.50 for professional services, making a total expenditure of £39,987.50.

(ii) **ST JOSEPH'S R C PRIMARY SCHOOL - NEW FLOOR COVERING AND UPGRADING SERVERY**

Negotiated contract with Dundee Contract Services for £52,195 together with allowances of £7,437 for professional services, making a total expenditure of £59,632.

(iii) MENZIESHILL HIGH SCHOOL - NEW GYMNASIUM HALL FLOORING

Offer accepted from McKay (Flooring) Ltd, Glasgow for £16,464 together with an allowance of £2,347 for professional services, making a total expenditure of £18,811.

The Committee noted accordingly.

The Convener agreed that the undernoted item be considered as a matter of urgency in terms of Standing Order No 17(b) in view of the timescales involved.

VIII TENDERS RECEIVED

There was submitted Report No 201-2007 by the City Architectural Services Officer detailing tenders received and requesting a decision thereon:-

(i) BRAEVIEW ACADEMY - STAGE SOUND AND LIGHTING

The Committee agreed to accept the offer from Northern Light Stage and Technical Services Ltd, Edinburgh for £47,100.72, together with an allowance of £6,712.00 for professional services making a total expenditure of £53,812.72.

Kevin KEENAN, Convener.

At a MEETING of the **COMMUNITIES COMMITTEE** held at Dundee on 19th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI

Kevin KEENAN

George REGAN

Julia M STURROCK

Fiona M GRANT

Joe MORROW

Fraser MACPHERSON

Helen DICK

Nigel DON

Bob DUNCAN

Richard BEATTIE

Joe FITZPATRICK

Christina ROBERTS

Jim BARRIE

Will DAWSON

Elizabeth F FORDYCE

Roderick A J WALLACE

Charles A WEBSTER

Derek J SCOTT

Councillor Jill SHIMI, Leader, in the Chair.

The minute of meeting of this Committee of 15th January, 2007 was held as read.

Unless marked thus * all items stand delegated.

I REVIEW OF THE SCHEME FOR THE OPERATION OF COMMUNITY COUNCILS

There was submitted Agenda Note AN84-2007 whereby reference was made to Article I of the Neighbourhood Resources and Development Committee of 21st October, 2002 approving Dundee City Council's Revised Scheme For The Operation of Community Councils.

In November 2005, the Scottish Executive issued a paper entitled "What can we do to help Community Councils fulfil their role'. The paper was part of a process of gathering information to identify specific obstacles and examples of good practice, thus enabling evidence-based decisions on how Community Councils can become more effective in carrying out their functions.

The recommendations emerging from the review had now been considered by the Ministers and the Scottish Executive would provide further advice on which proposals they intend to take forward. The preliminary advice indicates that this would be the subject of a Working Party which was estimated to finish its work in March 2008. These proposals were likely to have implications for Dundee City Council's Scheme For The Operation of Community Councils.

In light of the above, the Committee agreed to approve the following recommendations:-

- (i) Await further advice from the Scottish Executive on which proposals will be taken forward and the mechanism for doing so.
- (ii) Schedule a review of Dundee City Council's Scheme For The Operation of Community Councils in relation to 1.
- (iii) Review the current Community Council boundaries to determine extent to which each Community Council area can be nested within the new multi-member electoral ward boundaries.
- (iv) Delay the Community Council elections scheduled for October 2007 until October 2008 by which date the review of the Scheme For The Operation of Community Councils should be complete.

- (v) Consult the Dundee Civic Forum on the intended plan of action and involve them in the review process.

II EQUALITY AND DIVERSITY GRANT FUND IV (2006/2007)

There was submitted Report No 195-2007 by Director of Leisure and Communities, the report making a recommendation for a grant award from the Equality and Diversity Grant Fund.

The Committee agreed that the Director of Leisure and Communities identify if funding for the Dundee Pensioners Forum/consultation event had been obtained from an alternative source. If this funding had not been received from another source then it was agreed that an award of £500 be made.

Jill SHIMI, Convener.

At a MEETING of the **LEISURE AND ARTS SERVICES COMMITTEE** held at Dundee on 19th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI

Kevin KEENAN

George REGAN

Julia M STURROCK

Fiona M GRANT

Joe MORROW

Fraser MACPHERSON

Helen DICK

Nigel DON

Bob DUNCAN

Richard BEATTIE

Andrew DAWSON

Joe FITZPATRICK

Christina ROBERTS

Jim BARRIE

Will DAWSON

Elizabeth F FORDYCE

Roderick A J WALLACE

Charles A WEBSTER

Derek J SCOTT

Councillor Jill SHIMI, Convener, in the Chair.

The minute of meeting of this Committee of 19th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I MAJOR PROJECT GRANTS ALLOCATION 2006-2007

The Director of Leisure and Communities submitted Report No 157-2007 recommending a grant award from the Major Project Grants Portfolio.

The Committee approved the allocation of £1,500 to the Random Theatre Company.

II DUNDEE REPERTORY THEATRE, MAIN HOUSE - REVENUE SUPPORT 2007-2008

Lord Provost Letford and Councillors Duncan and Webster declared a non-financial interest by virtue of their Council appointments as representatives.

The Director of Leisure and Communities submitted Report No 157-007 requesting renewal of revenue funding to Dundee Repertory Theatre, Main House for 2007-2008.

The Committee approved the level of grant funding amounting to £350,465 as set out in the report.

III DUNDEE REPERTORY THEATRE, EDUCATION & COMMUNITY - REVENUE SUPPORT 2007-2008

Lord Provost Letford and Councillors Duncan and Webster declared a non-financial interest by virtue of their Council appointments as representatives.

The Director of Leisure and Communities submitted Report No 160-2007 requesting renewal of revenue funding for Dundee Repertory Theatre Education & Community Team for 2007-2008.

The Committee approved the level of grant funding amounting to £19,713 as set out in the report.

IV SCOTTISH DANCE THEATRE - REVENUE SUPPORT 2007-2008

Lord Provost Letford and Councillors Duncan and Webster declared a non-financial interest by virtue of their Council appointments as representatives.

The Director of Leisure and Communities submitted Report No 156-2007 requesting renewal of revenue funding to Scottish Dance Theatre for 2007-2008.

The Committee approved the level of grant funding amounting to £23,034 as set out in the report.

V DUNDEE INDUSTRIAL HERITAGE LIMITED - REVENUE SUPPORT 2007-2008

Lord Provost Letford declared a non-financial interest by virtue of his Council appointment as a representative.

The Director of Leisure and Communities submitted Report No 161-2007 requesting renewal of revenue grant funding to Dundee Industrial Heritage Ltd for the year 2007-2008.

The Committee approved the level of revenue grant funding amounting to £61,926 as set out in the report.

VI DUNDEE CONTEMPORARY ARTS - REVENUE SUPPORT 2007-2008

Councillors Grant, Will Dawson and Webster declared a non-financial interest by virtue of their Council appointments as Directors.

The Director of Leisure and Communities submitted Report No 162-2007 requesting renewal of revenue grant funding to Dundee Contemporary Arts Limited for the year 2007-2008.

The Committee approved the level of revenue grant funding amounting to £263,645 as set out in the report.

VII GRANTS SCHEMES AND PAYMENTS TO THIRD PARTIES - SHORT COURSES

Councillor Don declared a non-financial interest by virtue of his employment as a music teacher.

The Director of Leisure and Communities submitted Report No 163-2007 informing the Committee of Short Courses Grants awarded to individuals during the period April 2006 to February 2007.

The Committee noted the payment of £400 for the grants detailed in the appendix to the report.

VIII DUNDEE ICE ARENA - REVENUE SUPPORT 2007-2008

Lord Provost Letford, Bailie Mackie and Councillor Duncan declared a non-financial interest by virtue of their Council appointment as Directors.

The Director of Leisure and Communities submitted Report No 179-2007 requesting renewal of revenue funding to Dundee Ice Arena for the year 2007-2008.

The Committee approved the level of revenue funding of £100,000 in 2007-2008 as set out in the report.

IX SENSATION (DUNDEE SCIENCE CENTRE) - REVENUE SUPPORT 2007-2008

The Director of Leisure and Communities submitted Report No 175-2007 requesting renewal of revenue funding to Sensation (Dundee Science Centre) for the year 2007-2008.

The Committee approved the level of grant funding amounting to £30,161 as set out in the report.

X DUNDEE LEISURE - REVENUE SUPPORT 2007-2008

Lord Provost Letford and Councillors Duncan and Wallace declared a non-financial interest by virtue of their Council appointment as Directors.

The Director of Leisure and Communities submitted Report No 196-2007 requesting renewal of revenue funding to Dundee Leisure for the year 2007-2008.

The Committee approved the level of revenue funding of £180,000 in 2007-2008 as set out in the report.

XI McMANUS GALLERIES - ALTERATIONS AND REFURBISHMENT

On a reference to Article V of the minute of meeting of this Committee of 26th June, 2006 the City Architectural Services Officer submitted Report No 192-2007 requesting approval for extending the existing contract with Muirfield (Contracts) Limited.

The Committee agreed to extend the existing contract and approved estimated additional expenditure of £300,000.

XII TENDERS RECEIVED

The City Architectural Services Officer submitted Report No 183-2007 giving details of offers received for the undernoted contracts:-

(a) DCA - BAR FLOOR RENEWAL

The Committee agreed to accept the negotiated offer with Alexander Oastler Ltd amounting to £46,000 together with allowances of £4,000 for contingencies and £7,361 for professional services making a total expenditure of £57,361.

(b) LYNCH SPORTS CENTRE - MAIN OFFICE AIR CONDITIONING

The Committee agreed to accept the lowest offer by Chillforce Ltd. amounting to £9,712 together with allowances of £500 for contingencies and £1,856 for professional services making a total expenditure of £12,068.

The Committee also noted that Chillforce Ltd. had listed J D Heating and Electrical as sub-contractors for electrical work and SD Joiners as sub-contractors for joiner work.

XIII OFFICERS' APPROVAL - DRUMGEITH SQUASH COURTS - INSTALLATION OF FIRE ALARM AND DETECTION SYSTEM

There was submitted Agenda Note AN94-2007 reporting for the information of the Committee that the City Architectural Services Officer and Director of Leisure and Communities, after consultation with the Convener and Spokespersons of the Other Groups, had accepted the lowest offer from Scotshield Ltd to install the above equipment at a cost of £6,539 together with an allowance of £1,047 for professional services.

XIV FINLATHEN PARK - CONSTRUCTION OF WHEELED SPORTS FACILITY

There was submitted Agenda Note AN93-2007 requesting authority for the City Engineer to invite tenders for the above works in view of the timescales and for the Depute Chief Executive (Support Services) to accept the most favourable tender as recommended by the City Engineer with tender details being reported retrospectively to a future Committee.

XV BALGAY HILL - APPLICATION FOR USE

There was submitted Agenda Note AN95-2007 advising that a request had been received from Balgay Parish Church for permission to use the area of ground outside the Mills Observatory for a Morning Service on Easter Sunday, 8th April 2007 from 8.00 am to 8.30 am.

The Committee agreed that permission be granted for the use of the area subject to the necessary insurances indemnifying the Council against damage to property, injury or loss of life etc., to members of the public and, in addition, any services being provided by the Department being paid for by the applicant.

XVI DUNDEE CYCLING FOR ALL PROJECT

There was submitted Agenda Note AN96-2007 requesting that the Committee agree, for one year, that the Dundee Cycling for All Project be based in Camperdown Country Park.

The Committee approved the initiative and agreed a contribution of £4,000 from the Leisure and Communities Quality of Life budget for 2007/08.

XVII PROVISION OF SIGNAGE FOR PROTECTION OF DOLPHINS IN THE TAY ESTUARY AND SWIMMERS IN BROUGHTY FERRY HARBOUR

There was submitted Agenda Note AN97-2007 requesting approval for the purchase of signs as part of the community programme for safe and responsible use of the Tay Estuary.

The Committee agreed to accept the undernoted offers:-

P & G Blacksmiths - manufacture and erect posts for two Dolphin signs at Broughty Ferry Harbour and the Castle Approach slipway - £388

Robert Parker Signs - manufacture and erect Dolphin signs at the abovementioned locations - £260

Plastics W Graham - supply four Speed/Caution signs for watercraft using Broughty Ferry Harbour and for the protection of swimmers and people using the Tay estuary - £571

XVIII CAMPERDOWN PARK - EASTER FUN DAY

There was submitted Agenda Note AN98-2007 advising that a request had been received from the Christian Assembly Hall Church, Lochee for a Puppet Show, Face Painting, Art Activities and Bible Message at the Easter Fun Day on Sunday, 8th April ,2007 at Camperdown Park.

The Committee agreed that permission be granted subject to the Council's normal Public Liability Insurance and fee requirements.

Jill SHIMI, Convener.

At a MEETING of the **ENVIRONMENTAL SERVICES AND SUSTAINABILITY COMMITTEE** held at Dundee on 19th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI

Helen DICK

Christina ROBERTS

Kevin KEENAN

Nigel DON

Jim BARRIE

George REGAN

Bob DUNCAN

Will DAWSON

Julia M STURROCK

Richard BEATTIE

Elizabeth F FORDYCE

Fiona M GRANT

Willie W SAWERS

Roderick A J WALLACE

Joe MORROW

Joe FITZPATRICK

Charles A WEBSTER

Fraser MACPHERSON

Derek J SCOTT

Councillor Julia M STURROCK, Convener, in the Chair.

The minute of meeting of this Committee of 19th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I AIR QUALITY UPDATING AND SCREENING ASSESSMENT 2006

Reference was made to Article VII of the minute of meeting of 24th October, 2005 and Article V of the minute of meeting of 18th April, 2005.

There was submitted Report No 115-2007 by the Head of Environmental Health and Trading Standards informing of the contents of the 2006 Air Quality Updating and Screening Assessment for Dundee.

The Committee agreed: -

- (i) to note the principal findings of the 2006 Air Quality Updating and Screening Assessment and its submission to the statutory consultees, the Scottish Executive and Scottish Environmental Protection Agency;
- (ii) to note that the findings of the Updating and Screening Assessment supported the need for the declaration of an Air Quality Management Area (AQMA) for Nitrogen Dioxide at locations identified in previous reports; and
- (iii) to note that in relation to fine particles (PM₁₀) the Council had sought the advice of the Scottish Executive and SEPA on how best to proceed with the ongoing assessment of this pollutant.

II SMOKING PROHIBITION

There was submitted Report No 151-2007 by the Head of Environmental Health and Trading Standards informing on the impact in Dundee of implementing The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006, introduced on 26th March 2006.

The Committee agreed the content of the report.

III PURCHASE OF VEHICLE

There was submitted Report No 191-2007 by the Head of Waste Management seeking authority for the purchase of an additional vehicle which was required for the supervision of the continued expansion of the collection of recycling materials.

The Committee agreed: -

- (i) to the purchase of 1 (one) - Ford Tourneo Connect - £9183.66) from Arnold Clark Glasgow; and
- (ii) to note that the vehicle would be procured via the ABC light-vehicle framework.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

IV CIVIC GOVERNMENT (SCOTLAND) ACT 1982 - DEFECTIVE STAIR LIGHTING

There was submitted Agenda Note AN83-2007 detailing Notices which had been served on the owners of properties requiring works to be carried out.

The Committee noted that the Head of Environmental Health and Trading Standards would carry out the works should the owners not comply within the timescales.

Julia M STURROCK, Convener.

At a MEETING of the **HOUSING COMMITTEE** held at Dundee on 19th March 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI

Kevin KEENAN

George REGAN

Julia M STURROCK

Fiona M GRANT

Joe MORROW

Fraser MACPHERSON

Helen DICK

Nigel DON

Bob DUNCAN

Richard BEATTIE

Joe FITZPATRICK

Christina ROBERTS

Jim BARRIE

Will DAWSON

Elizabeth F FORDYCE

Roderick A J WALLACE

Charles A WEBSTER

Derek J SCOTT

Councillor George REGAN, Convener, in the Chair.

The minute of meeting of this Committee of 19th February 2007 was held as read.

Unless marked thus * all items stand delegated.

I SECTION 11, HOMELESSNESS ETC (SCOTLAND) ACT 2003

The Director of Housing submitted Report No 180-2007 giving the Council's response to the consultation paper issued by the Scottish Executive on the implementation of Section 11 of the Homelessness etc (Scotland) Act 2003.

The Committee:-

- (a) noted the contents of the report,
- (b) approved the consultation response attached at Appendix 1 of the report, and
- (c) remitted to the Depute Chief Executive (Support Services) in conjunction with the Director of Housing and the Director of Social Work to oversee the implementation of the report.

II TENDERS RECEIVED

The City Architectural Services Officer submitted Report No 182-2007 giving details of offers received for the undernoted contracts:-

- (a) **MAGDALENES KIRKTON 3RD DEVELOPMENT - PITCHED ROOF REPLACEMENT AND SOLAR INSTALLATION PHASE 4**

The Committee agreed to accept the negotiated contract with Dundee Contract Services amounting to £364,306.82 together with allowances of £8,000 for contingencies, £4,349 for planning supervisor and £21,175 for professional services making a total expenditure of £397,830.82.

- (b) **TAYBANK 1ST DEVELOPMENT - PITCHED ROOF REPLACEMENT PHASE 4**

The Committee agreed to accept the negotiated contract with Raynor Roofing Limited amounting to £125,923.10 together with allowances of £1,150 for planning supervisor and £9,645 for professional services making a total expenditure of £136,718.10.

(c) BYRON STREET TENEMENTS - PITCHED ROOF REPLACEMENT

The Committee agreed to accept the negotiated contract with Dundee Contract Services amounting to £75,888.25 together with allowances of £771 for planning supervisor and £7,759 for professional services making a total expenditure of £84,418.25.

(d) MID CRAIGIE 2ND DEVELOPMENT - HEATING REPLACEMENT, KITCHEN AND BATHROOM UPGRADE

The Committee agreed to accept the partnering contract with McGill Electrical Limited amounting to £559,300 together with the undernoted allowances:-

Decoration Vouchers	£20,000
Carpet Vouchers	£4,500
Decanting of Tenants	£9,000
Gas Connection Charges	£9,648
Storage	£9,000
Planning Supervisor	£3,024
Professional Services	£30,760

Making a total expenditure of £645,232

(e) POLEPARK DEVELOPMENT - HEATING REPLACEMENT, KITCHEN AND BATHROOM UPGRADE

The Committee agreed to accept the partnering contract with Dundee Contract Services amounting to £203,000 together with the undernoted allowances:-

Decoration Vouchers	£6,000
Carpet Vouchers	£2,000
Decanting of Tenants	£2,500
Non-Slip Flooring	£2,500
Planning Supervisor	£1,552
Professional Services	£18,634

Making a total expenditure of £236,186

(f) KIRK STREET MSD - WARDEN CALL SYSTEM

The Committee agreed to accept the partnering contract with McGill Electrical Limited amounting to £52,100 together with allowances of £2,500 for contingencies, £577 for planning supervisor and £5,751 for professional services making a total expenditure of £60,928.

III LOCAL HOUSING NEEDS ASSESSMENT PROFORMA

There was submitted Agenda Note AN90-2007 advising that the above proforma from Communities Scotland relating to an estimate of the need, if any, for additional affordable housing within the boundaries of local authorities had been being completed. The conclusion had been reached that there was no apparent need at the present time for new affordable housing in the City in addition to that set out in the Local Housing Strategy defined at approximately 200 units per year.

The Committee noted the position.

IV REMEDIAL REPAIRS TO HOUSING PRC ELEMENTS 2006/2007

Reference was made to Article XI of the minute of meeting of this Committee of 15th January 2007. There was submitted Agenda Note AN91-2007 advising that the City Engineer had recommended acceptance by the Depute Chief Executive (Support Services) of the lowest offer from CCL Group Limited amounting to £40,963 together with allowances of £6,000 for professional fees and £3,037 for contingencies giving a total expenditure of £50,000.

V HOUSING (SCOTLAND) ACT 2001 - IMPROVEMENT, REPAIRS AND ENVIRONMENTAL GRANTS, HOME LOANS ETC

There was submitted Agenda Note AN92-2007. Reference was made to the minute of meeting of this Committee of 15th November 1999 when grant expenditure now under Private Sector Housing Grant was agreed.

It was agreed that the grants approved during February 2007 in each of the categories were as follows:-

Category	Amount of Grants Approved	No of Dwellings
Housing Action Areas	0	0
Repair Notices and other Statutory Notices	0	0*
Improvements/Repairs and Conversions within the City Centre	0	0
BTS Improvement/Repair	0	0
Disabled Adaptations	11,670	4
Disabled Extension	0	0
Care and Repair (IG)	3,506	1
Care and Repair (RG)	1,123	1
Serious Disrepair	857	1
Mutual Repairs	1,231	1
Ex-Council (Capital Project)	87,467	17
Windows	0	0
Removal of Lead Plumbing	0	0
Rewiring	2,412	1
Environmental	0	0
Discretionary Improvements	0	0
Discretionary Repairs	21,027	4
Energy Efficiency	0	0
HMOs (Fire Escapes)	0	0

Category	Amount of Grants Approved	No of Dwellings
Security	822	6
Roofs	102,733	13
Total	232,848	49

* May contain commercial premises.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act, 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.

VI 18-20 BALBEGGIE STREET

On a reference to Article VII of the minute of meeting of this Committee of 19th September 2005, the Director of Economic Development submitted Report No 148-2007 seeking approval to the sale of a site at Balbeggie Street.

The Committee approved the proposed sale on the terms and conditions detailed in the report.

George REGAN, Convener.

At a MEETING of the **SOCIAL WORK COMMITTEE** held at Dundee on 19th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Julia M STURROCK
Fiona M GRANT
Joe MORROW

Fraser MACPHERSON
Helen DICK
Nigel DON
Bob DUNCAN
Richard BEATTIE
Joe FITZPATRICK
Christina ROBERTS

Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Bailie Helen WRIGHT, Convener, in the Chair.

The minute of meeting of this Committee of 19th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I PAYMENT RATES FOR INDEPENDENT SECTOR CARE HOMES 2007/08

Bailie Ian Borthwick declared a non financial interest in this item of business by virtue of his employment with Age Concern

There was submitted Report No 190-2007 by the Director of Social Work recommending payment rates for 2007/08 for independent sector care homes.

The Committee agreed that payments made to independent sector care homes be increased in line with the detailed recommendations listed in Appendix I of the report.

II FOSTER ALLOWANCES 2007/2008

There was submitted Agenda Note AN100-2007 recommending fostering allowance rates for 2007/2008.

The Committee agreed:-

- (i) to the rates as detailed in the note; and
- (ii) that the rates be paid with effect from 2nd April, 2007.

III BUTLER TRUST DEVELOPMENT AWARD

There was submitted Agenda Note AN101-2007 reporting that as part of the Tayside Criminal Justice Partnership, the Resettlement and Throughcare Addiction Service had been successful in receiving the Butler Trust Development Award for their outstanding contribution to the effective care of offenders. The service worked on a voluntary basis with short-term prisoners on their release into the community.

The Committee noted the achievement.

IV ASSOCIATION OF DIRECTORS OF SOCIAL WORK ANNUAL CONFERENCE AND EXHIBITION 2007

There was submitted Agenda Note AN102-2007 reporting that the Annual Conference of the Association of Directors of Social Work would take place at Crieff Hydro from Wednesday, 16th May - Friday, 18th May, 2007.

The cost of attendance would be approximately £560 plus VAT per person, excluding travel and subsistence allowances.

The Committee agreed that elected member attendance be on the basis of one member of the Administration, one member of the SNP Group and one member of the Conservative Group.

Helen WRIGHT, Convener.

At a MEETING of the **POLICY AND RESOURCES COMMITTEE** held at Dundee on 19th March 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Julia M STURROCK
Fiona M GRANT
Joe MORROW

Fraser MACPHERSON
Helen DICK
Nigel DON
Bob DUNCAN
Richard BEATTIE
Joe FITZPATRICK
Christina ROBERTS

Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Councillor Jill SHIMI, Convener, in the Chair.

The minute of meeting of this Committee of 12th March 2007 was held as read.

Unless marked thus * all items stand delegated.

I DUNDEE SCHOOLS PPP PROJECT - FINANCIAL CLOSE

On a reference to Article III of the minute of meeting of the Education Committee of 19th March 2007, there was submitted Report No 147-2007 by the Chief Executive and Director of Education updating the Committee on the financial/commercial position achieved at Financial Close and outlining the procedure for dealing with contract variations during the construction phase of the project.

The Committee:-

- (i) noted the contents of the report; and
- (ii) approved the procedure outlined in the report to deal with variations during the construction phase of the project.

II TAYSIDE PROCUREMENT CONSORTIUM - APPOINTMENT OF HEAD OF PROCUREMENT

This report was withdrawn.

Jill SHIMI, Convener.

At a MEETING of the **PERSONNEL COMMITTEE** held at Dundee on 19th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Jill SHIMI
Kevin KEENAN
George REGAN
Julia M STURROCK
Fiona M GRANT
Joe MORROW

Fraser MACPHERSON
Helen DICK
Nigel DON
Bob DUNCAN
Richard BEATTIE
Joe FITZPATRICK
Christina ROBERTS

Jim BARRIE
Will DAWSON
Elizabeth F FORDYCE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Lord Provost John R LETFORD, Convener, in the Chair

The minute of meeting of this Committee of 12th March, 2007 was held as read.

Unless marked thus * all items stand delegated.

I TAYSIDE PROCUREMENT CONSORTIUM - APPOINTMENT OF HEAD OF PROCUREMENT

This item was withdrawn.

II CORPORATE PROCUREMENT MANAGER

This item was withdrawn.

Lord Provost John R LETFORD, Convener

At a MEETING of the **DEVELOPMENT QUALITY COMMITTEE** held at Dundee on 26th March, 2007.

Present:-

BAILIES

Helen WRIGHT

Neil I C POWRIE
Bruce D MACKIE

Ian BORTHWICK

COUNCILLORS

Kevin KEENAN
Julia M STURROCK
Fiona M GRANT
Christopher HIND
Joe MORROW

Fraser MACPHERSON
Nigel DON
Bob DUNCAN
Andrew DAWSON

Christina ROBERTS
Jim BARRIE
Roderick A J WALLACE
Charles A WEBSTER
Derek J SCOTT

Councillor Roderick A J WALLACE, Convener, in the Chair.

The minute of meeting of this Committee of 26th February, 2007 was held as read.

Unless marked thus * all items stand delegated.

I PLANNING APPLICATIONS

- (a) 07-00110-FUL - LAND TO EAST OF 518 PERTH ROAD - ERECTION OF TELECOMMUNICATIONS MAST CONTAINING 3 ANTENNA WITH 2 EQUIPMENT CABINETS - FOR T-MOBILE (UK) LTD

After considering objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (b) 06-01200-FUL - LAND TO SOUTH OF LAWERS DRIVE AND EAST OF PANMUREFIELD ROAD, BROUGHTY FERRY - ERECTION OF 45 DWELLINGHOUSES - FOR BETT HOMES (NORTH EAST SCOTLAND) LTD

After considering objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation and an additional condition, (viii) that details of the proposed site compound area, show house and sales cabin area shall be submitted to the Council for approval before any development is commenced and if approved the development shall be carried out only in full accordance with such approved details. In particular these facilities shall be designed to provide sufficient space for all construction traffic as well as for car parking for site workers and visitors to the site and show houses and to ensure that there is not a requirement for vehicles to park on Lawers Drive, in order to provide adequate space for construction vehicles and car parking associated with the development of the site and to avoid the need to use Lawers Drive for construction activities or parking in the interests of residential amenity and the free flow of traffic on Lawers Drive.

- (c) 06-00313-FUL - WALLACE CRAIGIE WORKS, 2 WALLACE STREET - DEMOLITION OF BUILDINGS, ALTERATIONS TO EXISTING BUILDINGS AND ERECTION OF 15 TOWNHOUSES AND 131 FLATS - FOR JAMES KEILLOR ESTATES

After considering objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (d) 06-00314-LBC - WALLACE CRAIGIE WORKS, 2 WALLACE STREET - DEMOLITION CONVERSION AND ALTERATIONS TO LISTED BUILDINGS - FOR JAMES KEILLOR ESTATES

After considering objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (e) 06-01035-FUL - 26 TO 28 MILTON STREET - ERECTION OF 22 TOWNHOUSES AND 24 APARTMENTS WITH NEW ROAD ACCESS AND PARKING - FOR MRK 1 LTD

After considering objections received, Bailie Mackie, seconded by Councillor Webster moved deferral of the application.

As an amendment, the Convener, seconded by Councillor Grant, moved that the application be not deferred.

On a division, there voted for the motion - Bailies Powrie and Mackie and Councillors Roberts, Barrie, Webster and Scott (6); and for the amendment - the Convener and Councillors Keenan, Sturrock, Grant, Hind, Morrow, Macpherson, Don, Duncan and Andrew Dawson (10); Bailies Wright and Borthwick being absent when the vote was taken.

Thereafter, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

At this point, the Committee agreed to suspend Standing Order 26 in order that the meeting could proceed past 9.30 pm.

- (f) 06-01185-FUL - LAND NORTH OF HAWKHILL - CHANGE OF USE FROM WAREHOUSE TO STUDENT ACCOMMODATION AND ERECTION OF NON STUDENT ACCOMMODATION TO FORM 86 FLATS - FOR TORITH LTD

The Committee acceded to requests for deputations to address the Committee both in support of and relative to objections to the above application.

After the deputations had stated their cases and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered objections received, Councillor Sturrock, seconded by Councillor Hind, moved refusal of the application on the grounds that:-

- (i) the proposed development contravenes the Policy 55 of the Dundee Local Plan Review 2005 by virtue of the scale, design, appearance and the adverse impact of the flatted blocks on the visual quality of the surrounding area. There are no material considerations that would justify the approval of this application contrary to this policy;
- (ii) the proposal fails to provide adequate car parking within the curtilage of the development for the future occupiers of the flats which will result in additional on-street parking spreading to neighbouring streets to the detriment of the road traffic and pedestrian safety on the surrounding road network; and
- (iii) the proposal fails to provide suitable and appropriate open space provision within the development to the detriment of the environmental qualities of the future occupiers of the proposed flats.

As an amendment, the Convener, seconded by Councillor Scott, moved approval of the application subject to the conditions recommended by the Director of Planning and Transportation.

On a division, there voted for the motion - Councillors Sturrock, Grant, Hind, Duncan, Andrew Dawson and Roberts (6); and for the amendment - the Convener, Bailies Powrie, Mackie, and Councillors Keenan, Morrow, Macpherson, Don, Barrie, Webster and Scott (10); Bailies Wright and Borthwick being absent when the vote was taken - whereupon the amendment was declared carried.

- (g) 06-01183-LBC - LAND NORTH OF HAWKHILL - ALTERATIONS AND EXTENSION TO FORM STUDENT ACCOMMODATION - FOR TORITH LTD

The Committee acceded to requests for deputations to address the Committee both in support of and relative to objections to the above application.

After the deputations had stated their cases and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (h) 06-01113-FUL - LAND TO THE WEST OF EAST HOME STREET, BROUGHTY FERRY - ERECTION OF DWELLINGHOUSE AND DOUBLE GARAGE IN GARDEN GROUND - FOR PROFESSOR E SHERMILT

The Committee acceded to requests for deputations to address the Committee both in support of and relative to objections to the above application.

After the deputations had stated their cases and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (i) 06-01086-FUL - LAND SOUTH OF RIVERSIDE AVENUE - ERECTION OF 60 BED HOTEL WITH RESTAURANT AND FORMATION OF CAR PARK - FOR HANNA & STRACHAN LTD

The Committee acceded to a request for a deputation to address the Committee in support of the above application. After the deputation had stated its case and answered questions from members of the Committee, it was thanked for its attendance and withdrew.

Thereafter, having considered objections, Councillor Barrie, seconded by Councillor Powrie, moved approval of the application subject to the conditions that:-

- (i) the development hereby permitted shall be commenced within five years from the date of this permission;
- (ii) samples of the finishing materials proposed to be used shall be submitted to the Council for approval and if approved the development shall be carried out only in accordance with such approved samples;
- (iii) the development shall be carried out only in strict conformity with the details shown on the approved plans. For the avoidance of doubt, these details relate to the following drawings submitted to accompany the planning application:-

- (1) 06023 PL-02 RevB
- (2) 06023 PL03
- (3) 06023 PL04
- (4) 06023 PL05;

- (iv) a detailed landscape scheme, including a tree survey, shall be submitted to the Council for written approval prior to the commencement of development and if approved the proposed development shall be carried out only in full accordance with such approved details;
- (v) that prior to the commencement of development, details of secure cycle parking and wet changing facilities shall be submitted to and approved in writing by the planning authority. For the avoidance of doubt, these facilities shall be operational prior to the first use of the building;
- (vi) that the hotel and any associated masts, street lighting, or other installations, shall not exceed the height of protected surfaces supplied by Dundee Airport;
- (vii) that if so required by Dundee Airport, the developer shall provide and maintain in perpetuity, a red aircraft warning lamp to airport specification located at an agreed high point on the hotel;
- (viii) that the south and east facing elevations of the hotel shall be so designed as to avoid the distortion of reflection of radio navigation signals transmitted by Dundee Airport;
- (ix) that any floodlighting and illuminated signs shall avoid the bright illumination of external surfaces, shall not allow any light sources to be visible above the horizontal plane. NO light source shall flash or be coloured green;
- (x) all bins and especially all food waste bins shall be wholly enclosed and actively managed to ensure that they do not attract birds;
- (xi) all built facilities, masts, columns and parked vehicles shall be at least two metres away from the airport security fence to ensure that they do not compromise that security fence;
- (xii) the operators of the hotel shall not undertake promotions or activities involving the release of balloons, the use of tethered blimps or firework displays; and
- (xiii) all use of cranes during the construction of the hotel shall be subject to prior consultation with Airport Air Traffic Control staff and carried out only with their agreement and with suitable direct communications available between Air Traffic Control and the crane operator

in order to comply with Section 58 of the Town and Country Planning (Scotland) Act 1997, to ensure that the proposed development has a satisfactory external appearance in the interests of the visual amenities of the area, to ensure that the building maintains a quality of design that is appropriate for the site and the surrounding area, to ensure a satisfactory standard of appearance of development in the interests of the visual amenities of the area, to ensure that appropriate associated facilities for cyclists are made available for both staff members and visitors to the hotel and restaurant, in the interests of air traffic safety and in the interests of security of the airport.

As an amendment, the Convener, seconded by Councillor Scott, moved refusal of the application on the grounds that:-

- (i) the applicants have not fully demonstrated that a sequential approach has been applied to the site selection for this facility and as a consequence the proposals are considered to be contrary to the requirements of Structure Plan Town Centres and Retailing Policies 3 and 5 by virtue of the potential adverse impact the proposals would have on the vitality and viability of the city centre. There are no material considerations that would justify the approval of this application contrary to these policies;

- (ii) the applicants have not fully demonstrated that a sequential approach has been applied to the site selection for this facility and as a consequence the proposals are considered to be contrary to Policies 30 and 46 of the Dundee Local Plan Review 2005 by virtue of the potential adverse impact the proposals would have on the vitality and viability of the city centre. There are no material considerations that would justify the approval of this application contrary to these policies; and
- (iii) the use of the site for purposes outwith Classes 4, 5 and 6 of the Use Classes Order 1997 in this identified Principle Economic Development Area would be contrary to the requirements of Policies 21 and 24 of the Dundee Local Plan Review 2005. It is further considered that the proposal does not qualify as an appropriate ancillary service use within this area and consequently is contrary to Policy 27 of the Local Plan Review. There are no material considerations that would justify the approval of this application contrary to these policies.

On a division, there voted for the motion - Bailies Powrie and Mackie and Councillors Sturrock, Hind, Duncan, Andrew Dawson, Roberts, Barrie and Webster (9); and for the amendment - the Convener and Councillors Grant, Morrow, Macpherson, Don and Scott (6); Bailies Wright and Borthwick being absent and Councillor Keenan declining to vote as he had been absent during part of the proceedings.

- (j) 07-00137-FUL - BROUGHTY FERRY LAWN TENNIS CLUB, ELCHO DRIVE, BROUGHTY FERRY - ERECTION OF COVERED ENCLOSURE, ALTERATIONS TO CLUBHOUSE AND ADDITIONAL PARKING - FOR BROUGHTY FERRY LAWN TENNIS CLUB

After considering objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation and subject to condition (iii) being amended to read "prior to the first use of the building, an effective and immediate screen shall be provided to the north and east of the site to be formed both by raising ground levels with bunding and planting trees and shrubs of an appropriate size and of a native species in accordance with a scheme which has been submitted to and approved in writing by the City Council prior to the commencement of development. For the avoidance of doubt, a mini tennis court shall not be provided to the east of the building but rather this area shall be suitably bunded and landscaped. Any trees or shrubs removed, dying, being severely damaged or becoming seriously diseased within five years of planting shall be replaced by trees or shrubs of similar size and species to those originally required to be planted in terms of this condition."

- (k) 07-00068-COU - 74 EAST DOCK STREET - CHANGE OF USE FROM VACANT LAND TO A MOTORCYCLE TRAINING SCHOOL - FOR SCOTRIDERS MOTORCYCLE TRAINING SCHOOL

The Committee acceded to requests for deputations to address the Committee both in support of and relative to objections to the above application.

After the deputations had stated their cases and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (l) 07-00081-FUL - CARLTON HOUSE HOTEL, 2 DALGLEISH ROAD - FORMATION OF DISABLED ENTRANCE AND CONSERVATORY TO EXISTING HOTEL - FOR SANDRA MCKENZIE

After considering objections received, the Committee refused the application on the grounds that:-

- (i) the proposal is contrary to Policy 1 of the Dundee Local Plan Review 2005 due to the adverse visual impact of the proposed extension on the existing building and surrounding area by virtue of the position on the prominent elevation, size and design. There are no material considerations that would justify approval of the application contrary to the provisions of the Development Plan; and
- (ii) the proposal is contrary to Policy 55 of the Dundee Local Plan Review 2005 due to the incongruous appearance of the proposed extension on the main elevation of the existing building. The visual amenity of the surrounding area will be adversely affected as the strong building line that exists with adjacent properties to the west will be breached. There are no material considerations that would justify approval of the application contrary to the provisions of the Development Plan.
- (m) 06-00901-FUL - 518 PERTH ROAD - ALTERATIONS AND EXTENSIONS TO DWELLING INCLUDING NEW OFFICE, GARAGE AND SWIMMING POOL - FOR MR FRANK ESPOSITO

After considering objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (n) 06-01006-FUL - CENTRE CAR CO, SOUTH WARD ROAD - PROPOSED NEW MIXED USE DEVELOPMENT COMPRISING RETAIL AND OFFICE ACCOMMODATION WITH ANCILLARY CAR PARKING - FOR ARGYLL HOUSE LTD

The Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

- (o) 06-01181-FUL - 37A ALBANY ROAD, BROUGHTY FERRY - EXTENSION TO ANNEXE TO FORM DWELLING - FOR MR & MRS T LEES

The Committee acceded to requests which had been received for deputations to address the Committee both in support of and relative to objections to the above application.

After the deputations had stated their cases and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered objections received, the Committee refused the application on the grounds that:-

- (i) the proposed development is contrary to Policies 4 and 15 (criteria (a), (b), (d) and (i)) of the Dundee Local Plan Review 2005 due to prevailing densities, design, and the lack of information regarding parking and garden ground provision. There are no material considerations that would justify a departure to the provisions of the development plan in this instance; and
- (ii) the proposed development fails to preserve or enhance the character or appearance of the West Ferry Conservation Area due to the design of the house and is therefore contrary to Policy 61 of the Dundee Local Plan Review 2005 and the statutory duty set out in Section 64 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997. There are no material considerations that would justify a departure to the provisions of the development plan in this instance.
- (p) 07-00050-FUL - 18 HILLBANK GARDENS - 2 STOREY EXTENSION TO SOUTH ELEVATION AND EXTENSION ON PORCH OF NORTH ELEVATION - FOR MR & MRS WILSON

After considering objections received, the Committee refused the application on the grounds that the proposed development is contrary to Policy 14 of the Dundee Local Plan Review 2005 due to the design of the north elevation and loss of privacy for adjacent properties. There are no material considerations such as to justify the grant of planning permission contrary to the provisions of the development plan.

- (q) 06-01204-COU - 34 CONSTITUTION STREET - CHANGE OF USE TO HOT FOOD TAKEAWAY AND NEW FLUE OUTLET - FOR MRS POON

After considering objections received, the Committee refused the application on the grounds that:-

- (i) the proposed development is contrary to Policy 1 Vibrant and Sustainable Communities of the Dundee Local Plan Review 2005 as the development will be likely to affect the environmental quality enjoyed by local residents by virtue of noise and smell from the proposed flue and the lack of acceptable waste storage facilities. There are no material considerations of sufficient strength to justify the granting of planning permission contrary to the policy; and
- (ii) the proposed development is contrary to Policy 53 Licensed and Hot Food Premises outwith the City Centre of the Dundee Local Plan Review 2005 as the site immediately adjoins residential properties to the east and is within 30 metres of residential properties to the north, west and south. There are no material considerations of sufficient strength to justify the granting of planning permission contrary to the policy.
- (r) 07-00016-FUL - TROLL INN, 17 ARKLY STREET - DELETION OF CONDITION TO PERMIT AMPLIFIED MUSIC TO BE PLAYED ON THE PREMISES - FOR CHRISTOPHER AIRLIE

After considering objections received, the Committee refused the application on the grounds that the proposed deletion of the condition to permit amplified music at the premises would extend the nature of the public house use beyond that of a small local facility and result in noise breakout and disturbance to the detriment of the amenities enjoyed by nearby residents and contrary to Policy 1 of the Dundee Local Plan Review 2005. There are no material considerations that would justify the approval of this application contrary to the provisions of the Development Plan.

- (s) 07-00029-FUL - 9 KINLOCH PARK - RETROSPECTIVE RELOCATION OF HOT TUB FOR MR OSSMAN

The Committee acceded to requests for deputations to address the Committee both in support of and relative to objections to the above application.

After the deputations had stated their cases and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered objections received, the Committee approved the application subject to the conditions recommended by the Director of Planning and Transportation.

II IMPLEMENTATION OF THE E-PLANNING AGENDA IN THE DEVELOPMENT QUALITY SERVICES

There was submitted Agenda Note AN103-2007 proposing a number of service improvements as part of the process of implementing electronic file management and communications.

The Committee agreed that, with immediate effect:-

- (a) members receive copies of objection letters/letters of representation in respect of planning applications in their wards, solely by e-mail;

- (b) an e-mail would be sent to members via their secretaries for circulation enclosing a copy of the weekly planning list which may or may not be printed off at the discretion of the members or their secretary; and
- (c) planning appeal decision letters would be emailed instead of circulation of paper copies, and paper copies would no longer be placed in the Members' lounge.

III PLANNING APPEAL DECISIONS

There was submitted Agenda Note AN104-2007 detailing the undernoted planning appeal decisions:-

- (a) VACANT SHOP UNIT, 152 ARBROATH ROAD - CHANGE OF USE FROM BETTING SHOP TO HOT FOOD TAKEAWAY

Reference was made to Article I(bb) of the minute of meeting of this Committee of 28th August, 2006 wherein the above proposal was refused planning permission because the Council considered that the proposal breached Policies 1 and 53 of the Dundee Local Plan 2005 (residential amenity, (noise, smell, litter and traffic); and distance of licensed premises from nearby residences).

It was reported that the decision was subsequently appealed by the applicant under the provisions of Section 47 and Schedule 4 of the Town and Country Planning (Scotland) Act 1997, and the appeal had been dismissed.

- (b) LAND TO SOUTH OF LODGE, CIDHMORE, 488 PERTH ROAD - ERECTION OF DWELLINGHOUSE

Reference was made to Article I(b) of the minute of meeting of this Committee of 28th August, 2006 wherein the above proposal was refused planning permission because the Council considered that the development conflicted with the Dundee Local Plan 2005 in the following respects:-

- (i) Policy 25 - Development in Garden Ground (design and materials; detrimental to the character of the site; loss of mature landscaping);
- (ii) Policy 4 - Design of New Housing (insufficient usable garden ground); and
- (iii) Policy 61 - Development in Conservation Areas (siting, design and use of materials fails to preserve and enhance the setting of the listed building and the character of the area, would lead to the loss of mature landscaping).

It was reported that the decision was subsequently appealed by the applicant under the provisions of Section 47 and Schedule 4 of the Town and Country Planning (Scotland) Act 1997, and the appeal had been dismissed.

- (c) 69 AND 73 ANN STREET - CHANGE OF USE FROM VACANT SHOPS TO TWO MAISONETTE FLATS

Reference was made to the decision of the Council on 22nd June, 2006 under powers delegated to the Director of Planning and Transportation, to refuse planning permission because the Council considered that the proposal conflicted with the provisions of the Dundee Local Plan 2005 in which the creation of new residential accommodation in basement and roof space areas and in particular where there is no evidence of previous such use, is resisted. It was not entirely clear to the Council that the basement had been in a previous residential use. Also, at the time of the decision, the applicant had not provided sufficient evidence in respect of the availability of external space amounting to 10m² per flat in order that Council policy could be discharged. The Council was also concerned at the absence of off-street car parking and the lack of cycle storage.

It was reported that the decision was subsequently appealed by the applicant under the provisions of Section 47 and Schedule 4 of the Town and Country Planning (Scotland) Act 1947, and the appeal had been upheld with conditions relating to the detailing of materials and bike storage facilities.

(d) **THE FORT HOTEL, 54-62 FORT STREET, BROUGHTY FERRY - CHANGE OF USE FROM YARD TO BEER GARDEN AND ERECTION OF CANOPY**

Reference was made to Article I(e) of the minute of meeting of this Committee of 24th April, 2006 wherein the above proposal was refused planning permission because the Council considered that the proposal was contrary to Policy 1 of the Dundee Local Plan Review 2005 (adverse impact on residential amenity due to potential noise disturbance).

It was reported that the decision was subsequently appealed by the applicant under the provisions of Section 47 and Schedule 4 of the Town and Country Planning (Scotland) Act 1997, and the appeal had been upheld with conditions relating to the restriction of hours of opening (9am - 9pm), details to the alterations to the walls, gates and signage, and the prohibition of musical and vocal entertainment.

IV BUILDINGS (SCOTLAND) ACT 2003, SECTIONS 23 AND 30 - DANGEROUS BUILDINGS

There was submitted Report No 146-2007 by the Director of Planning and Transportation advising the Committee of the action taken in dealing with dangerous buildings during the month of January.

The Committee noted the contents of the report.

Roderick A J WALLACE, Convener.

At a MEETING of the **LICENSING COMMITTEE** held at Dundee on 29th March, 2007.

Present:-

Lord Provost John R LETFORD

BAILIES

John CORRIGAN

Bruce D MACKIE

Neil I C POWRIE

COUNCILLORS

Helen DICK

Jim BARRIE

Charles A WEBSTER

Roderick A J WALLACE

Bailie Bruce D MACKIE, Convener, in the Chair.

The minute of meeting of this Committee of 1st March, 2007 was held as read.

Unless marked thus * all items stand delegated.

I MINUTE OF MEETING OF TAXI LIAISON GROUP

The minute of meeting of the Taxi Liaison Group held on 8th March, 2007 was submitted and approved, a copy of which is attached to this minute as **Appendix I**.

The Convener had agreed that the undernoted item of business be considered as a matter of urgency in terms of Standing Order No 17(b) and in view of the timescales.

II MINUTE OF MEETING OF LICENSING SUB COMMITTEE

The minute of meeting of Licensing Sub-Committee held on 1st March 2007 was submitted and noted for information and record purposes, a copy of which is attached to this minute as **Appendix II**.

III CIVIC GOVERNMENT (SCOTLAND) ACT, 1982

(a) DEAL IN GAME - NEW APPLICATION

There being no objection, the Committee agreed that the undernoted application be granted.

No	Name	Address of Premises
1	Marks & Spencers Plc	114 Brook Street, B/F

(b) LATE HOURS CATERING LICENCE - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address of Premises	Hours of Opening
1	Mohammed Bakir	Istanbulie 31 Union Street	From 11pm to 2.30am Mondays to Sundays
2	Basheir El-Nakla	Pizza De Roma 32 Seagate	From 11pm to 2.30am Sundays to Thursdays & 11pm to 3am Fridays and Saturdays

In the case of Application No 1, the Committee gave consideration to correspondence which had been submitted by the Environmental Health and Trading Standards Department and an objection which had been submitted by a member of the public. Thereafter, having heard the objector and representatives of the Environmental Health Department and Tayside Fire and Rescue and having heard the applicant on their own behalf, and consideration to the advice of the Legal Officer, the Committee agreed that the application be refused.

In the case of Application No 2, the Committee noted that the applicant was not present and agreed that the application be considered in their absence. Thereafter, having given consideration to the advice of the Legal Officer, the Committee agreed that the application be granted in accordance with policy.

(c) PET ANIMALS LICENCE - NEW APPLICATION

There being no objections, the Committee agreed that the undernoted application be granted.

No	Name	Address of Premises
1	Pets At Home Limited	Unit 3, Kingsway East Retail Park

(d) PRIVATE HIRE LICENCE - NEW APPLICATIONS

There being no objections, the Committee agreed that the undernoted applications be granted.

No	Name	Address
1	Paul Angus	13a Haywood Place
2	Harold Barlow	3 Forgan Way, Newport-on-Tay
3	John McGuckin	105 MacDonald Smith Drive, Carnoustie

(e) PUBLIC ENTERTAINMENT - NEW APPLICATIONS

There was submitted the undernoted application.

No	Name	Address of Premises	Purpose Including Dates
1	Charles Hickey	Overgate Centre (in between glass wall and Church)	Children's Entertainment, Holidays / Summer Weekends during shopping hours

The Committee noted that this application had been withdrawn from consideration by the applicant.

(f) SECOND HAND DEALER'S LICENCE - NEW APPLICATION

There being no objections, the Committee agreed that the undernoted application be granted.

No	Name	Address of Premises	Type of Goods
1	Theresa Johnston	Dens Road Market	Second Hand Furniture & Electrical Appliances

(g) LICENSING OF SKIN PIERCING AND TATTOOING ORDER, 2006 - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address of Premises
1	Ursula Eyles	274 Blackness Road
2	Shirley Tracey	13 Cowgate (Retro Hair & Beauty)
3	Yvonne Brown	7 Castle Street
4	Yvonne Menzies	Unit 11, Forum Centre
5	Philip Davidson	38 Dock Street
6	Nancy J Weir	46 Reform Street
7	Yankee Tattoo/Derek Young	70 Albert Street
8	Gail A Nicely	4 Johnstone's Lane
9	Claire-Louise Green	13 Cowgate (Ink Demons)
10	Heather Dewar	117 Logie Street
11	Alison Brady	31 Hawkhill
12	Herbmedic Centre/Li Mao	Unit 4A, Overgate Centre
13	Claire's Accessories/S Williams	Unit L7A, Overgate Centre
14	Claire's Accessories/S Williams	Level 1, Wellgate Centre

In the case of Applications No 1 to 11, there being no objections, the Committee agreed that the applications be granted subject to works being completed to the satisfaction of the Environmental Health and Trading Standards Department.

In the case of Application No 12, the Committee gave consideration to a letter of objection which had been submitted by the Environmental Health and Trading Standards Department and after hearing a representative of the Environmental Health and Trading Standards Department and a representative on behalf of the applicant and consideration of the advice of the Legal Officer, the Committee agreed that the application be refused.

In the case of Applications Nos 13 and 14, the Committee noted the applicants were not present and agreed that the applications be considered in their absence. Thereafter, having given consideration to the letters of objection, which had been submitted by the Environmental Health and Trading Standards Department, the Committee agreed that the applications be refused.

(h) CIVIC GOVERNMENT (SCOTLAND) ACT 1982 - FEES

It was reported that following an exercise undertaken in conjunction with the Depute Chief Executive (Finance) there would be no increase in the level of fees for 2007/2008

The Committee noted that from the 1st of April 2007 the fees for the testing centre would be as follows:

Test Element	Fee
Full Test	£ 45.00
Full Test Non Attendance	£ 22.00
Full Test Cancellation (within 24 hours)	£ 22.00
Taxi Re-test (Non Painterwork)	£ 14.00
Taxi Re-test Non Attendance	£ 7.00
Taxi Re-test (Painterwork only)	£ 14.00
Taxi Re-test (3 Free Re-test Items only)	Free
Pre-test (Replacement Vehicles Only)	£ 34.00
Pre-test Non Attendance	£ 17.00
Meter Test	£ 22.00
Taxi Plate	£ 13.00
Duplicate Taxi Certificate	£ 8.00
M.O.T Certificate (Taxi Testing See Notes)	£ 8.00
M.O.T Test	£ 35.00
Duplicate M.O.T Certificate	£ 10.00

(i) APPROVED LIST OF ACCESSIBLE VEHICLES - ADDITION TO LIST

It was reported that the Mercedes M8 SE presented by Cabs Direct had been assessed by the Plant and Vehicles Officer and the Cabs Enforcement Officers and that having received the appropriate certification, they had recommended that the vehicle be added to the list of accessible vehicles.

The Committee agreed that the vehicle be added to the list.

(j) TAXI DRIVER'S LICENCE - NEW APPLICATIONS

There were submitted the undernoted application:-

No	Name	Address
1	Grant Adam	47b Byron Crescent
2	Nadeem Bhatti	4 Kinnaird Street
3	Douglas Birse	157 Fintry Road
4	Philip Flynn	68 Pentland Avenue
5	Thomas Burns	37 Dundonald Street
6	Thomas Butterworth	109 Ferry Road, Monifieth
7	Ryan Leddie	14b Arklay Terrace
8	Kenneth McMinn	2a Tullideph Road
9	Diane Rennie	Flat 2/2, 21 Fort Street
10	Terence Walls	92 Pebbles Drive
11	Tariq Yakoob	9 Briarwood Terrace

In the case of Applications Nos 1 to 4, there being no objections, the Committee agreed that the applications be granted.

In the case of Applications Nos 5 to 9, the Committee noted the applicants had failed to pass the street test within the prescribed period and agreed that the applications be refused.

In the case of Application No 10, the Committee noted that the applicant had failed to pass the street test within the prescribed period and after hearing the applicant on their own behalf and consideration of the advice of the Clerk, agreed that the application be refused.

In the case of Application No 11, the Committee noted that this application had been withdrawn from consideration by the applicant.

(k) TAXI LICENCE - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address
1	Eric Wilton	48 Portree Avenue
2	Sheilain Scullion (two applications)	13 Bellisle Drive

In the case of Application No 1, there being no objections, the Committee agreed that the application be granted.

In the case of Application No 2, the Committee gave consideration to letters of objection which had been submitted by members of the public and after hearing from the objectors on their own behalf and an agent on behalf of the applicant and consideration of the advice of the Legal Officer, the Committee agreed that the application be granted.

(l) TAXI LICENCE - REQUEST FOR VARIATIONS

There were submitted the undernoted requests for variation:-

No	Applicant	Address
1	Peter Fraser	23 Clement Park Road
2	Gary Samson, t/a MPV Travel	661 Charleston Drive
3	Alan Leiper	8 Duns Crescent
4	Nicola McKay	17 Dean Avenue

In the case of Application No 1, the Committee noted that the application for variation was to replace the plate with a disc and not to allow tinted windows. Thereafter, having heard a representative of Tayside Police and the applicant on their own behalf, the Committee agreed that the request for variation of the Private Hire Licence conditions to replace the plate with a disc be granted.

In the case of Application No 2, the Committee noted that the application for variation was to replace the plate with a disc and to allow tinted windows. Thereafter, having heard a representative of Tayside Police and the applicant on their own behalf, the Committee agreed that the request for variation to the Private Hire Licence conditions to replace the plate with a disc and to allow tinted windows be granted subject to conditions.

In the case of Application No 3, the Committee, after hearing a representative of Tayside Police and the applicant on their own behalf, agreed that the request for variation to the Private Hire Licence conditions to allow tinted windows be granted.

In the case of Application No 4, the Committee, after hearing a representative of Tayside Police and a representative on behalf of the applicant, agreed that the request for variation to the Private Hire Licence conditions to allow tinted windows be granted.

(m) THEATRE LICENCE - NEW APPLICATION

There being no objections, the Committee agreed that the undernoted application be granted:-

No	Applicant	Address of Premises
1	Whitehall Theatre (Dundee) Limited	12 Bellefield Street

(n) WINDOW CLEANER'S LICENCE - NEW APPLICATION

There being no objections, the Committee agreed that the undernoted application be granted:-

No	Name	Address
1	Lynn Digan	251 Dickson Avenue

(o) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS

There were submitted the undernoted applications:-

No	Name	Address
1	Popinder Pal & Tirath Ram Jassal	20A Forebank Road
2	Popinder Pal & Tirath Ram Jassal	8 Eadies Road, (Flat A)
3	Popinder Pal & Tirath Ram Jassal	8 Eadies Road, (Flat C)
4	Popinder Pal & Tirath Ram Jassal	8 Eadies Road, (Flat B)
5	Paul Waldron	31 Reform Street, (1/L)
6	Richard M & Elaine W Bailey	62 Peddie Street, (3/0)
7	Lee Chadwick	334 Perth Road, Flat E
8	Lee Chadwick	4 Highmill Court
9	Gwendoline Michael & Timothy Michael	Garland Place, 7 Barrack Road (G/R)
10	David Hendley	10 Daniel Place
11	Georgina Morgans	50 Rosefield Street
12	Ceol Na Mara Investments / Richard Hawkins	8 Daniel Terrace
13	Ceol Na Mara Investments / Richard Hawkins	4 Daniel Terrace
14	Ceol Na Mara Investments / Richard Hawkins	46 Rosefield Street
15	Ceol Na Mara Investments / Richard Hawkins	54 Rosefield Street
16	Ceol Na Mara Investments / Richard Hawkins	14 Daniel Terrace
17	Ceol Na Mara Investments / Richard Hawkins	12 Daniel Terrace
18	Richard Hawkins	9 Milnbank Gardens
19	Angus Wright	40 Union Street, (3/2)
20	Richard M & Elaine W Bailey	4 Garland Place, (2/1)
21	Sandeep & Sanjay Majhu Properties / S & S Majhu	87 Birkdale Place
22	Richard M & Elaine W Bailey	11 Morgan Place, (1/1)
23	Kenneth C Rankin	3 Norwood Terrace
24	John M Henderson	63 Thorter Row
25	Ameer Naved	13 Panmure Street, (3/1)
26	Susan M & David M Radford	14 Milnbank Gardens
27	Flats 4 U Limited	17 The Hub, Hawkhill, (D/1)
28	AQH Dundee GP Limited	17 The Hub, Hawkhill, (D/5)
29	Flats 4 U Limited	31 Reform Street, (3/2)
30	Alan Barclay Gibson	8 Benvie Road
31	Yusuf Alimahomed	15A Step Row
32	Yusuf Alimahomed	15B Step Row
33	William Whyte	8 Westfield Place
34	William Whyte	8A Westfield Place
35	Karen Marr	4b Shaftesbury Road

(i) In the case of Application Nos 1 to 4, 9 and 10, the Committee, after hearing a representative of the Housing Department and the applicants on their own behalf, agreed that the applications be granted.

(ii) In the case of Application Nos 5 and 11 to 18, the Committee, after hearing a representative of the Housing Department and an agent on behalf of the applicants, agreed that the applications be granted.

(iii) In the case of Application No 6, the Committee, after hearing the applicant on their own behalf and an agent on behalf of the applicant, agreed that the application be granted.

(iv) In the case of Application Nos 7 and 8, the Committee, after having given consideration to the advice of the Legal Officer, agreed that the applications be deferred.

(v) In the case of Application No 19, the Committee gave consideration to an objection which had been submitted by the Private Sector Services Manager and after hearing a representative of the Housing Department and the applicant on their own behalf, Bailie Mackie, seconded by Bailie Corrigan, moved that the application be granted subject to works being completed to the satisfaction of the Housing Department within a period of one week.

As an amendment, the Lord Provost, seconded by Councillor Wallace, moved that the application be refused.

On a division, there voted for the motion - Bailie Mackie, Bailie Corrigan and Councillor Barrie (3); and for the amendment - Lord Provost Letford, Councillor Dick, Bailie Powrie, Councillor Wallace and Councillor Webster (5) - whereupon the amendment was declared carried and the application was refused.

(vi) In the case of Application No 20, the Committee gave consideration to letters of objection which had been submitted by members of the public including an objection which had been submitted late and a letter of support which had been submitted by the applicant. Thereafter, having heard from two of the objectors, a representative of the Housing Department, a representative of Tayside Police and an agent on behalf of the applicant and the applicant on their own behalf, the Committee agreed that the application be refused.

(vii) In the case of Application No 21, the Committee noted that the applicants were not present and agreed that the application be considered in their absence. Thereafter the Committee gave consideration to letters of objection which had been submitted by members of the public and an observation which had been submitted by the Private Sector Services Manager. Having heard a representative of the Housing Department and consideration of advice of the Clerk, it was agreed that the application be refused.

(viii) In the case of Application No 22, the Committee gave consideration to letters of objection which had been submitted by members of the public. Thereafter, having heard from an objector and a representative of the Housing Department and the applicant on their own behalf and an agent on behalf of the applicant and consideration of a plan which had been submitted by the agent, Bailie Mackie, seconded by Bailie Corrigan, moved that the application be granted.

As an amendment, Bailie Powrie, seconded by the Lord Provost, moved that the application be refused.

On a division, there voted for the motion - Bailie Mackie, Bailie Corrigan, Councillor Barrie, Councillor Wallace and Councillor Webster (5); and for the amendment - Lord Provost Letford and Bailie Powrie (2) - whereupon the motion was declared carried and the application was granted. Councillor Helen Dick not being present when the vote was taken.

(ix) In the case of Application No 23, the Committee noted that the applicant was not present and agreed that the application be considered in their absence. Thereafter, having given consideration to a letter of objection which had been submitted by a member of the public and a letter of support which had also been submitted, the Committee agreed that the application be refused.

(x) In the case of Application No 24, the Committee noted that the letter of objection which had been submitted by a member of the public had been withdrawn. Thereafter, having given consideration to letters of support which had been submitted and having heard a representative of the Housing Department and an agent on behalf of the applicant, Bailie Mackie, seconded by Councillor Webster, moved that the application be granted.

As an amendment, the Lord Provost, seconded by Bailie Powrie, moved that the application be refused.

On a division, there voted for the motion - Bailie Mackie, Bailie Corrigan, Councillor Barrie, Councillor Wallace and Councillor Webster (5); and for the amendment - Lord Provost Letford and Bailie Powrie (2) - whereupon the motion was declared carried and the application was granted. Councillor Helen Dick not being present when the vote was taken.

(xi) In the case of Application Nos 25 to 34, the Committee agreed these applications be deferred to a future meeting of the Committee.

(xii) In the case of Application No 35, the Convener had agreed that this application be considered as a matter of urgency in terms of Standing Order No 17(b) in view of the timescales.

Reference was made to Article V(c)(viii) of the minute of meeting of 7th September, 2006 wherein this application had been deferred in order that an extension of time could be obtained from the Sheriff to allow the Committee to continue consideration of the application.

The Committee gave consideration to original letters of objection which had been submitted and after hearing a representative of the Housing Department and an agent on behalf of the applicant, Bailie Mackie, seconded by Bailie Corrigan, moved that the application be granted.

As an amendment, Councillor Barrie, seconded by the Lord Provost, moved that the application be refused.

On a division, there voted for the motion - Bailie Mackie and Bailie Corrigan (2); and for the amendment - Lord Provost Letford, Councillor Barrie, Bailie Powrie, Councillor Wallace and Councillor Webster (5) - whereupon the amendment was declared carried and the application was refused. Councillor Helen Dick not being present when the vote was taken.

(p) HOUSES IN MULTIPLE OCCUPATION - REQUESTS FOR VARIATION

There were submitted the undernoted requests for variation:-

- (1) A request for variation had been received for Osborne Terrace, 99 Magdalen Yard Road to change of day to day manager to Kenneth Edward.
- (2) A request for variation had been received for 17 Osborne Place to change of day to day manager to Kenneth Edward.
- (3) A request for variation had been received for 8A Prospect Place to change of day to day manager to Simon Cohen.
- (4) A request for variation had been received for 9 Crescent Lane to change of day to day manager to Simon Cohen.
- (5) A request for variation had been received for 92 Victoria Road, (Flat A) to change of day to day manager to Belvoir Letting Agents.

In the case of Application Nos 1, 2 and 5, there being no objections, the Committee agreed that the requests for variation be granted.

In the case of Applications Nos 3 and 4 the Committee agreed that these applications be considered in the private part of the agenda.

The Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part 1 of Schedule 7A to the above Act

3 CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) PRIVATE HIRE LICENCE - NEW APPLICATION

There were submitted two applications by B Limited for Private Hire Licences.

The Committee noted that the applicants were not present and agreed that the applications be deferred to a future meeting to allow Tayside Police to conclude their enquiries.

(b) TAXI DRIVER'S LICENCE - NEW APPLICATION

There was submitted an application by Mr J K for a Taxi Driver's Licence.

The Committee gave consideration to a letter of representation which had been submitted by Tayside Police relative to this application.

Thereafter, having heard a representative of Tayside Police and the applicant on their own behalf and consideration of letters of support which had been submitted by the applicant, the Committee agreed that the application be granted.

(c) TAXI DRIVER'S LICENCE - SUSPENSION HEARING

On a reference to Article I of the minute of meeting of the Licensing Sub-Committee of 15th February 2007, the Committee gave consideration to a letter of information which had been submitted by Tayside Police relative to the conduct of Mr R S during the currency of his Taxi Driver's Licence.

The Committee, after hearing a representative of Tayside Police and consideration of advice of the Legal Officer, agreed that the licence be suspended for the unexpired portion of the licence until May 2008.

(d) TAXI DRIVER'S / OPERATORS LICENCE - SUSPENSION HEARING

(i) On a reference to Article I(a) of the minute of meeting of the Licensing Sub-Committee held on 1st March 2007, the Committee gave consideration to a letter of information which had been submitted by the Corporate Food Safety and Tobacco Control Officer in relation to the conduct of Mr D C during the currency of his Taxi Driver's and Taxi Operator's Licences.

The Committee noted that the licence holder was not present and having given consideration to the advice of the Clerk, agreed that the suspension hearing be continued until 14th June, 2007.

(ii) On a reference to Article I(a) of the minute of meeting of the Licensing Sub-Committee held on 1st March 2007, the Committee gave consideration to a letter of information which was submitted by the Corporate Food Safety and Tobacco Control Officer in relation to the conduct of Mr R T during the currency of his Taxi Driver's and Taxi Operator's Licences.

The Committee, after hearing a representative of the Environmental Health and Trading Standards Department, the applicant on their own behalf and consideration of advice of the Clerk and the Legal Officer, agreed that both licences be suspended for the unexpired portion.

(e) EXTENSION TO PERIOD TO WIND UP ESTATE

There being no objections, the Committee agreed that the extension be granted to the executor of the licence holder, H K, until 31st May, 2007 to allow the estate to be concluded.

(f) HOUSES IN MULTIPLE OCCUPATION - REQUESTS FOR VARIATION

(i) There was submitted a request for variation for 17 Osborne Place to change of day to day manager to Mr S C. The Committee, after hearing the Legal Officer, agreed that the application be deferred to a future meeting.

(ii) There was submitted a request for variation for 9 Crescent Lane to change of day to day manager to Mr S C. The Committee after hearing the Legal Officer agreed that the application be deferred to a future meeting.

Bruce D MACKIE, Convener.

APPENDIX I

At a MEETING of the **TAXI LIAISON GROUP** held at Dundee on 8th March, 2007.

Present:-

DUNDEE CITY COUNCIL REPRESENTATIVES

BAILIE

Bruce D MACKIE

COUNCILLORS

Charles A WEBSTER

TAXI TRADE REPRESENTATIVES

George HARRIS, Tay Taxis
 Graeme STEPHEN, Dundee Taxi Association
 Steve CASHLEY, 505050 Taxis
 Doug INGLIS, Handy's Taxis
 Scott SOMERVILLE, DWTA
 John Curran, Tele Taxis
 Chris ELDER, TGWU
 David YOUNG, DTCC
 Ewan REID, Limousines

TAYSIDE POLICE REPRESENTATIVES

Alec SELFRIDGE, Tayside Police (Constable)
 Cammy FORBES, Tayside Police (Constable)

OFFICERS

Stuart GALLOWAY, Principal General Services Officer
 Brian WOODCOCK, Senior Solicitor, Licensing
 Ian McCANDLESS, Plant and Vehicle Officer

Bailie Bruce D MACKIE, Convener, in the Chair.

Apologies were submitted on behalf of Councillors Helen Dick, Neil I C Powrie, Joe Morrow, Andy Dawson and Jim Barrie.

I CABS ENFORCEMENT UNIT - PC CAMMY FORBES

The Convener welcomed PC Cammy Forbes to his first meeting of the Taxi Liaison Group. Constable Forbes had been appointed to the Cab Enforcement Unit as an additional Cabs Enforcement Officer.

II MINUTE OF PREVIOUS MEETING

The minute of meeting held on 20th September, 2006 was submitted and approved.

III QUANTITIES OF LICENSED TAXIS/PRIVATE HIRE VEHICLES

Mr Cashley explained that this issue had been raised as there was concern amongst the Trade about the number of Private Hire Vehicles and difficulties in differentiating between class of licence.

Concern was also raised about the non participation of some licence holders in the Taxi Card Scheme.

Mr Somerville reported that there was general concern about a perceived increase in the number of Taxi Operators.

In relation to Private Hire Licences Mr Galloway reported that the Licensing Committee did not have powers to limit the number of licences however the conditions of licence could be reviewed with regard to making identification easier.

In relation to the number of Taxi Operators Licences Mr Galloway reminded the Group of the provision of the Disability Discrimination Act and other policy decisions taken by the Licensing Committee in that regard. On enquiry Mr Galloway further outlined issues in relation to Corporate Licences.

In relation to the non-participation of licence holders in the Taxi Card Scheme Mr Galloway advised the Group that he would raise this matter with the Planning and Transportation Department.

The Group noted accordingly.

IV TAXI TEST FEES

There was submitted by the Plant and Vehicle Officer a paper outlining the proposed Taxi Test Fees for 2007/2008.

The Group agreed to fees as outlined.

V LICENCE FEES

The Group noted that there would be no increase in Licence Fees for 2007/2008.

VI TESTING OF LIMOUSINES

The Group noted that the Testing of Limousines was consistent with that of other licences and there was no differentiation.

VII SMOKING IN TAXIS

The Group noted that 60 fixed penalty notices had been issued to date for smoking in taxis, 50 of which had been issued to Taxi Drivers.

VIII INLAND REVENUE REGISTRATION

On a reference to Article III of the minute of meeting of 20th September, 2006 the Group noted that revised application forms for renewal of licence had been drawn up in consultation with relevant agencies and that these would be piloted for renewal of Taxi Operators' Licences and thereafter would be cascaded to all other types of licence. Members of the Trade would be advised of the new forms in advance and the process which would be undertaken.

IX SPECIAL EVENT PRIVATE HIRE - TYPE OF VEHICLES

The Group noted that it would be for each individual applicant to put forward representation to a meeting of the Licensing Committee in support of their application for a special event Private Hire Licence.

X THEFTS FROM TAXIS

The Group noted that information posters would be distributed to all Taxi Offices within Dundee by Tayside Police to raise awareness amongst drivers and operators of the need to ensure that valuables were removed from unattended vehicles as crime figures had revealed an increase in thefts from unattended taxis. To support this awareness campaign stickers would also be made available which could be affixed at a suitable location on car windows stating that all valuables had been removed from the vehicle.

XI NATIONAL DRIVER IMPROVEMENT SCHEME

The Group noted that this issue was still being examined.

XII WHEELCHAIR ACCESSIBLE VEHICLES

The Group noted that this item had been covered during consideration of Article III.

XIII TARRIFF REVIEW

The Group noted that Mr Cashley would progress this matter with Planning and Transportation on behalf of the Trade.

XIV DRESS CODE AND STANDARDS

The Group noted the importance of enforcing dress code and standards and that this was a condition of licence. Non adherence to condition could lead to a report being submitted to the Licensing Committee on fitness of licence holder.

XV INDEPENDENT AIRPORT TRANSFER COMPANIES

The Group noted that if they had any information on unlicensed operation by Independent Airport Transfer Companies within Dundee that they should contact the Cabs Enforcement Unit.

XVI RANK SPACES

The Group noted that Stuart Galloway would discuss this matter with the Planning and Transportation Department.

XVII TYPES OF ACCEPTABLE VEHICLES

The Group noted that this item had been covered during consideration of Article III.

XVIII FREQUENCY OF MEETINGS

The Group noted that the frequency of meetings should be deferred until after the elections in May 2007 at which time the Trade could discuss their proposals with the newly appointed Convener of the Licensing Committee.

XIX END OF OFFICE - TRIBUTE TO BAILIE BRUCE D MACKIE

The members of the Trade paid tribute to the service of Bailie Mackie during his term of office as Convener of the Licensing Committee and Convener of the Taxi Liaison Group.

Bailie Mackie thanked the Group for their appreciation and indicated that he had found the position to be both an enjoyable and rewarding experience.

Bruce D MACKIE, Convener.

APPENDIX II

At a MEETING of the **LICENSING SUB-COMMITTEE** held at Dundee on 1st March, 2007.

Present:-

Lord Provost John R LETFORD

COUNCILLORS

Charles A WEBSTER

Andrew DAWSON

Councillor Charles A WEBSTER, Depute Convener, in the Chair.

Unless marked thus * all items stand delegated.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.

I CIVIC GOVERNMENT (SCOTLAND) ACT 1982

(a) TAXI OPERATOR'S AND DRIVER'S LICENCES - REQUEST FOR HEARINGS

There was submitted a letter of complaint from the Head of Environmental Health and Trading Standards relative to Mr R T during the currency of his Taxi Operator's and Driver's Licences.

The Sub-Committee, after hearing from the Clerk and consideration of the content of the letter, agreed that a hearing be convened at a future meeting of the Licensing Committee in relation to the fitness of Mr R T to hold licences.

There was submitted a letter of complaint from the Head of Environmental Health and Trading Standards relative to Mr D C during the currency of his Taxi Operator's and Driver's Licences.

The Sub-Committee, after hearing from the Clerk and consideration of the content of the letter, agreed that a hearing be convened at a future meeting of the Licensing Committee in relation to the fitness of Mr D C to hold licences.

Charles A WEBSTER, Depute Convener.