

City Chambers  
DUNDEE  
DD1 3BY

13th August, 2024

Dear Colleague

I refer to the agenda of business issued in relation to the MEETING of the CITY COUNCIL to be held on Monday, 19th August, 2024 and now enclose the undernoted item which was not received at the time of issue.

Yours faithfully

GREGORY COLGAN

Chief Executive

**3 GENERAL BUSINESS**

(c) WARD NO 1 - STRATHMARTINE – ELECTION ARRANGEMENTS

It is reported that Councillor John Alexander has given notice of his resignation with effect from midnight on 29th August, 2024.

The Chief Executive, as Returning Officer, will make arrangements for the filling of the resultant vacancy.

The City Council are asked to note the position.

City Chambers  
DUNDEE  
DD1 3BY

9th August, 2024

Dear Colleague

You are requested to attend a MEETING of the **CITY COUNCIL** to be held in the Council Chamber, City Chambers, City Square, Dundee on Monday, 19th August, 2024 called for 5.00pm.

The meeting will also be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link [www.dundee.gov.uk/live](http://www.dundee.gov.uk/live) or alternatively they may attend in person.

Yours faithfully

GREGORY COLGAN

Chief Executive

Programme of Business  
(so far as known at the time of issuing this notice)

## 1 DECLARATION OF INTEREST

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

## 2 MINUTES

1. Minute of Licensing Committee dated 25th April, 2024, page 1.
2. Minute of Licensing Committee dated 23rd May, 2024, page 15.
3. Minute of City Council dated 10th June, 2024, page 20.
4. Minute of Climate, Environment and Biodiversity Committee dated 10th June, 2024, page 22.
5. Minute of Fair Work, Economic Growth and Infrastructure Committee dated 10th June, 2024, page 25.
6. Minute of City Governance Committee dated 10th June, 2024, page 28.
7. Minute of Licensing Committee dated 13th June, 2024, page 32.
8. Minute of Planning Committee dated 17th June, 2024, page 39.
9. Minute of City Council dated 17th June, 2024, page 41.
10. Minute of Children, Families and Communities Committee dated 24th June, 2024, page 42.
11. Minute of Neighbourhood, Regeneration, Housing and Estate Management Committee dated 24th June, 2024, page 43.
12. Minute of City Governance Committee dated 24th June, 2024, page 45.
13. Minute of Scrutiny Committee dated 26th June, 2024, page 55.

14. Minute of Licensing Committee dated 22nd July, 2024, page 59.

**3 GENERAL BUSINESS**

(a) OBITUARY - COUNCILLOR CHARLIE MALONE

(b) WARD NO 2 - LOCHEE – ELECTION ARRANGEMENTS

On a reference to Item (a) above, the Chief Executive, as Returning Officer, will make arrangements for the filling of the resultant vacancy.

The City Council are asked to note the position.

**4 APPOINTMENT TO MEMBERSHIP OF STANDING COMMITTEES AND OUTSIDE BODIES**

(a) LICENSING COMMITTEE

It is reported that Councillor Scullin has submitted her resignation as a trained substitute of the above Committee.

The Council's instructions are requested with regard to the filling of this position.

At a MEETING of the **LICENSING COMMITTEE** held remotely on 25th April, 2024.

Present:-

Depute Lord Provost Kevin CORDELL

Bailie Christina ROBERTS

COUNCILLORS

Stewart HUNTER  
Roisin SMITH

George McIRVINE  
Charlie MALONE

Wendy SCULLIN  
Daniel COLEMAN

Councillor Stewart HUNTER, Convener, in the Chair.

The minute of meeting of this Committee of 28th March, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

Councillor Scullin declared an interest in relation to the item of business at Article VI(a)2 of this minute by virtue of the applicant being known to her in a personal capacity and took no part in the proceedings and withdrew from the meeting during its consideration. Bailie Roberts declared an interest in relation to the item of business at Article VI(i)1 of this minute by virtue of the applicant being known to her in a personal capacity and took no part in the proceedings and withdrew from the meeting during its consideration.

## **II LICENSING SUB-COMMITTEE - MINUTES OF MEETINGS**

The minutes of meetings of the Licensing Sub-Committee held on 28th March, 2024 and 8th April, 2024 were submitted and noted, copies of which are attached to this minute as Appendices I and II.

## **III CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

### **(a) NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS**

The Committee noted that the undernoted applications had been granted under delegated powers.

### **MARKET OPERATOR - NEW APPLICATION**

<b>No</b>	<b>Name</b>	<b>Address of Premises</b>
1	Hope Consulting Services (Scotland) Ltd	The Steeple Church, Nethergate

### **PUBLIC ENTERTAINMENT - TEMPORARY APPLICATIONS**

<b>No</b>	<b>Name</b>	<b>Location</b>	<b>Date of Event</b>
1	Charles Horne	Riverside Park	4th April to 14th April, 2024
2	Charles Horne	Caird Park	26th April to 5th May, 2024
3	Derby Bar Inc Ltd	Ardler Complex	20th April, 2024
4	Thomas McMahon	Top Dog Sports Bar	18th April to 26th May, 2024

**PUBLIC ENTERTAINMENT - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>	<b>Location</b>	<b>Date of Event</b>
1	Dundee Nails 88 Ltd	88-90 Nethergate	Full
2	Fairfield Community Sports Hub SCIO	Fairfield Community Sports Hub and Drumgeith Playing Fields, Drumgeith Park	Full
3	Kimberley Mills	Park Avenue	Full

**PRIVATE HIRE OPERATOR - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>
1	Nazrul Islam
2	Muhammad Akram
3	Robert Sinclair
4	H&T Private Hire Ltd

**SECOND HAND DEALER - NEW APPLICATION**

<b>No</b>	<b>Name</b>	<b>Address of Premises</b>
1	Kismat Motor Group Ltd	Kismat Motor Group Ltd, 54 East Dock Street

**SKIN PIERCING AND TATTOOIST - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>	<b>Address of Premises</b>
1	Iain Clark	Good Omens, 25 Castle Street
2	Steven Blance	Good Omens, 25 Caste Street
3	Graham A Cameron	Arcadian, 6a Panmure Street
4	Andrew McCallum	Arcadian, 6a Panmure Street

**STREET TRADER - NEW APPLICATION**

<b>No</b>	<b>Name</b>
1	Shane B Mountford

**TAXI DRIVER - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>
1	Gordon M Reid
2	Masud Shak
3	Ashar Amin

**WINDOW CLEANER - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>
1	Lewis Paton
2	Darren T McDonnell

## (b) TAXI DRIVER - NEW APPLICATIONS

There were submitted the undernoted applications.

**No Name**

1 Barry Cairncross

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee gave consideration to the application. The Committee noted that the applicant had failed to submit their medical certificate, Unique Tax Reference Number, SVQ Certificate, ID, photo for badge, pass the street knowledge test or complete the DVLA consent form within the prescribed time period. Thereafter, having heard from the Legal Officer, the Committee agreed that the application be considered incompetent.

2 Kristofer R Green

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee gave consideration to the application. The Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the written submission. The Committee noted that the applicant had failed to submit their medical certificate, Unique Tax Reference Number, SVQ Certificate, ID, photo for badge, pass the street knowledge test or name the Taxi Operator that they would be employed by within the prescribed time period. Thereafter, having heard from the Legal Officer, the Committee agreed that the application be considered incompetent.

3 Muhammad Ilyas

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee gave consideration to the application. The Committee noted that the applicant had failed to submit their medical certificate, Unique Tax Reference Number, SVQ Certificate, ID, photo for badge or pass the street knowledge test within the prescribed time period. Thereafter, having heard from the Legal Officer, the Committee agreed that the application be considered incompetent.

4 Kasum M Razak

The Committee gave consideration to the application. The Committee noted that the applicant had failed to submit their medical certificate, Unique Tax Reference Number, SVQ Certificate, ID, photo for badge or pass the street knowledge test within the prescribed time period. Thereafter, having heard from the Legal Officer and the applicant, the Committee agreed that the application be considered incompetent.

5 Abdellah Mecid

The Committee gave consideration to the application. The Committee noted that the applicant had failed to submit their medical certificate, Unique Tax Reference Number, SVQ Certificate, ID or photo for badge within the prescribed time period. Thereafter, having heard from the Legal Officer and the applicant, the Committee agreed that the application be considered incompetent.

## (c) TAXI OPERATOR - CORPORATE PLATE - NEW APPLICATIONS

There were submitted the undernoted applications.

**No Name**

1 Invergowrie Taxis Ltd

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee gave consideration to the application. Thereafter, having heard from the Legal Officer, the Committee agreed to grant the application subject to a suitable vehicle being placed on service.

2 Riverview Taxis Ltd

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee gave consideration to the application. Thereafter, having heard from the Legal Officer, the Committee agreed to grant the application subject to a suitable vehicle being placed on service.

3 Shak Taxis Ltd

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee gave consideration to the application. Thereafter, having heard from the Legal Officer, the Committee agreed to grant the application subject to a suitable vehicle being placed on service.

4 SN Cab Ltd

The Committee gave consideration to the application. Thereafter, having heard from the Legal Officer and a representative for the applicant, the Committee agreed to grant the application subject to a suitable vehicle being placed on service.

5 64 Transfer Ltd

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee gave consideration to the application. The Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the written submission. Thereafter, having heard from the Legal Officer, the Committee agreed to grant the application subject to a suitable vehicle being placed on service.

(d) TAXI OPERATOR - REQUESTS FOR EXTENSION OF TIME TO PLACE VEHICLE ON SERVICE

There were submitted the undernoted requests.

**No Name**

1 FMC (Scotland) Ltd

The Committee gave consideration to the request. Thereafter, having heard from the Legal Officer and a representative for the applicant, the Committee agreed to grant a further extension and to recall this matter to the meeting of this Committee to be held on 13th June, 2024 to hear an update on the position regarding sourcing a vehicle.

2 Grant Gaffney

The Committee gave consideration to the request. Thereafter, having heard from the Legal Officer, the Committee noted that a vehicle was now on service and the application had been withdrawn.

**IV HOUSING (SCOTLAND) ACT 2006**

(a) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS

The Committee noted that the undernoted applications had been granted under delegated powers.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	Vouge Investments Ltd	Rockford Properties Ltd	2/1, Commercial Street
2	Rowena Roche and Christopher Gladden	Extra Mile Property Solutions Ltd	G/1, 5 Morgan Street

(b) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS

There were submitted the undernoted applications.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	Elliot Family Investments Ltd	Sandstone UK Property Management Solutions Ltd	3/2, 4 Gowrie Street

The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Private Sector Services Manager and a representative for the applicant, the Committee agreed to grant the application subject to outstanding works being completed to the satisfaction of the Private Sector Services Manager. The Committee further agreed to recall the application to the meeting of this Committee to be held on 5th September, 2024 for an update if works were not complete.

2	Erez Holding Ltd	Sandstone UK Property Management Solutions Ltd	1/2, 12 Morgan Place
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The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Private Sector Services Manager and a representative for the applicant, the Committee noted that the property was fully compliant and agreed that the application be granted.

3	Joyce Adams	Easylets Ltd	1/2, 40 Union Street
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The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Private Sector Services Manager and a representative for the applicant, the Committee noted that the property was fully compliant and agreed that the application be granted.

4	JDM Scotland Ltd	Easylets Ltd	19 Friary Gardens
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The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Private Sector Services Manager and a representative for the applicant, the Committee noted that the property was fully compliant and agreed that the application be granted.

**V CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (LICENSING OF SHORT-TERM LETS) ORDER 2022**

(a) SHORT-TERM LETS - NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS

The Committee noted that the undernoted applications had been granted under delegated powers.



No	Name	Person Responsible	Address
1	Geoffrey Laird-Portch	Geoffrey Laird-Portch	4A Home Street
2	TCO Property Management Ltd	Clark Anderson Properties Ltd	Maritime House, Flat 5 26 East Dock Street
3	Mohammed Sarwar		7F Rosefield Street
4	Charlaine Mellor		6 Burnhaven Gardens
5	Sunrise Short Stays Ltd		13b Main Street
6	Moira McGregor		2/0, 26 Union Street
7	Hanna Rashid	Sunrise Short Stays Ltd	11a Main Street
8	Abdul Rashid	Sunrise Short Stays Ltd	208b Broughty Ferry Road
9	Phillpa McLean		88 Monifieth Road
10	Allan McCulloch	Lucy Cameron	41 Grove Road
11	Igor Vamos	Clark Anderson Properties Ltd	2/L, 87 Magdalen Yard Road
12	Hannah Rashid	Sunrise Short Stays Ltd	9 Main Street
13	Lesley and Euan Ross	Clark Anderson Properties Ltd	Binrock Lodge, 454A Perth Road
14	Dewlor Developments Ltd	Emma Lorente	Corn Flour Lodge Pitkerro Mill, Kellas Road
15	Dewlor Developments Ltd	Emma Lorente	Flour Mill House Pitkerro Mill, Kellas Road

## (b) SHORT-TERM LETS - NEW APPLICATIONS - UPDATES

No	Name	Person Responsible	Address
1	James Thornton and Stacey Brown		36D Castle Street

Reference was made to Article V(b) of the minute of meeting of this Committee held on 1st February, 2024, wherein it was agreed to grant the application and to recall the matter to this meeting of the Committee to ensure outstanding works were completed. The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer and the Private Sector Services Manager, the Committee agreed to continue this matter to the meeting of this Committee to be held on 13th June, 2024 to allow outstanding works to be completed.

2	Benny and Santhy Anto	Benny Anto	5 Eastwell Gardens
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Reference was made to Article IV(b) of the minute of this Committee held on 28th March, 2024, wherein it was agreed to defer consideration of this item to this meeting of the Committee to allow outstanding works to be completed to the satisfaction of the Private Sector Services Manager. The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Private Sector Services Manager and the applicant, the Committee agreed to allow the applicant one month to complete outstanding works to the satisfaction of the Private Sector Services Manager and further agreed that if works were not complete to recall the matter to the meeting of this Committee to be held on 23rd May, 2024 for a further update.

**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 I of Schedule 7A of the Act.**

**VI CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

(a) TAXI DRIVER - NEW APPLICATIONS

There were submitted the undernoted applications.

**No Name**

1 G B

Reference was made to Article V(b) of the minute of meeting of this Committee held on 28th March, 2024, wherein it was agreed to defer consideration of the application to this meeting of the Committee to await the outcome of court proceedings. The Committee noted that the applicant was not present and agreed to consider the matter in their absence. The Committee noted that a letter of objection had been received from the Chief Constable. The Committee gave consideration to the content of the letter. The Committee noted that the applicant had failed to submit their Unique Tax Reference Number, ID and photo for badge within the prescribed time period. Thereafter, having heard from the Legal Officer, the Committee agreed that the application be considered incompetent.

2 J K

The Committee noted that a letter of representation had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, a representative of the Chief Constable and the applicant, the Committee agreed that the application be granted subject to the applicant submitting all relevant documents to the satisfaction of the Licensing Department and to recall the application to a future meeting of this Committee for an update once J K had held a Taxi Driver's Licence for a period of six months.

3 D M

Reference was made to Article VI(c) of the minute of meeting of this Committee held on 11th January, 2024, wherein the Committee agreed to defer consideration of the application to this meeting of the Committee to await the outcome of court proceedings. Having heard from the Legal Officer, the Committee agreed to defer consideration of the application to the meeting of this Committee to be held on 23rd May, 2024 to allow for further information from Police Scotland to be considered.

4 D S

The Committee noted that a letter of objection had been received from the Chief Constable. The Committee gave consideration to the content of the letter. The Committee noted that a letter in support of the application had been received. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, a representative of the Chief Constable, a representative for the applicant and the applicant, the Committee agreed to grant the application subject to all relevant documents being submitted to the satisfaction of the Licensing Department, and to recall the application to a future meeting of this Committee for an update once D S had held a Taxi Driver's Licence for a period of six months.

(b) TAXI DRIVER - NEW APPLICATION - UPDATE

**No Name**

1 A Y

Reference was made to Article XI(b) of the minute of meeting of this Committee held on 7th September, 2023, wherein it was agreed to grant the application a period of six months subject to the applicant submitting all relevant documents and to recall this matter to this meeting of the Committee for an update. The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee noted that a letter of objection had been received from the Chief Constable. The Committee gave consideration to the content of the letter. The

Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the written submission. Thereafter, having heard from the Legal Officer and a representative for the Chief Constable, the Committee agreed to take no further action.

(c) TAXI DRIVER - RENEWAL APPLICATION

**No Name**

1 O L

Reference was made to Article V(c) of the minute of meeting of this Committee held on 28th March, 2024, wherein it was agreed to defer consideration of the application to this meeting of the Committee in order for further details to be ascertained. The Committee noted that letters had been received from the Chief Constable. The Committee gave consideration to the content of the letters. Thereafter, having heard from the Legal Officer, a representative of the Chief Constable and the applicant, the Committee agreed that the application be refused.

(d) TAXI DRIVER - SUSPENSION HEARINGS

**No Name**

1 M A

The Committee noted that the Taxi Driver's Licence held by M A had been suspended with immediate effect on 9th April, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. Thereafter, having heard from the Legal Officer and M A, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 13th June, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by M A in the interim period with immediate effect.

2 A A

The Committee noted that A A was not present and agreed that the matter be considered in their absence. The Committee noted that the Taxi Driver's Licence held by A A had been suspended with immediate effect on 5th April, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. Thereafter, having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 13th June, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by A A in the interim period with immediate effect.

3 F D

The Committee noted that F D was not present and agreed that the matter be considered in their absence. The Committee noted that the Taxi Driver's Licence held by F D had been suspended with immediate effect on 21st March, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. Thereafter, having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 13th June, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by F D in the interim period with immediate effect.

4 M O

The Committee noted that M O was not present and agreed that the matter be considered in their absence. The Committee noted that the Taxi Driver's Licence held by M O had been suspended with immediate effect on 9th April, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. Thereafter, having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by M O in the interim period with immediate effect.

5 A R

Reference was made to Article VII(c) of the minute of meeting of this Committee held on 29th February, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee and to continue the suspension with immediate effect. The Committee noted that A R was not present and agreed to consider the matter in his absence. The Committee noted that the Taxi Driver's Licence held by A R had been suspended with immediate effect on 8th February, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. The Committee noted that a further medical report had been received. The Committee gave consideration to the content of the report. Thereafter, having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 13th June, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by A R in the interim period with immediate effect.

6 L G

Reference was made to Article VI(c) of the minute of meeting of this Committee held on 1st February, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee and to continue the suspension with immediate effect. The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, a representative of the Chief Constable and a representative for L G, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 13th June, 2024 to allow L G to complete a driver awareness course, and to uplift the immediate suspension of the Taxi Driver's Licence held by L G in the intervening period with immediate effect.

7 R M

Reference was made to Article V(d) of the minute of meeting of this Committee held on 28th March, 2024, wherein it was agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 25th April, 2024 and to continue the suspension with immediate effect. The Committee noted that R M was not present and agreed to consider the matter in his absence. The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer and a representative of the Chief Constable, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 23rd May, 2024 to await the outcome of court proceedings and to continue the suspension of the Taxi Driver's Licence held by R M in the interim period with immediate effect.

8 N M

Reference was made to Article II(a) of the minute of meeting of the Licensing Sub-Committee held on 8th April, 2024, wherein it was agreed that the Taxi Driver's Licence held by N M be suspended with immediate effect and that a suspension hearing be held on 25th April, 2024 in relation to the fitness of N M to be the holder of a Taxi Driver's Licence. The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, a representative of the Chief Constable and a representative for N M, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await the outcome of court proceedings and to continue the suspension of the Taxi Driver's Licence held by N M in the interim period with immediate effect.

(f) TAXI OPERATOR - REQUESTS FOR VARIATION

There were submitted the undernoted requests.

**No Name**

1 M A

Reference was made to Article V(e) of the minute of meeting of this Committee held on 28th March, 2024, wherein it was agreed to defer consideration of the matter to this meeting of the Committee to allow the applicant to be in attendance. The Committee gave consideration to the request. Thereafter, having heard from the Legal Officer and a representative for M A, the Committee agreed to defer consideration of the request to the meeting of this Committee to be held on 13th June, 2024 to allow M A to submit further medical evidence. The Committee further agreed to grant M A a Wheelchair Exemption Certificate.

2 V B

The Committee gave consideration to the request. Thereafter, having heard from the Legal Officer and V B, the Committee agreed to defer consideration of the request to the meeting of this Committee to be held on 13th June, 2024 to allow V B to submit further medical evidence. The Committee further agreed to grant V B a Wheelchair Exemption Certificate.

3 K L

The Committee gave consideration to the request. Thereafter, having heard from the Legal Officer and K L, the Committee agreed to defer consideration of the request to the meeting of this Committee to be held on 13th June, 2024 to allow K L to submit further medical evidence. The Committee further agreed to grant K L a Wheelchair Exemption Certificate.

(g) WINDOW CLEANER - NEW APPLICATION

**No Name**

1 H R

Reference was made to Article V(f) of the minute of meeting of this Committee held on 28th March, 2024, wherein it was agreed to defer consideration of the application to this meeting of the Committee to await the outcome of court proceedings and to allow the applicant to be in attendance. The Committee noted that the applicant was not present and agreed to consider the matter in their absence. The Committee noted that a letter of objection had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer and a representative of the Chief Constable, the Committee agreed to defer consideration of the application to the meeting of this Committee to be held on 5th September, 2024 to await the outcome of court proceedings and to allow the applicant to be in attendance.

(h) TAXI DRIVER - REQUEST FOR SUSPENSION HEARING

**No Name**

1 S P

The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Committee agreed that a hearing to consider S P's fitness to hold a Taxi Driver's Licence be held at the meeting of the Licensing Sub-Committee to be held on 13th June, 2024.

(i) TAXI DRIVER AND TAXI OPERATOR - REQUEST FOR SUSPENSION HEARING

**No Name**

1 A C

The Committee noted that a letter of information had been received from a Civic Licensing Standards Officer. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Committee agreed that a hearing to consider A C's fitness to hold a Taxi Driver's Licence and a Taxi Operator's Licence be held at a meeting of the Licensing Sub-Committee to be held on 13th June, 2024.

Stewart HUNTER, Convener.

**APPENDIX I**

At a MEETING of the **LICENSING SUB-COMMITTEE** held remotely on 28th March, 2024.

Present:-

Bailie Christina ROBERTS

COUNCILLORS

Stewart HUNTER

George McIRVINE

Councillor Stewart HUNTER, Convener, in the Chair.

**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 they 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 DECLARATION OF INTEREST**

There were no declarations of interest.

**II CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

(a) STREET TRADER - SUSPENSION HEARING

<b>No</b>	<b>Name</b>
1	D M

Having heard from the Legal Officer, the Sub-Committee noted that no further action was required as the Street Trader's Licence held by D M had been surrendered.

(b) TAXI DRIVER - SUSPENSION HEARINGS

<b>No</b>	<b>Name</b>
1	G P

Reference was made to Article II(a) of the minute of meeting of this Sub-Committee held on 11th January, 2024, wherein it was agreed to adjourn consideration of the hearing to await the outcome of court proceedings. The Sub-Committee noted that G P was not present and agreed to consider the matter in their absence. The Sub-Committee noted that a letter of information had been received from the Chief Constable. The Sub-Committee gave consideration to the content of the letter. The Sub-Committee noted that a written submission had been received from G P. The Sub-Committee gave consideration to the content of the written submission. Thereafter, having heard from the Legal Officer, the Sub-Committee agreed to adjourn consideration of the hearing to the meeting of the Licensing Sub-Committee to be held on 13th June, 2024 to await the outcome of court proceedings.

2 R T

Reference was made to Article II(a) of the minute of meeting of this Sub-Committee held on 11th January, 2024, wherein it was agreed to adjourn consideration of the hearing to await the outcome of court proceedings. The Sub-Committee noted that R T was not present and agreed to consider the matter in their absence. The Sub-Committee noted that a letter of information had been received from the Chief Constable. The Sub-Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, and the representative of the Chief Constable, the Sub-Committee noted that the Chief Constable had withdrawn the letter of information and agreed to take no further action.

(c) TAXI OPERATOR - SUSPENSION HEARINGS

No	Name
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1	Company S
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Reference was made to Article VI(f) of the minute of meeting of the Licensing Committee held on 1st February, 2024, wherein it was agreed to hold a hearing to determine the fitness of Company S to hold a Taxi Operator's Licence. The Sub-Committee noted that a report had been received from the Fleet Manager. The Sub-Committee gave consideration to the content of the report. Thereafter, having heard from the Legal Officer, the Fleet Manager and a representative for Company S, the Sub-Committee agreed to issue a warning to Company S with regards to their fitness to be the holder of a Taxi Operator's Licence and the fitness of their vehicle.

2	Company D
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Reference was made to Article VI(f) of the minute of meeting of the Licensing Committee held on 1st February, 2024, wherein it was agreed to hold a hearing to determine the fitness of Company D to hold a Taxi Operator's Licence. The Sub-Committee noted that a report had been received from the Fleet Manager. The Sub-Committee gave consideration to the content of the report. The Sub-Committee noted that a written submission had been received from Company D. The Sub-Committee gave consideration to the content of the written submission. Thereafter, having heard from the Legal Officer, the Fleet Manager and a representative for Company D, the Sub-Committee agreed to issue a warning to Company D with regards to their fitness to be the holder of a Taxi Operator's Licence and the condition of their vehicle.

(d) TAXI DRIVER AND TAXI OPERATOR - SUSPENSION HEARINGS

No	Name
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1	A C
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Reference was made to Article VI(f) of the minute of the meeting of the Licensing Committee held on 1st February, 2024, wherein it was agreed to hold a hearing to determine the fitness of A C to hold a Taxi Operator and Taxi Driver's Licence. The Sub-Committee noted that a report had been received from the Fleet Manager. The Sub-Committee gave consideration to the content of the report. The Sub-Committee noted that a letter of information had been received from the Chief Constable. The Sub-Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, a representative of the Chief Constable, the Fleet Manager and a representative for A C, the Sub-Committee agreed to adjourn consideration of the hearing to the meeting of this Sub-Committee to be held on 13th June, 2024 to ascertain whether a fixed penalty had been accepted by A C.

2	C S
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Reference was made to Article VI(f) of the minute of the meeting of the Licensing Committee held on 1st February, 2024, wherein it was agreed to hold a hearing to determine the fitness of C S to hold a Taxi Operator and Taxi Driver's Licence. The Sub-Committee noted that a letter had been received from the Fleet Manager. The Sub-Committee gave consideration to the content of the letter and reviewed CCTV footage of the alleged incident. Thereafter, having heard from the Legal Officer, the Fleet Manager and a representative for C S, the Sub-Committee agreed to issue a warning with regards to the future conduct of C S.

Stewart HUNTER, Convener.



## APPENDIX II

At a MEETING of the **LICENSING SUB-COMMITTEE** held remotely on 8th April, 2024.

Present:-

Councillor Stewart HUNTER  
Councillor Mark FLYNN  
Councillor Wendy SCULLIN

Councillor Stewart HUNTER, 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) in view of the timescales involved.**

**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 DECLARATION OF INTEREST**

There were no declarations of interest.

### **II CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

#### **(a) TAXI OPERATOR'S LICENCE AND TAXI DRIVER'S LICENCE - REQUEST FOR IMMEDIATE SUSPENSION**

There was submitted a letter of information from the Chief Constable relative to the alleged conduct of N M during the currency of their Taxi Operator and Taxi Driver Licences.

The Sub-Committee gave consideration to the content of the letter. Thereafter, having heard the representative of the Chief Constable and consideration of the advice of the Legal Officer, the Sub-Committee agreed that the Taxi Driver's Licence held by N M be suspended with immediate effect and that a suspension hearing be held on 25th April, 2024 in relation to the fitness of N M to be the holder of a Taxi Driver's Licence. No action would be taken in relation to the Taxi Operator's Licence held by N M during the intervening period.

Stewart HUNTER, Convener.

At a MEETING of the **LICENSING COMMITTEE** held remotely on 23rd May, 2024.

Present:-

Depute Lord Provost Kevin CORDELL

**COUNCILLORS**

Stewart HUNTER  
Roisin SMITH

George McIRVINE  
Charlie MALONE

Wendy SCULLIN  
Daniel COLEMAN

Councillor Stewart HUNTER, Convener, in the Chair.

The minute of meeting of this Committee of 25th April, 2024 was held as read.

Unless marked thus \* all items stand delegated.

**I DECLARATION OF INTEREST**

There were no declarations of interest.

**II CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

**(a) NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS**

The Committee noted that the undernoted applications had been granted under delegated powers.

**PUBLIC ENTERTAINMENT - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>	<b>Location</b>	<b>Date of Event</b>
1	The Unicorn Preservation Society	HMS Unicorn	Full
2	Ugotan Ltd	Unit 10, Campfield Square	Full
3	Ferry Nails & Spa Ltd	271 Brook Street, Broughty Ferry	Full
4	Sunny Nails & Luxury Spa Ltd	244 Brook Street, Broughty Ferry	Full
5	Tayside Public Transport	44/48 East Dock Street	4th May, 2024
6	RNLI	St Stephen's and West Church Hall	22nd June, 2024

**PRIVATE HIRE OPERATOR - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>
1	Shbuz Mia
2	Ashar Amin
3	Kumrul Alam

**SKIN PIERCING AND TATTOOIST - NEW APPLICATION**

<b>No</b>	<b>Name</b>	<b>Address of Premises</b>
1	Lovisa UK Ltd	Lovisa Dundee, Overgate Shopping Centre

**TAXI DRIVER - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>
1	Kumrul Alam
2	Florian M Luta
3	Muhammad Rizwan Khan

- 4 Krzysztof G Mazanka  
5 Abdellah Mecid

(b) STREET TRADER - NEW APPLICATION

There was submitted the undernoted application.

**No Name**

- 1 Oliver Lambert

The Committee noted that a request had been made to vary Conditions 9 and 10 of the licence which required the vehicle to be moved every 15 minutes and not return within one hour. The Committee gave consideration to the request. Thereafter, having heard from the Legal Officer and the applicant, the Committee agreed to grant the application.

(c) TAXI OPERATOR - REQUEST FOR EXTENSION OF TIME TO PLACE VEHICLE ON SERVICE

There was submitted the undernoted request.

**No Name**

- 1 Maureen Martin

The Committee gave consideration to the request. The Committee noted that a written submission had been received. The Committee noted the content of the written submission. Thereafter, having heard from the Legal Officer and a representative for the applicant, the Committee agreed to grant a further 28 day extension to allow the applicant to explore options with regards to sourcing a suitable vehicle.

**III HOUSING (SCOTLAND) ACT 2006**

(a) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS

The Committee noted that the undernoted applications had been granted under delegated powers.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	John Robinson and Nicole Milton	Easylets Ltd	2/2, 32 Seagate
2	Veyda Ltd	Easylets Ltd	3/1, 132A Nethergate
3	Jiujiang Zhu	Mawei Ltd	20 Constitution Crescent

(b) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATION

There was submitted the undernoted application.

**No Name Person Responsible Address**

- 1 Nevis Properties Ltd Tay Lettings Ltd 67 Ladywell Avenue

The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Private Sector Services Manager and a representative for the applicant, the Committee agreed to grant the application for three persons with the condition that bedrooms four and five could not be used. The Committee further agreed that the applicant could apply for a variation to the licence to include bedrooms four and five once works had been completed to the satisfaction of the Private Sector Services Manager.

**IV CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (LICENSING OF SHORT-TERM LETS) ORDER 2022**

(a) SHORT-TERM LETS - DELEGATED

The Committee noted that the undernoted applications had been granted under delegated powers.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	Mohammed Zaveri	Zaveri Properties Ltd	1B Benvie Road
2	Sarah Pheasey and Duncan Rear	Sarah Pheasey	17 David Street
3	Alastair Burt and Sarah Pheasey	Alastair Burt	G/R, 32 Brown Street
4	Alasdair and Marjorie McAnish	Clark Anderson Properties Ltd	45 Panmure Street
5	Tax Planning Matters Ltd		5E Gray Street

(b) SHORT-TERM LETS - NEW APPLICATION

There was submitted the undernoted application.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	Kinship Investments Ltd	Ann McMahon	Flat 17 Taypark 30 Dundee Road

Having heard from the Legal Officer, the Committee agreed to defer consideration of the application to the meeting of this Committee to be held on 5th September, 2024 to allow the applicant to be in attendance.

(c) SHORT TERM LETS - NEW APPLICATION - UPDATE

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	Benny and Santhy Anto	Benny Anto	5 Eastwell Gardens

Reference was made to Article V(b) of the minute of meeting of this Committee held on 1st February, 2024, wherein it was agreed to grant the application subject to outstanding works being completed to the satisfaction of the Private Sector Services Manager, the property not being let until these works had been completed and that the matter be recalled to this meeting of the Committee for an update. Having heard from the Legal Officer and the Private Sector Services Manager, the Committee noted that the premises were now fully compliant and agreed to take no further action.

**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 I of Schedule 7A of the Act.**

**V CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

(a) TAXI DRIVER - NEW APPLICATION

There was submitted the undernoted application.

<b>No</b>	<b>Name</b>
1	D M

Reference was made to Article VI(a) of the minute of meeting of this Committee held on 25th April, 2024, wherein it was agreed to defer consideration of the application to this meeting of the Committee to allow further information from Police Scotland to be considered. The Committee noted that a letter of objection had been received from Police Scotland. The Committee gave consideration to the

content of the letter. Part of the representation referred to convictions which were spent in terms of the Rehabilitation of Offenders Act and, after hearing the Chief Constable's representative as to the age and nature of the spent convictions, the Committee agreed that they be considered since justice could not otherwise be done. Thereafter, having heard from the Legal Officer, a representative for the Chief Constable and the applicant, the Committee agreed that the application be granted for a period of six months subject to the applicant submitting all relevant documents to the satisfaction of the Licensing Department, and to recall the application to a future meeting of this Committee for an update once D M had held a Taxi Driver's Licence for a period of six months.

(b) TAXI DRIVER - SUSPENSION HEARINGS

**No Name**

1 J B

Reference was made to Article V(d) of the minute of meeting of this Committee held on 28th March, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by J B in the interim period with immediate effect. The Committee noted that J B was not present and agreed to consider the matter in their absence. The Committee noted that a report had been received from the PAM Group. The Committee gave consideration to the content of the report. Thereafter, having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by J B in the interim period with immediate effect.

2 S C

The Committee noted that S C was not present and agreed to consider the matter in their absence. The Committee noted that the Taxi Driver's Licence held by S C had been suspended with immediate effect on 25th April 2024, as they did not meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by S C in the interim period with immediate effect.

3 R M

Reference was made to Article VI(d) of the minute of meeting of this Committee held on 25th April, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee to await the outcome of court proceedings and to continue the suspension of the Taxi Driver's Licence held by R M in the interim period with immediate effect. The Committee noted that R M was not present and agreed to consider the matter in their absence. The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer and a representative of the Chief Constable, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await the outcome of court proceedings and to continue the suspension of the Taxi Driver's Licence held by R M in the interim period with immediate effect.

4 G M

The Committee noted that G M was not present and agreed to consider the matter in their absence. The Committee noted that the Taxi Driver's Licence held by G M had been suspended with immediate effect on 16th April 2024, as they did not meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by G M in the interim period with immediate effect.

## (c) TAXI DRIVER - REQUEST FOR WHEELCHAIR EXEMPTION

There was submitted the undernoted request.

No	Name
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1	E L
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The Committee noted that E L was not present and agreed to consider the matter in their absence. The Committee noted that a request for a temporary Wheelchair Exemption Certificate had been received. The Committee gave consideration to the request. Thereafter, having heard from the Legal Officer, the Committee agreed to grant the request and to recall this matter to the meeting of this Committee to be held on 5th September, 2024 for an update.

## (d) TAXI DRIVER - REQUESTS FOR SUSPENSION HEARINGS

No	Name
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1	D L
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The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Committee agreed that a hearing to consider D L's fitness to hold a Taxi Driver's Licence be held at a meeting of the Licensing Sub-Committee to be held on 3rd October, 2024.

2	I B
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The Committee noted that a letter of information had been received from a Civic Licensing Standards Officer. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, the Committee agreed that a hearing to consider I B's fitness to hold a Taxi Driver's Licence and a Taxi Operator's Licence be held at a meeting of the Licensing Sub-Committee to be held on 3rd October, 2024.

Stewart HUNTER, Convener.

At a MEETING of the **DUNDEE CITY COUNCIL** held remotely on 10th June, 2024.

Present:-

Lord Provost Bill CAMPBELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Kevin KEENAN  
Helen WRIGHT

Fraser MACPHERSON  
Derek SCOTT

COUNCILLORS

John ALEXANDER  
Heather ANDERSON  
Nadia EL-NAKLA  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN  
Steven ROME

Lynne SHORT  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy McHUGH

George McIRVINE  
Charlie MALONE  
Wendy SCULLIN  
Pete SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Lord Provost Bill CAMPBELL, Convener, in the Chair.

## **I DECLARATION OF INTEREST**

There were no declarations of interest.

## **II MINUTES**

The undernoted minutes were submitted and noted:-

Minute of Local Review Body dated 6th February, 2024.  
Minute of Local Review Body dated 12th March, 2024.  
Minute of Planning Committee dated 15th April, 2024.  
Minute of Licensing Board dated 18th April, 2024.  
Minute of City Council dated 22nd April, 2024.  
Minute of Climate, Environment and Biodiversity Committee dated 22nd April, 2024.  
Minute of Fair Work, Economic Growth and Infrastructure Committee dated 22nd April, 2024.  
Minute of City Governance Committee dated 22nd April, 2024.  
Minute of Scrutiny Committee dated 24th April, 2024.  
Minute of Children, Families and Communities Committee dated 13th May, 2024.  
Minute of Neighbourhood Regeneration, Housing and Estates Management Committee dated 13th May, 2024.  
Minute of City Governance Committee dated 13th May, 2024.  
Minute of Licensing Board dated 16th May, 2024.  
Minute of Planning Committee dated 20th May, 2024.

## **III APPOINTMENT TO MEMBERSHIP OF STANDING COMMITTEES AND OUTSIDE BODIES**

### **(a) LICENSING COMMITTEE**

It was reported that Councillor Finnegan had intimated her resignation as a member of the above Committee.

The Council agreed that the vacancy be filled by Councillor Scullin.

(b) DUNDEE REPERTORY AND SCOTTISH DANCE THEATRE

It was reported that Councillor Scullin had intimated her resignation as a member of the above outside body.

The Council agreed that the vacancy be filled by Bailie Wright.

Lord Provost Bill CAMPBELL, Convener.



At a MEETING of the **CLIMATE, ENVIRONMENT AND BIODIVERSITY COMMITTEE** held remotely on 10th June, 2024.

Present:-

Lord Provost Bill CAMPBELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Kevin KEENAN  
Helen WRIGHT

Fraser MACPHERSON  
Derek SCOTT

COUNCILLORS

John ALEXANDER  
Heather ANDERSON  
Nadia EL-NAKLA  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN  
Steven ROME

Lynne SHORT  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy McHUGH

George McIRVINE  
Charlie MALONE  
Wendy SCULLIN  
Pete SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Councillor Heather ANDERSON, Convener, in the Chair.

The minute of meeting of this Committee of 22nd April, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## I DECLARATION OF INTEREST

There were no declarations of interest.

## II BUDGET INVESTMENT - ENVIRONMENTAL ACTIONS/ACTIVITIES

There was submitted Agenda Note AN13-2024 which provided the Committee with an update on the previously agreed investment of £200,000, Article II of the minute of meeting of the City Governance Committee held on 29th February 2024 refers (Report No 55-2024).

This included a range of activities that would positively contribute to the City's environment, including the recruitment of additional seasonal environment staff and supporting ongoing community clear up works.

The actions and activities that would be taken forward in 2024/2025 were as follows:-

- **£65,000** - Recruit four temporary street cleaning staff for six months (city centre).
- **£30,000** - External hire of Sweeping contractor (citywide).
- **£30,000** - External hire of Deck Scrubber (to be deployed in the city centre and district shopping centres).
- **£30,000** - Support for Community Clean-ups (citywide skip provision and waste disposal).
- **£45,000** - Purchase of litter bins (citywide).

The additional investment would complement a wide range of ongoing initiatives across the Environment Service.

The Convener, seconded by Bailie Dawson, moved that the terms of the Agenda Note be noted.

As an amendment, Bailie Macpherson, seconded by Councillor Duncan, moved that:-

- (i) the Committee notes the Agenda Note and 2024/2025 expenditure taking place, but notes that much of this consists of temporary jobs, short-term hire of equipment and one-off community clean-ups;
- (ii) Committee accepts that a longer-term strategy is required, including looking at the viability of additional permanent jobs in environment teams;
- (iii) to this end and to ensure meaningful and detailed discussion on options, Committee agrees to a short-term officer/member working group being established, chaired by the Executive Director of Neighbourhood Services, and with Elected Member representation from all Council groups and the Conservative member; and
- (iv) the working group should undertake its work over the next six months and thereafter the outcome and recommendations should be reported back to the relevant Committee(s).

On a division, there voted for the motion - the Convener, Lord Provost Campbell, Bailies Dawson, Roberts and Sawers, Councillors Alexander, El-Nakla, Flynn, Hunter, Lynn, Rome, Short, Smith and Tolland (14); and for the amendment - Bailies Keenan, Wright, Macpherson and Scott, Councillors Cruickshank, Finnegan, McHugh, McIrvine, Malone, Scullin, Shears Coleman, Crichton and Duncan (14) - whereupon, there being a parity of votes, the Convener used her casting vote in favour of the motion, whereupon the motion was declared carried.

### **III COMPOST CERTIFICATION 2024/2025**

There was submitted Report No 149-2024 by the Executive Director of Neighbourhood Services providing an update on the Publicly Available Specification for composted materials (PAS 100) certification for the composting process carried out by Dundee City Council at Riverside.

The Committee agreed:-

- (i) to note that Dundee City Council had recently achieved accreditation to the PAS 100 quality standard for 2024/2025. Accreditation had been held since 2008.

### **IV DUNDEE BIODIVERSITY ACTION PLAN - ANNUAL PROGRESS REPORT**

There was submitted Report No 146-2024 by the Executive Director of Neighbourhood Services presenting an update on the progress made on the implementation of Dundee's Biodiversity Action Plan, reporting on actions progressed during 2023/2024, and seeking to remit the Executive Director of Neighbourhood Services to bring forward an updated Biodiversity Action Plan in Spring, 2025.

The Committee agreed:-

- (i) to note the achievements and progress of the Biodiversity Action Plan; and
- (ii) to remit the Executive Director of Neighbourhood Services to bring forward an updated Biodiversity Action Plan.

### **V AIR QUALITY UPDATE**

There was submitted Report No 151-2024 by the Executive Director of Neighbourhood Services summarising the 2023 air quality monitoring data and updating on progress made with the Air Quality Action Plan (AQAP) measures during 2023, providing an update on the provision of air quality monitoring data for the early months of 2024 and informing the Committee of the draft 2024 AQAP update and seeking approval to carry out statutory and public consultation on a draft version of this Plan.

The Committee agreed:-

- (i) to remit the Executive Director of Neighbourhood Services to submit the 2024 Air Quality Annual Progress Report (APR) to the statutory bodies;
- (ii) to remit the Executive Director of Neighbourhood Services to engage with the Statutory Authorities on the revocation process for the 1-hour mean nitrogen dioxide (NO<sub>2</sub>) air quality objective component of the Dundee Air Quality Management Area (AQMA) (as outlined in section 4.6 of the report);
- (iii) to note the information provided in Appendix 2 on provisional air quality monitoring data for the months of January to April, 2024; and
- (iv) to remit the Executive Director of Neighbourhood Services to progress with the update of the AQAP and carry out statutory consultation, in line with the requirements of the Local Air Quality Management (LAQM) Policy Guidance (Scotland) 2023, on the draft 2024 AQAP. A further report to update on the outcome of the consultation and any subsequent amendments to the draft AQAP and seeking approval to submit the final AQAP to the Scottish Government would be brought to Committee in the Spring of 2025.

## **VI OPEN SPACE ASSET MANAGEMENT PLAN**

There was submitted Report No 145-2024 by the Executive Director of Neighbourhood Services seeking approval of the Open Space Asset Management Plan for 2024/2029.

The Committee agreed:-

- (i) to note the varied scope of the management of Dundee's open space asset and the progress made to ensure its resilience and adaptation to climate change; and
- (ii) to approve the Open Space Asset Management Plan.

Heather ANDERSON, Convener.

At a MEETING of the **FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE** held remotely on 10th June, 2024.

Present:-

Lord Provost Bill CAMPBELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Kevin KEENAN  
Helen WRIGHT

Fraser MACPHERSON  
Derek SCOTT

COUNCILLORS

John ALEXANDER  
Heather ANDERSON  
Nadia EL-NAKLA  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN  
Steven ROME

Lynne SHORT  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy McHUGH

George McIRVINE  
Charlie MALONE  
Wendy SCULLIN  
Pete SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Councillor Steven ROME, Convener, in the Chair.

The minute of meeting of this Committee of 22nd April, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

Councillor Shears declared an interest in the item of business at Articles II of this minute by virtue of his employer using the services of Discover Work.

## **II PARKING PROMOTION**

There was submitted Agenda Note AN14-2024 requesting approval of a promotional campaign removing tariffs at the Greenmarket and Olympia multi-storey car parks on Saturdays and Sundays during the month of July, 2024 to encourage usage of car-parks outwith the Low Emission Zone. There would be no change to season ticket tariffs as a result of this promotional offer. The short-term reduction in income attributed to this promotion was estimated as up to £10,000. The campaign was intended to grow long-term usage and the cost would therefore be offset by growth in future income at the Olympia and Greenmarket car-parks.

The Committee agreed to approve the request.

## **III DISCOVER WORK ANNUAL UPDATE**

There was submitted Report No 133-2024 by the Executive Director of City Development, providing the annual updates on progress with the Discover Work Strategy and Action Plan, which responded to the Scottish Government and Local Government's ambition to transform Scotland's employability services through the *No One Left Behind* policy; performance of the current Employability Pathway; and the conclusion to a Challenge Fund process for the commitment of funding to deliver services in a new Employability Pathway programme for 2024/2029.

The Committee agreed:-

- (i) to note the sustained level of improved performance of the current Employability Pathway programme for the period 1st October, 2019 to 31st March, 2024;

- (ii) to note the progress in delivering the Discover Work Strategy and Action Plan 2022/2027, including the commitment of funding through a Challenge Fund process undertaken by the Discover Work Partnership to deliver a new Employability Pathway programme; and
- (iii) to remit the Executive Director of City Development to bring a further report to the Fair Work, Economic Growth and Infrastructure Committee in Summer 2025 on progress in delivering the Discover Work Strategy and Action Plan 2022/2027, and performance of the new Employability Pathway for 2024/2025.

#### **IV DEVELOPMENT PLAN SCHEME 2024 AND MASTERPLAN CONSENT AREA SCHEMES**

There was submitted Report No 150-2024 by the Executive Director of City Development, seeking approval of the Development Plan Scheme 2024 for the preparation of the Dundee Local Development Plan. The report was seeking approval of the Council's statement on considering a Masterplan Consent Area scheme.

The Committee agreed:-

- (i) to note the responses from consultees to the Participation Statement as summarised in Appendix 1 of the report;
- (ii) to approve the Development Plan Scheme 2024 as set out in Appendix 2 of the report;
- (iii) to remit the Head of Planning and Economic Development to publish and implement the Development Plan Scheme 2024 and to send two copies to the Scottish Government and place copies in public libraries in Dundee;
- (iv) to approve the statement on consideration of making a Masterplan Consent Area scheme as set out in Appendix 3 of the report; and
- (v) to remit the Head of Planning and Economic Development to publish the Masterplan Consent Area statement as set out in Appendix 3 of the report by 25th July, 2024.

#### **V SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY**

There was submitted Report No 158-2024 by the Executive Director of City Development, presenting sourcing strategies and seeking approval to commence with the procurement exercise in respect of each project.

The Committee agreed to approve the commencement of a procurement exercise in respect of the projects described, based on the sourcing strategy detailed in Appendix 1 of the report. The Committee further agreed that officers ensure that any contract awards to be made from this framework which were greater in value than £200k be brought back to members for consideration in due course.

#### **VI TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY**

There was submitted Report No 134-2024 by the Executive Director of City Development, detailing tenders received and requesting decisions thereon.

- (a) CAIRD HALL - REPLACEMENT LIFTS 1 AND 2

The Committee agreed to accept the offer from Caltech Lifts Ltd in the sum of £369,374, together with allowances of £40,000, giving a total expenditure of £409,374.

(b) VARIOUS PROPERTIES - IN-SERVICE INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT (AREA 2)

The Committee agreed to accept the offer from Construction Services in the sum of £664,123.14, together with allowances of £60,000, giving a total expenditure of £724,123.14.

(c) MECHANICAL SERVICES FRAMEWORK

The Committee agreed to approve the waiver to continue the Existing Framework Agreement to allow the competitive tendering process to be carried out to Taylor & Fraser and Scan.

(d) VARIOUS PROPERTIES - INSPECTION AND TESTING OF EMERGENCY LIGHTING SYSTEMS (AREA 1)

The Committee agreed to accept the offer from E W Edwardson, Glenrothes in the sum of £239,136.50, together with allowances of £33,000, giving a total expenditure of £272,136.50.

(e) ST PAUL'S RC ACADEMY NOISE AND LIGHT ASSESSMENTS

The Committee agreed to accept the tender with the highest overall score for cost and quality from Santec UK Ltd (Glasgow, Scotland) in the sum of £11,250, together with allowances of £3,750, giving a total expenditure of £15,000.

(f) LANSDOWNE COURT CYCLE STORAGE FACILITY

The Committee agreed to accept the tender with the highest overall score for cost and quality from Broxap Ltd (Chesterton, Newcastle-Under-Lyme), in the sum of £20,703, together with allowances of £10,964, giving a total expenditure of £31,667.

**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 disclosure of exempt information as defined in paragraphs 6 and 9 of Part I of Schedule 7A of the Act.**

**VII COMMERCIAL LEASE**

There was submitted Report No 152-2024 by the Executive Director of City Development, seeking approval to renew a commercial lease.

The Committee agreed to approve the provisionally negotiated terms to renew the lease.

Steven ROME, Convener.

At a MEETING of the **CITY GOVERNANCE COMMITTEE** held remotely on 10th June, 2024.

Present:-

Lord Provost Bill CAMPBELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Kevin KEENAN  
Helen WRIGHT

Fraser MACPHERSON  
Derek SCOTT

COUNCILLORS

John ALEXANDER  
Heather ANDERSON  
Nadia EL-NAKLA  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN  
Steven ROME

Lynne SHORT  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy McHUGH

George McIRVINE  
Charlie MALONE  
Wendy SCULLIN  
Pete SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Councillor John ALEXANDER, Convener, in the Chair.

The minute of meeting of this Committee of 13th May, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

There were no declarations of interest.

## **II LOCAL GOVERNMENT BENCHMARKING FRAMEWORK PERFORMANCE INDICATORS 2022/2023**

There was submitted Report No 93-2024 by the Chief Executive, advising the Committee of the performance of Dundee City Council, for the financial year 2022/2023, as defined by the performance indicators compiled by the Improvement Service for the Local Government Benchmark Framework (LGBF). It also aligned to the priorities as set out in the Council Plan 2022/2027 and described the Council's performance in relation to our comparator authorities (ie LGBF 'Family Group').

The Committee agreed:-

- (i) to note the results contained in this report;
- (ii) to remit the report to the Scrutiny Committee for further consideration; and
- (iii) to remit the Council Leadership Team to review the selected areas of improvement in Section 6.

## **III RISK MANAGEMENT ANNUAL REPORT**

There was submitted Report No 154-2024 by the Executive Director of Corporate Services, presenting to the Committee:-

- (i) the annual report of Risk Management; and
- (ii) the review of the risks in the Council's Corporate Risk Register.

The Committee agreed:-

- (i) to note the content of the report; and
- (ii) to remit the report to the Scrutiny Committee for further consideration.

#### **IV USE OF REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000 AND REGULATION OF INVESTIGATORY POWERS ACT 2000**

There was submitted Report No 148-2024 by the Executive Director of Corporate Services, advising the Committee of the use made by the Council of the powers under the Regulation of Investigatory Powers (Scotland) Act 2000 and the Regulation of Investigatory Powers Act 2000 from 1st April, 2023 to 30th April, 2024.

The Committee agreed:-

- (i) to note the use which the Council has made of powers contained in the Regulation of Investigatory Powers (Scotland) Act 2000 and in related powers contained in the Regulation of Investigatory Powers Act 2000 between 1st April, 2023 to 30th April, 2024 as detailed in Appendix 1 to the report; and
- (ii) to approve the Council's continued proportionate use of the powers, where necessary, in the areas of crime prevention and detection or preventing disorder, in the interests of public safety and for the purpose of protecting public health. In particular, the Council agreed to continue to use the powers to prevent and detect anti-social behaviour.

#### **V AWARD OF TENDER FOR SCOTTISH CITIES ALLIANCE FOR THE PROVISION OF PUBLIC RELATIONS AND COMMUNICATIONS SUPPORT**

There was submitted Report No 164-2024 by the Chief Executive, asking the Committee to approve the appointment of Stripe Communications on behalf of the Scottish Cities Alliance ("the Alliance") following the completion of a tendering process undertaken with the approval of the Alliance partners and in accordance with the Alliance's own governance arrangements.

The Committee agreed:-

- (i) to note steps taken by the Alliance Team to progress the procurement of Public Relations and Communications Support for the Alliance's Investment Promotion Programme to date in discussion with Dundee City Council procurement and in accordance with the Alliance's own governance arrangements;
- (ii) to delegate to the Head of Chief Executive's Service to finalise arrangements for the appointment of Stripe Communications for the provision of Public Relations and Communications Support for the Alliance's Investment Promotion Programme; and
- (iii) to delegate authority to the Chief Executive to make all future tender awards which relate solely to the work of the Scottish Cities Alliance, provided they have no financial implications for Dundee City Council.

#### **VI CORPORATE PROCUREMENT STRATEGY 2024/2027**

There was submitted Report No 156-2024 by the Executive Director of Corporate Services, presenting the Committee with the Corporate Procurement Strategy for the next three years, for review and approval.

The Committee agreed:-

- (i) to approve the adoption of the Procurement Strategy for 2024/2027;



- (ii) to note the continuation of the structures and good practice points introduced in the 2023/2024 Procurement Strategy, and agree the addition of new initiatives on Community Wealth Building (increasing spend with local suppliers) and Climate Change (reducing scope 3 emissions);
- (iii) to note that the Procurement Strategy would be published on the Council's website; and
- (iv) to note that the spend data contained in the strategy was based on 2022/2023 financial year. These would be updated in the strategy document as soon as the analysis of the 2023/2024 spend was available.

## **VII PUBLICLY ACCESSIBLE DEFIBRILLATORS**

There was submitted Report No 96-2024 by the Executive Director of Corporate Services, updating Committee on work done to assess the distribution of publicly accessible defibrillators across Dundee and to recommend ways in which the Council could continue to support the installation of, and sharing of information about, defibrillators within Dundee's communities.

The Committee agreed:-

- (i) to note the work carried out to date and agreed, in principle, that communities across Dundee should receive support and guidance to ensure that an equitable distribution of publicly accessible defibrillators was in place;
- (ii) to provide guidance on the maintenance of defibrillators to host organisations and encourage them to register their publicly accessible defibrillators on CIRCUIT;
- (iii) that this data set be included on the Council's GIS mapping system; and
- (iv) that, a publicly accessible defibrillator unit should be installed in City Square, for the benefit of Dundee residents, visitors, and employees.

## **VIII SCOTTISH WELFARE FUND - FLOORCOVERING FRAMEWORK EXTENSION**

There was submitted Report No 157-2024 by the Executive Director of Corporate Services, seeking approval for the extension of the multi-supplier framework contract for carpets and vinyl flooring supplying the Council's Scottish Welfare Fund until 31st May, 2025. This would allow time for a tendering process to be carried out.

The Committee agreed:-

- (i) to extend the contract for the Council's supply of carpets and vinyl flooring to the Scottish Welfare Fund until 31st May, 2025; and
- (ii) to note that this would allow time for a tendering process to be carried out.

## **IX MULTI-FUNCTIONAL DEVICES CONTRACT TRANSITION (TAYSIDE PARTNERS)**

There was submitted Report No 155-2024 by the Executive Director of Corporate Services, seeking approval for the tendering for the print management services across the Council and partner organisations. A sourcing strategy had been developed for this exercise.

The Committee agreed:-

- (i) to note that prior to October, 2024, all services would review their requirements for the use of multi-functional devices and rationalise these accordingly;
- (ii) to approve the commencing of a procurement exercise in respect of the project described, based on the sourcing strategy summarised in the report;

- (iii) to note the intention to extend the current contract to allow time for partners to complete a full review of the number of machines under lease before a new tender was issued, and to allow for a smooth transition potentially to a new provider;
- (iv) to note the outcome of the tendering process would be submitted to City Governance Committee for final approval in due course; and
- (v) to note that the Council would continue to investigate ways of mitigating any harm to the environment and additional CO<sub>2</sub> emissions created in the transition to a new contract and disposal of the existing machines.

John ALEXANDER, Convener.

At a MEETING of the **LICENSING COMMITTEE** held remotely on 13th June, 2024.

Present:-

Bailie Christina ROBERTS

COUNCILLORS

Stewart HUNTER  
Roisin SMITH

Charlie MALONE

Wendy SCULLIN  
Daniel COLEMAN

Councillor Stewart HUNTER, Convener, in the Chair.

The minute of meeting of this Committee of 23rd May, 2024 was held as read.

Unless marked thus \* all items stand delegated.

### **I DECLARATION OF INTEREST**

There were no declarations of interest.

### **II LICENSING SUB-COMMITTEE - MINUTE OF MEETING**

The minute of meeting of the Licensing Sub-Committee held on 16th May, 2024 was submitted and noted, a copy of which is attached to this minute as Appendix I.

### **III CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

#### **(a) NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS**

The Committee noted that the undernoted applications had been granted under delegated powers.

#### **MARKET OPERATOR - NEW APPLICATION**

<b>No</b>	<b>Name</b>	<b>Address of Premises</b>
1	Joanne McFadyen	V&A

#### **PUBLIC ENTERTAINMENT - NEW APPLICATIONS**

<b>No</b>	<b>Name</b>	<b>Location</b>	<b>Date of Event</b>
1	Charlene Maggs	Kettledrum Bar	14th June, 2024
2	Dundee Rep & Scottish Dance Theatre Ltd	Tay Square	4th June, 2024
3	Westfest	Magdalen Green	2nd June, 2024

#### **SALE OF ANIMALS AS PETS - NEW APPLICATION**

<b>No</b>	<b>Name</b>	<b>Address of Premises</b>
1	Zoo Centre Group Ltd	ZOO Centre, 36 Albert Street

#### **SKIN PIERCING AND TATTOOIST - NEW APPLICATION**

<b>No</b>	<b>Name</b>	<b>Address of Premises</b>
1	Darren Parkin	Black Art Tattoo and Piercing Co 82 Broughty Ferry Road

**TAXI DRIVER - NEW APPLICATIONS****No Name**

- 1 Sohil P Khoja
- 2 Scott Marshall

**WINDOW CLEANER - NEW APPLICATION****No Name**

- 1 Matthew Mahon

**(b) TAXI DRIVER - NEW APPLICATIONS**

There were submitted the undernoted applications.

**No Name**

- 1 Mohammed Karaghool

Having heard from the Legal Officer, the Committee noted that all documentation had been received to the satisfaction of the Licensing Department and the application granted under delegated powers.

- 2 Mohan Giri

Having heard from the Legal Officer, the Committee noted that the application had been withdrawn.

- 3 Abubakir Rafiq

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the content of the written submission. The Committee noted that the applicant had failed to submit their medical certificate, Unique Tax Reference Number, SVQ Certificate, pass the street knowledge test or name the Taxi Operator that they would be driving for within the prescribed time period. Thereafter, having heard from the Legal Officer, the Committee agreed that the application be considered incompetent.

- 4 Darren White

The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the content of the written submission. The Committee noted that the applicant had failed to submit their SVQ Certificate within the prescribed time period. Thereafter, having heard from the Legal Officer, the Committee agreed that the application be considered incompetent.

**IV HOUSING (SCOTLAND) ACT 2006****(a) HOUSES IN MULTIPLE OCCUPATION - NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS**

The Committee noted that the undernoted applications had been granted under delegated powers.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	Shaoyun Li and Kaixin Zhou	Mawei Ltd	39 Clayhills Drive
2	Everthrive Estates Ltd	Sandstone UK Property Management Solutions Ltd	4/0, 168 Blackness Road

3	Nomagalix Ltd	Sandstone UK Property Management Solutions Ltd	2/0, 66 Peddie Street
4	Ian and Amy Munro		4/1, 74 Commercial Street
5	Eventhrive Estates Ltd	Sandstone UK Property Management Solutions Ltd	3/2, 59 Strathmartine Road
6	Karen Gray	Rockford Properties Ltd	8D Lawson Place
7	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat C, 7 Lyon Street
8	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat F, 7 Lyon Street
9	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat C, 17 Lyon Street
10	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat F, 17 Lyon Street
11	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat M, 17 Lyon Street
12	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat P, 17 Lyon Street
13	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat C, 27 Lyon Street
14	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat F, 27 Lyon Street
15	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 4, 14 Lyon Street
16	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 1, Meadowside Halls 19 Bell Street
17	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 2, Meadowside Halls 19 Bell Street
18	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 1, Meadowside Halls 19 Bell Street
19	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 3, Meadowside Halls 19 Bell Street
20	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 4, Meadowside Halls 19 Bell Street
21	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 5, Meadowside Halls 19 Bell Street
22	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 6, Meadowside Halls 19 Bell Street
23	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 7, Meadowside Halls 19 Bell Street
24	Dundee Chambers Assets Ltd	Mezzino Ltd	Flat 8, Meadowside Halls 19 Bell Street
25	Peter Mansfield and Alison Walker	Peter Mansfield	10 Friary Gardens
26	Wright Investments (Scotland) Ltd	Sandstone UK Property Management Solutions Ltd	3a Arbroath Road
27	Hudson Reid Property Ltd	Robb Residential Ltd	281 Perth Road
28	Alexander David & Co (Scotland) Ltd	Sandstone UK Property Management Solutions Ltd	3/L, 275 Blackness Road
29	Amy McIntosh	Easylets Ltd	2 Milnbank Gardens
30	Goldwest Ltd	Easylets Ltd	18 Friary Gardens

**V CIVIC GOVERNMENT (SCOTLAND) ACT 1982 (LICENSING OF SHORT-TERM LETS) ORDER 2022**

**(a) SHORT-TERM LETS - NEW APPLICATIONS GRANTED UNDER DELEGATED POWERS**

The Committee noted that the undernoted applications had been granted under delegated powers.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	James Fung	James Fung	94 Seagate
2	Aaberlee Guest House	Aaberlee Ltd	20 Union Street
3	Fiona Campbell	Clark Anderson Properties Ltd	71A Church Street, Broughty Ferry
4	Jacqueline and John McBeath		74 Unicorn Court West Victoria Dock Road
5	Parveen Jassal	3 Sisters Rentals	2/1, 11 Dudhope Street
6	Parveen Jassal	3 Sisters Rentals	Flat 1, 100 Victoria Road
7	Zaveri Properties Ltd		Flat 1/1, 79 Long Lane
8	Central Sunrise Short Stays Ltd		5 Wallacetown Court
9	Imran Din		The Bond, Flat 4, 81 Seagate
10	Audrey Taylor		3E Wellington Street
11	Mohammed Asif Sarwar		27A Rosefield Street
12	Annette Linn	Clark Anderson Properties Ltd	58 Mains Drive
13	Sunrise Short Stays		2/1, 348 Perth Road
14	Farah Solaiman		239 Arbroath Road
15	Slot Leisure Ltd	iLet Property Services	E1, 55 Commercial Street
16	Slot Leisure Ltd	iLet Property Services	E2, 55 Commercial Street
17	Classfield Properties Ltd	Khalid Mehmood	1/1, 72 Dunholm Road
18	Robert Gow and Alison-Jane Townsend	Clark Anderson Properties Ltd	12 Newhall Gardens
19	The Bobsai Tree Ltd	Farah Solaiman	125 Craigie Avenue
20	Megan McManus		47 Dalhousie Road
21	Katie Clark	Easybnb	294C King Street
22	Corso Property Development Ltd		G/1, 7 Arklay Street

(b) SHORT TERM LETS - NEW APPLICATIONS

There were submitted the undernoted applications.

<b>No</b>	<b>Name</b>	<b>Person Responsible</b>	<b>Address</b>
1	Archibald & MacNab Properties Ltd	Katrina McNab	4 Carmichael Gardens

The Committee noted that letters of objection had been received from members of the public. The Committee gave consideration to the content of the letters of objection. The Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the content of the written submission. Thereafter, having heard from the Legal Officer, Private Sector Services Manager, objectors, the agent for the applicant and the applicant, the Committee agreed to grant the application, but to recall to a meeting of this Committee after one year for an update.

2	Farah Solaiman		239 Arbroath Road
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The Committee noted that a letter of objection had been received from a member of the public. The Committee gave consideration to the content of the letter of objection. Thereafter, having heard from the Legal Officer, Private Sector Services Manager, the objector and the applicant, the Committee agreed to grant the application, but to recall to a meeting of this Committee after six months for an update.

3	James and Joan Hannay	Fine Nest Property Management Ltd	1/3, 48 Constitution Street
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The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee noted that a letter of representation had been received from the Private Sector Services Manager. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer and the Private Sector Services Manager, the Committee agreed to grant the application.

**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 disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.**

## **VI CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

### **(a) TAXI DRIVER - NEW APPLICATIONS**

There were submitted the undernoted applications.

<b>No</b>	<b>Name</b>
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1	D A
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The Committee noted that the applicant was not present and agreed that the matter be considered in their absence. The Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the content of the written submission. The Committee noted that the applicant had failed to submit a medical certificate within the prescribed time period. Thereafter, having heard from the Legal Officer, the Committee agreed that the application was incompetent.

2	R A
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Reference was made to Article VI(c) of the minute of meeting of this Committee held on 11th January, 2024, wherein it was agreed to defer consideration of the application to this meeting of the Committee to await the outcome of court proceedings. The Committee noted that a letter of objection had been received from the Chief Constable. The Committee gave consideration to the content of the letter. The Committee noted that a late submission had been received from the Chief Constable. Having heard from the Legal Officer, the Committee agreed to consider the content of the late submission. Thereafter, having heard from a representative for the Chief Constable the Committee agreed that the application be refused.

### **(b) TAXI DRIVER - SUSPENSION HEARINGS**

<b>No</b>	<b>Name</b>
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1	M A
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Reference was made to Article VI(d) of the minute of meeting of this Committee held on 25th April, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by M A in the interim period with immediate effect. The Committee noted that M A was not present and agreed to consider the matter in their absence. The Committee noted that M A did not currently meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by M A with immediate effect.

2           A A

Reference was made to Article V(d) of the minute of meeting of this Committee held on 28th March, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee to await the outcome of court proceedings and to continue the immediate suspension of the Taxi Driver's Licence held by A A in the interim period with immediate effect. The Committee noted that A A was not present and agreed to consider the matter in their absence. The Committee noted that letters of information had been received from the Chief Constable. The Committee gave consideration to the content of the letters. Thereafter, having heard from the Legal Officer and a representative of the Chief Constable, the Committee agreed to suspend the unexpired portion of the Taxi Driver's Licence held by A A with immediate effect.

3           A A

Reference was made to Article V(d) of the minute of meeting of this Committee held on 25th April, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by A A in the interim period with immediate effect. The Committee noted that A A was not present and agreed to consider the matter in their absence. The Committee noted that a written submission had been received from PAM Group. The Committee gave consideration to the content of the written submission. The Committee noted that A A did not currently meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by A A with immediate effect.

4           A B

The Committee noted that A B was not present and agreed to consider the matter in their absence. The Committee noted that the Taxi Driver's Licence held by A B had been suspended with immediate effect on 13th May, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by A B with immediate effect.

5           F D

Reference was made to Article V(d) of the minute of meeting of this Committee held on 25th April, 2024, wherein it was agreed to adjourn consideration of the hearing to this meeting of the Committee to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by F D in the interim period with immediate effect. The Committee noted that F D was not present and agreed to consider the matter in their absence. The Committee noted that a written submission had been received from PAM Group. The Committee gave consideration to the content of the written submission. The Committee noted that F D did not currently meet Group 2 Standards in accordance with DVLA guidance. Thereafter, having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by F D with immediate effect.

6           B G

Reference was made to Article V(d) of the minute of meeting of this Committee held on 28th March, 2024, wherein the Committee agreed to adjourn consideration of the hearing to this meeting of Committee to await the outcome of court proceedings and to continue the suspension of the Taxi Driver's Licence held by B G with immediate effect. The Committee noted that B G was not present and agreed to consider the matter in their absence. The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from a representative of the Chief Constable, the



Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 8th August, 2024 to allow the licence holder to be in attendance and to continue the suspension of the Taxi Driver's Licence held by B G with immediate effect.

7 J M

Reference was made to Article II(a) of the minute of meeting of the Licensing Sub-Committee held on 16th May, 2024, wherein it was agreed that the Taxi Driver's Licence held by J M be suspended with immediate effect and that a hearing be held in relation to the alleged conduct of J M during the currency of their Taxi Driver's Licence. The Committee noted that a letter of information had been received from the Chief Constable. The Committee gave consideration to the content of the letter. Thereafter, having heard from the Legal Officer, a representative for the Chief Constable, the licence holder and viewing CCTV of the incident, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await the outcome of court proceedings and to continue the suspension of the Taxi Driver's Licence held by J M with immediate effect.

8 G M

The Committee noted that G M was not present and agreed to consider the matter in their absence. The Committee noted that the Taxi Driver's Licence held by G M had been suspended with immediate effect on 17th May, 2024 as they did not currently meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by G M with immediate effect.

(c) BOOKING OFFICE - NEW APPLICATION

There was submitted the undernoted application.

**No Name**

1 Company U

The Committee noted that letters of objection had been received. The Committee gave consideration to the content of the letters of objection. The Committee noted that a written submission had been received from the applicant. The Committee gave consideration to the content of the written submission. Thereafter, having heard from the Legal Officer, the objectors, an agent for the applicant and representatives on behalf of the applicant, the Committee agreed to grant the application.

Stewart HUNTER, Convener.

At a MEETING of the **PLANNING COMMITTEE** held remotely on 17th June, 2024.

Present:-

Depute Lord Provost Kevin CORDELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Helen WRIGHT

Fraser MACPHERSON  
Derek SCOTT

COUNCILLORS

Heather ANDERSON  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN  
Steven ROME

Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy McHUGH  
Charlie MALONE

Wendy SCULLIN  
Pete SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Bailie Will DAWSON, Convener, in the Chair.

The minute of meeting of this Committee of 20th May, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

Councillor Hunter declared an interest in Article II(a) by virtue of being a local resident and took no part in the proceedings and withdrew from the meeting during its consideration.

## **II PLANNING APPLICATIONS**

- (a) 23-00535-FULL - ERECTION OF 45 HOUSES AND ASSOCIATED ROADS, DRAINAGE AND SERVICES - LAND TO SOUTH EAST OF PITALPIN HOUSE, PITALPIN STREET, DUNDEE - FOR H&H PROPERTIES UK

The Committee acceded to a request for a deputation to address the Committee relative to objections to the application, by Janine Holme, which was recommended for approval. After the deputations had stated their cases and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

The Committee also acceded to a request for a deputation to address the Committee in support of the application by Tony Thomas of APT Planning. After the deputation had stated their case and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered objections received, the Convener, seconded by Councillor Coleman, moved that this application be not deferred.

As an amendment, Councillor Anderson, seconded by Councillor Malone, moved that this application be deferred pending the outcome of the Reporter's consideration of the Planning Committee's Refusal of Planning Application 23-00617-PPPM - land to south of West Green Park and East of Dykes of Gray Road, Dundee which would give greater clarity about the status of NPF4 Policy 16e in relation to the current Local Development Plan.

On a division, there voted for the motion - the Convener, Bailies Roberts, Sawers, Wright, Macpherson and Scott, and Councillors Lynn, Rome, Smith, Cruickshank, Finnegan, Shears, Coleman and Crichton (14); and for the amendment - Depute Lord Provost Cordell and Councillors Anderson, Flynn,

Tolland, McHugh, Malone, Scullin and Duncan (8) - Councillor Hunter taking no part in the vote due to a declaration of interest in this item - whereupon it was agreed that this application be not deferred.

Thereafter, the Convener, seconded by Bailie Roberts, moved that the application be approved subject to the conditions recommended by the Head of Planning and Economic Development.

As an amendment, Councillor Flynn, seconded by Councillor Tolland, moved that the application be refused on the grounds that it does not meet Policy 16f as it does not meet any of the three conditions which allow for the development of new homes on land not allocated for housing.

On a division, there voted for the motion - the Convener, Bailies Roberts, Sawers, Wright, Macpherson and Scott, and Councillors Lynn, Rome, Cruickshank, Finnegan, Shears, Coleman and Crichton (13); and for the amendment - Depute Lord Provost Cordell and Councillors Anderson, Flynn, Smith, Tolland, McHugh, Malone, Scullin and Duncan (9) - Councillor Hunter taking no part in the vote due to a declaration of interest in this item - whereupon it was agreed that this application be approved.

- (b) 23-00862-FULM - CHANGE OF USE AND INSTALLATION OF A 39.9 MW BATTERY ENERGY STORAGE SYSTEM - LOCARNO WORKS, BROWN STREET AND POUND STRETCHERS LTD, 50-60 LOCHEE ROAD, DUNDEE - FOR MR ROSS MORRISON, TORRIDON DEVELOPMENTS LTD

It was reported that the request that had been received for a deputation to address the Committee in support of the application had been withdrawn. Thereafter, the Committee approved the application, subject to the conditions recommended by the Head of Planning and Economic Development.

- (c) 24-00204-S42 - SECTION 42 APPLICATION TO EXTEND THE TIME PERIOD FOR IMPLEMENTATION OF PLANNING PERMISSION 22-00713-FULL FOR THE ERECTION OF PURPOSE-BUILT STUDENT ACCOMMODATION BY 18 MONTHS - GARAGE, WEST MARKETGAIT, DUNDEE - FOR UK PBSA (MARKETGAIT DUNDEE) LTD

It was reported that a request had been received for a deputation to address the Committee from Colin Anderson, of UK PBSA (Marketgait, Dundee) Ltd, in support of the application. Thereafter, the Committee approved the application, subject to the conditions recommended by the Head of Planning and Economic Development and, in the circumstances, declined to hear the deputation.

### **III PRE-DETERMINATION HEARING**

- (a) 23-00814-FULM - MAJOR MIXED USE LEISURE DEVELOPMENT - EDEN PROJECT - LAND TO THE EAST OF PEEP O'DAY LANE AND WEST OF MELVILLE LANE, EAST DOCK STREET, DUNDEE - FOR EDEN PROJECT INTERNATIONAL LTD

The Committee acceded to a request for a deputation to address the Committee relative to representations regarding the application by Kenneth Peebles of Dundee Civic Trust, which was recommended for approval. After the deputation had stated their case and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

The Committee also acceded to a request for a deputation to address the Committee in support of the application by Blair Parkin of the Eden Project. After the deputation had stated their case and answered questions from members of the Committee, they were thanked for their attendance and withdrew.

Thereafter, having considered representations received, the Committee noted that the pre-determination hearing had been concluded and that the matter would now be determined by the meeting of the City Council immediately following this meeting.

Will DAWSON, Convener.

At a MEETING of the **DUNDEE CITY COUNCIL** held remotely on 17th June, 2024.

Present:-

Depute Lord Provost Kevin CORDELL

**BAILIES**

Will DAWSON  
Christina ROBERTS

Willie SAWERS

Fraser MACPHERSON  
Derek SCOTT

**COUNCILLORS**

John ALEXANDER  
Heather ANDERSON  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN

Steven ROME  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy McHUGH

Charlie MALONE  
Wendy SCULLIN  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Depute Lord Provost Kevin CORDELL, Convener, in the Chair.

**I                    DECLARATION OF INTEREST**

There were no declarations of interest.

**II                    DETERMINATION OF PLANNING APPLICATION**

23-00814-FULM - MAJOR MIXED USE LEISURE DEVELOPMENT - EDEN PROJECT DUNDEE - LAND TO THE EAST OF PEEP O'DAY LANE AND WEST OF MELVILLE LANE, EAST DOCK STREET, DUNDEE - FOR THE EDEN PROJECT

Reference was made to Article III(a) of the minute of meeting of the Planning Committee held on 17th June, 2024, wherein a pre-determination hearing was held in relation to this application.

The Council determined that the application be approved, subject to the conditions recommended by the Head of Planning and Economic Development.

Depute Lord Provost Kevin CORDELL, Convener.

At a MEETING of the **CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE** held remotely on 24th June, 2024.

Present:-

Lord Provost Bill CAMPBELL

Depute Lord Provost Kevin CORDELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Kevin KEENAN

Helen WRIGHT  
Fraser MACPHERSON

COUNCILLORS

John ALEXANDER  
Heather ANDERSON  
Nadia EL-NAKLA  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN

Steven ROME  
Lynne SHORT  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy MCHUGH

Charlie MALONE  
Wendy SCULLIN  
Peter SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

External members for Articles I to II

Ms Jodi BARCLAY, Teacher Representative  
Mr David GIBSON, Teacher Representative  
Mrs Teresa LITTLE, Roman Catholic Church Representative  
Mrs Margaret MCVEAN, Church of Scotland Representative

Councillor Stewart HUNTER, Convener, in the Chair.

The minute of meeting of this Committee of 13th May, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

There were no declarations of interest.

## **II ACHIEVEMENT OF CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS**

There was submitted Report No 180-2024 by the Executive Director of Children and Families Service providing information on the profile of additional support needs (ASN) in Dundee and an overview of the achievements of children and young people with complex ASN.

The Committee agreed to note the contents of the report.

Stewart HUNTER, Convener.

At a MEETING of the **NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT COMMITTEE** held remotely on 24th June, 2024.

Present:-

Lord Provost Bill CAMPBELL

Depute Lord Provost Kevin CORDELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Kevin KEENAN

Helen WRIGHT  
Fraser MACPHERSON

COUNCILLORS

John ALEXANDER  
Heather ANDERSON  
Nadia EL-NAKLA  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN

Steven ROME  
Lynne SHORT  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy MCHUGH

Charlie MALONE  
Wendy SCULLIN  
Pete SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Councillor Mark FLYNN, Convener, in the Chair.

The minute of meeting of this Committee of 15th May, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

Councillor Duncan and Councillor Coleman declared an interest in the item of business at Article III of this minute by virtue of residing in a property referred to in the report.

## **II HOUSING EMERGENCY**

This Item was placed on the agenda at the request of Bailie Keenan.

Bailie Keenan, seconded by Councillor Shears, asked the Committee to agree in terms of Standing Order 42 that Standing Order 39(1) be suspended to enable the Committee to reconsider the following:-

The extreme pressure on housing and homelessness services in Dundee means that Dundee City Council should agree:-

- (i) to declare a Housing Emergency in Dundee;
- (ii) to remit Officers to bring forward at the earliest possible time a Housing Emergency Action Plan to address the Housing Emergency in Dundee; and
- (iii) to call on the Scottish Government to reverse its decision to cut the Affordable Housing Programme and make additional funding available to help the Council address the Housing Emergency.

As an amendment, the Convener, seconded by Bailie Sawers, moved not to suspend Standing Orders.

On a division, there voted for the motion - Bailies Keenan, Wright and Macpherson and Councillors Cruickshank, Finnegan, McHugh, Malone, Scullin, Shears, Coleman, Crichton and Duncan (12); and for the amendment - the Convener, Lord Provost Campbell, Depute Lord Provost Cordell, Bailies Dawson, Roberts and Sawers and Councillors Alexander, Anderson, El-Nakla, Hunter, Lynn, Rome, Short, Smith and Tolland (15) - whereupon the amendment was declared carried.

### **III TENDERS RECEIVED BY HEAD OF DESIGN AND PROPERTY**

There was submitted Report No 160-2024 by the Executive Director of City Development, detailing tenders received and requesting decisions thereon.

(a) **MAGDALENE KIRKTON 4TH WINDOW REPLACEMENTS**

The Committee agreed to accept the offer from Construction Services in the sum of £1,695,098.03, together with allowances of £364,060.78, giving a total expenditure of £2,059,158.81.

(b) **VARIOUS PROPERTIES, CONTROLLED DOOR ENTRY UPGRADES**

The Committee agreed to accept the offer from Construction Services in the sum of £1,007,746.73, together with allowances of £150,000, giving a total expenditure of £1,157,746.73.

(c) **EARN CRESCENT, SMART FLAT CONVERSION**

The Committee agreed to accept the offer from Construction Services in the sum of £94,095.50, together with allowances of £32,000, giving a total expenditure of £126,095.50.

(d) **HOUSING CONCRETE REPAIRS PROGRAMME 2024/2025 WORKS**

The Committee agreed to accept the lowest offer from Anderson Specialist Contracting (ASC) (Forfar) in the sum of £77,443, together with allowances of £151,557, giving a total expenditure of £229,000.

(e) **HILLTOWN WEST PHASE 1 - STEP REPLACEMENT**

The Committee agreed to accept the offer from SDB Contracts (Dundee) in the sum of £65,000, together with allowances of £20,000, giving a total expenditure of £85,000.

Mark FLYNN, Convener.

At a MEETING of the **CITY GOVERNANCE COMMITTEE** held remotely on 24th June, 2024.

Present:-

Lord Provost Bill CAMPBELL

Depute Lord Provost Kevin CORDELL

BAILIES

Will DAWSON  
Christina ROBERTS

Willie SAWERS  
Kevin KEENAN

Helen WRIGHT  
Fraser MACPHERSON

COUNCILLORS

John ALEXANDER  
Heather ANDERSON  
Mark FLYNN  
Stewart HUNTER  
Ken LYNN  
Steven ROME

Lynne SHORT  
Roisin SMITH  
Siobhan TOLLAND  
Georgia CRUICKSHANK  
Jax FINNEGAN  
Dorothy McHUGH

Charlie MALONE  
Wendy SCULLIN  
Pete SHEARS  
Daniel COLEMAN  
Michael CRICHTON  
Craig DUNCAN

Councillor John ALEXANDER, Convener, in the Chair.

The minute of meeting of this Committee of 10th June, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

There were no declarations of interest.

## **II MINUTE OF PENSION SUB-COMMITTEE AND PENSION BOARD**

The minute of meeting of the Pension Sub-Committee and Pension Board of 18th March, 2024, was submitted and noted for information and record purposes, a copy of which is attached to this minute as Appendix I.

## **III SUPPORT FOR FOOD LARDERS AND FOODBANKS**

This item was placed on the agenda at the request of Councillor Alexander who asked that Officers explore options for supporting food larders/foodbanks who operated from Dundee City Council buildings in relation to rental charges.

Thereafter, the Committee resolved as follows:-

Committee recognises the incredible amount of work being undertaken in our communities by a range of charities and organisations, to support those most in need in our city.

Dundee City Council has sought to support a variety of workstreams to tackle poverty and the cost-of-living crisis which has included, but is not limited to:-

- Pro-actively supporting efforts through the Fairness Leadership Panel.
- Providing £400,000 in 2024/2025 to support the Dundee Food Network and £100,000 for wider cost-of-living initiatives.
- Convening multiple cost of living summits with key city partners to lead efforts over the winter months to support the city's most vulnerable communities.



In recognising those efforts, Committee recognises that we must also continue to look at all levers at our disposal to support these workstreams.

Therefore, Committee requests that Officers undertake work to identify the organisations solely operating foodbanks and food larders that are currently charged for operating from Dundee City Council premises and bring forward proposals to explore the removal of these charges, as part of our commitment and drive towards alleviating poverty and its effects.

#### **IV COUNCIL PLAN 2022/2027 - PROGRESS REPORT FOR 2023/2024**

There was submitted Report No 166-2024 by the Chief Executive, providing the second annual progress report on the Council Plan 2022/2027.

The Committee agreed:-

- (i) to note the progress made in 2023/2024;
- (ii) to remit the report to the Scrutiny Committee for further consideration; and
- (iii) to remit the Council Leadership Team to monitor progress and implement improvements as necessary to deliver the outcomes agreed.

#### **V FAIRNESS AND LOCAL CHILD POVERTY ACTION PLAN REPORT - ANNUAL REPORT FOR 2023/2024**

There was submitted Report No 153-2024 by the Chief Executive presenting the Annual Report for the combined Fairness and Local Child Poverty Action Report showing progress during 2023/2024. It also highlighted key actions to be taken in 2023/2024.

The Committee agreed:-

- (i) to approve the Fairness and Local Child Poverty Action Plan Annual Report for 2023/2024 as detailed in Appendix 1 to the report; and
- (ii) to approve the actions as set out for the next phase of the Action Plan from 2024/2025 onwards.

#### **VI NATIONAL CARE SERVICE UPDATE**

There was submitted Report No 141-2024 by the Chief Executive, updating the Committee about the latest developments in relation to proposals for a National Care Service.

Thereafter, the Convener, seconded by Bailie Sawers, moved the following:-

- (i) to note that the National Care Service (Scotland) Bill has passed Stage 1 of the Scottish Parliament's legislative process and will now move to detailed consideration by the lead Parliamentary Committee at Stage 2;
- (ii) to note that the Scottish Government has indicated some significant changes that they propose to make to the Bill, but much of the detail of how the National Care Service will operate, and the implications of this for local authorities, still remains to be decided. There remains some distance between the positions of Ministers and COSLA Leaders on aspects of the proposed legislation;
- (iii) to note the updates on discussions which are taking place between the Scottish Government, Local Government, and the NHS about both the governance aspects of the proposed National Care Service and the wider social care issues which the National Care Service (Scotland) Bill aims to address; and

- (iv) to note that update reports will continue to be submitted to Committee as further details emerge and as any decisions are required.

As an amendment, Councillor Coleman, seconded by Councillor Duncan, moved that the Committee approve the report subject to:-

- (i) Additional recommendation at para 2.1 to read:-
- (e) support the aim of delivery of high standard social care across Scotland but believe that such services are best organised and delivered by properly funded local authorities not by the centralised quango that would be created by the establishment of the proposed National Care Service.

On a division, there voted for the motion - the Convener, Lord Provost Campbell, Depute Lord Provost Cordell, Bailies Dawson, Roberts, Sawers, Keenan and Wright and Councillors Anderson, Flynn, Hunter, Lynn, Rome, Short, Smith, Tolland, Cruickshank, Finnegan, McHugh, Malone, Scullin, Shears (22); and for the amendment - Bailie Macpherson, Councillors Coleman, Crichton and Duncan (4) - whereupon the motion was declared carried and the report was approved.

## **VII LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted Report No 162-2024 by the Executive Director of Corporate Services, presenting to Committee the Council's Local Code of Corporate Governance.

The Committee agreed:-

- (i) to approve the annual compliance review and updated Local Code of Corporate Governance as detailed in Appendix 1 to the report;
- (ii) to note the progress against the 2023/2024 improvement action plan as detailed in Appendix 2 to the report;
- (iii) to approve the areas for improvements listed in Appendix 3 for 2024/2025 in the report; and
- (iv) to note the progress against the seven core principles of good governance from the CIPFA/SOLACE Delivering Good Governance in Local Government Framework (2016) listed in Appendix 4 to the report.

## **VIII COMMUNITY WEALTH BUILDING IN DUNDEE - PROGRESS UPDATE**

There was submitted Report No 179-2024 by the Executive Director of Corporate Services, providing a progress update on the development of the Community Wealth Building (CWB) in Dundee and highlighting the priorities looking forward.

The Committee agreed:-

- (i) to note the information included within the report including the high-level update from the current action plan as detailed in Appendix 1 to the report and the next steps outlined in paragraph 8 to the report; and
- (ii) that the draft CWB Charter as detailed in Appendix 2 to the report be submitted to Dundee Partnership Management Group for approval with a proposed recommendation that this is remitted to the Inclusive Economic Growth Strategic Leadership Group (IEGSLG) to deliver and review progress.

## **IX CUSTOMER SERVICES AND IT - SCHOOL CLOTHING GRANTS**

There was submitted Report No 176-2024 by the Executive Director of Corporate Services, recommending an increase in Dundee City Council's School Clothing Grant payments based on the inflationary uplift in the 2024/2025 Local Government Budget Settlement.

The Committee agreed to approve an increase of £5 for every eligible pupil with payment to be made in July, 2024 in time for academic year 2024/2025.

## **X IT SECURITY FOR LAPTOPS**

There was submitted Report No 177-2024 by the Executive Director of Corporate Services, seeking approval for the purchase of licenses for security of laptops and tablet devices.

The Committee agreed:-

- (i) to the purchase of licenses for the security system; and
- (ii) to delegate authority to the Head of Customer Services and IT to purchase licenses required for the security system.

## **XI PROCUREMENT OF ATTAINMENT AND PROGRESS TRACKING SOFTWARE**

There was submitted a Joint Report No 181-2024 by the Executive Directors of Children and Families Service and Corporate Services, providing an update on the development of a sourcing strategy for the tender process for Attainment and Progress Tracking software and to seek approval to commence a compliant tender process, leading to the award of a contract.

Thereafter, the Convener, seconded by Bailie Sawers, moved the following:-

- (i) to approve the commencement of a procurement exercise in respect of the project, as detailed in the report, based on the sourcing strategy, summarised in the report;
- (ii) to delegate authority to the Executive Director of the Children and Families Service to award a contract to the successful bidder, following a tender process carried out in compliance with the Public Contracts (Scotland) Regulations of 2015; and
- (iii) to approve expenditure on the project to the total value described in 3.1 to the report.

As an amendment, Bailie Macpherson, seconded by Councillor Crichton, moved approval of the report subject to the undernoted:-

Delete in Recommendations 2.1 -

- (i) second bullet point that commences "Delegates authority to the Executive Director of Children and Families service to ..." and replace with:  
  
"instructs the Executive Director of Children and Families Service to report back to this Committee on the outcome of the procurement exercise and give a recommendation to Elected Members to allow members to make a contract award.

On a division, there voted for the motion - the Convener, Lord Provost Campbell, Depute Lord Provost Cordell, Bailies Dawson, Roberts and Sawers, and Councillors Anderson, Flynn, Hunter, Lynn, Rome, Short, Smith, Tolland, (14); and for the amendment - Bailies Keenan, Wright and Macpherson and Councillors Cruickshank, Finnegan, McHugh, Malone, Scullin, Shears, Crichton and Duncan (11) - whereupon the motion was declared carried and the report was approved.

## **XII PROCUREMENT OF RENTAL, SERVICE AND MAINTENANCE OF - GYM EQUIPMENT (MANAGED SERVICE)**

There was submitted Joint Report No 175-2024 by the Chief Executive and Executive Director of Children and Families Service providing an update on the development of a sourcing strategy for the tender process for Rental, Service and Maintenance of Gym Equipment and to seek approval to commence a compliant tender process, leading to the award of a contract.

The Committee agreed:-

- (i) to approve the commencement of a procurement exercise in respect of the project described in the report, based on the sourcing strategy, summarised in the report; and
- (ii) to note the outcome of the tender would be brought back to Committee for approval in due course.

## **XIII ESTABLISHMENT OF RECESS SUB-COMMITTEE**

Reference was made to Agenda Note (AN15-2024) where it was reported that the Council's Recess would commence on Saturday, 29th June, 2024 and end on Saturday, 10th August, 2024.

To facilitate the smooth, continuous conduct of the Council's business, it was proposed that a Recess Sub-Committee of the Council be set up to deal with matters of an urgent nature which the Chief Executive or Head of Democratic and Legal Services believed could not wait for the next ordinary meeting of the Committee concerned during that period.

The Committee agreed to the establishment of a Recess Sub-Committee as proposed and that its operating arrangements be as follows:-

- (i) Membership - 5 members of the Administration, 3 members of the Labour Group and 1 member of the Liberal Democrat Group.
- (ii) Chair - Leader of the Administration or nominee.
- (iii) Substitutes - in terms of Standing Order No 45(3) it shall be competent for substitutions to be intimated and effected for individual meetings.
- (iv) Quorum - 3 members.
- (v) Dates - to be arranged when required.
- (vi) Remit - to deal with any urgent business arising during the recess period.
- (vii) Power - full delegated powers to deal with business laid before it.

The Committee also noted, notwithstanding the above, that it may be necessary in view of its quasi-judicial nature to arrange meetings of the Personnel Appeals Sub-Committee.

## **XIV VALEDICTORY - JACQUI KOPEL - HEAD OF CUSTOMER SERVICES AND IT**

The Convener, on behalf of the Council, paid tribute to Jacqui Kopel - Head of Customer Services and IT, upon her retiral and wished her well for the future.

John ALEXANDER, Convener.

## APPENDIX I

At a JOINT MEETING of the **PENSION SUB-COMMITTEE of the CITY GOVERNANCE COMMITTEE AND THE PENSION BOARD** held remotely on 18th March, 2024.

Present:-

PENSION SUB-COMMITTEE

BAILIE Kevin KEENAN

COUNCILLORS

Ken LYNN

Steven ROME  
Dorothy McHUGH

Michael CRICHTON

PENSION BOARD

Bill DUFF  
George RAMSAY

Stewart DONALDSON

Arthur NICOLL  
Kenny DICK

Councillor Steven ROME, in the Chair.

### **I                    DECLARATION OF INTEREST**

No declarations of interest were made.

### **II                    APOLOGIES**

The Sub-Committee and Board noted apologies had been received from Bailie Sawers.

### **III                    MINUTE OF PREVIOUS MEETING**

The minute of meeting of 11th December, 2023 was submitted and approved.

### **IIIa                    CHAIR OF PENSION BOARD**

### **IV                    TAYSIDE PENSION FUNDS RISK REGISTER**

There was submitted Report No 89-2024 by the Executive Director of Corporate Services seeking approval for the Quarterly Risk Register for Tayside Pension Fund which was updated on 13th February, 2024, noting the changes to risk profile since the previous report.

The Sub-Committee and Board:-

- (i)                    approved the Quarterly Risk Register for Tayside Pension Fund, noting the following revision made:

Risk 17 - Lack of expertise on Pension Committee, Pension Board or amongst officers.

### **V                    TAYSIDE PENSION FUND PROCUREMENT POLICY**

There was submitted Report No 71-2024 by the Executive Director of Corporate Services setting out the minimum standard and requirements for managing outsourcing and third-party service providers across the key stages of the outsourcing lifecycle, and the criteria for assessing value for money of the functions and activities that are outsourced to third parties.

The Sub-Committee and Board:-

- (i) approved the policy noting that it was subject to annual review and that there were no changes.

**VI PENSION ADMINISTRATION PERFORMANCE - QUARTERLY UPDATE TO 31ST DECEMBER, 2023**

There was submitted Report No 73-2024 by the Executive Director of Corporate Services providing information on the recent quarter's operational performance in relation to Pension Administration.

The Sub-Committee and Board:-

- (i) noted the content of the report.

**VII TAYSIDE PENSION FUND - AUDIT SCOTLAND ANNUAL AUDIT PLAN 2023/2024**

There was submitted Report No 74-2024 by the Executive Director of Corporate Services providing a summary of the responsibilities and approach of Audit Scotland in respect of Tayside Pension Fund for 2023/2024.

The Sub-Committee and Board:-

- (i) noted the content of the report; and
- (ii) agreed to provide Audit Scotland with confirmation of any instances of actual, suspected or alleged fraud, as a requirement of the revised International Standard on Accounting (ISA) 240.

**VIII INTERNAL AUDIT RISK ASSESSMENT AND AUDIT PLAN 2024/2025**

There was submitted Report No 75-2024 by the Executive Director of Corporate Services setting out the risk assessment undertaken by PwC and detailing their internal audit plans for Tayside Pension Fund for 2024/2025.

The Sub-Committee and Board:-

- (i) agreed to review and approve the internal audit plan by PricewaterhouseCoopers (PwC) as detailed in appendix A of the report.

**IX TAYSIDE PENSION FUND INTERNAL AUDIT REPORTS - PENSIONS ADMINISTRATION AND LIQUIDITY**

There was submitted Report No 76-2024 by the Executive Director of Corporate Services submitting the Audit Reports prepared by the Fund's Internal Auditor, PricewaterhouseCoopers (PwC).

The Sub-Committee and Board:-

- (i) noted the content of the report on the audit exercises undertaken and approved the management response.

**X TREASURY POLICY STATEMENT 2024/2025**

There was submitted Report No 77-2024 by the Executive Director of Corporate Services revising the Fund's Treasury Policy Statement which was intended to govern all treasury activities carried out by Tayside Pension Fund.

The Sub-Committee and Board:-

- (i) approved the policies and procedures laid out in the "Treasury Policy Statement 2024/2025", noting that the Treasury Policy Statement must be reviewed annually, and that there were no changes.

#### **XI TREASURY MANAGEMENT STRATEGY 2024/2025**

There was submitted Report No 78-2024 by the Executive Director of Corporate Services seeking agreement for reviewing the Treasury Management Strategy for Tayside Pension Fund.

The Sub-Committee and Board:-

- (i) agreed to review the Treasury Management Strategy for Tayside Pension Fund.

#### **XII PENSION ADMINISTRATION STRATEGY**

There was submitted Report No 79-2024 by the Executive Director of Corporate Services setting out the Fund's policy in respect of the standards required of both the Fund and the participating employers to ensure that statutory obligations were met and also to demonstrate effective and efficient service delivery. The strategy contained a variety of performance measures against which the Fund and participating employers were assessed, with performance reported to the Committee.

The Sub-Committee and Board:-

- (i) agreed to approve the strategy contained within, noting that there were no changes.

#### **XIII TAYSIDE PENSION FUND COMMUNICATION POLICY**

There was submitted Report No 80-2024 by the Executive Director of Corporate Services presenting a communications policy as required by the Local Government Pension Scheme (Scotland) Regulations 2014.

The Sub-Committee and Board:-

- (i) approved the revised Communications Policy which had been reviewed in conjunction with the Fund's Administration Strategy, noting the increase of de minimis value of change of monthly pension benefit of over £10, where a pension member would be issued with an additional payslip. This change was in line with other Scottish LGPS Funds.

#### **XIV ENVIRONMENTAL, SOCIAL AND CORPORATE GOVERNANCE POLICY**

There was submitted Report No 81-2024 by the Executive Director of Corporate Services reviewing Tayside Pension Fund's Environmental, Social and Corporate Governance Policy.

The Sub-Committee and Board:-

- (i) approved the policy and noted that there were no changes.

#### **XV TAYSIDE PENSION FUND ACTUARIAL VALUATION AT 31ST MARCH, 2023**

There was submitted Report No 82-2024 by the Executive Director of Corporate Services updating the Sub-Committee and Board on the Actuarial Valuation of Tayside Pension Fund at 31st March, 2023.

The Sub-Committee and Board:-

- (i) noted the information contained within the report and approved the actuarial recommendations contained in Appendix A to the report.

## **XVI FUNDING STRATEGY STATEMENT 2024**

There was submitted Report No 83-2024 by the Executive Director of Corporate Services reviewing the Funding Strategy Statements for the Tayside Pension Fund.

The Sub-Committee and Board:-

- (i) noted that the Funding Strategy Statement was required to be reviewed annually, and approved the Statement, noting an amendment to the cessation approach following the strong rise in gilt yields since the end of 2022. The calculation method had been reviewed and adjustments had been made to the stochastic approach including a reduction of the probability limit of a deficit arising from 20% to 15%.

## **XVII STATEMENT OF INVESTMENT PRINCIPLES REVIEW**

There was submitted Report No 84-2024 by the Executive Director of Corporate Services reviewing the Statement of Investment Principles for Tayside Pension Fund.

The Sub-Committee and Board:-

- (i) noted the information within the report, noting the changes to benchmark in Appendix C effective from 1st April, 2024; and approved the Statements of Investment Principles contained in Appendix 1.

## **XVIII TAYSIDE PENSION FUND BUSINESS PLAN 2024/2025**

There was submitted Report No 85-2025 by the Executive Director of Corporate Services introducing the annual Business Plan for the Tayside Pension Fund.

The Sub-Committee and Board:-

- (i) noted the information within the report and approved the 2024/2025 Business Plan which applied to the administration and management of the Tayside Pension Fund.

**The Sub-Committee and Board 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.**

## **XIX TAYSIDE PENSION FUND**

### **(a) TAYSIDE PENSION FUND PERFORMANCE SUMMARY**

There was submitted Report No 86-2024 by the Executive Director of Corporate Services reviewing the investment performance of the Fund's investment managers for the quarter to 31st December, 2023. The report compared investment performance of the Fund with the Fund's specific benchmarks which consisted of various stock and security market indices.

The Sub-Committee and Board:-

- (i) noted the information contained therein with regard to the performance of the Tayside Main Fund and their Fund Managers.
- (b) **SUMMARIES OF INVESTMENTS AND TRANSACTIONS 1ST OCTOBER TO 31ST DECEMBER, 2023**

There was submitted Report No 69-2024 by the Executive Director of Corporate Services reviewing the investment activities of Tayside Pension Fund's five Fund Managers for the quarter 1st October to 31st December, 2023 and summarising the transactions of each Fund Manager and showing the market values of the Pension Fund.



The Sub-Committee and Board:-

(i) noted the information contained therein with regard to the performance of the Tayside Main Fund and their Fund Managers.

(c) **SECURITIES LENDING 6 MONTH ACTIVITY TO 31ST DECEMBER, 2023**

There was submitted Report No 87-2024 by the Executive Director of Corporate Services presenting an update on Securities Lending activity for the period ended 31st December, 2023.

The Sub-Committee and Board:-

(i) agreed to note the content of the report.

**XX ALTERNATIVE INVESTMENT MANDATE PROCUREMENT EXERCISE UPDATE**

A verbal update was given by the Service Manager, Financial Services on the Alternative Investment Mandate Procurement Exercise.

The Sub-Committee and Board:-

(i) noted the position.

**XXI ANNUAL PERFORMANCE REVIEW TO 31ST DECEMBER, 2023**

There was submitted Report No 88-2024 by the Executive Director of Corporate Services considering the Isio report "Annual Review of Investment Performance 2023" completed in February, 2024.

The Sub-Committee and Board:-

(i) noted the content of the Isio report in Appendix A to the report.

**XXII PRESENTATION**

Sarah Cockburn, Olivia Docker and Lucie Liss from Schroders gave a short presentation to the Sub-Committee and Board.

After Ms Cockburn, Ms Docker and Ms Liss had given their presentation and answered questions from members, the Chair thanked the presenters on behalf of members of the Sub-Committee and Board.

Steven ROME, Chair.

At a MEETING of the **SCRUTINY COMMITTEE** held remotely on 26th June, 2024.

Present:-

Depute Lord Provost Kevin CORDELL

BAILIES

Christina ROBERTS

Kevin KEENAN

Fraser MACPHERSON

COUNCILLORS

Steven ROME  
(substitute for Nadia EL-NAKLA)

Heather ANDERSON  
(substitute for Lynne SHORT)

Georgia CRUICKSHANK  
(substitute for Helen WRIGHT)

Bailie Kevin KEENAN, Convener, in the Chair.

The minute of meeting of this Committee of 24th April, 2024 was held as read.

Unless marked thus \* all items stand delegated.

## **I DECLARATION OF INTEREST**

There were no declarations of interest.

## **II SUMMARY OF EXTERNAL CARE INSPECTORATE INSPECTION REPORTS FOR LOCAL AUTHORITY NURSERIES MAY, 2023 TO FEBRUARY, 2024**

There was submitted Report No 193-2024 by the Executive Director of Children and Families Service, providing a summary of Care Inspectorate (CI) inspection reports for Dundee City Council nurseries from May, 2023 and February, 2024.

The Committee agreed:-

- (i) to note the summary of the external inspection reports; and
- (ii) to remit the Chief Education Officer to ensure that the area for improvement was acted upon, both in relation to the service inspected and as guidance on good practice for other services.

## **III EDUCATION SCOTLAND (HMI) INSPECTION OF DOWNFIELD PRIMARY SCHOOL**

There was submitted Report No 195-2024 by the Executive Director of Children and Families Service, reporting on the findings of the Education Scotland (HMI) inspection of Downfield Primary School.

The Committee agreed:-

- (i) to note the contents of the report; and
- (ii) to instruct the Chief Education Officer to monitor progress towards meeting the areas for improvement outlined in the report.

## **IV EDUCATION SCOTLAND (HMI) INSPECTION OF ST NINIAN'S PRIMARY SCHOOL AND NURSERY CLASS**

There was submitted Report No 194-2024 by the Executive Director of Children and Families Service, reporting on the findings of the Education Scotland (HMI) inspection of St Ninian's Roman Catholic (RC) Primary School.

The Committee agreed:-

- (i) to note the contents of the report; and
- (ii) to instruct the Chief Education Officer to monitor progress towards meeting the areas for improvement outlined in the report.

## **V FIRE AND RESCUE QUARTERLY PERFORMANCE REPORT**

There was submitted Report No 196-2024 by Area Commander Heaton, providing information regarding the performance of the Scottish Fire and Rescue Service against the priorities, outcomes and performance indicators detailed within the Local Fire and Rescue Plan for Dundee 2020/2023, to facilitate local scrutiny.

The Committee agreed to note, scrutinise and question the content of the report.

## **VI DUNDEE POLICING AREA QUARTERLY POLICE REPORT**

There was submitted Report No 197-2024 by Chief Superintendent Russell, providing information regarding the performance of Police Scotland against performance indicators that would facilitate local scrutiny.

The Committee agreed to note and scrutinise the operational report.

## **VII 2023/2024 INTERNAL AUDIT REPORTS**

There was submitted Report No 171-2024 by the Chief Internal Auditor, submitting a summary of the Internal Audit Reports finalised since the last Scrutiny Committee.

The Committee agreed to note the information contained within the report.

## **VIII INTERNAL AUDIT PLAN UPDATE AND PROGRESS REPORT**

There was submitted Report No 170-2024 by the Chief Internal Auditor, providing an update on the progress towards delivering the 2023/2024 Internal Audit Plan; the audits from previous years' plans that were not complete in June, 2023; and information about the number of open internal audit recommendations. The report also provided information about proposed self-assessment activity.

The Committee agreed:-

- (i) to note the progress with the Internal Audit Plan;
- (ii) to approve changes to the plan; and
- (iii) to note progress with the implementation of agreed internal audit recommendations.

## **IX 2023/2024 INTERNAL AUDIT ANNUAL REPORT**

There was submitted Report No 172-2024 by the Chief Internal Auditor, providing a summary of the Internal Audit Reports finalised since the last meeting of the Scrutiny Committee. The report provided an independent annual internal audit opinion on the overall adequacy and effectiveness of the organisations governance, risk management and central framework and a summary of the key activities of the Council's Internal Audit Service during the period from which the opinion was derived. It also provided all the information that the Public Sector Internal Audit Standards required to be reported to those charged with governance.

The Committee agreed to note the information contained within the report.

**X ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31ST MARCH, 2024**

There was submitted Report No 163-2024 by the Executive Director of Corporate Services, presenting the Annual Governance Statement for approval and inclusion into the Unaudited Annual Accounts for the year ended 31st March, 2024.

The Committee agreed:-

- (i) to note the contents of this covering report;
- (ii) to approve the Annual Governance Statement which was included as an Appendix to the report;
- (iii) to instruct the Executive Director of Corporate Services to include the Annual Governance Statement in the Annual Accounts for the year to 31st March, 2024; and
- (iv) to note that a copy of the approved Annual Governance Statement would be submitted to the Dundee Health and Social Care Partnership for assurance purposes.

**XI UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2024**

There was submitted Report No 174-2024 by the Executive Director of Corporate Services, providing some background and additional commentary on the Council's unaudited Annual Accounts for the year ended 31st March, 2024 which were being submitted to the Committee along with the report.

The Committee agreed:-

- (i) to note the contents of the covering report;
- (ii) to note the Unaudited Annual Accounts which had been submitted along with the report;
- (iii) to instruct the Executive Director of Corporate Services to arrange for the Unaudited Annual Accounts to be signed as required and submitted to the Council's external auditor by 30th June, 2024 at the latest;
- (iv) to note that the key assumptions underpinning the independent actuary's calculation of the Council's IAS 19 liability had been reviewed and accepted by the Council as administering authority for the Pension Fund; and
- (v) to note that a Members' briefing on the Annual Accounts would be arranged.

**XII 2023/2024 COMMITTEE SELF-ASSESSMENT AND ANNUAL REPORT**

There was submitted Report No 173-2024 by the Chief Internal Auditor, providing a draft annual report to Council on the work undertaken by the Scrutiny and Audit Committee during 2023/2024.

The Committee agreed:-

- (i) to review the draft annual report for the year to 31st March, 2024 and provide any comment;
- (ii) to determine whether any amendments were required in the light of issues discussed at this meeting; and
- (iii) to approve the annual report and agreed to submit it to the next City Governance Committee.

**XIII ANNUAL REPORT ON COMPLAINTS**

There was submitted Report No 161-2024 by the Chief Executive, reporting on performance in dealing with complaints in 2023/2024, with comparisons to previous years, and to show how the Council continues to learn from complaints.

The Committee agreed:-

- (i) to note the key performance indicators on complaints closed between 1st April, 2023 and 31st March, 2024, with trends from previous periods;
- (ii) to note examples of the volume of transactions the Council had with customers and citizens as a context for the number of complaints;
- (iii) to give examples of how complaints have been used to improve services;
- (iv) to note the results of the satisfaction survey sent to people who made complaints in 2023/2024; and
- (v) to note the examples of compliments received about Council services.

Kevin KEENAN, Convener.

At a MEETING of the **LICENSING COMMITTEE** held remotely on 22nd July, 2024.

Present:-

**COUNCILLORS**

Mark FLYNN  
Stewart HUNTER

Roisin SMITH  
George McIRVINE

Wendy SCULLIN  
Daniel COLEMAN

Councillor Stewart HUNTER, Convener, in the Chair.

Unless marked thus \* all items stand delegated.

**I DECLARATION OF INTEREST**

There were no declarations of interest.

**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 disclosure of exempt information as defined in paragraphs 3, 6 and 9 of Part I of Schedule 7A of the Act.**

**II CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

(a) TAXI DRIVER'S LICENCE - SUSPENSION HEARINGS

**No Name**

1 A C

The Committee noted that A C was not present and agreed to consider the matter in their absence. The Committee noted that the Taxi Driver's Licence held by A C had been suspended with immediate effect on 25th June, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 5th September, 2024 to await further medical evidence and to continue the suspension of the Taxi Driver's Licence held by A C in the interim period with immediate effect.

2 M D

The Committee noted that M D was not present and agreed to consider the matter in their absence. The Committee noted that the Taxi Driver's Licence held by M D had been suspended with immediate effect on 18th June, 2024 as he did not currently meet Group 2 Standards in accordance with DVLA guidance. Having heard from the Legal Officer, the Committee agreed to adjourn consideration of the hearing to the meeting of this Committee to be held on 3rd October, 2024 to await further medical evidence and allow M D to be in attendance. The Committee further agreed to continue the suspension of the Taxi Driver's Licence held by M D in the interim period with immediate effect.

Stewart HUNTER, Convener.