

EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE

**MINUTES OF MEETING HELD ON FRIDAY 26 OCTOBER 2007 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Tom Cook, Maureen McKay, John Campbell, Alan Brown, Stuart Finlayson, Barney Menzies and Eric Ross.

ATTENDING: Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; William Stafford, Executive Director of Neighbourhood Services; Alex McPhee, Executive Head of Finance and Asset Management; Bill Walkinshaw, Head of Democratic Services; David Mitchell, Head of Legal, Procurement and Regulatory Services; Colin Houston, Chief Auditor; Alistair Kidd, Financial Services Manager; and Julie McGarry, Administration Manager.

ALSO ATTENDING: Jamie Robertson, Audit Scotland.

APOLOGIES: Councillors Willie Coffey, Helen Coffey and Drew Filson.

CHAIR: Councillor Tom Cook, Chair.

PREVIOUS MINUTES

1. There were submitted and approved as a correct record, the Minutes of Meeting held on 28 September 2007 (circulated).

**BEST VALUE AND COMMUNITY PLANNING IMPROVEMENT AGENDA:
ACTION PLAN 2 - PERFORMANCE MANAGEMENT**

2. There was submitted a report dated 11 October 2007 (circulated) by the Executive Head of Finance and Asset Management which (i) advised Members of the work under way in relation to the design of a Council-wide performance management framework; and (ii) advised of the forward plan for the completion of the current work and the implementation of the framework.

It was agreed:

- (i) to note the progress made so far in developing a performance management framework across the Council;
- (ii) to endorse future plans for the development of the framework; and
- (iii) otherwise, to note the contents of the report.

MONITORING REPORTS

3.1 AWARDING OF CONTRACTS FOR PERIOD AUGUST TO OCTOBER 2007

There was submitted and noted a report dated 5 October 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided, for information, details of tenders which had been accepted.

It was also noted that a report by the Depute Chief Executive/Executive Director of Corporate Support would be submitted to the next meeting on the final out-turn of works contracts from 1 April to 31 October 2007 and that Officers were still

considering how best to report final out-turn of other contracts to Committee but that this information would also be provided in due course.

3.2 CONCLUDED PROPERTY TRANSACTIONS

There was submitted and noted a joint report dated 19 October 2007 (circulated) by the Executive Head of Finance and Asset Management and Solicitor to the Council which provided, for information, details of disposals and acquisitions by the Council of land and buildings, which had been concluded during the six month period from 1 April 2007 to 30 September 2007 with the exception of Council houses sold in terms of the Right to Buy legislation contained within the Housing (Scotland) Act 1987 as amended and the disposal of loft space to owner-occupiers of former Council houses.

TOPICS FOR REVIEW

4. There was submitted a report dated 17 October 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented topics suggested for review and asked Committee (i) to consider appropriate criteria for selection and/or rejection; and (ii) the rationale for review.

It was agreed:

- (i) that as Topic 1 (a best value review of the charging levels by Building and Works); was already being addressed, in accordance with the selection/rejection criteria no review be undertaken at this time but that the Committee could determine to review in the future the performance of property maintenance arrangements to ascertain if identified improvements had been achieved but that this review should not be undertaken within 12 months of the implementation date;
- (ii) that as Topic 2 (review of the vehicle tracker system); had already been addressed, in accordance with the selection/rejection criteria, no review be undertaken at this time but that the performance of the vehicle tracker system would be subject to further review in the future as part of the Committee's ongoing work programme to be determined in January 2008; and
- (iii) to proceed with a review for Topic 3 - review of Waste Recycling Policy/ technical evaluation of the Kerbside Recycling Scheme and that a work programme be submitted to the next meeting along with a presentation by the Executive Director of Neighbourhood Services on the Council's current Waste Recycling Policy and Kerbside Recycling Scheme.

In agreeing Topic 3 for review, the Committee also agreed to include the Trade Unions as consultees and, in terms of background, to look at recycling rates across Europe which were contained in the Audit Scotland report on Sustainable Waste Management which formed part of the evidence source identified within the review project plan template circulated.

TRAINING FOR GOVERNANCE AND SCRUTINY COMMITTEE MEMBERS

5. There was submitted a report dated 19 October 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which outlined proposed training for Elected Members of the Governance and Scrutiny Committee.

The report recommendations consisted of Stage 1 training to be carried out by the Chartered Institute of Public Finance and Accountancy (CIPFA) which would be a package of three interlinked courses, each course duration being one day, and Stage 2 would be in-house training giving practical advice on the scrutiny process adopted within the Council. The training course provided by CIPFA provided for up to 25 delegates and it was suggested that the delegates consist of the Governance and Scrutiny Committee Members along with key Officers involved in the scrutiny process and that any remaining places be offered to the two main political groups, divided on an even basis.

It was agreed:

- (i) to approve the proposed training for Elected Members of the Governance and Scrutiny Committee; and
- (ii) that it be remitted to the Head of Democratic Services to make the necessary arrangements, including proposals as detailed above, taking into account as far as possible the available days suggested by Members.

EXCLUSION OF PRESS AND PUBLIC

6. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 8 of Schedule 7A of the Act.

FINANCE CAPITAL REPORT FOR PERIOD 5

7. There was submitted and noted a report dated 10 October 2007 (circulated) by the Executive Head of Finance and Asset Management which advised Members of the projected financial position for General Services and Housing Investment Capital Programmes based on information provided by Executive Directors.

The meeting terminated at 1055 hrs.