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To: Councillors Carmichael (Chair), J McGhee, Young, D Coffey, Cree, Weir, McIntyre, Macrae, Wilson, Linton, Campbell, Murray, Knapp, Raymond, Smith, Farrell, Menzies, N McGhee, Crawford, Dinwoodie and Stewart.

8 September 2004

Dear Councillor

COMMUNITY SERVICES COMMITTEE - 15 SEPTEMBER 2004

You are requested to attend a meeting of the **Community Services Committee** to be held on **WEDNESDAY 15 SEPTEMBER 2004** at **1000 HRS** in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, to discuss the undernoted business.

Yours sincerely



Elizabeth Morton
Depute Chief Executive/
Executive Director of Corporate Support
CB/FM

B U S I N E S S

INTIMATE APOLOGIES

1. **BUDGETARY CONTROL SUMMARY STATEMENT: COMMUNITY SERVICES TO 25 JULY 2004 (PERIOD 4) (pages 1-4)** - Submit joint report dated 25 August 2004 (copy enclosed) by the Executive Head of Finance and Executive Director of Neighbourhood Services on the current budgetary control position and the projected out-turn for the year for Neighbourhood Services (Leisure and Protective Services) for the period ended 25 July 2004 (Period 4).



2. **BUDGETARY CONTROL SUMMARY STATEMENT - OUTDOOR AMENITIES AND LEISURE MANAGEMENT TO 25 JULY 2004 (PERIOD 4) (pages 5-7)** - Submit joint report dated 27 August 2004 (copy enclosed) by the Executive Head of Finance and Executive Director of Neighbourhood Services on the current budgetary control position and the projected out-turn for the year for Outdoor Amenities and Leisure Management for the period ended 25 July 2004 (Period 4).

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3. **BUDGETARY CONTROL SUMMARY STATEMENT - REFUSE COLLECTION AND STREET CLEANSING TO 25 JULY 2004 (PERIOD 4) (pages 8-9)** - Submit joint report dated 27 August 2004 (copy enclosed) by the Executive Head of Finance and Executive Director of Neighbourhood Services on the current budgetary control position and the projected out-turn for the year for Refuse Collection and Street Cleansing for the period ended 25 July 2004 (Period 4).

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4. **ABSENCE MANAGEMENT REPORT QUARTER 2 (1 APRIL 2004 TO 30 JUNE 2004) (pages 10-12)** - Submit report dated 20 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services on absence rates for the Department of Neighbourhood Services (Leisure and Protective Services) for the quarterly period ended 30 June 2004.

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5. **REPORT ON THE DEPARTMENTAL CONTINUOUS IMPROVEMENT PLAN 2003-2006 (pages 13-72)** - Submit report dated 23 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services on the first annual review of the Department of Neighbourhood Services (Leisure and Protective Services Sections), Continuous Improvement Plan 2003-2006.

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6. **ANNUAL SERVICE IMPROVEMENT REPORT (pages 73-87)** - Submit report dated 23 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services on the Neighbourhood Service Department's activity/progress in relation to Best Value within the Leisure and Protective Services Sections in the last year (1 October 2003 to 30 September 2004).

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7. **HEALTH AND SAFETY ACTION PLAN (pages 88-95)** - Submit report dated 23 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services on the Department of Neighbourhood Services' progress against individual Health and Safety Action Plans 2003-04 for those Sections that now constitute the Neighbourhood Services Department (ie Community Services, Housing and Building and Works) and recommending a unified Neighbourhood Services Department Health and Safety Action Plan for 2004-05.

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8. **REMEMBRANCE SUNDAY - 14 NOVEMBER 2004 (pages 96-100)** - Submit report dated 29 July 2004 (copy enclosed) by the Executive Director of Neighbourhood Services on arrangements made in respect of Remembrance Day Services held in East Ayrshire in 2003 and proposing the arrangements to be made for this year's Services.

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9. **SMOKING IN PUBLIC PLACES - A CONSULTATION ON REDUCING EXPOSURE TO SECOND HAND SMOKE (pages 101-105)** - Submit report dated 25 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services on the Council's position in relation to the Scottish Executive's consultation on reducing exposure to second hand smoke.

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10. **NATIONAL PERFORMANCE FRAMEWORK FOR TRADING STANDARDS (pages 106-108)** - Submit report dated 15 September 2004 (copy enclosed) by the Executive Director of Neighbourhood Services seeking approval of a Service Delivery Plan 2004/05 (the Plan) prepared in response to the National Performance Framework for Trading Standards (the Framework) within the Department of Trade and Industry (DTI).

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11. **FOOD STANDARDS AGENCY FUNDING FOR PROMOTION OF FOOD SAFETY MANAGEMENT PROCEDURES (pages 109-111)** - Submit report dated 16 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services advising that the Food Standards Agency has made available the sum of up to £40,424 in both this financial year and next, for the funding of a project to promote the introduction of Food Safety Management Systems within catering businesses and requesting approval for the creation of a temporary post of Project Worker, funded by the Food Standards Agency to take the project forward.








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12. **PROVISION OF PUBLIC CONVENIENCE - REQUEST FOR AUTHORISATION TO CLOSE DARVEL FACILITY (pages 112-114)** - Submit report dated 24 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services inviting the Committee to note an ongoing review of the public convenience service and seeking authorisation for the closure of the facility at Darvel.

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13. **MAJOR GRANTS TO VOLUNTARY ORGANISATIONS - NEW CUMNOCK ENVIRONMENTAL REGENERATION VOLUNTEERS (pages 115-116)** - Submit report dated 4 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services seeking approval for the level of grant provided to the New Cumnock Environmental Regeneration Volunteers (NERV) for 2004/05.

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14. **MAJOR GRANTS TO VOLUNTARY ORGANISATIONS - BELLSBANK ADVENTURE PLAYGROUND (pages 117-118)** - Submit report dated 4 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services seeking approval for the level of grant provided to Bellsbank Adventure Playground for 2004/05.

15. **PRE-SALE OF BURIAL LAIRS (pages 119-121)** - Submit report dated 12 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services seeking approval of Members to stop the pre-sale of burial lairs in the cemeteries of East Ayrshire.

16. **CUMNOCK AND DISTRICT LEISURE GROUP - SERVICE LEVEL AGREEMENT AND PROGRESS REPORT (pages 122-123)** - Submit report dated 6 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services advising of the Service Level Agreement with the Cumnock and District Leisure Group and providing a progress report on the Cumnock Pool Project.

17. **DUNLOP AND LUGTON PARK ASSOCIATION - PROJECT UPDATE (pages 124-125)** - Submit report dated 6 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services providing an update on the project to transfer responsibility for the management of Dunlop Park to the Dunlop and Lugton Park Association.

18. **AWARDING OF CONTRACTS (pages 126-128)** - Submit report dated 16 August 2004 (copy enclosed) by the Acting Executive Director of Corporate Support providing, for information, details of tenders which have been accepted.

19. **NEWMILNS CEMETERY - SURPLUS GROUND (pages 129-131)** - Submit report dated 6 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services inviting the Committee to declare land at Newmilns Cemetery, Dalwhatswood Road, Newmilns, surplus to requirements.

20. **5 GLAISNOCK ROAD, CUMNOCK - SURPLUS GROUND (pages 132-134)** Submit report dated 6 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services inviting the Committee to declare land at 5 Glaisnock Road, Cumnock, surplus to requirements.


21. **MURRAY PARK, CUMNOCK - TRANSFER TO COUNCIL OWNERSHIP (pages 135-138)** - Submit report dated 19 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services advising on progress with the transfer of ownership of Murray Park, Cumnock to the Council from the Agnes and Annie Murray Trust.



22. **ANNANHILL NURSERY (pages 139-140)** - Submit report dated 6 August 2004 (copy enclosed) by the Executive Director of Neighbourhood Services seeking approval for the sale of greenhouses at Annanhill Nursery following closure of the Nursery.

