

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 1 APRIL 2004 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Jim O'Neill, Brian Reeves, Daniel Coffey, Douglas Reid, Gordon Cree, John Weir, Harry Wilson, Provost Jane Darnbrough and Councillors John Knapp, Stuart Finlayson, Eric Jackson, Jimmy Kelly, Tommy Farrell, William Menzies, Eric Ross, Elaine Dinwoodie and Jimmy Carmichael.

ATTENDING: Fiona Lees, Acting Chief Executive; James Lavery, Executive Director of Development and Property Services; William Stafford, Executive Director of Neighbourhood Services Services; Alex McPhee, Executive Head of Finance; David Mitchell, Executive Head of Administrative and Legal Services/Solicitor to the Council; Kay Gilmour, Head of Community Support; John Clayton, Head of Corporate Development and Communication; Malcolm Roulston, Head of Information Technology; and Anne Marie Carr, Senior Administrative Officer.

APOLOGIES: Councillors Maureen McKay, Stephanie Young and Willie Coffey.

CHAIR: Councillor Drew McIntyre, Chair.

CHAIR'S REMARKS

1. The Chair advised that item 9, 2004/05 Information Technology Capital Expenditure Programme, had been withdrawn from the Agenda.

ORDER OF BUSINESS

2. The Chair, at his discretion, in terms of Standing Order 19, agreed to alter the order of business and consider Agenda item 11, Applications for Financial Assistance, as the last item of business.

SUB-COMMITTEE MINUTES

3. There were submitted and approved as a correct record, and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes (circulated) as contained within Appendix I of these Minutes, viz:-
 - 3.1 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 17 MARCH 2004** - Appendix I.

BUDGET SCRUTINY GROUP

4. There were submitted and noted the Minutes of the Budget Scrutiny Group held on 5 February 2004 (circulated).

BUDGETARY CONTROL STATEMENT - GENERAL FUND SERVICES

5. There was submitted and noted a report dated 15 March 2004 (circulated) by the Director of Finance which advised of the current budgetary control position of the General Services Revenue Account.

**BUDGETARY CONTROL SUMMARY STATEMENT -
POLICY AND RESOURCES (CORPORATE RESOURCES)**

6. There was submitted and noted a joint report dated 10 March 2004 (circulated) by the Directors of Finance and of Corporate Resources which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Corporate Resources).

**BUDGETARY CONTROL SUMMARY STATEMENT -
POLICY AND RESOURCES (CENTRAL SERVICES)**

7. There was submitted and noted a report dated 10 March 2004 (circulated) by the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Central Services).

STATISTICAL INFORMATION ON REVENUE COLLECTION

8. There was submitted and noted a report dated 14 March 2004 (circulated) by the Director of Finance which provided an update on the position of the Council with regard to billing and collection of local taxes as at 7 March 2004 (Period 12).

AWARDING OF CONTRACT

9. There was submitted and noted a report dated 9 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details a tender which had been accepted.

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Lone Worker Monitoring Service (Lots 1 and 3)	Initial Electronic Security Systems, Blackburn	Schedule of Rates basis

RECORDS MANAGEMENT POLICY (Item 12, Page 577, 03/07)

10. There was submitted a report dated 2 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of a Records Management Policy as part of the Council's progress towards effective implementation of the Freedom of Information (Scotland) Act 2002.

It was agreed:

- (i) to recommend to Council approval of the Records Management Policy as a means of facilitating further records management development and of enabling compliance with legislation; and
- (ii) to note that a draft Records Destruction Policy, Records Transmittal Policy and Vital Records Policy as detailed under Section 5 of the Records Management Policy detailed at Appendix I of the report would be submitted for approval to a future Committee meeting.

AFFILIATIONS TO OUTSIDE ORGANISATIONS

11. There was submitted a report dated 15 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which invited the Committee to consider

the background, aims and objectives, and activities of those organisations which had sought association with, and affiliation of, the Council.

It was agreed:

- (i) to approve the applications, in principle, detailed in Appendix II to this Minute;
- (ii) to recommend to Council that the level of Elected Member representation for the Council for the Scottish Housing and Town Planning Conference organisation be expanded to include the Chair of the Development Services Committee; and
- (iii) that the appropriate Departments make payment of the affiliation fees to those approved organisations.

**SERVICE LEVEL AGREEMENTS - BELLSBANK WOMEN'S PROJECT
AND NORTHWEST YOUTH PROJECT (Item 16, Page 3227, 99/03)**

12. There was submitted a report dated 9 March 2004 (circulated) by the Director of Educational and Social Services which advised of the successful annual evaluations of the projects supported through the Service Level Agreements and to confirm funding arrangements for these organisations for 2004/05.

It was agreed:

- (i) to approve grant awards of £21,712 to the Bellsbank Women's Project and £64,296 to the Northwest Youth Project; and
- (ii) otherwise, to note the contents of the report.

COMMUNITY BUDGET PILOT

13. There was submitted a report dated 19 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Scottish Executive's decision to close the Community Budget Pilot programme.

It was agreed:

- (i) to note the decision by the Scottish Executive to close the Community Budgeting Pilot programme;
- (ii) to remit to the Depute Chief Executive/Executive Director of Corporate Support to finalise all actions relating to the Community Budgeting Pilot closure process;
- (iii) to request the department of Educational and Social Services to conclude the Addiction Review; and
- (iv) otherwise, to note the contents of the report.

**EVALUATION OF EAST AYRSHIRE COALFIELD AREA
SOCIAL INCLUSION PARTNERSHIP (SIP)**

14. There was submitted a report dated 19 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the positive outcome of the independent evaluation commissioned by Communities Scotland of East Ayrshire Coalfield Area Social Inclusion Partnership (SIP).

It was agreed:

- (i) to note the positive evaluation of the East Ayrshire Coalfield Area SIP and to record the Committee's congratulations to those staff involved in the evaluation process;
- (ii) to remit to the Depute Chief Executive/Executive Director of Corporate Support to consider any staffing implications arising from SIP transition to Community Planning and to report accordingly to the Corporate Governance Committee; and
- (iii) otherwise, to note the contents of the report.

**BETTER NEIGHBOURHOOD SERVICES FUND (BNSF) -
ADDITIONAL FINANCIAL ALLOCATION (Item 2, Page 468, 03/07)**

- 15.** There was submitted and noted a report dated 19 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources presenting for consideration proposals to utilise the additional Better Neighbourhood Services Fund (BNSF) financial allocation from the Scottish Executive for 2004/05.

It was agreed:

- (i) to approve the financial package presented in the appendix to the report;
- (ii) to remit to Council officers to prepare the 'Year 4' Local Outcome Agreement, in consultation with the Leader of the Council, Local Members and relevant Community Planning partners, for submission to the Executive by early April 2004.

MODERNISING GOVERNMENT FUND (MGF3) (Item 6, Page 127, 03/07)

- 16.** There was submitted a report dated 8 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the third round of the Modernising Government Fund (MGF3) and which sought approval to submit an outline bid to the Fund for Information and Communications Technology related (ICT) projects.

It was agreed:

- (i) to note the third round of the Modernising Government Fund (MGF3);
- (ii) to remit to the Depute Chief Executive/Executive Director of Corporate Support authority to submit an outline bid in accordance with the proposal outlined in Section 5 of the report;
- (iii) to note that a report would be presented to a future meeting of the Policy and Resources Committee advising Members of the outcome of the Council's bid;
- (iv) to further consider a suggestion made by Councillor Ross as regards the feasibility of expanding the application of the "Dialogue Youth/Young Persons Smartcard" by utilising it as a mechanism in the control of bad behaviour of young people; and
- (v) otherwise, to note the contents of the report.

THE BOYS BRIGADE - EAST AYRSHIRE BATTALION

- 17.** There was submitted a report dated 26 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources to request that the Committee consider

an application from the Boys Brigade - East Ayrshire Battalion for a buffet meal to be held before the hosting of the national final of a quiz called Masterteam to take place on 24 April 2004.

It was agreed:

- (i) to approve the request from the Boys Brigade - East Ayrshire Battalion for a contribution of £500 for the provision of a warm buffet meal at their quiz on 24 April 2004; and
- (ii) to remit the necessary arrangements, including Council representation, to the Depute Chief Executive/Executive Director of Corporate Support, in consultation with the Chair of the Members' Services and Civic Ceremonial Sub-Committee.

APPLICATIONS FOR FINANCIAL ASSISTANCE

18.1 ETHNIC MINORITIES LAW CENTRE (EMLC)

There was submitted a report dated 10 March 2004 (circulated) by the Director of Educational and Social Services to consider a request for funding from the Ethnic Minorities Law Centre.

It was agreed:

- (i) to approve a grant of £6,000 for the Ethnic Minorities Law Centre for the financial year 2004/05, subject to funding from other appropriate Local Authorities; and
- (ii) otherwise, to note the contents of the report.

18.2 SCOTTISH HUMAN RIGHTS CENTRE

There was submitted a report dated 10 March 2004 (circulated) by the Director of Educational and Social Services to consider a request for funding from the Scottish Human Rights Centre.

It was agreed to refuse the grant application for financial assistance from the Scottish Human Rights Centre for the financial year 2004/05.

18.3 SCOTTISH REFUGEE COUNCIL

There was submitted a report dated 10 March 2004 (circulated) by the Director of Educational and Social Services to consider a request for funding from the Scottish Refugee Council.

It was agreed to refuse the application for financial assistance from the Scottish Refugee Council for the financial year 2004/05.

18.4 EAST AYRSHIRE VOLUNTEER CENTRE

18.4.1 Declaration of Interest

Councillors McIntyre, O'Neill, Reeves, Cree, Provost Darnbrough and Councillors Knapp and Finlayson declared an indirect non-pecuniary interest in the undernoted item and left the meeting.

18.4.2 Chair

Councillor Kelly, seconded by Councillor Jackson, moved that Councillor Farrell be appointed to serve as Chair in the absence of Councillor McIntyre, Chair, and Councillor Reeves, Vice-Chair.

Councillor Wilson, seconded by Councillor D Coffey, moved as an amendment that Councillor Reid be appointed to the Chair.

On a request by Councillor Wilson that a roll call vote be taken, it was agreed, unanimously, in accordance with Standing Order 36.2 to do so, and the vote was taken by roll as follows, viz:-

For the motion - Councillors Jackson, Kelly, Farrell, Menzies, Ross, Dinwoodie and Carmichael.

For the amendment - Councillors D Coffey, Reid, Weir and Wilson.

The motion was carried by seven votes to four and Councillor Farrell took the Chair.

18.4.3 Consideration of Item

There was submitted a report dated 10 March 2004 (circulated) by the Director of Educational and Social Services to consider a request for funding from the East Ayrshire Volunteer Centre.

Councillor Farrell, seconded by Councillor Kelly, moved:

- (i) to approve a grant of £10,475, and an in kind contribution of £4,000, to the East Ayrshire Volunteer Centre for the financial year 2004/05; and
- (ii) otherwise, to note the contents of the report.

Councillor Reid, seconded by Councillor D Coffey, moved as an amendment to continue consideration of this item in order to seek clarification of several aspects of the matter.

On a division by a show of hands, the motion was carried by seven votes to four.

The meeting terminated at 1050 hrs.

APPENDIX I**EAST AYRSHIRE COUNCIL****MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE
POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 17 MARCH 2004 AT 1110
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Jim O'Neill, Daniel Coffey, Douglas Reid, Provost Jane Darnbrough and Councillors Eric Ross and Jimmy Carmichael.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; John Crawford, Head of Protective Services; Bill Eadie, Principal Officer, Children and Families; and Christine Baillie, Administrative Officer.

APOLOGIES: Councillors Brian Reeves, Harry Wilson and Tommy Farrell.

CHAIR: Councillor Drew McIntyre, Chair.

CONFERENCES AND COURSES BUDGETARY UPDATE

1. It was reported, and noted, that the balance of the Conferences and Courses budget for the financial year 2003/2004 was £11,095.50 as at 2 March 2004.

CONFERENCES AND COURSES**2.1 ASSOCIATION OF DIRECTORS OF SOCIAL WORK (ADSW) ANNUAL
CONFERENCE 2004: 12-14 MAY 2004 - CRIEFF HYDRO, PERTSHIRE**

There was submitted a report dated 1 March 2004 (circulated) by the Director of Educational and Social Services on the ADSW Annual Conference 2004, to be held at the Crieff Hydro, Perthshire, from 12 - 14 May 2004.

It was agreed to authorise attendance at the above Conference by one Member of the Administration, if available, the name to be notified to the Chief Executive as soon as possible.

**2.2 CIWM - ANNUAL CONFERENCE AND EXHIBITION 2004 - 15-18 JUNE 2004:
PAIGNTON, TORBAY**

There was submitted a report dated 24 February 2004 (circulated) by the Director of Community Services which advised of an invitation to be represented at the above Conference.

It was agreed to authorise attendance at the above Conference by one Member of the Administration, if available, the name to be notified to the Chief Executive as soon as possible.

CIVIC CEREMONIAL BUDGETARY UPDATE

3. It was reported, and noted, that the balance of the Civic Ceremonial budget for the financial year 2003/2004 was £1,602.96 as at 2 March 2004.

CIVIC CEREMONIAL APPLICATIONS

4.1 MAKING MUSIC (SCOTLAND)

There was submitted a report dated 23 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources on an application from Making Music (Scotland) for a contribution towards their AGM and Conference to be held in the Grand Hall, Kilmarnock, on 5 June 2004.

It was agreed:-

- (i) to approve the request from Making Music (Scotland) for a contribution of no more than £800.00 towards their AGM and Conference; and
- (ii) to remit the necessary arrangements, including Council representation, to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

4.2 INVITATION TO VISIT KULMBACH

There was submitted a report dated 9 March 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated the Committee on discussions with Kulmbach regarding arrangements for the proposed visit in June of this year.

It was agreed:-

- (i) that the Council's Members on the East Ayrshire Twinning Association (being Provost Darnbrough and Councillors Farrell and McDill) be given the first opportunity to attend the visit, together with appropriate Officers;
- (ii) that an invite be extended to one Member of the Town Twinning Association to attend the visit along with Members of East Ayrshire Council, with the costs associated with their travelling arrangements being borne by the Town Twinning Association;
- (iii) to remit to the Depute Chief Executive/Director of Corporate Resources to make the appropriate travel arrangements for the party with the costs being kept to a minimum, where appropriate; and
- (iv) to remit to the Depute Chief Executive/Director of Corporate Resources to strengthen efforts with our existing twin towns, given the anniversaries of respective arrangements, to provide exchange possibilities for pupils and staff to encourage development opportunities.

The meeting terminated at 1120 hours.

APPENDIX II**AFFILIATIONS TO OUTSIDE ORGANISATIONS**

<u>Name</u>	<u>Estimate/Cost of Affiliation for 2003/2004</u>	<u>Recommending Department</u>
National Association of Councillors	£384.00	Depute Chief Executive/ Executive Director of Corporate Support
Equality Exchange	£250.00	Depute Chief Executive/ Executive Director of Corporate Support
Ayrshire Occupational Health and Safety Group	£50.00	Depute Chief Executive/ Executive Director of Corporate Support
Scottish Housing and Town Planning Conference Organisation	£150.00	Executive Director of Development and Property Services
Ayrshire Association of Business Women	£100.00	Executive Director of Development and Property Services
West Coast Rail 250	£300.00	Executive Director of Development and Property Services
Prestwick Airport Consultative Committee	£422.00	Executive Director of Development and Property Services
Ayrshire Chamber of Commerce	£556.00	Executive Director of Development and Property Services
Scottish Rights of Way and Access Society	£200.00	Executive Director of Development and Property Services
Leading Action for Textiles, Clothing and Footwear (LATCF)	£750.00	Executive Director of Development and Property Services
British Association of Adoption and Fostering Agencies	£1,993.00	Executive Director of Educational and Social Services
Disability Scotland	£79.00	Executive Director of Educational and Social Services

<u>Name</u>	<u>Estimate/Cost of Affiliation for 2003/2004</u>	<u>Recommending Department</u>
National Fostering Association	£959.00	Executive Director of Educational and Social Services
Scottish Local Government Forum Against Poverty	£1,277.00	Executive Director of Educational and Social Services
Scottish Child Law Centre	£31.00	Executive Director of Educational and Social Services
Social Services Research Group	£30.00	Executive Director of Educational and Social Services
Child Poverty Action Group	£217.00	Executive Director of Educational and Social Services
NAPO Associate Membership	£26.00	Executive Director of Educational and Social Services
BAPSCAN (British Association for Studying and the Prevention of Child Abuse and Neglect)	£129.00	Executive Director of Educational and Social Services
Young Minds Trust	£26.00	Executive Director of Educational and Social Services
Scottish Local Authority Welfare Rights Advisors	£26.00	Executive Director of Educational and Social Services
Children in Scotland	£1,918.00	Executive Director of Educational and Social Services
Scottish Childminding Association	£66.00	Executive Director of Educational and Social Services
Action for Southern Africa	£103.00	Executive Director of Educational and Social Services
Youthlink Scotland	£1,000.00	Executive Director of Educational and Social Services

<u>Name</u>	<u>Estimate/Cost of Affiliation for 2003/2004</u>	<u>Recommending Department</u>
Chartered Institute of Housing in Scotland	£1,450.00	Executive Director of Neighbourhood Services
Scottish Council for Single Homeless	£1,440.00	Executive Director of Neighbourhood Services
SHELTER (Scotland)	£515.00	Executive Director of Neighbourhood Services
Royal Society for the Prevention of Accidents	£265.00	Executive Director of Neighbourhood Services
Scottish Accident Prevention Council	£365.00	Executive Director of Neighbourhood Services-
Royal Environmental Health Institute of Scotland	£150.00	Executive Director of Neighbourhood Services
Chartered Institute of Library and Information Professional (formerly the Library Association)	£439.00	Executive Director of Neighbourhood Services
National Society for Clean Air and Environmental Protection	£450.00	Executive Director of Neighbourhood Services
Association for Public Service Excellence (formerly known as Association of Direct Labour Organisations)	£2,851.20	Chief Executive