

**EAST AYRSHIRE COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 31 MAY 2005 AT 1000 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Jim O'Neill, Stephanie Young, Brian Reeves, Daniel Coffey, Willie Coffey, Douglas Reid, Gordon Cree, John Weir, Isabella Macrae, John Knapp, Stuart Finlayson, Eric Jackson, Jimmy Kelly, Tommy Farrell, William Menzies, Eric Ross, Elaine Dinwoodie and Jimmy Carmichael.

**ATTENDING:** Fiona Lees, Chief Executive; Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; John Mulgrew, Executive Director of Educational and Social Services; William Stafford, Executive Director of Neighbourhood Services; Alex McPhee, Executive Head of Finance; David Mitchell, Head of Administrative and Legal Services/Solicitor to the Council; Kay Gilmour, Head of Community Support; John Clayton, Head of Corporate Development and Communication; Robert Paton, Head of Economic Development and Technical Services; Malcolm Roulston, Head of Information Technology; Alan Neish, Head of Planning, Development and Building Standards; Robin Baker, Financial Controller; and Anne Marie Carr, Senior Administrative Officer.

**APOLOGIES:** Councillor Harry Wilson and Provost Jane Darnbrough.

**CHAIR:** Councillor Drew McIntyre, Chair.

**MINUTES**

**SUB-COMMITTEE MINUTES**

1. There were submitted and approved as a correct record and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendix I to these Minutes, viz:-
  - 1.1 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 18 MAY 2005 - Appendix I.**

**BUDGET SCRUTINY GROUP**

2. There were submitted and noted the Minutes of the Budget Scrutiny Group meeting held on 24 March 2005 (circulated).

**FINANCE**

**FINANCIAL RESERVES STRATEGY**

3. There was submitted a report dated 9 May 2005 (circulated) by the Executive Head of Finance which proposed a strategy to determine future levels and use of financial reserves.

It was agreed that the Committee endorse the strategies for the treatment of statutory reserve funds outlined in the report.

### **BENEFITS OVERPAYMENTS**

4. There was submitted a report dated 9 May 2005 (circulated) by the Executive Head of Finance which advised of work which had been done on overpayments of Housing and Council Tax Benefits overpayments which arose prior to December 2002.

It was agreed:

- (i) that no further work should be undertaken with regard to Benefits overpayments which arose prior to December 2002 and which were deemed to be irrecoverable;
- (ii) that appropriate book entries be made in this regard; and
- (iii) otherwise, to note the contents of the report.

### **BUILDING LEARNING COMMUNITIES SCHOOLS PPP PROJECT - TRAFFIC MANAGEMENT ARRANGEMENTS (Item 13, Page 1411, 03/07)**

5. There was submitted a joint report dated 9 May 2005 (circulated) by the Executive Director of Development and Property Services and the Executive Head of Finance which sought consideration of the traffic management arrangements necessary for progressing the Building Learning Communities Project.

It was agreed:

- (i) that capital funding of £0.120m be committed to enable traffic management works required to deliver the Council's Building Learning Communities PPP Project to be expedited; and
- (ii) otherwise, to note the contents of the report.

### **DISCRETIONARY RELIEF OF NON-DOMESTIC RATES FOR RURAL POST OFFICES**

6. There was submitted a report dated 11 May 2005 (circulated) by the Executive Head of Finance to allow the Committee to consider the existing policy on discretionary relief of non-domestic rates for rural Post Offices that had already qualified for 50% mandatory relief.

It was agreed:

- (i) to adopt the proposed new policy of awarding 50% discretionary relief, in addition to the existing 50% mandatory relief, to all post offices in designated rural areas (presently eight in number) with effect from 1 April 2005;
- (ii) to delegate authority to the Executive Head of Finance to make such awards of discretionary relief;
- (iii) to amend the Scheme of Delegation to reflect the proposals contained in the report; and
- (iv) otherwise, to note the contents of the report.

### **STATISTICAL INFORMATION ON REVENUE COLLECTION**

7. There was submitted and noted a report dated 9 May 2005 (circulated) which updated Members on the position of the Council with regard to billing and collection of local taxes during 2004/05 as at 31 March 2005.

## **NORTHWEST YOUTH PROJECT - SERVICE LEVEL AGREEMENT EVALUATION**

8. There was submitted a report dated 11 May 2005 (circulated) by the Executive Director of Educational and Social Services which advised of the outcome of the annual evaluation of the Service Level Agreement with the Northwest Youth Project and which made recommendations accordingly.

It was agreed:

- (i) to approve an annual award of £66,225 to the Northwest Youth Project which included an inflationary uplift; and
- (ii) otherwise, to note the contents of the report.

## **REQUESTS FOR FINANCIAL ASSISTANCE**

### **SCOTTISH REFUGEE COUNCIL**

9. There was submitted a report dated 21 March 2005 (circulated) by the Executive Director of Educational and Social Services which advised of a grant application from the Scottish Refugee Council and which made recommendations accordingly.

It was agreed:

- (i) to refuse the grant application of £2,000 from the Scottish Refugee Council for 2005/06; and
- (ii) otherwise, to note the contents of the report.

### **SCOTTISH HUMAN RIGHTS CENTRE**

10. There was submitted a report dated 21 March 2005 (circulated) by the Executive Director of Educational and Social Services which requested that the Committee consider a request for funding from the Scottish Human Rights Centre.

It was agreed to refuse the grant application of £2,322 from the Scottish Human Rights Centre for the financial year 2005/06.

### **ETHNIC MINORITIES LAW CENTRE**

11. There was submitted a report dated 21 March 2005 (circulated) by the Executive Director of Educational and Social Services which asked the Committee to consider a request for funding from the Ethnic Minorities Law Centre.

It was agreed:

- (i) to approve a grant of £6,180 for the Ethnic Minorities Law Centre for financial year 2005/06 subject to funding from other appropriate Local Authorities; and
- (ii) otherwise, to note the contents of the report.

## **COMMUNITY PLANNING**

### **BETTER NEIGHBOURHOOD SERVICES FUND (PHASE 1) INDEPENDENT EVALUATION**

12. There was submitted a report dated 13 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented to Committee, for information, a summary of the Better Neighbourhood Services Fund (BNSF) (Phase 1) Independent Evaluation, March 2005.

It was agreed:

- (i) to note the positive evaluation of BNSF activity and its impact in the Pathfinder community for Northwest Kilmarnock and Shortlees/Riccarton;
- (ii) to reactivate the process for the engagement of Citizens Panels in respect of the Better Neighbourhood Services Initiative;
- (iii) that the Head of Roads and Transportation be requested to examine the traffic calming measures which had been completed owing to concerns expressed by members of the public that the road humps were too high; and
- (iv) otherwise, to note the contents of the report.

#### **NORTH SOCIAL INCLUSION INITIATIVE ANNUAL REPORT 2004/05**

- 13.** There was submitted a report dated 13 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which presented to Committee, for information, a summary of the East Ayrshire North Social Inclusion Initiative Annual Report for 2004/05.

It was agreed:

- (i) to note the work being progressed in the north of the Authority to tackle social inclusion; and
- (ii) otherwise, to note the contents of the report.

#### **RURAL SERVICE PRIORITY AREAS**

- 14.** There was submitted a report dated 13 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of the establishment of Rural Service Priority Areas (RSPAs) by the Scottish Executive and the implications for East Ayrshire.

It was agreed:

- (i) to note the establishment of the Rural Service Priority Areas and the designated areas within East Ayrshire;
- (ii) to note that an analysis was currently being carried out of the SIMD 2004 to ascertain whether there was an opportunity to bid for further Rural Service Priority Area designation and remit to Officers to prepare this bid on behalf of Community Planning Partners and to submit it to the Scottish Executive, if considered appropriate and having consulted with relevant Local Members;
- (iii) to receive further details on the Commission's research and the development of Rural Service Priority Areas; and
- (iv) otherwise, to note the contents of the report.

#### **EAST AYRSHIRE COMMUNITY PLANNING PROCESS YEAR 2, 2004/05 ANNUAL PERFORMANCE REPORT AND ACTION PLAN - MID TERM REVIEW PROCESS**

- 15.** There was submitted a report dated 19 May 2005 (circulated) by the Chief Executive which presented Year 2, the 2004/05 Annual Performance Report for Community Planning in East Ayrshire and a summary of the mid term review of the six associated Action Plans.

It was agreed:

- (i) to note the progress made in implementing Community Planning within East Ayrshire;
- (ii) to note and endorse the Year 2, 2004/05 Annual Performance Report;
- (iii) to note and endorse the mid term review process to allow for ongoing action in 2005/06 and beyond;
- (iv) to remit to the Chief Executive to consolidate the information contained within the first Performance Report into the Council's wider Public Performance Report; and
- (v) otherwise, to note the contents of the report.

### **REGENERATION OUTCOME AGREEMENT AND FUTURE DECISION MAKING ARRANGEMENTS**

- 16.** There was submitted a report dated 13 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided an update to the Committee on the Regeneration Outcome Agreement and which presented for consideration and endorsement proposals for future decision making in respect of the Community Regeneration Fund and related Community Planning Programmes.

Councillor McIntyre, seconded by Councillor Reeves, moved:

- (i) to endorse the revised targeting for the Regeneration Outcome Agreement and Community Regeneration Fund and to remit to the Depute Chief Executive/Executive Director of Corporate Support to submit the revised Regeneration Outcome Agreement to Communities Scotland and the Scottish Executive for consideration;
- (ii) to approve the proposals to establish a Community Planning Partnership with delegated responsibility for the new Community Regeneration Fund;
- (iii) to approve the draft Constitution for the Community Planning Partnership and to agree to recommend to Council to nominate the Chair of Social Inclusion and the Depute Chief Executive to sit on the Partnership Board;
- (iv) to endorse the recommendation that the Chair of Social Inclusion sit on the Community Planning Core Partners Group;
- (v) to endorse the proposals to widen the focus of the Challenge Fund and to delegate responsibility for decision making in respect of the Fund to the Community Planning Partnership; and
- (vi) otherwise, to note the contents of the report.

Councillor W Coffey, seconded by Councillor D Coffey, moved as an amendment that the composition of the East Ayrshire Community Planning Partnership Board be extended to provide for a Member of the Opposition Group to be included within the Council's representation.

On a division by a show of hands the motion was carried by 14 votes to 5.

**EAST AYRSHIRE CHILDREN AND YOUNG PERSONS' SERVICE PLAN 2005-08**

17. There was submitted a report dated 16 March 2005 (circulated) by the Executive Director of Educational and Social Services which sought approval of the East Ayrshire Children and Young Persons' Service Plan 2005-08.

It was agreed:

- (i) to approve East Ayrshire's 2005-08 Children and Young Persons' Service Plan; and
- (ii) otherwise, to note the contents of the report.

**CORPORATE MANAGEMENT****ELECTRONIC GOVERNMENT**

18. There was submitted a report dated 18 April 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of progress being made in respect of the Council's e.Government Strategy, the achievement of Scottish Executive targets for electronic service delivery and the implementation of Modernising Government Fund (MGF) related projects for which the Council had secured Scottish Executive funding.

It was agreed:

- (i) to note the progress made in respect of the Council's objectives under Rounds 1 and 2 of the Modernising Government Fund;
- (ii) to note the planned objectives outlined within the Council's bid for Third Round funding under the Modernising Government Fund;
- (iii) to note the progress being made to meet the targets for e.Government compliance within the Council;
- (iv) that a presentation be given to all Elected Members to demonstrate how members of the public could access Council Services via the Customer Contact Gateway with all necessary arrangements being remitted to the Depute Chief Executive/Executive Director of Corporate Support; and
- (v) otherwise, to note the contents of the report.

**ELECTRONIC PURCHASING**

19. There was submitted a report dated 3 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of progress which had been made on the implementation of an electronic purchasing system across all 12 Authorities Buying Consortium (ABC) Member Councils and which sought approval for ABC to conduct a "scope and readiness assessment" (S&RA) as a prerequisite to the Council deciding on a timescale for future participation in the project.

It was agreed:

- (i) to authorise the Depute Chief Executive/Executive Director of Corporate Support to request ABC/CGEY to undertake, without prejudice or further commitment, a scope and readiness assessment (S&RA) within 2005/06;
- (ii) to note that a report advising Members of the scope and readiness assessment, including projected costings, and recommending a timescale for

future participation in the project would be presented to a future meeting of the Committee; and

- (iii) otherwise, to note the contents of the report.

#### **EFFICIENT GOVERNMENT FUND (Item 13, Page 1260, 03/07)**

20. There was submitted a report dated 16 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of the outcome of the Council's bid, in conjunction with other partners, to the first tranche of the first round of the Scottish Executive's Efficient Government Fund for an Information and Communications Technology (ICT) related project.

It was agreed:

- (i) to note the outcome of the partnership bids to Stage 1 of the Efficient Government Fund, and that a report would be presented to a future meeting of the Policy and Resources Committee advising Members of the progress in respect of the development of the Stage 2 bid; and
- (ii) otherwise, to note the contents of the report.

#### **AYRSHIRE ELECTRONIC COMMUNITY (Item 14, Page 1132, 03/07)**

21. There was submitted a report dated 24 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised Members of steps which had been taken to consolidate the portfolio of services previously provided by the Ayrshire Electronic Community project within the Council's mainstream activity, thereby ensuring sustainability of service provision.

It was agreed:

- (i) to note the progress which had been made in respect of consolidating the AEC service portfolio within the Council's mainstream service provision;
- (ii) to note the manner in which the individual elements of the AEC service portfolio would be integrated into the Council's mainstream service provision;
- (iii) to note the establishment of management arrangements intended to ensure service continuity and sustainability of service provision; and
- (iv) otherwise, to note the contents of the report.

#### **DEPARTMENT OF CORPORATE SUPPORT AND CHIEF EXECUTIVE'S OFFICE - ABSENCE MANAGEMENT REPORT (QUARTER 1, 2005)**

22. There was submitted and noted a report dated 26 April 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of absence rates for the Department of Corporate Support including the Chief Executive's office for the quarterly period ending 31 March 2005.

#### **ASSET MANAGEMENT STRATEGY**

23. There was submitted a report dated 18 May 2005 (circulated) by the Executive Director of Development and Property Services which updated the Committee of the progress which had been made and of the issues facing the Council in relation to developing an Asset Management Strategy and which set out a Forward Action Plan and timetable for delivering an Integrated Asset Management Strategy.

It was agreed:

- (i) to note the work currently being progressed with regard to developing an Asset Management Strategy;
- (ii) that the Executive Director of Development and Property Services should continue to progress the Council's Asset Management Strategy as detailed in Section 4 of the report and in the Forward Action Plan contained therein, in conjunction with Service Departments;
- (iii) to remit to the Executive Director of Development and Property Services to:
  - prepare and present a report to a future Corporate Governance Committee on staffing structures and financial implications necessary to progress the Council's Asset Management Strategy;
  - to consider options for engaging and instructing external consultant assistance to examine the Council's requirements for developing an option appraisal methodology, procedures and guidance, the outcome of which to be the subject of a further report to the Policy and Resources Committee;
  - to proceed with the planned next stage procurement exercise in relation to the Council-wide Asset Management Information System; and
  - to develop procedure notes and protocols to support the Asset Management Strategy; and
- (iv) to note that further reports would be provided in this area.

#### **FINANCE SERVICE BEST VALUE SERVICE REVIEW**

24. There was submitted a report dated 10 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of the outcome of the Finance Service Best Value Service Review and of proposals to realign the Service to meet the objectives and issues arising from the review.

It was agreed:

- (i) to note the outcomes of the Finance Service Best Value Service Review;
- (ii) to approve the proposals set out within the review; and
- (iii) otherwise, to note the contents of the report.

### **CONTRACTS**

#### **AWARDING OF CONTRACTS**

25. There was submitted and noted a report dated 16 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided, for information, details of tenders which had been accepted, viz:-

<b><u>Contract</u></b>	<b><u>Successful Contractor</u></b>	<b><u>Amount</u></b>
Network Installations and Fault Management Services (Framework Contract)	BA Communications, Kilmarnock Boston Networks, Glasgow Computer Cable Networks (CCN), Perth FES Ltd, Stirling	Schedule of Rates

	High Quality Telecommunications Ltd, North Yorkshire Arthur McKay & Co Ltd, Edinburgh The DH Morris Group, Edinburgh System Solutions Communications, Glasgow NTL, Glasgow	
Community Planning Residents Survey	Lowland Market Research, Glasgow	£48,932.00

### EXCLUSION OF PRESS AND PUBLIC

26. 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 9 of Schedule 7A of the Act.

### PROPERTY

#### LAND AT FORMER IRVINE-KILMARNOCK RAILWAY SOLUM, KNOCKENTIBER

27. There was submitted a report dated 13 May 2005 (circulated) by the Executive Director of Development and Property Services which requested that Committee grant authority to the Solicitor to the Council to enter into a servitude agreement with the party detailed in the report to allow overflow surplus water to drain into a ditch on land forming part of the former Irvine-Kilmarnock railway solum at Knockentiber, as identified on the plan attached to the report.

It was agreed:

- (i) to authorise the Solicitor to the Council to enter into a servitude agreement with the party detailed in the report, or their nominees, to allow overflow surplus water to drain into a ditch located upon land forming part of the former Irvine-Kilmarnock railway solum at Knockentiber in accordance with the initial terms and conditions identified within paragraph 6 of the report; and
- (ii) otherwise to note the contents of the report.

The meeting terminated at 1055 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 18 MAY 2005 AT 1120 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Brian Reeves, Daniel Coffey, Douglas Reid, Harry Wilson, Provost Jane Darnbrough and Councillor Eric Ross.

**ATTENDING:** Bill Stafford, Executive Director of Neighbourhood Services; Graham Short, Head of Service: Quality Improvement; Bill Walkinshaw, Administration Manager; David Hewet, Senior Policy Advisor; and Christine Baillie, Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre, Jim O'Neill and Tommy Farrell.

**CHAIR:** In the absence of the Chair, Councillor Brian Reeves was unanimously appointed and took the Chair.

**CHAIR'S REMARKS**

1. The Chair advised that, in terms of Standing Order 18, an additional report on an application for civic hospitality from Dalmellington Band would be tabled for consideration.

**CONFERENCES AND COURSES BUDGETARY UPDATE**

2. It was reported, and noted, that the Conferences and Courses budget for financial year 2005/2006 was £20,000.

**CONFERENCES/COURSES**

**3.1 INFRASTRUCTURE INVESTMENT IN SCOTLAND - TWO DAY CONFERENCE -  
17/18 MAY 2005 - EDINBURGH**

There was submitted and noted a report dated 10 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which (i) advised of an invitation to attend a two day Conference organised by the Scottish Executive entitled "Infrastructure Investment in Scotland" to be held from 17-18 May 2005 at the Edinburgh Conference Centre; and (ii) noted that two places had been booked for the Conference in terms of the Chief Executive's delegated authority.

**3.2 VOCAL CONFERENCE - 1-2 SEPTEMBER 2005 - CARNOUSTIE**

There was submitted a report dated 10 May 2005 (circulated) by the Executive Director of Neighbourhood Services which advised of an invitation for the Council 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.

### **3.3 THE COALFIELD COMMUNITIES ANNUAL CONFERENCE 2005 - 20-22 SEPTEMBER 2005 - DUNFERMLINE**

There was submitted a report dated 3 May 2005 (circulated) by the Executive Director of Development and Property Services which advised of the Coalfield Communities Campaign Annual Conference to be held between 20 and 22 September 2005.

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**

4. It was reported and noted that the Civic Ceremonial budget for financial year 2005/2006 was £9,470.00 and the balance remaining as at 11 May 2005 was £8,295.00.

### **CIVIC CEREMONIAL APPLICATIONS**

#### **5.1 COMMEMORATION OF THE END OF WORLD WAR 2**

There was submitted a report dated 14 April 2005 (circulated) by the Chief Executive which sought approval for a grant to support an all Ayrshire Commemoration of the 60<sup>th</sup> Anniversary of the end of World War 2.

It was agreed:-

- (i) to approve an award of up to £2,000, based on an equal share between the three Ayrshire Authorities, to support the veterans reception at the 60<sup>th</sup> Anniversary of World War 2 on 11 June 2005;
- (ii) that whilst the Head of Service - Quality Improvement had confirmed that the organising Committee had focused on the event being a commemoration of the end of the War and had subsequently arranged the date of the proposed event to be the mid point between VE Day and VJ Day, he would ensure that the organising Committee were made aware of the Sub-Committee's concerns that the event should not be misinterpreted as being associated with VE Day;
- (iii) that the Head of Service - Quality Improvement ensure that the organising Committee had included such organisations as the Burma Star and Singapore Veterans and such like;
- (iv) to remit to the Head of Service - Quality Improvement to liaise with the Council's Public Relations Department to ensure that all appropriate organisations were either invited to, or made aware of, the event and that all publicity made it clear that the event commemorated the end of the War; and
- (v) otherwise, to note the contents of the report.

## 5.2 DALMELLINGTON BAND

There was submitted a report dated 17 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which requested the Sub-Committee to consider an application received from Dalmellington Band for a contribution towards a finger buffet for the opening event of their new Band and Community Music Hall.

It was agreed:-

- (i) to approve the request from Dalmellington Band for a contribution of £500.00 towards their event;
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Executive Director of Corporate Support, in consultation with the Chair, and
- (iii) otherwise, to note the contents of the report.

The meeting terminated at 1140 hours.