

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 30 MAY 2006 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, James O'Neill, Stephanie Young, Brian Reeves, Willie Coffey, Gordon Cree, John Weir, Harry Wilson, John Knapp, Stuart Finlayson, Eric Jackson, Jimmy Kelly, Tommy Farrell, William Menzies, Elaine Dinwoodie and Jimmy Carmichael.

ATTENDING: Fiona Lees, Chief Executive; Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; James Lavery, Executive Director of Development and Property Services; Graham Short, 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; 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 Douglas Reid, Isabella Macrae, Provost Jane Darnbrough and Councillors Robert McDill and Eric Ross.

CHAIR: Councillor Drew McIntyre, Chair.

MINUTES

1. There was 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 to these Minutes, viz:-
 - 1.1 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 17 MAY 2006.**

FINANCE**STATISTICAL INFORMATION REVENUE COLLECTION**

2. There was submitted and noted a report dated 12 May 2006 (circulated) by the Executive Head of Finance which updated Members on the position of the Council with regard to the billing and collection of local taxes as at 31 March 2006 (Period 13).

**REVIEW OF GRANT FUNDING TO VOLUNTARY ORGANISATIONS IN LIGHT OF
THE LOCAL AUDIT REPORT ON FOLLOWING THE PUBLIC POUND**

3. There was submitted a report dated 27 March 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of the outcome of the review of the grant forms, guidance notes and assessment forms in light of the study by PricewaterhouseCoopers of the Council's performance in relation to the funding of external bodies.

It was agreed:

- (i) to approve the recommendations contained within the report:
- (ii) that a report be submitted to the following round of Local Committees, for their interest;
- (iii) that necessary training for Assessing Officers be developed and carried out by the Department of Corporate Support's Training and Development Section;
- (iv) that 1 September 2006 would be the implementation date for the new forms etc to come into use; and
- (v) to request that Assessing Officers were realistic when making their recommendations to Local Committees for the award of Community Grants to groups, with specific reference to the need to take account of the availability of funds when making recommendations.

CO-LOCATION PROJECTS WITHIN NHS AYRSHIRE AND ARRAN

4. There was submitted a report dated 11 May 2006 (circulated) by the Chief Executive which advised of progress with co-location projects in partnership with NHS Ayrshire and Arran and the proposal to rationalise the project management arrangements for these projects.

It was agreed:

- (i) to note the current progress on the North West Kilmarnock Area Centre and to ensure that all Elected Members were kept fully informed of all progress in this matter;
- (ii) to extend the remit of the Project Board and to rename it as the Co-Location Project Board to consider all co-location projects within East Ayrshire; and
- (iii) otherwise, to note the contents of the report.

INTEGRATED SERVICE DELIVERY AND GOVERNANCE MODELLING PROJECT: SHARED SERVICES - JOINT WORKING IN AYRSHIRE (Item 21, Page 1978, 03/07)

5. There was submitted a report dated 15 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support the purpose of which was to investigate models of integrated service delivery and the implications of any of the project models.

It was agreed:

- (i) to note the terms of the Integrated Service Delivery and Governance Modelling Project and the amendments to the project plan and timescales;
- (ii) to endorse the steps taken and proposed, to date, to participate in the project;
- (iii) to endorse the steps taken and proposed, to date, in respect of additional joint working arrangements Pan-Ayrshire; and
- (iv) that the Depute Chief Executive/Executive Director of Corporate Support report back to the Committee in due course.

CORPORATE MANAGEMENT

ELECTRONIC GOVERNMENT AND ELECTRONIC SERVICE DELIVERY PERFORMANCE REPORT (Item 16, Page 1976, 03/07)

6. There was submitted a report dated 8 May 2006 (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 related projects for which the Council had secured Scottish Executive funding.

It was agreed:

- (i) to note the progress made in the Council's objectives under the Modernising Government Fund and the delivery of e.Government compliance within the Council; and
- (ii) otherwise, to note the contents of the report.

EFFICIENT GOVERNMENT FUND STAGE 2 ICT BID (Item 14, Page 2119, 03/07)

7. There was submitted a report dated 30 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the progress of the Council's Stage 2 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 related project.

It was agreed:

- (i) to note the outcome so far of the Partnership Bid to Stage 2 of the Efficient Government Fund and that a report would be presented to a future meeting of the Policy and Resources Committee should the Scottish Executive choose to support the proposed project; and
- (ii) otherwise, to note the contents of the report.

EAST AYRSHIRE COMMUNITY PLANNING PROCESS YEAR 3, 2005/06 ANNUAL PERFORMANCE REPORT (Item 15, Page 1533, 03/07)

8. There was submitted a report dated 22 May 2006 (circulated) by the Chief Executive which presented the Year 3 2005/06 Annual Performance Report for Community Planning in East Ayrshire.

It was agreed:

- (i) to note the progress made in respect of implementing Community Planning within East Ayrshire;
- (ii) to note and endorse the 'Year 3' 2005/06 Annual Performance Report;
- (iii) to remit to Officers to consolidate the information contained within the third Annual Performance Report into the Council's wider Public Performance Report; and
- (iv) otherwise, to note the contents of the report.

**e.PS PROJECT - SCOPE AND READINESS ASSESSMENT
(Item 19, Page 1535, 03/07)**

9. There was submitted a report dated 17 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support to appraise the Committee of the e.Procurement Scotland (e.PS) Scope and Readiness Assessment and thereafter to seek authority to proceed with an implementation programme of the e.PS system across the Council.

It was agreed:

- (i) to approve East Ayrshire's participation in and implementation of the e.Procurement Scotland service within the parameters identified within the report;
- (ii) to remit to the Depute Chief Executive/Executive Director of Corporate Support to make all necessary arrangements to facilitate the implementation of e.PS within the identified timescale; and
- (iii) otherwise, to note the contents of the report.

Councillor Young left the meeting during consideration of this item.

ADMINISTRATIVE AND LEGAL SERVICES BEST VALUE SERVICE REVIEW

10. There was submitted a report dated 23 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised the Committee of the outcome of the Administrative and Legal Services Best Value Service Review and to report on proposed actions arising therefrom.

It was agreed:

- (i) to note the outcomes of the Administrative and Legal Services Best Value Service Review;
- (ii) to approve the proposed Improvement Action Plan set out at Appendix I to the report;
- (iii) to note that a further report would be brought forward to the next meeting of the Policy and Resources Committee setting out any associated changes to the current staffing structure arising from this Best Value Service Review, prior to presentation of the same report to the Corporate Governance Committee; and
- (iv) otherwise, to note the contents of the report.

**DEPARTMENT OF CORPORATE SUPPORT AND CHIEF EXECUTIVE'S OFFICE -
ABSENCE MANAGEMENT REPORT (QUARTER 1, 2006)**

11. There was submitted and noted a report dated 26 April 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of absence rates for the Department of Corporate Support which included the Chief Executive's office for the quarterly period ending 31 March 2006.

CONTRACTS

PROCUREMENT OF A COMPUTERISED ACCOUNTS RECEIVABLE SYSTEM

12. There was submitted a report dated 17 May 2006 (circulated) by the Executive Head of Finance which sought approval for the negotiation of appropriate contractual terms with Civica Financial Systems Ltd for the procurement of a computerised accounts receivable system and related services to replace the existing system.

It was agreed:

- (i) to approve the negotiation of the contract terms in respect of the procurement of Accounts Receivable and Financial Management software, a Legal Debt Recovery system and related services with Civica Financial Systems Ltd in terms of paragraph 9(2) of the Council's Standing Orders relating to Contracts;
- (ii) that a further report be presented to members of the Policy and Resources Committee for consideration on whether to proceed on the terms agreed during the negotiation process; and
- (iii) otherwise, to note the terms of the report.

AWARDING OF CONTRACT

13. There was submitted and noted a report dated 8 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided, for information, details of a tender which had been accepted, viz:-

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Supply of photography services (framework agreement)	Chris McNulty, Kilmarnock Derek McCabe, Ayr Redpoint Photography, Mossblown Alistair Mulhearn, Troon John Keachie Photography, Stevenston Roger Clark Photography, Cumnock	Schedule of Rates

APPLICATIONS FOR FINANCIAL ASSISTANCE

NORTHWEST YOUTH PROJECT SERVICE LEVEL AGREEMENT EVALUATION (Item 8, Page 1532, 03/07)

14. There was submitted a report dated 4 May 2006 (circulated) by the Executive Director of Educational and Social Services which advised of the outcome of the evaluation of the Service Level Agreement with Northwest Youth Project and which made recommendations accordingly.

It was agreed:

- (i) to remit the development of a third Service Level Agreement with Northwest Youth Project for the period 2006/09 to the Executive Director of Educational and Social Services;
- (ii) to approve an annual award of £68,211 to the Project which included an inflationary uplift; and
- (iii) otherwise, to note the contents of the report.

WEST OF SCOTLAND RACE EQUALITY COUNCIL (Item 8, Page 1527, 03/07)

15. There was submitted a report dated 8 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of a request for financial assistance which had been received from the West of Scotland Race Equality Council and which made recommendations accordingly.

It was agreed:

- (i) to refuse the application for grant funding from the West of Scotland Race Equality Council; and
- (ii) that the Depute Chief Executive/Executive Director of Corporate Support communicate this decision to the West of Scotland Race Equality Council.

MATCH FUND BUDGET

16. There was submitted a report dated 4 April 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which recommended to the Committee awards for the financial 2006/07 Match Fund Budget in respect of three applications.

It was agreed:

- (i) to approve an award of £10,000 to Leisure Development Services on behalf of the Hurlford Community Youth and Support Project;
- (ii) to approve an award of £30,000 to Auchinleck One Stop Shop, subject to the condition detailed in Section 3.6 of the report;
- (iii) to approve an award of £11,500 to the Darvel Improvement Group subject to the conditions detailed in Section 3.8 of the report; and
- (iv) otherwise, to note the contents of the report.

Councillor Wilson left the meeting during consideration of this item.

EAST AYRSHIRE VOLUNTEER CENTRE

17.1 Declaration of Interest

Councillor McIntyre stated that he wished to declare a non-financial interest in respect of this item due to the fact that the Kilmarnock and Loudoun Constituency Labour Party was the Volunteer Centre's landlord and left the meeting.

Councillors O'Neill, Reeves, Cree, Knapp, Finlayson, Jackson and Kelly also declared a non-financial interest in the same terms and left the meeting.

Councillors W Coffey and Weir also left the meeting at this point.

The Committee stood adjourned, there being insufficient Elected Members to achieve a quorum to transact the remaining item of business detailed above.

The meeting terminated at 1118 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 MAY 2006 AT 1130 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Jim O'Neill, Brian Reeves, Douglas Reid, Robert McDill and Tommy Farrell.

ATTENDING: Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; William Stafford, Executive Director of Neighbourhood Services; Dave Hewet, Senior Policy Adviser, Development and Property Services; and Christine Baillie, Administrative Officer.

APOLOGIES: Councillor Harry Wilson, Provost Jane Darnbrough and Councillor Jimmy Carmichael.

CHAIR: Councillor Drew McIntyre, Chair.

CONFERENCES AND COURSES

1. It was reported, and noted, that the Conferences and Courses budget for financial year 2006/2007 was £20,000 and that the balance as at 10 May 2006 was £18,323.00.

CONFERENCES/COURSES

**2.1 NATIONAL ASSOCIATION OF COUNCILLORS - WOMEN NETWORKING WITH
PURPOSE CONFERENCE, 16-18 JUNE 2006, THISTLE HOTEL, GLASGOW**

There was submitted a report dated 2 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which requested that the Sub-Committee consider attendance at the National Association of Councillors - Women Networking with Purpose Conference to be held at the Thistle Hotel, Glasgow, from 16-18 June 2006.

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 COALFIELD COMMUNITIES CAMPAIGN - NATIONAL EXECUTIVE COMMITTEE
MEETING (Item 2.7, Pages 1708 & 1709, 03/07)**

There was submitted a report dated May 2006 (circulated) by the Executive Director of Development and Property Services on the National Executive Committee meeting of the Coalfield Communities Campaign.

It was agreed:-

- (i) to note the circumstances which led to the CCC National Executive Committee meeting on 28 April 2006 being hosted by Wakefield MDC instead of East Ayrshire Council; and

- (ii) that East Ayrshire Council host the future meeting of the CCC National Executive Committee on 20 October 2006, subject to the availability of the Park Hotel.

2.3 SCOTTISH ACCIDENT PREVENTION COUNCIL 57TH ANNUAL CONFERENCE: CRIEFF HYDRO, 11-12 SEPTEMBER 2006

There was submitted a report dated 8 May 2006 (circulated) by the Executive Director of Neighbourhood Services on an invitation for the Council to be represented at the 57th Annual Conference of the Scottish Accident Prevention Council to be held in Crieff Hydro on 11-12 September 2006.

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 budget for Civic Ceremonial events for financial year 2006/07 was £9,470 and the balance as at 10 May 2006 was £9,068.

CIVIC CEREMONIAL APPLICATIONS

4.1 EAST AYRSHIRE CARERS CENTRE LIMITED - GALA CHARITY DINNER AND DANCE

There was submitted and noted a report dated 3 April 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised that the Chief Executive, in terms of her delegated authority, and following consultation with the Chair, agreed to take a table for 10 at the East Ayrshire Carers Centre Limited Gala Charity Dinner and Dance.

4.2 RECEPTION FOR RETIRAL OF LORD LIEUTENANT

There was submitted and noted a report dated 2 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised that the Chief Executive, in terms of her delegated authority, and following consultation with the Chair and the Provost, agreed to host jointly a reception to mark the retiral of the Lord Lieutenant.

The meeting terminated at 1135 hours.