

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 19 FEBRUARY 2004
AT 1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

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

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services/Solicitor to the Council; John Clayton, Head of Corporate Development and Communication; Chris McAleavey, Head of Homes; and Anne Marie Carr, Senior Administrative Officer.

APOLOGIES: Councillors John Weir, Tommy Farrell and Jimmy Carmichael.

CHAIR: Councillor Drew McIntyre, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved as correct records, and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes (circulated) as contained within Appendices I to VIII of these Minutes, viz:-

- 1.1 **RECRUITMENT SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 17 NOVEMBER 2003** - Appendix I.

Councillors W Coffey, Reid and Wilson joined the meeting at this point.

- 1.2 **RECRUITMENT SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 20 NOVEMBER 2003** - Appendix II.

- 1.3 **APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 26 NOVEMBER 2003** - Appendix III.

- 1.4 **CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 18 DECEMBER 2003** - Appendix IV.

Councillor D Coffey joined the meeting at this point.

- 1.5 **CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 14 JANUARY 2004** - Appendix V.

- 1.6 **APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 23 JANUARY 2004** - Appendix VI.

- 1.7 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 28 JANUARY 2004** - Appendix VII.

1.8 CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 6 FEBRUARY 2004 - Appendix VIII.

BUDGET SCRUTINY GROUP

2. There were submitted and noted the Minutes of the Budget Scrutiny Group held on 23 December 2003 (circulated).

BUDGETARY CONTROL STATEMENT - GENERAL FUND SERVICES

3. There was submitted a report dated 3 February 2004 (circulated) by the Director of Finance which advised of the current budgetary control position of the General Services Revenue Account.

It was agreed:

- (i) to approve the transfer of the sum of £115,512 from the Renewal and Repairs Fund as detailed within paragraph 3.8 of the report; and
- (ii) otherwise, to note the contents of the report.

CASH RECEIPTING AND INCOME MANAGEMENT

4. There was submitted a report dated 9 December 2003 (circulated) by the Director of Finance (i) which updated Members on the implementation of cash receipting and income management systems; and (ii) which sought approval to pass on credit card charges made by the bank to customers.

Councillor Reid, seconded by Councillor D Coffey, moved to continue consideration of this item and that a zero charge be applied to payments made to the Council by credit card.

Councillor McIntyre, seconded by Councillor Reeves, moved as an amendment:

- (i) to approve the proposal to pass on credit card charges to customers; and
- (ii) otherwise, to note the contents of the report.

On a division by a show of hands, the amendment was carried by 13 votes to 5.

AWARDING OF CONTRACTS

5. There was submitted and noted a report dated 2 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted.

ANNUAL COMMUNITY COUNCILS CONSULTATIVE MEETING

6. There was submitted a report dated 25 November 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the outcome of the annual consultative meeting between East Ayrshire Council and East Ayrshire Community Councils held on the evening of 24 November 2003 in the Council Headquarters, London Road, Kilmarnock.

It was agreed:

- (i) to note the outcome of the annual consultative meeting, as detailed in Appendix I to the report, between East Ayrshire Council and East Ayrshire Community Councils held on 24 November 2003; and

- (ii) to note that the issues raised at the meeting by Community Council representatives were either being progressed, or had been dealt with.

CHILDREN'S PANEL ADVISORY COMMITTEE EXTENDED MEMBERSHIP

7. There was submitted a report dated 23 January 2004 (circulated) by the Clerk to the Children's Panel Advisory Committee which sought the Committee's approval, in principle, to recommend to the Scottish Executive that the Children's Panel Advisory Committee membership be extended by one member in order to recruit a new Chair, should this provision be required in due course.

It was agreed:

- (i) to approve, in principle, to recommend to the Scottish Executive that the Children's Panel Advisory Committee membership be extended by one member in order to recruit a new Chair, should this provision be required in due course; and
- (ii) that it be remitted to the Clerk to the Children's Panel Advisory Committee to undertake the necessary arrangements.

STATUTORY PERFORMANCE INDICATORS 2004/05 - DIRECTION 2003 (Item 17, Page 321, 03/07)

8. There was submitted a report dated 5 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised the Committee of the Publication of Information (Standards and Performance) Direction 2003 by the Accounts Commission.

It was agreed:

- (i) to note the publication by the Accounts Commission of the Direction 2003;
- (ii) to note the completion of trial runs on new and amended performance indicators for 2003/04 contained within Direction 2002;
- (iii) to note the planned trial run for new and amended 2004/2005 Indicators in the Direction 2003; and
- (iv) that the comments made by Members regarding the appropriateness of the following indicators be taken on board, viz:-
- **Corporate Management - Indicator 4: Public Access** - the need to find an appropriate comparator to ensure meaningfulness of the indicator.
 - **Waste Management - Indicator 5: Cleanliness** - the lack of any reference to other forms of detritus aside from street litter and animal faeces within the definition of the indicator.

LOCAL GOVERNMENT IN SCOTLAND ACT 2003 - REVIEW OF THE COUNCIL'S BEST VALUE ARRANGEMENTS (Item 8, Page 127, 03/07)

9. There was submitted a report dated 5 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which highlighted the issues presently influencing the direction and expectation of Best Value in Scotland, to assess the effectiveness of the Council's current arrangements and to put forward proposals for the development of the Council's approach to Best Value.

It was agreed:

- (i) to note the requirement of the Local Government in Scotland Act 2003 and the Scottish Executive's supporting guidance and regulations;
- (ii) to approve the proposals for revised arrangements for Best Value contained in paragraph 4.4 of the report;
- (iii) to recommend to Council, to amend the Scheme of Delegation as set out in paragraph 3.6(v);
- (iv) to consult with the relevant Trade Unions on these proposals prior to full implementation;
- (v) that a Performance Review Group be established as detailed at paragraph 4.4(7) of the report; and
- (vi) otherwise, to note the contents of the report.

MATCH FUND BUDGETS 2003/04

10. There was submitted a joint report dated 4 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and of Educational and Social Services which provided an update on the spend against the 2003/04 Match Fund Budget and which made recommendations for future funding.

It was agreed:

- (i) to approve the allocation of up to £25,000 for the Zone Project in 2004/05 as a match against the project's submission to the Scottish Executive's Local Capital Grants Scheme in 2004/05;
- (ii) to remit to the Director of Educational and Social Services to monitor project progress, reporting appropriately to Committee;
- (iii) to note that the award to New Cumnock Youth Centre had been withdrawn; and
- (iv) otherwise, to note the contents of the report.

LOCAL COMMITTEE COMMUNITY GRANTS SCHEME - DISTRIBUTION OF RESOURCES 2004/05

11. There was submitted a report dated 9 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented to Committee for consideration the proposed distribution of resources for the Council's Local Committee Community Grants Scheme in 2004/05.

It was agreed:

- (i) to utilise the new formula, as detailed at paragraph 3.6 of the report, to allocate resources in 2004/05;
- (ii) to approve Option 2 detailed in the report as a basis for grant allocation in 2004/05;
- (iii) to request the Depute Chief Executive/Director of Corporate Resources to carry out a further review for 2005/06 allocations taking into account the 2004 indices of multiple deprivation due around Summer 2004 (paragraph 3.4 of the report refers); and

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

**FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 -
PUBLICATION OF SCHEME (Item 2, Page 1832, 99/03)**

12. There was submitted a report dated 28 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources (i) which updated on progress made in the implementation of the Freedom of Information (Scotland) Act 2002; and (ii) which sought approval of the proposed Publication Scheme prior to submission to the Scottish Information Commissioner for approval.

It was agreed:

- (i) to approve the Publication Scheme detailed in Appendix 1 of the report; and
- (ii) to remit to the Head of Administrative and Legal Services to forward the Publication Scheme to the Scottish Information Commissioner prior to 28 February 2004 and thereafter to issue the Scheme, subject to minor textual and presentational changes arising out of either the local consultation process, or any comments received from the Scottish Information Commissioner following submission of the Scheme for approval.

**BUILDING STRONG, SAFE AND ATTRACTIVE COMMUNITIES:
COMMUNITY BASED WARDENS AND OTHER COMMUNITY BASED
INITIATIVES TO TACKLE ANTI-SOCIAL BEHAVIOUR (Item 2, Page 221,03/07)**

13. There was submitted a report dated 18 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised Members of the success of East Ayrshire's submission to the Scottish Executive for funding for community based Wardens and other community based anti-social behaviour initiatives.

It was agreed:

- (i) to note the success in securing the additional resources totalling £1,050,000 over a two year period for Community Wardens and other anti-social behaviour initiatives;
- (ii) to note the transfer of responsibility for the initiative from the Community Planning and Partnership Unit to the new Department of Neighbourhood Services;
- (iii) to remit to the Director of Neighbourhood Services to liaise with Local Members and communities to ensure the effective implementation of this programme; and
- (iv) otherwise, to note the contents of the report.

Councillor Cree left the meeting during consideration of this item.

EXCLUSION OF PRESS AND PUBLIC

14. 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 6 of Schedule 7A of the Act.

CHILDREN'S PANEL ADVISORY COMMITTEE MEMBERSHIP

15. There was submitted a report dated 12 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised the Committee of the Children's Panel Advisory Committee recommendation in respect of a Council-appointed vacancy on the Children's Panel Advisory Committee and which sought the Committee's decision in respect of an appointment.

It was agreed:

- C (i) to recommend to Council that Susan Paton be appointed as a Council-appointed on the Children's Panel Advisory Committee for a period of one year from 7 March 2004 to 6 March 2005; and C
- (ii) that it be remitted to the Depute Chief Executive/Director of Corporate Resources to advise the Scottish Executive of the Council's appointment to the CPAC.

The meeting terminated at 1102 hrs.

APPENDIX I

EAST AYRSHIRE COUNCIL

**RECRUITMENT SUB-COMMITTEE OF THE
POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON MONDAY 17 NOVEMBER 2003 AT 1210 HRS
IN THE DOWER HOUSE, DEAN CASTLE COUNTRY PARK, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, John Knapp, Douglas Reid, John Campbell, Jimmy Kelly, Tommy Farrell and Eric Ross.

ATTENDING: David Montgomery, Chief Executive; Graham Haugh, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

ADJOURNMENT

1. The Sub-Committee adjourned at 1211 hrs.

RECONVENTION

2. The Sub-Committee reconvened at 1220 hrs with the same Members and Officers in attendance, with Councillor Ross having joined the meeting at this point.

EXCLUSION OF PRESS AND PUBLIC

2. The Sub-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 1 of Schedule 7A of the Act.

**POST OF DIRECTOR OF DEVELOPMENT AND PROPERTY SERVICES
(Item 2, Page 439, 03/07)**

3. There was submitted a report dated 10 November 2003 (circulated) by the Chief Executive which presented information to the Sub-Committee on the two candidates who were participating in the restricted interview process with a view to making an appointment to the post of Director of Development and Property Services, together with the following documentation:-
 - (i) timetable for the selection process;
 - (ii) synopsis of the interviewees;
 - (iii) copy of job outline;
 - (iv) copy of employee personal profile form; and
 - (v) copy of the person specification.

The Committee interviewed Stephen Chorley and James Lavery. After consideration, it was decided:-

- (i) to offer the post of Director of Development and Property Services to James Lavery;
- (ii) that all Elected Members of the Council be informed of the appointment; and
- (iii) that the necessary arrangements be remitted to the Chief Executive.

The meeting terminated at 1440 hrs.

APPENDIX II**EAST AYRSHIRE COUNCIL****RECRUITMENT SUB-COMMITTEE OF
THE POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 20 NOVEMBER 2003 AT 0845
HRS IN THE DOWER HOUSE, DEAN CASTLE COUNTRY PARK, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Isabella Macrae, Harry Wilson, John Knapp, Tommy Farrell and Elaine Stewart.

ATTENDING: David Montgomery, Chief Executive; Graham Haugh, Head of Personnel and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

ADJOURNMENT/RECONVENTION

1. The Sub-Committee adjourned at 0850 hrs and reconvened at 0900 hrs with the same members and Officers in attendance.

EXCLUSION OF PRESS AND PUBLIC

2. The Sub-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 1 of Schedule 7A of the Act.

**POST OF DIRECTOR OF CORPORATE SUPPORT/DEPUTE CHIEF EXECUTIVE
(Item 2, Page 439, 03/07)**

3. There was submitted a report dated 13 November 2003 (circulated) by the Chief Executive which presented information to the Sub-Committee on the two candidates participating in the restricted interview process with a view to making an appointment to the post of Director of Corporate Support/Depute Chief Executive, together with the following documentation:-
 - (i) timetable for the selection process;
 - (ii) synopsis of the interviewees;
 - (iii) copy of job outline;
 - (iv) copy of employee personal profile form; and
 - (v) copy of the person specification.

The Committee interviewed Fiona Lees and Alex McPhee.

After consideration it was agreed:

- (i) to offer the post of Director of Corporate Support/Depute Chief Executive to Fiona Lees;
- (ii) that all Elected Members of the Council be informed of the appointment; and

(iii) that the necessary arrangements be remitted to the Chief Executive.

The meeting terminated at 1100 hrs.

APPENDIX III

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON WEDNESDAY 26 NOVEMBER 2003 AT 0900
HRS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM, COUNCIL
HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors John Knapp, Jim O'Neill, Gordon Cree and William Menzies.

ATTENDING: Graham Haugh, Head of Personnel and Julie Armstrong, Assistant Administration Manager.

APOLOGY: Councillor Douglas Reid

CHAIR: Councillor John Knapp, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 1 of Schedule 7A of the Act.

DISCIPLINARY APPEAL NO D4/03

2. There was submitted a copy of the Disciplinary Appeals Procedure together with submissions by Management and Notification of Appeal by the appellant (all circulated)

OUTCOME OF APPEAL

3. Having heard both parties, the Sub-Committee unanimously agreed that the grounds of the appeal had not been substantiated and the appeal was not upheld.

The meeting terminated at 1055 hrs.

APPENDIX IV

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 18 DECEMBER 2003 AT
0918 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Brian Reeves.

ATTENDING: David Montgomery, Chief Executive; Graham Haugh, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 1 of Schedule 7A of the Act.

REQUEST FOR VOLUNTARY SEVERANCE (Item 27, Page 309, 03/07)

2. There was submitted a report dated 15 December 2003 (circulated) by the Chief Executive which sought approval of a request for early retirement from a Chief Officer.

It was agreed:

- (i) to approve the early retirement application as detailed in Appendix A of the report;
- (ii) to delegate authority to the Chief Executive to determine any secondment arrangements, in the period up to the proposed retirement date of 31 March 2004 and, if appropriate, postponement of the retirement date to facilitate any longer term full-time secondment on work relevant to the Council provided this is at no additional cost to the Council.

The meeting terminated at 0923 hrs.

APPENDIX V

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON WEDNESDAY 14 JANUARY 2004
AT 1015 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Brian Reeves.

ATTENDING: Graham Haugh, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

REQUEST FOR EARLY RETIREMENT

2. There was submitted a report dated 8 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought the Sub-Committee's approval of a request for voluntary severance from an employee within the Personnel Services (Training and Development) Section of the Department of Corporate Resources, subject to the Corporate Governance Committee approving related staffing adjustments at its meeting scheduled for 10 February 2004.

It was agreed to approve the early retirement application as detailed in Appendix A to the report.

REQUEST FOR EARLY RETIREMENT

3. There was submitted a report dated 9 January 2004 (circulated) by the Head of Personnel which sought the Sub-Committee's approval of a request for voluntary severance from a Chief Officer.

It was agreed to approve the early retirement application as detailed in Appendix A to the report.

**LOCAL GOVERNMENT SUPERANNUATION (SCOTLAND) REGULATIONS -
EMPLOYERS' DISCRETION**

4. There was submitted a report dated 12 January 2004 (circulated) which requested the Sub-Committee to consider a request from a former employee for the Council to use its discretion under the Pension Regulations to authorise early payment of preserved retirement benefits on compassionate grounds.

It was agreed not to accede to the request from a former employee for the Council to use its discretion under the Pension Regulations to endorse early repayment of preserved retirement benefits on compassionate grounds.

The meeting terminated at 1020 hrs.

APPENDIX VI**EAST AYRSHIRE COUNCIL****APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON FRIDAY 23 JANUARY 2004 AT 0930 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Douglas Reid, Gordon Cree, William Menzies and Elaine Dinwoodie.

ATTENDING: Graham Haugh, Head of Personnel; and Julie Armstrong, Assistant Administration Manager.

CHAIR: Councillor Tommy Farrell, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 1 of Schedule 7A of the Act.

DISCIPLINARY APPEAL NO D5/03

2. There was submitted a copy of the Disciplinary Appeal procedure together with submissions by the Department and Notification of Appeal form and productions by the appellant (all circulated).

ADVISORY COMMENTS FROM THE CHAIR

3. The Chair outlined the role of the Appeals Sub-Committee and referred to the fact that both parties had included papers that related to correspondence and communications after the date of dismissal.

The Chair therefore asked both parties:

- (i) in terms of management, to focus on the reasons for dismissal which appeared to be set out in their letter dated 13 November 2003;
- (ii) in terms of the appellant, to focus on the response to the reasons which management had presented for dismissal and his version of events and/or actions in response to those reasons; and
- (iii) that if either party intended to refer to any correspondence beyond the date of the dismissal letter, ie 13 November, then the Chair would expect them to explain to the Sub-Committee why they wished to do so before proceeding.

FURTHER SUBMISSION BY THE APPELLANT

4. In response to a request by the appellant's Trade Union representative to submit a medical certificate as a further submission, the Head of Personnel advised that this matter would be dealt with at the appropriate part in the Hearing procedure. The

Trade Union representative later referred to the medical certificate in the course of his submission on behalf of the appellant.

ADJOURNMENTS/RECONVENTIONS

5. The Sub-Committee adjourned at 1030 hrs and reconvened at 1035 hrs with the same Members and Officials present and in attendance.

The Sub-Committee adjourned at 1200 hrs and reconvened at 1207 hrs with the same Members and Officials present and in attendance.

The Sub-Committee adjourned at 1315 hrs and reconvened at 1400 hrs with the same Members and Officials present and in attendance.

OUTCOME OF APPEAL

6. Having heard both parties, the Sub-Committee unanimously agreed that the grounds of the dismissal appeal had not been substantiated and the appeal was not upheld.

The meeting terminated at 1455 hrs.

APPENDIX VII**EAST AYRSHIRE COUNCIL****MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE
POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 28 JANUARY 2004 AT 0930
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

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

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; James Lavery, Director of Homes and Technical Services; David Hewet, Senior Policy Advisor (Strategy/Partnership); and Christine Baillie, Administrative Officer.

APOLOGY: Councillor Brian Reeves.

CHAIR: Councillor Drew McIntyre, Chair.

CONFERENCES AND COURSES BUDGETARY UPDATE

- 1.1 It was reported, and noted, that the balance of the Conferences and Courses budget for the financial year 2003/2004 was £13,823.50 as at 13 January 2004.
- 1.2 It was agreed to vire £1,500 from the Conferences and Courses budget to the Civic Ceremonial budget to meet the costs of any forthcoming civic ceremonial events.

CONFERENCES AND COURSES**2.1 APSE BUILDING SERVICES ANNUAL SEMINAR - 4-6 FEBRUARY 2004,
PEEBLES**

There was submitted a report dated 18 December 2003 (circulated) by the Director of Homes and Technical Services on the Annual Conference of the Scottish APSE Building Services.

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 ALLIANCE FOR REGIONAL AID - LOBBY OF THE EUROPEAN INSTITUTIONS IN
BRUSSELS**

There was submitted a report dated 22 December 2003 (circulated) by the Director of Development Services which advised that the Alliance for Regional Aid had invited the Authority to be involved in a major lobby of the European Institutions in Brussels during March 2004.

It was agreed:-

- (i) that Councillor Kelly, as East Ayrshire Council's delegate on the Coalfield Communities Campaign, attend the lobby; and
- (ii) to remit to the Senior Policy Advisor (Strategy/Partnership) to seek clarification that the draft itinerary included discussions with representatives on the Committee of Regions.

Councillors Douglas Reid and Eric Ross joined the meeting during discussion of the above item.

2.3 COSLA ANNUAL CONFERENCE: 10-12 MARCH 2004, ST ANDREW'S BAY HOTEL, ST ANDREW'S BAY, FIFE

There was submitted a report dated 20 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of an invitation received from CoSLA to attend the CoSLA Annual Conference.

It was agreed to authorise attendance by three Members of the Administration, and one of the Opposition, namely Councillors McIntyre, Knapp, Farrell and Reid, the Council's delegates to CoSLA, subject to the availability of the individual Members.

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 £1,064.36 as at 13 January 2004.

CIVIC CEREMONIAL APPLICATIONS

4.1 SORN COMMUNITY COUNCIL

There was submitted and noted a report dated 8 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a contribution of £250.00 made in terms of the delegated authority of the Depute Chief Executive/Director of Corporate Resources, following consultation with the Chair, to Sorn Community Council towards the cost of refreshments in respect of their event held on 28 November 2003.

4.2 LODGE CENTENARY DINNER - DARVEL

There was submitted a report dated 19 December 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from the Lodge Darvel 971 for a contribution towards their centenary dinner to be held on Saturday 22 May 2004 at Darvel Town Hall.

It was agreed:-

- (i) to approve the request from Lodge Darvel 971 for a contribution towards their centenary celebrations of £180.00; and
- (ii) to remit the necessary arrangements, including Council representation, to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

4.3 GALSTON PARISH CHURCH

There was submitted a report dated 8 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Galston Parish Church - Ahrensfelde Partnership for civic hospitality in respect of the visit in October 2004.

It was agreed:-

- (i) to approve the request from Galston Parish Church for civic hospitality in respect of their event to take place in October 2004; and
- (ii) to remit the necessary arrangements, including Council representation, to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

4.4 INVITATION TO VISIT KULMBACH

There was submitted a report dated 15 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of an invitation received from the Mayoress of Kulmbach inviting East Ayrshire Council to visit Kulmbach from 18-20 June 2004 to celebrate the 30th anniversary of the twinning link between Kilmarnock and Kulmbach.

It was agreed:-

- (i) to approve the request from Kulmbach for representatives of East Ayrshire Council to attend the 30th anniversary from 18-20 June 2004;
- (ii) that Officers from East Ayrshire liaise with Officers from Kulmbach to discuss the proposed arrangements for the visit; and
- (iii) that a further, more detailed report, be submitted to the next meeting of the Sub-Committee.

The meeting terminated at 0950 hours.

APPENDIX VIII

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON FRIDAY 6 FEBRUARY 2004 AT 0930 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Brian Reeves.

ATTENDING: George Park, Employee Relations Manager; Bill Eadie, Principal Officer, Children and Families (Educational and Social Services); John Sheridan, Senior Employee Relations Officer; and Anne Marie Carr, Senior Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Sub-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 1 of Schedule 7A of the Act.

REQUEST FOR EARLY RETIREMENT

2. There was submitted a report dated 3 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought the Sub-Committee's approval of requests for early retirement received from two employees within the Social Work Service of the Department of Educational and Social Services, subject to the Corporate Governance Committee approving a revised structure for that Service at its meeting on 10 February 2004.

It was agreed to approve the early retirement applications as detailed in Appendix A of the report, subject to the Corporate Governance Committee approving a revised structure for the Social Work Service of the Department of Educational and Social Services at its meeting on 10 February 2004.

The meeting terminated at 0935 hours.