

**EAST AYRSHIRE COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 19 SEPTEMBER 2006 AT  
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Brian Reeves, Jim O'Neill, Stephanie Young, Willie Coffey, Douglas Reid, Gordon Cree, John Weir, Harry Wilson, John Knapp, Stuart Finlayson, Robert McDill, Eric Jackson, 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; William Stafford, Executive Director of Neighbourhood Services; David Mitchell, Head of Administrative and Legal Services; John Clayton, Head of Corporate Development and Communication; Chris McAleavey, Head of Housing; Robin Baker, Financial Controller; and Bill Walkinshaw, Administration Manager.

**APOLOGIES:** Provost Jane Darnbrough and Councillors Drew McIntyre, Isabella Macrae and Jimmy Kelly.

**CHAIR:** Councillor Brian Reeves, Vice-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 the Appendix to these Minutes, viz:-
  - 1.1 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE OF 6 SEPTEMBER 2006**

**BUDGET SCRUTINY GROUP**

2. There were submitted and noted the Minutes of the Budget Scrutiny Group meetings held on 14 June and 22 August 2006 (circulated).

**FINANCE**

**BUDGETARY CONTROL STATEMENT - GENERAL FUND SERVICES**

3. There was submitted a report dated 28 August 2006 (circulated) by the Executive Head of Finance advising of the projected financial position for Revenue Services and the General Services Capital Programme based on information provided by Executive Directors.

It was agreed:

- (i) to approve the budget transfers detailed in paragraph 3.1.3, 3.3.2 and 3.3.3 of the report; and
- (ii) otherwise, to note the contents of the report.

Councillor Tommy Farrell joined the meeting during consideration of this item.

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

4. There was submitted and noted a joint report dated 1 September 2006 (circulated) by the Executive Head of Finance and the Executive Director of Corporate Support advising of the current budgetary control position and the projected out-turn for the services within the remit of Policy and Resources (Corporate Support).

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

5. There was submitted and noted a report dated 1 September 2006 (circulated) by the Executive Head of Finance advising of the current budgetary control position and the projected out-turn for the year for services within the remit of Policy and Resources (Central Services).

**BUDGETARY CONTROL SUMMARY STATEMENT -  
HOUSING REVENUE ACCOUNT TO 23 JULY 2006 (PERIOD 4)**

6. There was submitted and noted a joint report dated 28 August 2006 (circulated) by the Executive Head of Finance and the Executive Director of Neighbourhood Services advising of the current budgetary control position of the Housing Revenue Account for the period ended 23 July 2006 (Period 4).

**STATISTICAL INFORMATION ON REVENUE COLLECTION**

7. There was submitted and noted a report dated 4 September 2006 (circulated) by the Executive Head of Finance providing the Committee with an update on billing and collection performance in respect of local taxes as at 20 August 2006 (Period 5).

**EXTERNAL FUNDING SUMMARY FOR FINANCIAL YEAR 05/06 AND  
EXTERNAL FUNDING UPDATE - 1 APRIL-30 JUNE 2006**

8. There was submitted and noted a report dated 4 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support updating the Committee on progress in relation to external funding activity.

**THE COUNCIL TAX (EXEMPT DWELLINGS) (SCOTLAND)  
AMENDMENT ORDER 2006**

9. There was submitted a report dated 28 August 2006 (circulated) by the Executive Head of Finance updating the Committee on the amendment to the Council Tax legislation coming into force on 1 October 2006.

It was agreed:

- (i) to approve the write-offs/refunds of Council Tax for those individuals affected by the legislation as detailed within paragraph 4.1 of the report; and
- (ii) otherwise, to note the contents of the report.

**EAST AYRSHIRE CITIZENS ADVICE BUREAU -  
FUNDING APPRAISAL REPORT**

10. There was submitted a report dated 28 August 2006 (circulated) by the Executive Director of Neighbourhood Services providing information on the work of the East

Ayrshire Citizens Advice Bureau and requesting consideration on the level of grant assistance for the future.

It was agreed:

- (i) to note that the Partnership Agreement expired in March 2007 as detailed in paragraph 8.2 of the report;
- (ii) to agree a funding contribution for 2007/08, 2008/09 and 2009/10 of £137,252, £139,997 and £142,796 respectively; and
- (iii) otherwise, to note the contents of the report.

## **PARTNERSHIP ARRANGEMENTS**

### **FORMAL NAMING OF THE NEW HEALTH/COUNCIL/ COMMUNITY FACILITY IN NORTHWEST KILMARNOCK**

11. There was submitted a report dated 6 September 2006 (circulated) by the Chief Executive to advise the Committee of progress with the new co-located Health/Council/Community facility in North West Kilmarnock and to propose that the Centre now be named.

Councillor Reeves, seconded by Councillor O'Neill, moved that the Centre be named the North West Kilmarnock Area Centre and in recognition of Councillor Daniel Coffey's service to the community within that area that a suite of rooms, namely the Community Suite, be named after Daniel Coffey and a suitable memorial plaque erected.

Councillor Wilson, seconded by Councillor Reid, moved as an amendment that in recognition of Councillor Danny Coffey's work in the community that the Centre be named the Daniel Coffey Centre.

On a division by a show of hands the motion was carried by 10 votes to 6.

## **CORPORATE MANAGEMENT**

### **DEPARTMENT OF CORPORATE SUPPORT - UPDATE ON STRATEGIC SELF ASSESSMENT PERFORMANCE - PROGRESS REPORT**

12. There was submitted a report dated 5 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support updating the Committee on the Department of Corporate Support's progress in addressing areas for improvement identified during the strategic self assessment of the Department's performance.

It was agreed:

- (i) to note the good progress made by the Department of Corporate Support in responding to the areas for improvement identified during the Department's strategic self assessment of performance;
- (ii) that any outstanding action points be incorporated into relevant Service Improvement/Work Plans as appropriate; and
- (iii) otherwise, to note the contents of the report.

Councillors Willie Coffey and Harry Wilson left the meeting during consideration of this item.

**STREAMLINING BUREAUCRACY - PROCUREMENT OF CONSULTANCY  
AND TRAINING SERVICES**

13. There was submitted a report dated 31 August 2006 (circulated) by the Executive Director of Corporate Support seeking approval to negotiate appropriate contractual terms with Vanguard Ltd for the provision of Consultancy and Training Services in respect of work being undertaken in the cross-cutting service review of housing and property repairs and the implementation of a verification framework within Benefits Administration.

It was agreed:

- (i) to approve the negotiation of contract terms in respect of consultancy and training services with Vanguard Ltd in terms of paragraph 9(2) of the Council's Standing Orders relating to Contracts; and
- (ii) otherwise, to note the contents of the report.

Councillors Willie Coffey and Harry Wilson rejoined the meeting during consideration of this item.

**CUSTOMER FIRST PROGRAMME UPDATE**

14. There was submitted and noted a report dated 28 August 2006 (circulated) by the Chief Executive updating the Committee on the progress that had been made on further strengthening East Ayrshire Council's approach to improving customer service through the Customer First programme.

**STATUTORY PERFORMANCE INDICATORS FOR 2005/06**

15. There was submitted a report dated 7 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support presenting the outcome for the 2005/06 Statutory Performance Indicators in respect of those Indicators for which the Committee had an interest, ie Corporate Management and Benefits Administration.

It was agreed:

- (i) to note the performance of the Council in 2005/06 against the Statutory Performance Indicators in which the Committee had an interest as detailed in the Appendix to the report; and
- (ii) otherwise, to note the contents of the report.

**EAST AYRSHIRE COUNCIL PUBLIC PERFORMANCE REPORTING 2005/06**

16. There was submitted a report dated 7 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support advising the Committee on the arrangements for the production and publication of East Ayrshire Council's 2006 Public Performance Report; providing an update on the Scottish Executive's anticipated Regulations pertaining to Public Performance Reporting; and the implications for the further development of the Council's Public Performance Reporting Strategy.

It was agreed:

- (i) to remit to officers, in consultation with the Chair, to prepare an individual Public Performance Report, 2006, which could be distributed with the November 2006 Headlines magazine;
- (ii) to note the recent announcement by the Scottish Executive that a decision had been taken not to introduce Statutory Regulations on Public Performance Reporting at this time;
- (iii) to receive a more detailed report on the continuing development of the Council's Public Performance Reporting Strategy at the next meeting of the Committee; and
- (iv) otherwise, to note the contents of the report.

### **CORPORATE SUPPORT RACE EQUALITY ACTION PLAN**

17. There was submitted a report dated 11 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support submitting for approval the Department of Corporate Support's Race Equality Action Plan as required under the Council's Race Equality Scheme 2005-08.

It was agreed to approve the Race Equality Action Plan 2005-08 for the Department of Corporate Support as detailed within Appendix I of the report.

### **COMMUNITY PLANNING**

#### **REGENERATION OUTCOME AGREEMENT - ANNUAL REPORT 2005/06**

18. There was submitted a report dated 8 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support presenting to the Committee for consideration and endorsement the first Regeneration Outcome Agreement Annual Report for the year 2005/06.

It was agreed:

- (i) to note and endorse the progress made in the first year of implementing the Regeneration Outcome Agreement; and
- (ii) otherwise, to note the contents of the report.

#### **COMMUNITY PLANNING IN EAST AYRSHIRE: FOUR-YEARLY REVIEW**

19. There was submitted a report dated 8 August 2006 (circulated) by the Chief Executive advising on progress in respect of the Community Planning Four-Yearly Review.

It was agreed:

- (i) to approve the continuation of the existing Aims and Aspirations, with minor adjustments in respect of the wording;
- (ii) to consider the outcome of the review of Community Planning structures at a future Policy and Resources Committee meeting;
- (iii) to note the findings of the initial review of the legislative requirements in respect of Community Planning;
- (iv) to note the steps being taken to review and update the text of the Community Plan and to consider the draft revised Community Plan at a future Policy and Resources Committee;

- (v) to note the progress to review and revise the Thematic Action Plans and to consider the proposed actions to address the Community Plan aims at Council in October 2006; and
- (vi) otherwise, to note the contents of the report.

**COMMUNITY PLANNING: AN INITIAL REVIEW  
(REVIEW OF REPORT FROM AUDIT SCOTLAND)**

20. There was submitted a report dated 7 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support advising of the findings and recommendations of the Audit Scotland document "Community Planning: An Initial Review" and of current activity to address the issues highlighted in the report relative to East Ayrshire.

It was agreed:

- (i) to note the general findings and recommendations of "Community Planning: An Initial Review";
- (ii) to note the specific findings and recommendations set out in the report for Local Authorities and Local Partner Organisations as detailed within Appendix I, 4<sup>th</sup> column of the report;
- (iii) to note the action already being taken to address these issues (as set out in Appendix II to the report); and
- (iv) otherwise, to note the contents of the report.

**CONTRACTS**

**AWARDING OF CONTRACTS**

21. There was submitted and noted a report dated 4 September 2006 (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>
Supply of franking machines	Northern Services, East Kilbride	Schedule of Rates
Community Planning Four Yearly Review Consultancy Service	Tribal Consortium, Edinburgh	£32,700

**EXCLUSION OF PRESS AND PUBLIC**

22. 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in the paragraph of Schedule 7A of the Act as shown against each item.

## PROPERTY

### PROPOSED DISPOSAL OF 30/32 DUNDONALD ROAD, KILMARNOCK (PARA 9)

23. There was submitted a report dated 28 August 2006 (circulated) by the Solicitor to the Council advising the Committee of the outcome of the recent marketing of 30/32 Dundonald Road, Kilmarnock as detailed on the plan attached to the report and seeking authority to dispose of the subjects to the parties detailed.

The Committee agreed to authorise the Solicitor to the Council to accept the highest offer from the parties identified within the report, subject to any additional terms and conditions required to protect the Council's interests, whom failing, to revert to the parties identified within the report to accept the second highest offer subject to appropriate terms and conditions.

## BEST VALUE

### FOLLOW-UP TO ADMINISTRATIVE AND LEGAL SERVICES BEST VALUE SERVICE REVIEW (PARA 1) (Item 10, Page 2258, 03/07)

24. There was submitted a report dated 1 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support presenting for consideration by Committee proposed changes to the Administrative and Legal Services structure following on from the recent Best Value Service Review and to seek approval to submit these proposals to the next meeting of the Corporate Governance Committee on 28 September 2006.

It was agreed:

- (i) to approve the proposals set out in paragraphs 3.2, 3.3, 3.6, 3.7 and 3.8 of the report;
- (ii) to remit these matters to the next meeting of the Corporate Governance Committee on 28 September 2006 for its consideration and approval; and
- (iii) otherwise, to note the contents of the report.

### OCCUPATIONAL HEALTH CONTRACT - TEMPORARY EXTENSION OF TERM (PARA 9)

25. There was submitted a report dated 14 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval for a further extension of the existing contract for Occupational Health Service provision, beyond the present contract date.

It was agreed:

- (i) to extend the existing contract with Associated Health Specialists Ltd from 1 January 2007 to 31 March 2007; and
- (ii) to note that the additional costs would be met from existing Departmental resources through the current recharging arrangements.

The meeting terminated at 1130 hrs.

**APPENDIX**

**EAST AYRSHIRE COUNCIL**

**MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE  
POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON WEDNESDAY 6 SEPTEMBER 2006 AT 1140  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Jim O'Neill, Brian Reeves, Harry Wilson, Robert McDill, Tommy Farrell and Eric Ross.

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

**APOLOGIES:** Councillor Douglas Reid and Provost Jane Darnbrough.

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

**CONFERENCES AND COURSES**

1. It was reported and noted that the balance of budget for Conferences and Courses for financial year 2006/07 as at 30 August 2006 was £15,635.99.

**CONFERENCES/COURSES**

**2.1 THE COALFIELD COMMUNITIES CAMPAIGN ANNUAL CONFERENCE, 19-21  
SEPTEMBER 2006, DONCASTER**

There was submitted a report dated 3 August 2006 (circulated) by the Executive Director of Development and Property Services on the Coalfield Communities Campaign Annual Conference to be held in Doncaster, South Yorkshire, between 19-21 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.

**2.2 EVENTFUL SCOTLAND: 5<sup>TH</sup> ANNUAL CONFERENCE: WASTE TO RESOURCE  
MANAGEMENT - MAKING THE TRANSITION, 3-4 OCTOBER 2006, GLASGOW**

There was submitted a report dated 23 August 2006 (circulated) by the Executive Director of Neighbourhood Services on an invitation to be represented at the 5<sup>th</sup> Annual Conference of Eventful Scotland.

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.

**2.3 SOCIETY OF DIRECTORS OF PERSONNEL - SCOTLAND ANNUAL CONFERENCE, 1-3 NOVEMBER 2006, OLD COURSE HOTEL, ST ANDREWS**

There was submitted a report dated 8 July 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on the Society of Directors of Personnel in Scotland Conference to be held at the Old Course Hotel, St Andrews from 1-3 November 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.

**2.4 ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE HEALTHY COMMUNITIES - HEALTHY SCOTLAND 2006 SEMINAR, 9-10 NOVEMBER 2006, PEEBLES HYDRO HOTEL**

There was submitted a report dated 10 August 2006 (circulated) by the Executive Director of Neighbourhood Services on the Association for Public Service Excellence (APSE) Healthy Communities - Healthy Scotland Seminar to take place on 9 and 10 November 2006 at Peebles Hydro Hotel.

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.

**2.5 NATIONAL ASSOCIATION OF COUNCILLORS - ANNUAL CONFERENCE AND GENERAL MEETING, 27-29 OCTOBER 2006, NOVOTEL CARDIFF CENTRE**

There was submitted a report dated 30 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on the National Association of Councillors Annual Conference and AGM to be held from 27-29 October 2006 at the Novotel, Cardiff Centre.

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 budget for Civic Ceremonial events for financial year 2006/07 was £4,172.54 as at 30 August 2006.

**CIVIC CEREMONIAL APPLICATIONS**

**4.1 EAST AYRSHIRE BATTALION BOYS BRIGADE**

There was submitted a report dated 21 June 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on an application received from East Ayrshire Battalion Boys Brigade which sought £250.00 for an event in recognition of two boys achieving the Queens Badge.

It was agreed:-

- (i) to approve the request from East Ayrshire Battalion Boys Brigade for a contribution of £250.00 towards the event; and
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Executive Director of Corporate Support, in consultation with the Chair.

#### **4.2 SCOTTISH PROVOSTS' ASSOCIATION CHARITY BALL - 24 NOVEMBER 2006**

There was submitted a report dated 27 June 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on a request from Provost Cunningham, East Renfrewshire Council, Fundraiser and Charity Liaison Officer, Scottish Provosts' Association to participate in the Scottish Provosts' Association Charity Ball together with a verbal update from the Depute Chief Executive/Executive Director of Corporate Support.

It was agreed:-

- (i) that it be remitted to the Depute Chief Executive/Executive Director of Corporate Support to submit a report to the Policy and Resources Committee in respect of determining East Ayrshire Council's membership of the Association;
- (ii) to remit to the Depute Chief Executive/Executive Director of Corporate Support to write to Provost Cunningham seeking clarification on (a) which charities would benefit from the event; (b) what element of the £650.00 table costs would go towards the charities; and (c) how many people could be accommodated at a table; and
- (iii) that a further report be submitted to an appropriate Committee for consideration once all the issues detailed in recommendations (i) and (ii) were resolved.

#### **4.3 GALLEON CURLING CLUB**

There was submitted a report dated 16 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on an application received from the Galleon Curling Club which sought support towards a visit by a USA Ladies Curling Club.

It was agreed:-

- (i) to approve the request from the Galleon Curling Club for a contribution of £170.00 towards a lunch for visiting USA Ladies Curling Club; and
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Executive Director of Corporate Support in consultation with the Chair.

#### **4.4 COUNCIL OF VOLUNTARY ORGANISATIONS (CVO) EAST AYRSHIRE LIMITED**

There was submitted a report dated 30 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on an invitation to attend the first CVO (EA) Voluntary Endeavour Awards Night to be held on Friday 27 October 2006.

It was agreed:-

- (i) to take a table for 10 at a cost of £250.00 at the event; and
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Executive Director of Corporate Support in consultation with the Chair.

The meeting terminated at 1155 hours.