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To: Councillors Carmichael (Chair), Hay, Young, Reeves, D Coffey, L MacLean, Weir, McIntyre, Wilson, Linton, Darnbrough, F MacLean, Jackson, Farrell, Faulds, Menzies, Provost Boyd and Councillors Ross, Dinwoodie and Stewart.

29 January 2003

Dear Councillor

COMMUNITY SERVICES COMMITTEE - 5 FEBRUARY 2003

You are requested to attend the meeting of the **Community Services Committee** to be held on **WEDNESDAY 5 FEBRUARY 2003** at **1000 HOURS** in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources

CB/SR

BUSINESS

INTIMATE APOLOGIES

1. DRAFT ESTIMATES 2003/2004 - GENERAL SERVICES

1.1 FINANCIAL REPORT -

This report is for information only as it has already been dealt with by the Special Policy and Resources Committee on 31 January 2003.

A copy of this report dated 28 January 2003 by the Director of Finance has been circulated as Item 1 of the Special Policy and Resources Committee of 31 January 2003 to all Members.

This report advised the Policy and Resources Committee of the position with regard to the General Services Revenue Budget for 2003/2004 and recommended that the Policy and Resources Committee determine final allocations for each of the Service Committees and requested those Committees to note and confirm acceptance of the financial allocations for 2003/2004 and align service plans with these taking into account the views and comments made during the Council's public consultation exercise.

- 1.2 Submit, for information and noting, an excerpt of Minutes of the Special Policy and Resources Committee of 31 January 2003 (copy enclosed) asking that the Community Services Committee note and confirm acceptance of the financial allocations for 2003/2004 and align service delivery plans with these as determined by the Policy and Resources Committee at its meeting on 31 January 2003.



- 1.3 Submit report by the Director of Community Services (copy enclosed) detailing a package of measures to align service delivery plans with the final financial allocations for 2003/2004 taking into account the views and comments made during the Council's public consultation exercise.



2. **BUDGETARY CONTROL SUMMARY STATEMENT - COMMUNITY SERVICES TO 17 NOVEMBER 2002 (PERIOD 8) (pages 1-3)** - Submit joint report dated 18 January 2003 (copy enclosed) by the Directors of Finance and of Community Services on the current budgetary control position and the projected out-turn for the year for the Community Services Department for the period ended 17 November 2002 (Period 8).














3. **ABSENCE MANAGEMENT REPORT QUARTER 4 (30 SEPTEMBER TO 31 DECEMBER 2002) (pages 4-11)** - Submit report dated 20 January 2003 (copy enclosed) by the Director of Community Services on absence rates and absence management for the Department of Community Services for the period 30 September to 31 December 2002.



4. **REVENUE BUDGET 2003/04 - CHARGES FOR SERVICES (pages 12-39)** - Submit report dated 14 January 2003 (copy enclosed) by the Director of Community Services requesting that the Committee approve increased charges for services provided by the Department.



5. **DECLARATION OF SURPLUS GROUND AT WESTERN ROAD, GALSTON AND TRANSFER TO THE EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT (pages 40-42)** - Submit report dated 15 January 2003 (copy enclosed) by the Director of Community Services requesting that the Committee declare surplus to requirements an area of land at Western Road, Galston, extending to 1.4102 hectares (3.485 acres) or thereby (hatched on the attached plan), for the purpose of transfer to the Educational and Social Services Department.

6. **BING AT MOORFIELD, KILMARNOCK (pages 43-45)** - Submit report dated 24 January 2003 (copy enclosed) by the Director of Community Services requesting the Committee to declare surplus the bing at Moorfield, Kilmarnock.

7. **REPORT ON THE ADOPTION OF THE RACE RELATIONS (AMENDMENT) ACT 2000 (pages 46-49)** - Submit report dated 13 January 2003 (copy enclosed) by the Director of Community Services advising of the impact on the Department of the adoption of the Council's Race Equality Scheme.

8. **MAJOR GRANTS AND SERVICE LEVEL AGREEMENTS (pages 50-53)** - Submit report dated 20 January 2003 (copy enclosed) by the Director of Community Services seeking approval for new Service Level Agreements covering the Committee's grant to the Kilmarnock Leisure Centre Trust, New Cumnock Environmental Regeneration Volunteers (NERV) and the Bellsbank Adventure Playground and seeking approval for the level of grant for these organisations for 2003/04.

9. **ACCOUNTS COMMISSION PERFORMANCE AUDIT OF TRADING STANDARDS (pages 54-61)** - Submit report dated 6 December 2002 (copy enclosed) by the Director of Community Services advising of the background to the National Report by the Accounts Commission entitled "Made to Measure" along with details of the local report on East Ayrshire's Trading Standards Service.

10. **NATIONAL PERFORMANCE FRAMEWORK FOR TRADING STANDARDS (pages 62-64)** - Submit report dated 7 January 2003 (copy enclosed) by the Director of Community Services seeking approval of a Service Delivery Plan 2002/2003 (The Plan) prepared in response to the National Performance Framework for Trading Standards (The Framework) by the Department of Trade and Industry (DTI).


11. **THE REMOVAL AND DISPOSAL OF VEHICLES AMENDMENT (SCOTLAND) REGULATIONS 2002 (pages 65-66)** - Submit report dated 15 January 2003 (copy enclosed) by the Director of Community Services advising of new regulations which will help Local Authorities deal more quickly with the nuisance of abandoned cars.

12. **OUTDOOR AMENITIES - EQUIPMENT/VEHICLE LEASES AND HIRES (pages 67-69)** - Submit report dated 20 January 2003 (copy enclosed) by the Director of Community Services seeking approval to lease and hire essential equipment and vehicles for the operations of the Outdoor Amenities Section.

13. **GRANTS TO VOLUNTARY ORGANISATIONS: AWARDS TO BANDS (pages 70-72)** - Submit report dated 14 January 2003 (copy enclosed) by the Director of Community Services outlining an application for financial assistance under the Awards to Bands Scheme for Members' consideration.

14. **PROPOSED NEW RIGHTS OF WAY (pages 73-78)** - Submit report dated 13 January 2003 (copy enclosed) by the Head of Administrative and Legal Services/Solicitor to the Council advising of the results of the public consultation exercise undertaken in respect of the routes aftermentioned and asking the Committee to determine whether the routes be added to the Council's Right of Way Register.

15. **AWARDING OF CONTRACTS (pages 79-81)** - Submit report dated 17 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing, for information, details of tenders which have been accepted.

16. **EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Committee pass the following Resolution:- "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 involve the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act as shown against each item".
17. **PROPOSED AMENDMENT OF KILMARNOCK LEISURE CENTRE TRUST DOCUMENTATION (PARA 4) (pages 82-84)** - Submit joint report dated 15 January 2003 (copy enclosed) by the Director of Community Services and the Head of Administrative and Legal Services (i) advising of the position of the Council's External Auditor in relation to the financial undertaking by the Council to the Kilmarnock Leisure Centre Trust; and (ii) requesting that the Committee consider whether the Council should seek to revise the Agreement with the Trust in so far as it relates to the Council's financial undertaking to the

Trust. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

18. **BUDGETARY CONTROL SUMMARY STATEMENT - REFUSE COLLECTION AND STREET CLEANSING TO 17 NOVEMBER 2002 (PERIOD 8) (PARA 6) (pages 85-88)** - Submit joint report dated 18 January 2003 (copy enclosed) by the Directors of Finance and of Community Services advising of the current budgetary control position and the projected out-turn for the year for Refuse Collection and Street Cleansing for the period ended 17 November 2002 (Period 8). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **BUDGETARY CONTROL SUMMARY STATEMENT - OUTDOOR AMENITIES AND LEISURE MANAGEMENT TO 17 NOVEMBER 2002 (PERIOD 8) (PARA 6) (pages 89-92)** - Submit joint report dated 18 January 2003 (copy enclosed) by the Directors of Finance and of Community Services advising of the current budgetary control position and the projected out-turn for the year for Outdoor Amenities and Leisure Management for the period ended 17 November 2002 (Period 8). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **CLEANSING DSO - BUSINESS PLAN 2003/2004 (PARA 6) (pages 93-118)** - Submit report dated 14 January 2003 (copy enclosed) by the Director of Community Services seeking approval for the Cleansing DSO Business Plan for 2003/2004. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **LEISURE MANAGEMENT DSO - BUSINESS PLAN 2003/04 (PARA 6) (pages 119-137)** - Submit report (copy enclosed) by the Director of Community Services seeking approval for Leisure Management DSO Business Plan for 2003/04. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **OUTDOOR AMENITIES DSO - BUSINESS PLAN 2003/04 (PARA 6) (pages 138-160)** - Submit report dated 13 January 2003 (copy enclosed) by the Director of Community Services seeking approval for Outdoor Amenities DSO Business Plan 2003/04. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**