

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 10 APRIL 2003 AT 1000 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Daniel Coffey, Willie Coffey, John Weir, Harry Wilson, Jane Darnbrough, John Knapp, Finlay MacLean, Robert McDill, Eric Jackson, Jimmy Kelly, Tommy Farrell, William Menzies, Eric Ross, Elaine Dinwoodie and Jimmy Carmichael.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; John Mulgrew, Director of Educational and Social Services; William Stafford, Director of Community Services; John Clayton, Head of Corporate Development & Communication; David Mitchell, Head of Administrative and Legal Services/Solicitor to the Council; Malcolm Roulston, Head of Information Technology; John Walker, Head of Building & Works; Kay Gilmour, Head of Community Support; Chris McAleavey, Head of Homes and Anne Marie Carr, Senior Administrative Officer.

APOLOGIES: Councillors Stephanie Young, Douglas Reid, Iain Linton and Provost Jimmy Boyd

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 as contained within Appendices I to VI of these Minutes, viz:-
 - 1.1 **RECRUITMENT SUB-COMMITTEE OF 13 FEBRUARY 2003** - Appendix I.
 - 1.2 **APPEALS SUB-COMMITTEE OF 25 FEBRUARY 2003** - Appendix II.
 - 1.3 **RECRUITMENT SUB-COMMITTEE OF 4 MARCH 2003** - Appendix III.
 - 1.4 **CHAIR'S SUB-COMMITTEE OF 12 MARCH 2003** - Appendix IV.
 - 1.5 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 26 MARCH 2003** - Appendix V.
 - 1.6 **CORPORATE SUB-COMMITTEE OF 8 APRIL 2003** - Appendix VI.

BUDGET SCRUTINY GROUP

2. There were submitted and noted the Minutes of the Budget Scrutiny Group held on 19 March 2003 (circulated).

**BUDGETARY CONTROL STATEMENT - GENERAL SERVICES REVENUE
ACCOUNT TO 9 FEBRUARY 2003 (PERIOD 11)**

3. There was submitted and noted a report dated 24 March 2003 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 9 February 2003 (Period 11).

**BUDGETARY CONTROL STATEMENT - HOUSING REVENUE ACCOUNT TO 9
FEBRUARY 2003 (PERIOD 11)**

4. There was submitted and noted a joint report dated 11 March 2003 (circulated) by the Directors of Finance and of Homes and Technical Services on the current budgetary control position of the Housing Revenue Account for the period ended 9 February 2003 (Period 11).

STATISTICAL INFORMATION ON REVENUE COLLECTION

5. There was submitted and noted a report dated 24 March 2003 (circulated) by the Director of Finance to update Members on the position of the Council with regard to billing and collection of local taxes as at 9 March 2003 (Period 12).

**INFORMATION AND COMMUNICATIONS TECHNOLOGY - BEST VALUE
SERVICE REVIEW AND PERFORMANCE MANAGEMENT AND PLANNING
AUDIT PROGRESS REPORT (Item 9, Page 2820, 99/03)**

6. There was submitted a report dated 20 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised (i) of progress being made in respect of the action resulting from the Best Value Service Review of the Information and Communications Technology (ICT) function of the Corporate Resources Department; and (ii) of the conclusions reached by the Council's External Auditors in respect of the Performance Management and Planning (PMP) Audit of the IT Service function.

Councillor Kelly left the meeting at this point.

It was agreed:-

- (i) to note the progress being made in respect of the Information and Communications Technology (ICT) function service review;
- (ii) to note the External Auditors' conclusions in respect of the PMP audits; and
- (iii) otherwise, to note that a further progress report would be presented to a future meeting of the Committee in 12 months time.

**COMMUNITY PLANNING - TOWARDS A COMMUNITY PLAN (Item 10, Page
2937, 99/03)**

7. There was submitted a report dated 2 April 2003 (circulated) by the Chief Executive which provided a progress report on the Community Planning process within East Ayrshire and which submitted for endorsement the main actions contained within the six associated implementation/action plans.

Councillor Kelly re-joined the meeting at this point.

Councillor McIntyre, seconded by Councillor Jackson moved:-

- (i) to note the endorsement of the overarching Community Plan by core partners;
- (ii) to approve the Community Plan as the sovereign strategic planning document for East Ayrshire;
- (iii) to remit to the Depute Chief Executive/Director of Corporate Resources to co-ordinate a review of Departmental service planning arrangements and how these might best be linked with the Community Planning process;
- (iv) to endorse the main actions contained within the six associated action plans, subject to ongoing minor textual changes prior to final printing; and
- (v) otherwise, to note the contents of the report.

Councillor W Coffey, seconded by Councillor D Coffey moved as an amendment that the proposed actions specified under Aim 4 of the Promoting Community Learning Action Plan (Appendix I) be revised to conclude a commitment to restore the Community Library at Onthank.

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

EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION PARTNERSHIP (SIP) CORE FUNDING ALLOCATION FROM COMMUNITIES SCOTLAND

8. There was submitted a report dated 2 April 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of Communities Scotland's confirmed financial allocation for the Coalfield Area SIP for 2003/04 and of an indicative core budget allocation for 2004/05.

It was agreed to note the total financial award to the Coalfield Area SIP for 2003/04 of £2,343,128 and the indicative core budget allocation for 2004/05 of £2,181,098.

EAST AYRSHIRE COUNCIL AS A HEALTH IMPROVEMENT ORGANISATION

9. There was submitted a report dated 2 April 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an outline framework for health improvement within Local Authorities and a development plan for East Ayrshire Council, focusing on both the implementation of the Improving Health theme of the East Ayrshire Community Plan and the development of the Council as a Health Improvement Organisation.

It was agreed:-

- (i) to note the CoSLA framework for Local Authorities as Health Improvement Organisations;
- (ii) to approve the remit of the Corporate Health Issues Group to:
 - facilitate the implementation of the Improving Health Action Plan of the Community Plan;
 - drive forward the development of the Council as a Health Improvement Organisation; and
- (iii) to prioritise nutrition, and physical activity as areas for corporate action in partnership with other appropriate Agencies.

**KILMARNOCK 400 TALENTPLUS AWARDS SCHEME
(Item 17, Page 2824, 99/03)**

10. There was submitted a report dated 2 April 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which reported the outcome of the assessment and deliberations of the Judging Panel with respect to the applications received by the Kilmarnock 400 Talentplus Awards Scheme.

It was agreed:-

- (i) to note the overall success of the Talentplus Awards Scheme and the Awards Ceremony held on 12 March 2003;
- (ii) to remit to the Depute Chief Executive/Director of Corporate Resources to examine potential funding opportunities to allow the continuation of the Talentplus initiative for all of East Ayrshire in future years;
- (iii) that feedback from those individuals who received an award from the Kilmarnock 400 Talentplus Scheme be reported to a future meeting of the Committee; and
- (iv) otherwise, to note the contents of the report.

MATCH-FUND BUDGET

11.1 MATCH-FUND BUDGET 2002/03 (Item 12, Page 2644, 99/03)

11.1.1 Declaration of Interest

Councillors Wilson and McDill declared an indirect non-pecuniary interest in the undernoted item.

11.1.2 Consideration of Item

There was submitted a report dated 2 April 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources to report a summary of the expenditure and associated gains in respect of awards made from the Council's Match-Fund Budget in 2002/03 and which sought approval for a proposed variance in the phasing of an award made in respect of the Irvine Valley Path Project and which sought approval for a match-fund bid in respect of Dunlop Village Hall.

It was agreed:-

- (i) to note the revised project costings of the Irvine Valley Path Project and agreed to maintain the award of £12,000 approved at the meeting of the Policy and Resources Committee of 12 June 2002;
- (ii) to approve a match-fund bid of £790 to assist the preparation of a Business Plan for the Dunlop Village Hall;
- (iii) to approve the carry over of £2,710 remaining from the 2002/2003 budget into the 2003/2004 financial year;
- (iv) to note the allocation of £50,000 for the match-fund 2003/2004; and
- (v) otherwise, to note the contents of the report.

11.2 MATCH-FUND BUDGET 2003/04

11.2.1 Declaration of Interest

Councillor Carmichael declared an indirect non-pecuniary interest in the undernoted item.

11.2.2 Consideration of Item

There was submitted a report dated 2 April 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended awards from the financial year 2003/2004 match-fund budget in respect of two new youth projects - The Zone, Dalmellington and New Cumnock Youth Centre.

It was agreed:-

- (i) to approve an award of up to £20,000 to The Zone, Dalmellington, subject to the conditions set out in paragraph 4.2 of the report;
- (ii) to approve an award of up to £15,000 to the New Cumnock Youth Centre, subject to the conditions set out in paragraph 4.2 of the report; and
- (iii) otherwise, to note the contents of the report.

LOCAL CODE OF CORPORATE GOVERNANCE (Item 17, Page 1292, 99/03)

12. There was submitted a report dated 2 April 2003 (circulated) by the Chief Executive which advised of the progress in the implementation of the Council's Corporate Governance Action Plan and which sought approval for the adoption of a revised Local Code of Corporate Governance and revised action plan.

It was agreed:-

- (i) to note the process of review for the Council's Corporate Governance arrangements;
- (ii) to note the good progress made in the implementation of the previously agreed Corporate Governance Action Plan;
- (iii) to approve the revised East Ayrshire Local Code of Corporate Governance set out in Appendix 2 of the report;
- (iv) to approve the proposed Corporate Governance Action Plan set out in Appendix 3 of the report;
- (v) to note that the revised Local Code of Corporate Governance and the Corporate Governance Improvement Action Plan would be published and made available to the general public; and
- (vi) otherwise, to note the contents of the report.

STANDARDS COMMISSION AND THE NEW CODE OF CONDUCT (Item 11, Page 1739, 99/03)

13. Councillor Kelly left the meeting at this point.

There was submitted a report dated 1 April 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of recent developments in the implementation of the Ethical Standards in Public Life Etc (Scotland) Act 2000, which included, in particular, the new requirements for Registration of Interests and

to note the action to be taken to ensure the compliance of the Council with the new legislative requirements.

Councillor Ross left the meeting at this point.

It was agreed:-

- (i) to note the most recent developments as regards the implementation of the Ethical Standards in Public Life Etc (Scotland) Act 2000;
- (ii) to note, in particular, the new requirements for Registration of Members' Interests with effect from 1 May 2003;
- (iii) to note that copies of the report, the Code of Conduct, the Standards Commission's Guidance note, dispensation note and explanatory letter of 31 March 2003 would be provided to all Members of the Council following the election on 1 May 2003;
- (iv) to note that arrangements were presently being finalised for an appropriate training programme for Members following the election and that this would specifically include the new Code of Conduct and requirements for Registration of Interests;
- (v) that the Head of Administrative and Legal Services be appointed as the Council's Proper Officer for the purposes of the Act and associated secondary legislation;
- (vi) to remit to the Head of Administrative and Legal Services to make appropriate arrangements for this Council's Register of Interests to be placed on the Council's web-site by no later than 31 August 2003 as required by the Standards Commission;
- (viii) otherwise, to note the contents of the report.

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AFFILIATIONS TO OUTSIDE ORGANISATIONS

- 14.** There was submitted a report dated 20 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which invited the Committee to consider the background, aims and objectives and activities of those organisations which sought association with, and affiliation to, the Council.

It was agreed:-

- (i) to note that Column 7 detailed in Appendix 1 of the report should read 2003/2004 and not 2002/2003.
- (ii) to approve the applications, in principle, detailed in Appendix VII to this Minute;
- (iii) to defer affiliating to the SLGIU until it had resolved issues associated with the proposed merger with CoSLA;
- (iv) not to affiliate to Women's Forum Scotland as the group was no longer in operation; and
- (v) that the appropriate Departments make payment of the affiliation fees to those approved organisations.

REQUESTS FOR GRANT ASSISTANCE

15.1 EAST AYRSHIRE ZERO TOLERANCE GROUP

There was submitted a report dated 18 March 2003 (circulated) by the Director of Educational and Social Services which provided information in relation to the progress of the Zero Tolerance Group within East Ayrshire and which requested approval for funding in 2003/2004.

It was agreed:-

- (i) to award a grant of £4,000 for 2003/2004 to East Ayrshire Zero Tolerance Group; and
- (ii) otherwise, to note the contents of the report.

15.2 ETHNIC MINORITY LAW CENTRE (EMLC)

There was submitted a report dated 21 March 2003 (circulated) by the Director of Educational and Social Services which sought consideration of a request for funding from the Ethnic Minorities Law Centre.

It was agreed:-

- (i) to approve a grant of £4,576 for the Ethnic Minorities Law Centre for financial year 2003/2004, subject to funding from other appropriate Local Authorities; and
- (ii) otherwise, to note the contents of the report.

15.3 EAST AYRSHIRE LOCAL VOLUNTEER DEVELOPMENT AGENCY

There was submitted a report dated 24 March 2003 (circulated) by the Director of Educational and Social Services which provided information on a request for grant received from the East Ayrshire Local Volunteer Development Agency (LVDA) and which made recommendations accordingly.

It was agreed:-

- (i) to approve a grant of £10,170, and an in-kind contribution of £4,000 to the East Ayrshire Local Volunteer Development Agency; and
- (ii) otherwise, to note the contents of the report.

15.4 SCOTTISH REFUGEE COUNCIL

There was submitted a report dated 17 March 2003 (circulated) by the 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 approve the award of a grant for £2,000 to the Scottish Refugee Council; and
- (ii) otherwise, to note the contents of the report.

15.5 SCOTTISH HUMAN RIGHTS CENTRE

There was submitted a report dated 28 February 2003 (circulated) by the Director of Educational and Social Services which provided information in relation to the grant application made to the Council from the Scottish Human Rights Centre and which made recommendations accordingly.

It was agreed:-

- (i) to approve a grant award of £1,220 to the Scottish Human Rights Centre for 2003/2004, subject to funding from appropriate other Local Authorities; and
- (ii) otherwise, to note the contents of the report.

SERVICE LEVEL AGREEMENTS (Item 20 & 21, Page 2825, 99/03)

16. There was submitted a report dated 1 April 2003 (circulated) by the Director of Educational and Social Services which sought approval for new Service Level Agreements with the Bellsbank Women's Project and the North West Youth Project and which sought to confirm the funding arrangements for these organisations for 2003/2004.

It was agreed:-

- (i) to note the new Service Level Agreements;
- (ii) to approve grant awards of £21,080 to the Bellsbank Women's Project and £62,423 to the North West Youth Project; and
- (iii) otherwise, to note the contents of the report.

ANNUAL REVIEW OF CHILDREN AND YOUNG PERSON'S SERVICE PLAN 2001-2004 (Item 9, Page 1902, 99/03)

17. There was submitted a report dated 24 March 2003 (circulated) by the Director of Educational and Social Services which sought approval for the Annual Review of the Children and Young Person's Service Plan 2001-2004, which incorporated the proposals for the Changing Children's Service Fund for 2003/04 and which sought approval for subsequent staffing implications, subject to consultation with Trades Unions.

It was agreed:-

- (i) to approve the Children and Young Person's Service Plan Annual Review incorporating the Changing Children's Service Fund;
- (ii) to approve the establishment of the three posts set out in paragraph 5.1 of the report, subject to Trades Union consultation; and
- (iii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

18. 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.

PROPERTY REPAIRS AND MAINTENANCE SERVICE
(Item 23, Page 2941, 99/03)

19. There was submitted a report dated 21 March 2003 (circulated) by the Director of Homes and Technical Services on progress in implementing the agreed improvement plan arising from the Best Value Service Review and which reported on the outcome of negotiations with various contractors in relation to building maintenance agreements following the meeting of 28 November 2002, in accordance with the Council's Standing Orders.

It was agreed:-

- (i) to accept the reduction in rates being offered by Building and Works in relation to the term maintenance contracts as outlined in paragraph 3.2 of the report;
- (ii) to accept the offer being made by Building and Works in relation to the additional contracts being added into the maintenance contract as outlined in paragraph 3.3 of the report;
- (iii) to accept the offer being made by CBC in relation to its term maintenance contracts as outlined in paragraph 3.6 of the report;
- (iv) to accept the offer being made by CBC in relation to the additional contracts being added into the term maintenance contract as outlined in paragraph 3.7 of the report;
- (v) to note that the effect of the foregoing would be to extend the existing term maintenance contracts, together with the additional contracts to an end date of June 2004, and that detailed options would be presented to Committee well before this date to allow for tendering in whatever form would be decided in due course;
- (vi) to note that a separate arrangement had been entered into and agreed in relation to the adaptations contract for showers with Building and Works which offered a reduction on previous rates as outlined in paragraph 3.4 of the report; and
- (vii) to note that all of the matters contained within the report were extremely commercially sensitive.

The meeting terminated at 1050 hours.

APPENDIX I

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON THURSDAY 13 FEBRUARY 2003 AT
1100 HRS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM,
COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Lilian MacLean, Drew McIntyre, Harry Wilson, Finlay MacLean and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; John Mulgrew, Director of Educational and Social Services; George Park, Employee Relations Manager; and Julie Armstrong, Assistant Administration Manager.

APOLOGY: Councillor Jane Darnbrough.

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.

POST OF HEAD OF SCHOOLS SUPPORT

2. There was submitted a report dated 11 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented the 25 applications received for the post of Head of Schools Support and requested the Sub-Committee to select a short-list of candidates for interview and agree the date and arrangements for interviews.

It was agreed:

- (i) to invite for interview applicant Nos 11, 12, 18, 21, and 27 (applicant No 20 to be invited for interview in the event of the withdrawal on the part of any of the aforementioned candidates);
- (ii) that the interviews be held on Tuesday 4 March 2003 in the Council Chambers, Council Offices, Lugar, the Sub-Committee to meet at 0900 hrs with the commencement time for the first interview being 0930 hrs;
- (iii) that the nature and topic of the preliminary task to be undertaken and the topic for the candidate's 10 minute presentation be remitted to the Director of Educational and Social Services to finalise; and
- (iv) that the content of correspondence to be issued to short-listed candidates in advance of the meeting be remitted to the Director of Educational and Social Services.

The meeting terminated at 1122 hrs.

APPENDIX II

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 25 FEBRUARY 2003
AT 1400 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Eric Jackson, Lilian MacLean, Harry Wilson and Provost Jimmy Boyd.

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

APOLOGY: Councillor John Knapp.

CHAIR: Councillor Eric Jackson, 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 D1/2003

2. There was submitted a report by the Department of Educational and Social Services and associated attachments along with a submission by the appellant of the notification of the appeal (all circulated).

**REQUEST FROM APPELLANT'S REPRESENTATIVE REGARDING
ADDITIONAL SUBMISSION**

3. Having heard the Head of Personnel, the Sub-Committee agreed to accept an additional statement, copies of which were then made available to members of the Sub-Committee and both parties.

**REQUEST FROM MANAGEMENT REPRESENTATIVE REGARDING
ADDITIONAL SUBMISSION**

4. Following a request from the management representative, the Sub-Committee agreed to accept the submission of the signed statement in relation to page 7 of the papers, copies of which were thereafter made available to the Sub-Committee Members and both parties.

ADJOURNMENTS/RECONVENTIONS

5. The Sub-Committee adjourned at 1615 hrs and reconvened at 1623 hrs with the same Members and Officials present and in attendance.

The Sub-Committee adjourned at 1710 hrs and reconvened at 1720 hrs with the same Members and Officials present and in attendance.

The Sub-Committee adjourned at 1825 hrs and reconvened at 1830 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 appeal had been substantiated in part and the appeal was upheld to the extent that the appellant be issued with a final warning and a period of four weeks unpaid suspension. The appellant would also be expected to return to work immediately and that this should be discussed with the Service Unit Manager.

It was also the Sub-Committee's view that the appellant should not return to the place of work where the incident occurred but be redeployed to a suitable alternative workplace and be subject to a period of close supervision.

The meeting terminated at 1900 hrs.

APPENDIX III

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 4 MARCH 2003 AT 0900 HRS
IN THE COUNCIL CHAMBERS, LUGAR**

PRESENT: Councillors Tommy Farrell, Lilian MacLean, Drew McIntyre, Harry Wilson, Finlay MacLean and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; John Mulgrew, Director of Educational and Social Services; Graham Haugh, Head of Personnel; and Anne Marie Carr, Senior Administrative Officer.

APOLOGY: Councillor Jane Darnbrough.

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.

POST OF HEAD OF SCHOOLS SUPPORT (Item 2, Page 3229, 99/03)

2. INTERVIEWS

There was submitted a report dated 24 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented information on the five candidates selected for interview with a view to interviewing and making an appointment to the post of Head of Schools Support, together with the following documentation:-

- (i) synopsis of the interviewees;
- (ii) copy of advertisement for the post of Head of Schools Support;
- (iii) copy of job profile;
- (iv) copy of person specification; and
- (v) copy of Part B of the applications received.

There were also submitted written submissions received from the five short listed candidates (circulated).

The Committee interviewed John McCarney, Sandra Leslie, Mary Docherty and Kenneth McKinlay.

ADJOURNMENT

3. The Sub-Committee adjourned at 1302 hrs.

RECONVENTION/CONTINUATION OF BUSINESS

4. The Sub-Committee reconvened at 1330 hrs with the same Members and Officers in attendance and interviewed Ian Muchan.

CONSIDERATION OF ITEM

5. After consideration it was agreed:-
 - (i) to offer the post of Head of Schools Support to John McCarney;
 - (ii) that all Elected Members of the Council be informed of the appointment; and
 - (iii) that the necessary arrangements be remitted to the Depute Chief Executive/ Director of Corporate Resources.

The meeting terminated at 1500 hrs.

APPENDIX IV

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 12 MARCH 2003 AT
0930 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; George Park, Employee Relations Manager; and Julie Armstrong, Assistant Administration Manager.

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

2. There was submitted a report dated 6 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for a request for early retirement from an employee within the Internal Audit Section of the Chief Executive's office.

ADJOURNMENT/RECONVENTION

3. The Sub-Committee adjourned at 0930 hrs and reconvened at 1115 hrs with the same Members present. The Chief Executive joined the Officers in attendance.

CONSIDERATION OF ITEM

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

The meeting terminated at 1117 hrs.

APPENDIX V

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 26 MARCH 2003 AT 1130
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Daniel Coffey, Douglas Reid, John Knapp, Finlay MacLean and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; John Alexander, Principal Officer (Quality and Planning), Department of Educational and Social Services; and Stuart Nelson, Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Harry Wilson and Eric Ross.

CHAIR: Councillor Tommy Farrell, Chair.

CONFERENCES AND COURSES BUDGETARY UPDATE

1. It was reported, and noted, that the balance of the Conferences and Courses budget for the financial year 2002/2003 was £154.40 as at 11 March 2003.

CONFERENCES AND COURSES

- 2.1 **ASSOCIATION OF DIRECTORS OF SOCIAL WORK (ADSW) ANNUAL CONFERENCE, DUNBLANE - 21-23 MAY 2003 "TO SEE OURSELVES AS OTHERS SEE US"**

There was submitted a report dated 7 March 2003 (circulated) by the Director of Educational and Social Services which advised of the ADSW Annual Conference to be held at the Hilton Dunblane Hydro Hotel, Dunblane, from 21 to 23 May 2003.

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 **CHARTERED INSTITUTE OF WASTE MANAGEMENT ANNUAL CONFERENCE AND EXHIBITION, TORBAY - 10-13 JUNE 2003**

There was submitted a report dated 27 February 2003 (circulated) by the Director of Community Services which invited the Sub-Committee to consider an invitation for the Council to be represented at the Annual Conference and Exhibition of the Chartered Institute of Waste Management.

It was agreed to authorise attendance at the above Conference and Exhibition 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 the Civic Ceremonial budget for the financial year 2002/2003 was £1,724.23, as at 11 March 2003.

CIVIC CEREMONIAL APPLICATIONS

4.1 DONALD DEWAR MEMORIAL APPEAL

There was submitted a report dated 26 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a request from the University of Glasgow seeking a donation towards the Donald Dewar Memorial Appeal.

It was agreed:-

- (i) in view of the limited budget available for civic hospitality and local priorities for funding, not to contribute to this Appeal at this time but;
- (ii) in recognition of the merit of the purpose of the Appeal, to remit to the Depute Chief Executive/Director of Corporate Resources to investigate the possibility of a contribution being made to the Appeal by the Council from another budgetary heading and to make any appropriate arrangements which might be necessary in this connection.

4.2 EAST AYRSHIRE TWINNING ASSOCIATION

There was submitted a report dated 20 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a request for civic hospitality and financial assistance from the East Ayrshire Twinning Association in respect of a visit by families from Joué-lès-Tours from 22 to 26 May 2003.

It was agreed:-

- (i) to approve the request for a Civic Reception;
- (ii) that the Council provide a grant of £1,000 towards the cost of all activities; and
- (iii) in the event that a Civic Reception is held, to remit the necessary arrangements to the Depute Chief Executive/Director of Corporate Resources, in consultation with the Chair.

4.3 VISIT BY GROUP FROM KULMBACH

There was submitted a report dated 5 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a visit by a group from Kulmbach to Scotland in August 2003 and inviting the Sub-Committee to consider a request for a Kulmbach/Kilmarnock evening.

It was agreed:-

- (i) to welcome the visit by a group from Kulmbach to East Ayrshire;
- (ii) to remit to appropriate Officers to liaise with Hermann Müller to discuss further the proposed arrangements for the visit; and
- (iii) that a further, more detailed, report be submitted to this Sub-Committee in due course.

4.4 IRVINE VALLEY REGENERATION PARTNERSHIP

There was submitted a report dated 12 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Irvine Valley Regeneration Partnership for a contribution towards the cost of a civic and social event to take place in May, in connection with a Friendship with Newtonards Borough Council.

It was agreed:-

- (i) to a contribution of £500.00 towards the cost of this event; and
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Director of Corporate Resources, in consultation with the Chair.

The meeting terminated at 1140 hours.

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 8 APRIL 2003 AT 1400 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Douglas Reid, John Weir, Drew McIntyre, Harry Wilson, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; John Griffiths, Head of Leisure Services; Graham Haugh, Head of Personnel; Euan Couperwhite, Head of Resource Support; Stephen Moore, Head of Social Work; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Daniel Coffey and Iain Linton.

CHAIR: Councillor Eric Jackson, Chair.

BUDGETARY CONTROL SUMMARY STATEMENTS

1.1 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 19 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Corporate Resources).

1.2 POLICY AND RESOURCES (CENTRAL SERVICES)

There was submitted and noted a report dated 19 March 2003 (circulated) by the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Central Services).

**MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL
GOVERNMENT EMPLOYEES AND CRAFTPERSONS)**

- 2. There was submitted and noted Minutes of the Joint Consultative Committee (Local Government Employees and Craftpersons) held on 20 November 2002 and 19 March 2003 (circulated).**

PERFORMANCE MANAGEMENT AND PLANNING AUDIT 2002/2003 (PMP)

- 3. There was submitted a report dated 26 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised on the outcome of the latest External Auditor's Performance Management and Planning Audit (PMP4) with respect to those services falling within the remit of the Corporate Sub-Committee of the Policy and Resources Committee.**

It was agreed:-

- (i) to note the positive outcome of the PMP Audits of the IT Service and the Corporate Development and Communication Section's Corporate Best Value arrangements; and
- (ii) otherwise, to note the content of the report.

SCOTTISH SOCIAL SERVICES COUNCIL CODES OF PRACTICE

4. There was submitted a joint report dated 21 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which informed of the issuing of the Codes of Practice by the Scottish Social Services Council and advised of the plans to disseminate information in respect of the Codes of Practice.

It was agreed:-

- (i) to note the implications of the Scottish Social Services Council Codes of Practice as described in the report; and
- (ii) otherwise, to note the report.

AWARDING OF CONTRACTS

5. There was submitted and noted a report dated 20 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted as follows:-

CONTRACT	SUCCESSFUL CONTRACTOR	AMOUNT
Project Verification and Costing Consultancy Service - Glaisnock Trust	CRGP Architects and Surveyors, Glasgow	£13,650.00
Site Investigation at Ardbeg Road, Kilmarnock (North West Kilmarnock Primary Care Neighbourhood Services Centre)	Hydracrat Ltd, Bellshill	£39,717.50

EXCLUSION OF PRESS AND PUBLIC

6. 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 the paragraph(s) of Schedule 7A of the Act as shown against each item.

ANNUAL APPRAISAL FOR CHIEF EXECUTIVES (PARA 11)

7. There was submitted a report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on national progress in introducing annual appraisal for Chief Executives in Scottish Councils.

It was agreed:-

- (i) to note the national progress in introducing annual appraisal schemes for Chief Executives;
- (ii) that the Head of Personnel design a local appraisal scheme which could be introduced for all Chief Officers and report back to an early meeting of the Corporate Sub-Committee of the Policy and Resources Committee; and
- (iii) otherwise, to note the report.

ADMINISTRATIVE SUPPORT FOR EAST AYRSHIRE COUNCIL'S RECORDS AND INFORMATION MANAGEMENT REQUIREMENTS AND THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (PARAS 1 AND 11)

8. There was submitted a report dated 21 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for an additional staffing post in response to the requirement for the Council to have improved records and information management systems in light of the introduction of the Freedom of Information (Scotland) Act 2002.

It was agreed:-

- (i) to approve the staffing proposal contained within the report;
- (ii) to recommend to Council that the Head of Administrative and Legal Services be nominated as the Freedom of Information Officer for the Council; and
- (iii) otherwise, to note the report.

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COMMUNITY SAFETY AWARD PROGRAMME (PARAS 1 AND 11)

9. There was submitted a joint report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for the temporary appointment of four posts in the Community Safety Section of the Department of Community Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

NEW OPPORTUNITIES FOR PE AND SPORT INITIATIVE (PARAS 1 AND 11)

10. There was submitted a joint report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources, the Director of Educational and Social Services and the Director of Community Services which sought approval for additional staffing resources within the Department of Educational and Social Services and the Department of Community Services.

It was agreed:-

- (i) to approve the proposals detailed in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.**

**NEW SPORTING FUTURES PROJECT (PARAS 1 AND 11)
(Item 9, Page 3206, 99/03)**

11. There was submitted a joint report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for additional staffing resources within the Department of Community Services.

It was agreed:-

- (i) **to approve the staffing proposals contained in paragraph 3.1 of the report, subject to consultation with Trade Unions; and**
- (ii) otherwise, to note the report.**

CRAFTS DEVELOPMENT (PARAS 1 AND 11) (Item 8, Page 3206, 99/03)

12. There was submitted a joint report dated 18 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought authority for additional staffing within the Community Services Department following the Council successfully securing funding for the expansion of the existing Crafts Development Project.

It was agreed:-

- (i) to approve the additional staffing requirements for the Community Services Department in support of the expansion of the Crafts Development Project as identified in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.**

OUTDOOR ACCESS PROJECTS (PARAS 1 AND 11) (Item 6, Page 3205, 99/03)

13. There was submitted a joint report dated 18 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought authority for additional staffing resources for the Community Services Department to facilitate the implementation of the East Ayrshire Outdoor Access Strategy following successful strategic funding bids.

It was agreed:-

- (i) to approve in principle the staffing proposals detailed in paragraphs 3 and 4 of the report aimed at supporting the implementation of the Council's East Ayrshire Outdoor Access Strategy, subject to confirmation of project funding and consultation with Trade Unions; and
- (ii) otherwise, to note the report.

CLASSROOM ASSISTANTS (PARAS 1 AND 11) (Item 8, Page 3200, 99/03)

14. There was submitted a joint report dated 20 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and

Social Services which sought approval for the establishment of classroom assistants in secondary schools within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.1 of the report subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT ADMINISTRATIVE
SUPPORT (PARA 1)**

15. There was submitted a joint report (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for additional secretarial support within the Educational and Social Services Department.

It was agreed:-

- (i) to approve the proposed amendment to the Directorate Structure as detailed in paragraph 3.1 of the report; and
- (ii) otherwise, to note the report.

THE SUPPORTING PEOPLE PROGRAMME (PARAS 1 AND 11)

16. There was submitted a joint report dated 21 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources, Director of Educational and Social Services and the Director of Homes and Technical Services which sought approval for amendments to the staffing structure within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the proposals detailed in the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**PROPOSED DISPOSAL OF LAND AT BARBIESTON ROAD, DALRYMPLE
(PARA 9)**

17. There was submitted a report dated 20 March 2003 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of the site at Barbieston Road, Dalrymple.

It was agreed:-

- (i) to authorise the Solicitor to the Council to accept the offer from Hope Homes (Scotland) Ltd, subject to the terms and conditions outlined in Section 8 of the report; and
- (ii) otherwise, to note the report.

The meeting terminated at 1425 hours.

APPENDIX VII**AFFILIATIONS TO OUTSIDE ORGANISATIONS**

NAME	ESTIMATE/ COST OF AFFILIATION FOR 2003/2004	RECOMMENDING DEPARTMENT
National Association of Councillors	£384.00	Corporate Resources
Scottish Local Government Information Unit	Deferred	Corporate Resources
Equality Exchange	£250.00	Corporate Resources
Women's Forum Scotland	Nil	Corporate Resources
Ayrshire Occupational Health and Safety Group	£50.00	Corporate Resources
Scottish Housing and Town Planning Conference Organisation	£155.00	Development Services
Ayrshire Association of Business Women	£100.00	Development Services
West Coast Rail 250	£320.00	Development Services
Prestwick Airport Consultative Committee	£422.00	Development Services
Ayrshire Chamber of Commerce	£556.00	Development Services
Scottish Rights of Way and Access Society	£200.00	Development Services
Leading Action for Textiles, Clothing and Footwear (LATCF)	£750.00	Development Services
British Association of Adoption and Fostering Agencies	£1,993.00	Educational & Social Services
Disability Scotland	£79.00	Educational & Social Services
National Fostering Association	£959.00	Educational & Social Services
Scottish Local Government Forum Against Poverty	£1,277.00	Educational & Social Services
Scottish Child Law Centre	£31.00	Educational & Social Services
Social Services Research Group	£30.00	Educational & Social Services

NAME	ESTIMATE/ COST OF AFFILIATION FOR 2003/2004	RECOMMENDING DEPARTMENT
Child Poverty Action Group	£217.00	Educational & Social Services
NAPO Associate Membership	£26.00	Educational & Social Services
BAPSCAN - British Association for Studying and the Prevention of Child Abuse and Neglect	£129.00	Educational & Social Services
Young Minds Trust	£26.00	Educational & Social Services
Scottish Local Authority Welfare Rights Advisors	£26.00	Educational & Social Services
Children in Scotland	£1,918.00	Educational & Social Services
Scottish Childminding Association	£103.00	Educational & Social Services
Action for Southern Africa	£103.00	Educational & Social Services
Youthlink Scotland	£1,000.00	Educational & Social Services
Chartered Institute of Housing in Scotland	£1,400.00	Homes & Technical Services
Scottish Council for Single Homeless	£1,395.00	Homes & Technical Services
SHELTER (Scotland)	£500.00	Homes & Technical Services
Royal Society for the Prevention of Accidents	£260.00	Community Services
Scottish Accident Prevention Council	£350.00	Community Services
Royal Environmental Health Institute of Scotland	£160.00	Community Services
Chartered Institute of Library and Information Professional (formerly the Library Association)	£450.00	Community Services
National Society for Clean Air and Environmental Protection	£400.00	Community Services

NAME	ESTIMATE/ COST OF AFFILIATION FOR 2003/2004	RECOMMENDING DEPARTMENT
Association for Public Service Excellence (formerly known as Association of Direct Labour Organisations)	£2,851.20	Chief Executive