

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 30 NOVEMBER 2000 AT
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Daniel Coffey, Willie Coffey, Douglas Reid, John Weir, David Macrae, Harry Wilson, Iain Linton, Jane Darnbrough, John Knapp, Finlay MacLean, Eric Jackson, Jimmy Kelly, Tommy Farrell, Provost Jimmy Boyd and Councillors Eric Ross, Elaine Dinwoodie and Robert Taylor.

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; James Lavery, Director of Homes and Technical Services; Barbara Haughan, Head of Administrative and Legal Services; Kay Gilmour, Head of Community Support; Douglas Campbell, Head of Corporate Development and Communication; Robert Paton, Head of Economic Development; Margaret Phelps, Senior Officer, Community Support Unit; Colin Houston, Chief Auditor; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors Stephanie Young and Robert McDill.

CHAIR: Councillor Drew McIntyre, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved, both as correct records and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendices I to VII of these Minutes, viz:-
 - 1.1 **RECRUITMENT SUB-COMMITTEE OF 10 OCTOBER 2000** - Appendix I.
 - 1.2 **BEST VALUE SUB-COMMITTEE OF 11 OCTOBER 2000** - Appendix II.
 - 1.3 **CHAIR'S SUB-COMMITTEE OF 24 OCTOBER 2000** - Appendix III.
 - 1.4 **RECRUITMENT SUB-COMMITTEE OF 6 NOVEMBER 2000** - Appendix IV.
 - 1.5 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 8 NOVEMBER 2000** - Appendix V.
 - 1.6 **APPEALS SUB-COMMITTEE OF 14 NOVEMBER 2000** - Appendix VI.
 - 1.7 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 21 NOVEMBER 2000** - Appendix VII.

BUDGET MONITORING GROUP

2. There were submitted and noted (circulated) the Minutes of the Budget Monitoring Group held on 27 September 2000.

SOCIAL INCLUSION STRATEGIC PARTNERSHIP GROUP

3. There were submitted and noted (circulated) the Minutes of the Social Inclusion Strategic Partnership Group held on 9 November 2000.

**BUDGETARY CONTROL SUMMARY STATEMENTS TO
20 OCTOBER 2000 (PERIOD 7)**

4. There were submitted and noted the undernoted reports (circulated) on the current budgetary control position and projected out-turn for the period ended 20 October 2000 (Period 7).
- 4.1 **POLICY AND RESOURCES (CENTRAL SERVICES)** - Report by the Director of Finance dated 10 November 2000.
- 4.2 **POLICY AND RESOURCES (CORPORATE RESOURCES)** - Joint report by the Director of Finance and Director of Corporate Resources dated 10 November 2000.

**BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES
REVENUE ACCOUNT - SUMMARY TO 20 OCTOBER 2000 (PERIOD 7)**

5. There was submitted a report dated 6 November 2000 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 20 October 2000 (Period 7).

It was agreed:

- (i) to instruct Directors to continue to take all necessary management action to control expenditure within budget without cutting across existing Council policies; and
- (ii) otherwise to note the contents of the report.

**BUDGETARY CONTROL STATEMENT - HOUSING REVENUE ACCOUNT
TO 20 OCTOBER 2000 (PERIOD 7)**

6. There was submitted a joint report dated 10 November 2000 (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 20 October 2000 (Period 7).

It was noted that the Director of Homes and Technical Services would report further to the next meeting of the Housing Committee to be held on 31 January 2001 on the range of measures to be introduced to tackle the problem of surplus housing.

Councillor McIntyre, seconded by Councillor Jackson, moved to note the contents of the report.

Councillor W Coffey, seconded by Councillor Reid, moved as an amendment that the Director of Homes and Technical Services submit a report to the Council meeting to be held on 14 December 2000 giving an indication of the range of measures to be introduced to tackle the problem of surplus housing.

On a division by a show of hands the motion was carried by 11 votes to 7.

STATISTICAL INFORMATION ON REVENUE COLLECTION

7. There was submitted and noted a report dated 13 November 2000 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 20 October 2000 (Period 7).

ESTIMATES 2001/02

8.1 PROPOSED TIMETABLE

There was submitted a report dated 14 November 2000 (circulated) by the Director of Finance on a proposed timetable for the preparation of estimates 2001/02.

Councillor McIntyre, seconded by Councillor Jackson, moved to approve the estimates 2001/02 timetable for the General Services and Housing Revenue Account as detailed in Appendix VIII to these Minutes.

Councillor D Coffey, seconded by Councillor Reid, moved as an amendment that the estimates timetable for 2001/02 be set around one month later, which has been the case in previous years.

On a division by a show of hands the motion was carried by 11 votes to 7.

8.2 COUNCIL TAX PAYMENT DATE

There was submitted a report dated 12 November 2000 (circulated) by the Director of Finance to propose changing the Council Tax payment date to take advantage of the provisions of new legislation designed to improve Council's collection performance.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) to approve the change in the first payment date for Council Tax from 1 May to 1 April; and
- (ii) otherwise to note the contents of the report.

Councillor Reid, seconded by Councillor D Coffey, moved as an amendment to keep the status quo for this coming year and look at the position again for the subsequent financial year.

On a division by a show of hands the motion was carried by 11 votes to 7.

SCOTTISH PARLIAMENT LOCAL GOVERNMENT COMMITTEE INQUIRY INTO LOCAL GOVERNMENT FINANCE

9. There was submitted report dated 21 November 2000 (circulated) by the Director of Finance which proposed a response to an invitation from the Local Government Committee of the Scottish Parliament to provide a written submission on the current issues in Local Government Finance as part of their examination of the system.

It was agreed:

- (i) that the Director of Finance respond to the Scottish Parliament Local Government Committee on the Council's behalf incorporating the comments highlighted in the report; and
- (ii) otherwise to note the contents of the report.

SOCIAL INCLUSION

10.1 REPRESENTATION ON SOCIAL INCLUSION PARTNERSHIP BOARDS (Item 13, Page 1291, 99/02)

There was submitted a report dated 21 November 2000 (circulated) by the Chief Executive which sought approval to secure Elected Member representation and

participation on the North Social Inclusion Partnership Board and the Coalfield Social Inclusion Partnership Board.

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It was agreed to recommend to Council:

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- (i) to note that Councillor Macrae would Chair both Boards;
- (ii) to allocate the existing Social Inclusion members, Councillors Dinwoodie to the South Board and W Coffey to the North Board; and
- (iii) that the further two Members to be appointed be Councillor Darnbrough to the North Board and Councillor Faulds to the South Board.

10.2 SOCIAL INCLUSION CHALLENGE FUND BID - "ACROSS THE AGE DIVIDE" (Item 11, Page 1345)

There was submitted a report dated 22 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for finance from the Social Inclusion Challenge Fund to deliver a project entitled "Across the Age Divide".

It was agreed:

- (i) to approve the allocation of £1,200 to ensure delivery of the programme as detailed in the report; and
- (ii) that all such Social Inclusion projects be assessed to ascertain their effectiveness.

10.3 SOCIAL INCLUSION CHALLENGE FUND BID - YOUTH OUTREACH PROPOSAL - CATRINE (Item 13, Page 1373, 99/02)

There was submitted a joint report dated 23 November 2000 (circulated) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources which sought approval for non-recurring funding from the Social Inclusion Challenge Fund to support an outreach youth project in the Catrine Area.

It was agreed to approve the funding bid to the Social Inclusion Challenge Fund for £1,300 to deliver the Outreach Youth Project in Catrine.

ABSENCE MANAGEMENT REPORTS - QUARTER 3 (2000)

11. There were submitted and noted the undernoted reports (both circulated) on the absence rates for the quarter period ended 29 September 2000 (Quarter 3) in respect of the following Departments, viz:-

11.1 CORPORATE RESOURCES DEPARTMENT AND CHIEF EXECUTIVE'S OFFICE - Report by the Depute Chief Executive/Director of Corporate Resources dated 23 November 2000.

11.2 FINANCE DEPARTMENT - Report by the Director of Finance dated 12 November 2000.

Councillor Ross left the meeting at this point.

VALUE FOR MONEY PLAN 2000/03

12. There was submitted a report (circulated) by the Chief Auditor on a proposed Value for Money Plan for the three financial years 2000/01 to 2002/03.

It was agreed to endorse the contents of the Value for Money Plan.

CUMNOCK AND DOON VALLEY INITIATIVE - TRANSFER OF FUNDS TO EAST AYRSHIRE COUNCIL

13. There was submitted a report dated 16 November 2000 (circulated) by the Director of Development Services which informed of (i) the proposed transfer of funds from the former Cumnock and Doon Valley Initiative to East Ayrshire Council; and (ii) the associated recommendations of the Cumnock and Doon Valley Initiative regarding the use of those funds.

It was agreed:

- (i) to the proposals contained in the report regarding the transfer and use of funds from the former Cumnock and Doon Valley Initiative and to authorise the Director of Finance to make appropriate arrangements for the transfer of the funds; and
- (ii) otherwise to note the contents of the report.

EAST AYRSHIRE ZERO TOLERANCE GROUP REPORT

14. There was submitted a report dated 13 November 2000 (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 sought approval for the continuation of the affiliation fee to the Zero Tolerance Charitable Trust.

It was agreed:

- (i) to continue to support Zero Tolerance Charitable Trust and East Ayrshire Zero Tolerance Group;
- (ii) to pay the affiliation fee of £1,500 for 2000/01 to Zero Tolerance Charitable Trust; and
- (iii) otherwise to note the contents of the report.

ENVIRONMENTAL STRATEGY

15. There was submitted a report dated 14 November 2000 (circulated) by the Director of Community Services which requested the Committee to adopt a revised Environmental Strategy in principle and grant authority to consult on the proposals.

It was agreed:

- (i) to adopt in principle the draft Environmental Strategy;
- (ii) to remit to the Director of Community Services to consult widely on the proposals and report back to a future meeting of this Committee; and
- (iii) otherwise to note the contents of the report.

A STRATEGIC PLAN FOR COMMUNITY SAFETY IN EAST AYRSHIRE

16. There was submitted a report dated 9 November 2000 (circulated) by the Director of Community Services on the proposed development of the Community Safety Partnership in East Ayrshire with an emphasis on the strategic planning process and which sought approval in principle of the draft community Safety Strategy for further consultation.

It was agreed:

- (i) to approve, in principle, the draft Community Safety Strategy for further consideration and refinement by the Strategic Partnership Group;
- (ii) to the establishment of a three tier partnership structure as outlined within the report; and
- (iii) that it be remitted to the Director of Community Services to make the necessary arrangements and submit a further report on the development of the Strategy to a future meeting of this Committee for consideration.

EAST AYRSHIRE COMMUNITY COUNCIL SCHEME 1997 - PROPOSED PROGRAMME FOR SECOND REVIEW

17. There was submitted a report dated 14 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought authorisation to carry out a second review of the East Ayrshire Community Council Scheme 1997.

It was agreed:

- (i) that the Depute Chief Executive/Director of Corporate Resources undertake a second review of the Scheme in consultation with Community Councils, local Members and the public; and
- (ii) to remit to the Depute Chief Executive/Director of Corporate Resources to undertake the necessary statutory public notification of this decision in terms of Section 53(3) of the Local Government (Scotland) Act 1973.

Councillor Ross rejoined the meeting at this point.

POSTCOMM: CONSULTATION DOCUMENTS ON PROMOTING EFFECTIVE COMPETITION BETWEEN POSTAL OPERATORS AND ON LICENSING POSTAL SERVICES

18. There was submitted a report dated 13 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought Committee's views on consultation papers circulated by Postcomm in promoting effective competition between postal operators and on licensing postal services.

It was agreed:

- (i) that the Council's response to the consultation should emphasise the need to have regard for the interests of those who are disabled or chronically sick, are of pensionable age, are on low incomes or who reside in rural and socially deprived areas are catered for and that when the operating licence for the Post Office expires that these needs are also catered for in any new licence issued; and
- (ii) otherwise to note the terms of the report.

**REVIEW OF POLITICAL LEADERSHIP
STRUCTURES (Item 18, Page 1293, 99/02)**

19. There was submitted a report dated 27 November 2000 (circulated) by the Member/ Officer Working Group on Political Leadership Structures which submitted for consideration their recommendations on revised decision making structures within East Ayrshire Council.

C Councillor McIntyre, seconded by Councillor Jackson, moved to recommend to Council that a submission on the Review incorporating the proposed structure detailed in the report, be submitted to the Leadership Advisory Panel by 31 December 2000. **C**

Councillor Reid, seconded by Councillor D Coffey moved as an amendment to note the report and continue consideration of the item to the Council meeting to be held on 14 December 2000.

On a division by a show of hands the motion was carried by 11 votes to 7.

The meeting terminated at 1045 hrs.

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EAST AYRSHIRE COUNCIL

RECRUITMENT SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 10 OCTOBER 2000 AT 1400 HOURS IN MEETING ROOM 2, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Drew McIntyre, Daniel Coffey, Lillian MacLean, Jane Darnbrough, Finlay MacLean, Eric Jackson and Tommy Farrell.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; John Mulgrew, Director of Educational and Social Services; Graham Haugh, Head of Personnel; and Ian Gemmell, 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.

POST OF HEAD OF SOCIAL WORK - SHORT LEET

2. There was submitted a report (circulated) by the Depute Chief Executive/Director of Corporate Resources on applications received, together with the following documentation:-
 - (i) copy of advertisement for the post of Head of Social Work;
 - (ii) copy of job description;
 - (iii) copy of person specification;
 - (iv) synopsis of the applications; and
 - (v) copy of Part B of the applications received.

It was agreed:-

- (i) to invite for interview applicant nos 3, 4 and 8 (applicant nos 1 and 6 to be invited for interview in the event of withdrawal on the part of any of the aforementioned candidates);
- (ii) that the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair of the Sub-Committee fix an appropriate date for the interviews; and
- (iii) that arrangements for written submissions and the interviews be remitted to the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources.

The meeting terminated at 1430 hours.

AGENDA

APPENDIX II

EAST AYRSHIRE COUNCIL

**BEST VALUE SUB-COMMITTEE OF THE POLICY AND RESOURCES
COMMITTEE**

**MINUTES OF MEETING HELD ON WEDNESDAY 11 OCTOBER 2000 AT 0907
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON
ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Finlay MacLean, Daniel Coffey, Douglas Reid, Jane Darnbrough, Robert McDill, Eric Jackson, Jimmy Kelly and Tommy Farrell.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Douglas Campbell, Head of Corporate Development and Communication; John Griffiths, Head of Leisure Services; Graham Short, Head of Schools; Joe Cassidy, Policy Manager, Homes and Technical Services; Carol Foote, Principal Officer, Corporate Resources; Jacqueline Martin, Principal Officer (Support), Community Services; Donal Flannery, Service Unit Manager (Educational and Social Services); Melvin Griffin, External Finding Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillor Harry Wilson and Provost James Boyd.

CHAIR: Councillor Drew McIntyre; Councillor Eric Jackson from Item 3 onwards.

CHAIRS REMARKS

1. The Chair welcomed Melvin Griffin, External Funding Support Officer and wished him success in his new post.

EAST AYRSHIRE RESIDENTS SURVEY

2. The Sub-Committee received a presentation by the Head of Corporate Development and Communication which provided an analysis of the East Ayrshire Residents Survey which was commissioned by the Council as part of its Best Value Action Plan.

Following the presentation, the Head of Corporate Development and Communication answered questions from Members.

It was agreed:-

- (i) to request that the Depute Chief Executive/Director of Corporate Resources co-ordinate a response from all Directors and compile an action plan to respond to the service issues identified by the survey;
- (ii) to request the Depute Chief Executive/Director of Corporate Resources submit an executive summary report of the results together with the action plan referred to in paragraph (i) above to a future meeting of this Sub-Committee; and
- (iii) otherwise, to note the details of the presentation.

Councillor Douglas Reid left the meeting and Councillor Jimmy Kelly joined the meeting during discussion of this item.

**BEST VALUE IN LOCAL GOVERNMENT - NEXT STEPS - RESPONSE TO
SCOTTISH EXECUTIVE CONSULTATION DOCUMENT**

3. There was submitted a report dated 29 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which summarised the Scottish Executive consultation document on the next steps on delivering Best Value in local government and requested approval of the Council's response to the consultation document.

It was agreed:-

- (i) to approve the provisional response to the Scottish Executive on the consultation document as detailed within the report as the Council's response; and
- (ii) otherwise, note the contents of the report.

Councillor McIntyre left the meeting at this point.

**ACCOUNTS COMMISSION FOR SCOTLAND - LOCAL GOVERNMENT ACT 1992
- CONSULTATION ON THE 2000 DIRECTION**

4. There was submitted a report dated 27 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a consultation paper issued by the Accounts Commission containing proposals for its 2000 Direction and requested approval of the Council's response to the consultation document.

It was agreed:-

- (i) to approve submission of the proposed comments on the 2000 Direction to the Accounts Commission as the Council's response to the proposals; and
- (ii) otherwise, note the contents of the report.

SCOTTISH EXECUTIVE KEY PERFORMANCE INDICATORS

5. There was submitted a report dated 3 October 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought agreement for the submission of the key performance indicators information to the Accounts Commission on behalf of the Scottish Executive.

It was agreed:-

- (i) to approve the submission to the Accounts Commission of the performance information as detailed within the report; and
- (ii) otherwise, note the contents of the report.

**BEST VALUE REVIEW - SOCIAL WORK SERVICES IN THE CRIMINAL JUSTICE
SYSTEM**

6. There was submitted a report dated 3 October 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested the Sub-Committee to note (a) the completion of the Best Value Review of Social Work Services in the

Criminal Justice System; and (b) the Service Improvement Action Plan resulting from the review as endorsed by the Service Review/Member Officer Working Group.

It was agreed:-

- (i) to note the completion of the Service Review of Social Work Services in the Criminal Justice System;
- (ii) to note the actions contained within the Service Improvement Action Plan as endorsed by the Member/Officer Working Group;
- (iii) to note that the review and its outcomes were reported by the Director of Educational and Social Services at the Social Work Committee at its meeting on 14 September 2000; and
- (iv) otherwise, to note the content of the report.

QUALITY MANAGEMENT IN EDUCATION

7.1 There was submitted a report dated 25 August 2000 (circulated) by the Director of Educational and Social Services which informed members of the introduction of a national framework for the evaluation of education authorities and which sought approval for the use of this framework within arrangements for Best Value.

7.2 There was submitted a report dated 9 October 2000 (circulated) by the Head of Corporate Development and Communication which identified the issues that the Best Value Sub-Committee would wish to address in its consideration of the Quality in Management in Education system, as remitted to the Sub-Committee by the Education Committee.

It was agreed:-

- (i) to approve the use of the quality management in the education sector performance indicators as detailed within the report;
- (ii) to note the potential for the use of Quality Management in the Education system within the Council's arrangements for Best Value;
- (iii) to request that the Director of Corporate Resources and Director of Educational and Social Services provide a further detailed report on the links between Quality Management in Education systems and the Council's arrangements for Best Value; and
- (iv) otherwise, to note the content of the report.

The meeting terminated at 1025 hours.

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APPENDIX III

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 24 OCTOBER 2000 AT 0930 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Eric Jackson.

ATTENDING: William Stafford, Director of Community Services; John Walker, Head of Building and Works; Graham Haugh, Head of Personnel; and Julie Armstrong, Principal 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.

REQUESTS FOR VOLUNTARY SEVERANCE

2. There was submitted a report dated 13 October 2000 (circulated) by the Head of Personnel which sought the Sub-Committee's approval of requests for voluntary severance from an employee within the Department of Community Services and an employee within the Department of Homes and Technical Services.

It was agreed to approve the voluntary severance applications detailed in the Appendix to the report.

The meeting terminated at 0938 hrs.

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EAST AYRSHIRE COUNCIL

RECRUITMENT SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 6 NOVEMBER 2000 AT 0930 HOURS IN THE COUNCIL CHAMBERS, LUGAR

PRESENT: Councillors Drew McIntyre, Alex Walsh, Daniel Coffey, Lilian MacLean, Finlay MacLean, Eric Jackson and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; John Mulgrew, Director of Educational and Social Services; Graham Haugh, Head of Personnel Services; and Ian Gemmell, 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.

POST OF HEAD OF SOCIAL WORK ()

2.1 Interviews

There was submitted a report dated 30 October 2000 (circulated) by the Director of Corporate Services confirming arrangements for the interview of the candidates selected for interview for the post, together with the following documentation:-

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

There were also submitted written submissions received from the three shortlisted candidates (circulated).

The Sub-Committee then interviewed Sandra Paterson, Stephen Moore and Raymond Taylor.

2.2 Decision

After consideration it was unanimously agreed:-

- (i) to offer the post of Head of Social Work to Stephen Moore;
- (ii) that all Elected Members of the Council be informed of the appointment; and
- (iii) that the necessary arrangements be remitted to the Director of Corporate Services.

AGENDA

The meeting terminated at 1245 hours.

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 8 NOVEMBER 2000 AT 1150
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Daniel Coffey, Drew McIntyre, John Knapp, Finlay MacLean and Provost Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Bill Walkinshaw, Administration Manager; Paul McVey, Area Housing Manager and Christine Baillie, Trainee Administrative Officer.

APOLOGIES: Councillors Tommy Farrell, Douglas Reid, Harry Wilson and Eric Ross.

CHAIR: In the absence of the Chair, Councillor Drew McIntyre was unanimously appointed and took the Chair.

CONFERENCES AND COURSE BUDGETARY UPDATE

1. There was submitted and noted the Conferences and Courses Budgetary Update which advised that the allocation as at 26 October 2000 was £3,043.44.

CONFERENCES AND COURSES

2. **CHARTERED INSTITUTE OF HOUSING IN SCOTLAND CONFERENCE: 13-16 MARCH 2001, DUNDEE**

There was submitted a report dated 23 October 2000 (circulated) by the Director of Homes and Technical Services which requested that the Sub-Committee consider attendance at the Annual Conference of the Chartered Institute of Housing in 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.

CIVIC CEREMONIAL BUDGETARY UPDATE

- 3.1 There was submitted and noted the Civic Ceremonial budgetary update which advised that the allocation remaining as at 26 October 2000 was £7,194.63.

- 3.2 **AUCHINLECK INDOOR BOWLING CLUB**

There was submitted a report dated 13 October 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Auchinleck Indoor Bowling Club to provide a civic lunch to be held on Sunday 18 March 2001.

It was agreed:-

- (i) to award £200 to assist with the cost of the civic lunch; and

- (ii) to remit the necessary arrangements including Council representation at the civic lunch, to the Director of Corporate Resources in consultation with the Chair.

KIRKIN' OF THE COUNCIL

- 4. There was submitted a report dated 23 October 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested the Sub-Committee give consideration to arrangements for the Kirkin' of the Council ceremony.

Provost Boyd seconded by Councillor Knapp moved:-

- (i) that the Kirkin' of the Council takes place on the most convenient Sunday possible following each Council election;
- (ii) that all Services continue to be ecumenical in nature and minority faiths continue to be invited to be represented;
- (iii) that arrangements be remitted to the Depute Chief Executive/Director of Corporate Resources who would submit a report on specific arrangements for the next Kirkin' of the Council to the appropriate meeting of this Sub-Committee; and
- (iv) otherwise, to note the contents of the report.

Councillor D Coffey, seconded by Councillor F MacLean, moved as an amendment that arrangements remain as at present, that is, that the Kirkin' of the Council should take place annually.

On a division by a show of hands, the motion was carried by 3 votes to 2.

The meeting terminated at 1205 hours.

AGENDA

APPENDIX

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 14 NOVEMBER 2000 AT 1300 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Provost Jimmy Boyd and Councillors Douglas Reid, Iain Linton, John Knapp and Tommy Farrell.

ATTENDING: Graham Haugh, Head of Personnel; and Alex Hewetson, Administrative Officer.

CHAIR: Provost Jimmy Boyd.

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.

GRIEVANCE APPEAL NO G5/00

- 2.1 There was submitted a copy of the Appeals Hearing Procedure together with a summary report by the Head of Personnel enclosing submissions by the APT&C Convenor with associated documentation on behalf of the appellants and a report by the Department of Community Services with associated documentation (all circulated).

2.2 CONSIDERATION OF APPEAL

Having heard both parties, Councillor Knapp, seconded by Councillor Farrell, moved that the grounds of the grievance procedure had been substantiated in part and the appeal was upheld to the extent that the current holiday entitlement of the employees should be maintained until 31 December 2001 and thereafter revert to the annual leave conditions applicable to all other employees as defined in the Council's Conditions of Service for Local Government employees.

Councillor Linton, seconded by Councillor Reid, moved as an amendment that a cash remuneration to the value of the current additional leave entitlement up to 31 December 2001 be paid and thereafter revert to the annual leave conditions applicable to all other employees as defined in the Council's Conditions of Service for Local Government employees.

On a division by a show of hands, the motion was carried by three votes to two.

The meeting terminated at 1344 hrs.

AGENDA

EAST AYRSHIRE COUNCIL

PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 21 NOVEMBER 2000 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Eric Jackson, Daniel Coffey, Douglas Reid, Drew McIntyre, Harry Wilson, Iain Linton, John Knapp, Jimmy Kelly and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Robert Paton, Head of Economic Development; John Griffiths, Head of Leisure Services; Graham Haugh, Head of Personnel; Graham Short, Head of Schools; Gerrard Cairns, Library and Information Services Manager; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors John Weir and Tommy Farrell.

CHAIR: Councillor Eric Jackson, Chair.

MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES

1. There were submitted and noted the undernoted Minutes (circulated) as contained in Annexations I and II of these Minutes.
 - 1.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS) OF 30 MAY 2000 AND 28 SEPTEMBER 2000 - ANNEXATION I.**
 - 1.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS) OF 1 JUNE 2000 AND 5 OCTOBER 2000 - ANNEXATION II.**

ENERGY MANAGEMENT PROGRESS REPORT

2. The Sub-Committee agreed to consider this matter at the end of the Agenda.
Councillor McIntyre joined the meeting at this point.

COSLA PERSONNEL CIRCULARS 2000 PAY NEGOTIATIONS - LOCAL GOVERNMENT EMPLOYEES

3. There was submitted a report dated 3 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Council's receipt of various Personnel Services Industrial Relations Circulars from CoSLA relating to the 2000 pay negotiations for Local Government employees.

It was reported that GMB and T&G had accepted management's offer of 3% increase on current pay points from 1 October 2000 with 2% of that backdated to 1 April 2000; and a further 3% increase on 1 October 2000 pay points effective from 1 February 2001. This offer equating to a 6.11% over 2 years with the next review of pay being effective from 1 April 2002.

It was further reported that following an employer's side meeting on Friday 17 November 2000 the employer's side had agreed that the implementation of the proposed increase should apply to all employees within the local government

employees pay award body regardless of their membership of a Trade Union or not. This decision followed the outcome of informal discussions via ACAS and all Councils had agreed that they would implement the proposed pay increase from the earliest possible pay date.

3.1 Declaration of Interest

Councillor Reid declared a non-pecuniary interest in this matter.

Councillor Jackson seconded by Councillor McIntyre moved (a) to endorse the direction of the employers side of the Scottish Joint Council and (b) to instruct the Head of Personnel and the Director of Finance to make the necessary arrangements to pay the Employer's side offer as mentioned earlier with effect from the earliest possible pay date.

Councillor Reid seconded by Councillor D Coffey, moved as an amendment that the Council support Unison's action while expressing concern over effects on public services and ask that an urgent Meeting of CoSLA be held for further investigations to take place to resolve the dispute.

On a division by a show of hands, the motion was carried by 5 votes to 4.

JOINT STAFFING WATCH RETURN - SEPTEMBER 2000

4. There was submitted and noted a report dated 24 October 2000 (circulated) by the Director of Corporate Resources which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the September 2000 reporting period.

CORPORATE HUMAN RESOURCE INFORMATION SYSTEM

5. There was submitted a report dated 3 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided the Sub-Committee with a progress report on the operation of the Corporate Human Resource Information System (CYBORG).

It was agreed:-

- (i) to note the progress made in introducing the Corporate Human Resource Information System to the Council; and
- (ii) that the Head of Personnel report to a future meeting of the Sub-Committee on future reporting proposals.

SINGLE STATUS

6. There was submitted a report dated 31 October 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated the Sub-Committee on the Council's response to the Single Status Agreement.

It was agreed:-

- (i) to note the report updating the Sub-Committee on the Council's response to the Single Status Agreement for Local Government employees; and
- (ii) that the Head of Personnel provide future update reports.

TEMPORARY EMPLOYMENT

7. There was submitted a report dated 3 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of temporary employment in East Ayrshire Council as at 30 September 2000.

It was agreed:-

- (i) to note the numbers of temporary employees as provided by Departments;
- (ii) to approve as appropriate the extension of temporary employment beyond 12 months in respect of those employees detailed in Appendix A to the report;
- (iii) to approve as appropriate the revised termination dates as identified by Heads of Departments for those employees as detailed in Appendix B to the report;
- (iv) to recommend to Council that the Head of Personnel be delegated powers to give approval of temporary employment beyond 12 months and to review as appropriate the levels of temporary employment within Departments;
- (v) that the Head of Administrative and Legal Services amend the Scheme of Delegation accordingly;
- (vi) that the Director of Corporate Resources provide an annual report on temporary employment to the Sub-Committee; and
- (vii) otherwise, to note the contents of the report.

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INDIVIDUAL LEARNING ACCOUNTS

8. There was submitted a report dated 30 October 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the introduction of Individual Learning Accounts (ILA's) by the Scottish Executive and which sought support for a proposed initial response by the Council to their introduction.

It was agreed:-

- (i) to approve the promotion of Individual Learning Accounts to the whole of the Council's workforce by distributing the flyer shown attached to the report with pay-slips as soon as practicable;
- (ii) that the Head of Personnel provide a future report on employee response and any proposals for the Council's extended involvement with Individual Learning Accounts; and
- (iii) otherwise, to note the contents of the report.

TIME OFF FOR TRADE UNION DUTIES, ACTIVITIES AND TRAINING (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)

9. There was submitted a report dated November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for a procedural document incorporating the Council's existing policy content on Time Off for Trade Union Duties, Activities and Training for Local Government Employees and Craftpersons, subject to consultation with the former Manual Workers and Craftpersons Trade Unions.

It was agreed:-

- (i) to approve the procedural document shown attached to the report incorporating the Council's existing policy content and time off for Trade Union Duties, Activities and Training for Local Government employees and craftpersons, subject to consultation with the former Manual Workers and Craftpersons Trade Unions; and
- (ii) that the Head of Personnel investigate whether the procedure for time off for Councillor duties requires updating and strengthening and report back if necessary.

DEPARTMENT OF DEVELOPMENT SERVICES - REVIEW OF BUILDING CONTROL OFFICERS

- 10.** There was submitted a joint report dated 30 October 2000 (circulated) by the Directors of Corporate Resources and of Development Services which sought approval to re-designate and introduce a new grading scheme for Building Control Officers in the Building Control Section within the Department of Development Services subject to consultation with the Trade Unions.

It was agreed to approve the proposed progression scheme and re-designation of the post of Building Control Officer as detailed in Paragraph 4.1 of the report subject to consultation with Trade Unions.

APPOINTMENT OF ICT CO-ORDINATOR WITHIN THE DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES

- 11.** There was submitted a joint report dated 9 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval for the appointment of an ICT Co-ordinator to the Department of Educational and Social Services subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the appointment of a Network Co-ordinator in the Department of Educational and Social Services subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the contents of the report.

PROPOSED DISPOSAL OF LAND AT MILL O'SHIELD ROAD, DRONGAN

The Sub-Committee agreed to consider this item on the Agenda at this time.

- 12.** There was submitted a report dated November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval to the inclusion of an area of ground off Mill O'Shield Road, Drongan, within the land area identified for disposal to Ayrshire and Arran Primary Care NHS Trust for the purpose of the Drongan Resource Centre.

It was agreed:-

- (i) that the area of ground identified in the plan attached to the report be included within the site area to be disposed of to Ayrshire and Arran Primary Care NHS Trust; and
- (ii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

13. 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 of Schedule 7A of the Act as shown against each item.

Councillor McIntyre left the meeting at this point.

STAFFING AMENDMENTS - CORPORATE RESOURCES (CORPORATE DEVELOPMENT AND COMMUNICATION) AND COMMUNITY SERVICES (LIBRARY AND INFORMATION SERVICES) (PARA 1)

14. There was submitted a joint report dated 6 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Community Services which sought approval for staffing adjustments in the Community Services and Corporate Resources Departments as part of the ongoing Council wide restructure, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing adjustments in the Community Services and Corporate Resources Departments as detailed within the report, subject to consultation with Trade Unions;
- (ii) that the Depute Chief Executive/Director of Corporate Resources co-ordinate a report from the Directors of Educational and Social Services and Homes and Technical Services to be submitted to the next meeting of the Sub-Committee; and
- (iii) otherwise, to note the contents of the report.

RENT REVIEW OF UNIT 24, THE FOREGATE, KILMARNOCK (PARA 9)

15. There was submitted a report dated 6 November 2000 (circulated) by the Director of Development Services which advised of the review of rental of Unit 24, The Foregate, Kilmarnock.

It was agreed that the rental for Unit 24, The Foregate, Kilmarnock, remain at its current level of £21,000 per annum with effect from the rent review date of 28 November 2000.

LEASE RENEWAL - LEASE OF PATNA GOLF PAVILION, HILLSIDE, PATNA TO DOON VALLEY GOLF CLUB, RENT REVIEW - LEASE OF NEW CUMNOCK GOLF COURSE, NEW CUMNOCK (NEW CUMNOCK GOLF CLUB) AND RENT REVIEW - LEASE OF LAND AT WARDNEUK DRIVE, KILMARNOCK (NORTHWEST KILMARNOCK BOWLING CLUB) (PARA 9)

16. There was submitted a report dated 14 November 2000 (circulated) by the Director of Development Services which advised of the (a) proposed new lease of Patna Golf Pavilion, Hillside, Patna, to Doon Valley Golf Club; (b) review of rental in connection with the lease of New Cumnock Golf Course to New Cumnock Golf Club; and (c) review of rental in connection with the lease of land at Wardneuk Drive, Kilmarnock, to the Northwest Kilmarnock Bowling Club.

It was agreed:-

- (i) to grant Doon Valley Golf Club a new lease of the Golf Pavilion at Hillside, Patna, for a period of 20 years, with effect from 5 April 2000 at a rental (exclusive of rates) of £1,850 per annum, with the rent being subject to a review every three years and to instruct the Solicitor to the Council to conclude the transaction on behalf of the Council;
- (ii) that the rental for New Cumnock Golf Course be increased to £1,500 per annum, with effect from 15 May 2000 and to instruct the Solicitor to the Council to conclude the transaction on behalf of the Council; and
- (iii) not to review the rent to full market value in respect of the lease of the land at Wardneuk Drive, Kilmarnock, which is leased to Northwest Kilmarnock Bowling Club on the basis that the Club pay a rental (exclusive of rates) of £225 per annum with effect from 2 July 2000 with the position being reconsidered at the next rent review on 2 July 2004 and to instruct the Solicitor to the Council to conclude the transaction on behalf of the Council.

DEPARTMENT OF COMMUNITY SERVICES - PROPOSED AMENDMENT TO STAFFING STRUCTURE (PARA 1)

17. There was submitted a joint report dated 14 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which outlined a plan for a Lottery funded project which would support the introduction of a community based health and fitness initiative. The Community Services Committee at its meeting on 15 November 2000 approved the report and the Sub-Committee were asked to approve related staffing proposals.

It was agreed to approve the additional staffing requirements for the Department of Community Services, subject to consultation with Trade Unions.

RE-ADMISSION OF PRESS AND PUBLIC

18. The Press and public were re-admitted.

ENERGY MANAGEMENT PROGRESS REPORT

19. There was submitted a report dated 1 November 2000 (circulated) by the Director of Homes and Technical Services which indicated the progress in the implementation of the Council's Energy Management Policy in respect of non-housing properties.

It was agreed:-

- (i) to note the contents of the report; and
- (ii) that, provided there is no financial detriment, the Council take up as much as is possible of their allocation of "green electricity" from the supply contract.

The meeting terminated at 1440 hours.

AGENDA

APPENDIX VIII

GENERAL SERVICES ESTIMATES 2001/02 – PROPOSED TIMETABLE				
Date	Committee Meeting	Report(s) for approval submitted by	Subject	
11 January 2001	Policy and Resources (Special)	Director of Finance	General Services CCLS Revenue Budget 2001/02	
		Director of Finance/Director of Homes & Technical Services	Housing Revenue Account CCLS Revenue Budget 2001/02	
		Director of Finance	Notification by Secretary of State of:	(a) Expenditure Guidelines
			(b) Grant Aided Expenditure Levels	
(c) Aggregate External Finance Settlement				
18 January 2001	Housing Committee (Special)	Director of Homes & Technical	Housing Revenue Account CCLS Revenue Budget 2001/02 and general implications	
23 January 2001	Policy and Resources (Special)	Director of Finance	Budget Proposals for Public Consultation	
			Timetable for Public Consultation	
23 January – 31 January 2001	Public Consultation Meetings			
31 January 2001	Housing Committee	Director of Homes & Technical	Setting of Council House Rent Levels 2001/02	
6 February 2001	Policy and Resources (Special)	Director of Finance/Chief Executive	Update following public consultation feedback	
7 February – 12 February 2001	Service Committees (Special)	Service Directors	Budget Packages taking account of consultation feedback	
14 February 2001	Policy and Resources (Special)	Director of Finance	Budget Proposals from Service Committees	
			Setting the Council Tax Levels 2001/02	
		Director of Homes & Technical	Setting of Council House Rent Level 2001/02	
15 February 2001	Council Meeting (Special)	Director of Finance	Setting the Council Tax Levels 2001/02	
		Director of Homes & Technical	Setting of Council House Rent Levels 2001/02	