

**EAST AYRSHIRE COUNCIL****POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 22 FEBRUARY 2001 AT  
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Stephanie Young, Daniel Coffey, Willie Coffey, Douglas Reid, David Macrae, Harry Wilson, Jane Darnbrough, John Knapp, Finlay MacLean, Robert McDill, Eric Jackson, Jimmy Kelly, Provost Jimmy Boyd, Councillors Eric Ross, Elaine Dinwoodie and Robert Taylor.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Barbara Haughan, Head of Administrative and Legal Services; Douglas Campbell, Head of Corporate Development and Communication; Kay Gilmour, Head of Community Support; Malcolm Roulston, Head of Information Technology; and Julie Armstrong, Principal Administrative Officer.

**APOLOGIES:** Councillors Iain Linton and Tommy Farrell.

**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 IV of these Minutes, viz:-
  - 1.1 **CHAIR'S SUB-COMMITTEE OF 19 JANUARY 2001** - Appendix I.
  - 1.2 **QUEEN'S DRIVE SUB-COMMITTEE OF 25 JANUARY 2001** - Appendix II.
  - 1.3 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 31 JANUARY 2001** - Appendix III.
  - 1.4 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 13 FEBRUARY 2001** - Appendix IV.

**BUDGET MONITORING GROUP**

2. There were submitted and noted (circulated) the Minutes of the Budget Monitoring Group as follows, viz:-
  - 2.1 **BUDGET MONITORING GROUP OF 27 NOVEMBER 2000.**
  - 2.2 **BUDGET MONITORING GROUP OF 29 JANUARY 2001.**

**2001/02 INFORMATION TECHNOLOGY CAPITAL EXPENDITURE PROGRAMME**

3. There was submitted a report dated 15 February 2001 (circulated) by the Director of Corporate Resources to propose the Information Technology Capital Expenditure Programme for 2001/02.

It was agreed to approve the proposed Information Technology Capital Expenditure Programme for 2001/02 as detailed in Appendix 1 to the report.

### **SOCIAL INCLUSION - MINUTES OF MEETINGS**

4. There were submitted and noted and approval given to any recommendations contained therein the undernoted Minutes, viz:-

**4.1 EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION PARTNERSHIP BOARD - 16 JANUARY 2001**

**4.2 EAST AYRSHIRE NORTH SOCIAL INCLUSION BOARD - 25 JANUARY 2001**

### **BUDGETARY CONTROL SUMMARY STATEMENTS TO 15 DECEMBER 2000 (PERIOD 9)**

5. There were submitted and noted the undernoted reports (circulated) on the current budgetary control position and projected out-turn for the period ended 15 December 2000 (Period 9), viz:-

**5.1 POLICY AND RESOURCES (CENTRAL SERVICES)** - Report by Director of Finance dated 1 February 2001.

**5.2 POLICY AND RESOURCES (CORPORATE RESOURCES)** - Joint report by Director of Finance and Director of Corporate Resources dated 1 February 2001.

### **BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES REVENUE ACCOUNT - SUMMARY TO 15 DECEMBER 2000 (PERIOD 9)**

6. There was submitted a report dated 1 February 2001 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 15 December 2000 (Period 9).

It was agreed:

- (i) that Directors 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 SUMMARY STATEMENT - HOUSING REVENUE ACCOUNT TO 15 DECEMBER 2000 (PERIOD 9)**

7. There was submitted and noted a joint report dated 14 February 2001 (circulated) by the Directors of Finance and of Homes and Technical Services on the current budgetary control position on the Housing Revenue Account for the period ended 15 December 2000 (Period 9).

It was agreed:

- (i) to note that the Director of Homes and Technical Services would ensure tenants were made aware of the availability of decoration vouchers; and
- (ii) otherwise to note the content of the report.

### **TREASURY MANAGEMENT**

#### **8.1 ANNUAL STRATEGY REPORT 2001/02**

There was submitted a report dated 6 February 2001 (circulated) by the Director of finance which sought approval of the proposed Treasury Management Strategy for the financial year 2001/02.

It was agreed:

- (i) to approve the Treasury Management Strategy for 2001/02; and
- (ii) otherwise to note the contents of the report.

## **8.2 DEBT RESCHEDULING**

There was submitted and noted a report dated 28 December 2000 (circulated) by the Director of Finance which advised of the background to and the result of the debt rescheduling exercise recently completed.

### **STATISTICAL INFORMATION ON REVENUE COLLECTION**

- 9. There was submitted and noted a report dated 6 February 2001 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 12 January 2001 (Period 10).

### **ANTI-FRAUD INITIATIVES**

#### **10.1 FRAUD AND SECURITY STRATEGY**

There was submitted a report dated 6 February 2001 (circulated) by the Director of Finance which sought approval of a Fraud and Security Strategy in respect of Housing and Council Tax Benefit.

It was agreed:

- (i) to approve the Benefits Fraud and Security Strategy outlined in the report;
- (ii) to approve the draft Benefits Fraud Policy and Procedures document attached to the report;
- (iii) to approve the draft prosecution policy; and
- (iv) otherwise, to note the contents of the report.

#### **10.2 AUTHORISED OFFICER POWERS UNDER THE FRAUD ACT AND SCHEDULE 6 OF THE CHILD SUPPORT, PENSIONS AND SOCIAL SECURITY ACT 2000**

There was submitted a report dated 6 February 2001 (circulated) by the Director of Finance which (i) advised Members of the provision of Section 12 of the Social Security Administration (Fraud) Act 1997 and Schedule 6 of the Child Support, Pensions and Social Security Act 2000 in relation to Local Authority Authorised Officer powers; and (ii) which sought approval to allow the Chief Executive to appoint Local Authority Authorised Officers within the Exchequer Services Section of the Finance Department.

It was agreed:

- (i) that the Chief Executive, acting on behalf of the Secretary of State, appoint Authorised Officers for East Ayrshire Council in line with the Department of Social Security advice;
- (ii) that the Director of Finance provide regular updates detailing the use of these powers and an annual report to this Committee; and
- (iii) otherwise to note the contents of the report.

### **1999/2000 AUDIT - DLO/DSO MANAGEMENT INFORMATION**

11. There was submitted a report dated 13 February 2001 (circulated) by the Chief Executive which advised of the receipt of the final report by Audit Scotland on the 1999/2000 DLO/DSO Management Information Audit and to note that the actions identified by the Auditor would be picked up by the Directors and considered by the relevant Service Committees as part of the agreed business planning process for the Council's DLO/DSO Business Units.

It was agreed:

- (i) to note the receipt of the final report by the Auditor on the 1999/2000 Audit - DLO/DSO Management Information and the generally positive conclusion reached by the Auditor in relation to East Ayrshire Council's DLO/DSO business units;
- (ii) to note that Directors would incorporate the actions and issues contained within the audit report within the relevant DLO/DSO business plans for 2001-2002 for consideration by the relevant Service Committees in line with the agreed business planning process; and
- (iii) otherwise, to note the terms of this report

### **ABSENCE MANAGEMENT REPORTS - QUARTER 4 (2000)**

12. There were submitted and noted the undernoted reports on the absence rates for the quarter ended 31 December 2000 in respect of the following Departments, viz:-

**12.1 CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE** - Report by the Director of Corporate Resources dated 25 January 2001.

**12.2 FINANCE DEPARTMENT** - Report by the Director of Finance dated 30 January 2001.

### **MODERNISING GOVERNMENT FUND (Item 1, Page 1284, 99/02)**

13. There was submitted a report dated 16 February 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the successful bid led by East Ayrshire Council for support from the Modernising Government Fund and which outlined the next steps in the implementation process.

It was agreed:

- (i) to welcome the award of £592,000 by the Scottish Executive to the East Ayrshire Council-led bid for its "Closing the Digital Divide" project;
- (ii) to note the general arrangements for securing implementation of the project as detailed within the report;
- (iii) to receive detailed proposals on the location of the support and learning centres and access points at a future meeting of the Policy and Resources Committee following a comprehensive assessment of the needs and opportunities within local communities; and
- (iv) otherwise to note the contents of the report.

## **CONSULTATION PAPER: A OF POWER OF COMMUNITY INITIATIVE AND COMMUNITY PLANNING**

14. There was submitted a report (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed a Council response to the Scottish Executive consultation on A Power of Community Initiative and Community Planning.

It was agreed to the response to the consultation paper on A Power of Community Initiative and Community Planning as detailed within Appendix A of the report.

### **POLICY AND RESOURCES COMMITTEE GRANTS BUDGETS**

#### **15.1 LOCAL COMMITTEE COMMUNITY GRANTS SCHEME**

There was submitted a report dated 8 February 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed the allocation of funding to Local Committees in respect of the Council's Community Grants budget for 2001/02.

Councillor Reid, seconded by Councillor D Coffey, moved to continue consideration of the matter to the next Council meeting to allow further information to be provided on the indicators used due to demographic changes which had taken place.

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

- (i) approval of the allocation of Local Committee Community Grants funding as detailed below which was on the basis of last year's range of indicators:-

<u>Local Committee</u>	<u>%</u>	<u>Proposed Allocation</u>
Cumnock Area	30.3	51,709
Doon Valley	13.8	23,522
Irvine Valley	14.8	25,217
Kilmarnock Central	9.7	16,598
Kilmarnock North	11.4	19,517
Kilmarnock South	9.2	15,733
Northern area	10.7	18,234
<b>Total</b>	100	170,530;

- (ii) otherwise to note the contents of the report.

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

#### **15.2 CENTRAL GRANTS BUDGET HELD BY THE POLICY AND RESOURCES COMMITTEE**

There was submitted a report dated 15 February 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended that a review be undertaken of the Central Grants budgets held by the Policy and Resources Committee to ensure the most effective use of existing resources including the possibility of creating a match funding budget to maximise external funding opportunities.

It was agreed that the Depute Chief Executive undertake a review of the current grant making arrangements in place in support of the Council's Plan and Social Inclusion Programmes and bring forward proposals to the next Policy and Resources Committee.

### **15.3 SOCIAL INCLUSION CHALLENGE FUND BIDS**

There was submitted report dated 5 February 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for finance from the Social Inclusion Challenge Fund to deliver various projects.

It was agreed to approve the allocation of (i) £10,000 for the Healthy Lifestyle Project; (ii) £10,000 for the Irvine Valley Youth Project; (iii) £5,000 for the Kilmaurs Youth Project; (iv) £2,500 for the Shortlees Youth Project; and (v) £500 for the Kids Club Network - North West Kilmarnock.

### **15.4 SERVICE LEVEL AGREEMENTS**

#### **(i) BELLSBANK WOMEN'S PROJECT AND NORTH WEST CENTRE**

There was submitted a report dated 6 February 2001 (circulated) by the Director of Educational and Social Services which advised of the successful evaluations of the projects supported through Service Level Agreements and to confirm funding arrangements for these organisations for 2001/2002.

It was agreed:

- (a) to the recommendations for the final year award as follows: Bellsbank Women's Project - £20,126; and North West Youth Project £59,591; and
- (b) that the Director of Educational and Social Services progress a full evaluation of each project and report to the Policy and Resources Committee.

#### **(ii) EAST AYRSHIRE CITIZENS ADVICE BUREAU**

There was submitted a report dated 8 February 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on the activities of the East Ayrshire Citizens Advice Bureau and which requested approval of funding for the East Ayrshire Citizens Advice Bureau for 2001/2002 in accordance with the current Partnership Agreement.

It was agreed:

- (i) that a contribution of £120,000 (to be paid in two instalments) be made to the East Ayrshire Citizens Advice Bureau as the Council's contribution for the financial year 2001/02 in accordance with the four year funding path;
- (ii) that lead officer responsibility for the East Ayrshire Citizens Advice Bureau be transferred to the Director of Community Services;
- (iii) to note that this was the final year in the Partnership Agreement and that for financial year 2002/03 and beyond the Council would require to consider appropriate funding for East Ayrshire Citizens Advice Bureau; and
- (iv) otherwise to note the contents of the report.

### **15.5 NORTH WEST KILMARNOCK CHALLENGE FUND**

There was submitted a report dated 12 February 2001 (circulated) by the Director of Educational and Social Services which advised of applications for funding from the

North West Challenge Fund which was available to support initiatives with young people in the North West Kilmarnock area and which sought agreement on awards from this Fund.

It was agreed:

- (i) to funding as follows for the purpose detailed in the appendix to the report:
  - North West Youth Project Building Upgrade - £15,000;
  - Detached Youth Work Project - £8,757;
  - Altonhill Girls Group - £948;
  - Knockinlaw Youth Group - £500; and
- (ii) otherwise to note the contents of the report.

## **CONFERENCES**

### **16.1 CoSLA ANNUAL CONFERENCE - "DELIVERING TODAY, DEVELOPING FOR TOMORROW" - 21-23 MARCH 2001**

There was submitted a report dated 13 February 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of an invitation received from CoSLA to attend the CoSLA Annual Conference.

It was agreed to the attendance at the above Conference by two Members of the Administration and one Member from the Opposition.

### **16.2 HOUSING AND THE PLANNING SYSTEM IN SCOTLAND**

There was submitted a report (circulated) by the Director of Development Services which advised the Committee of an invitation for the Council to be represented at a one day seminar.

It was agreed to the attendance at the above seminar by one Member.

### **16.3 AYRSHIRE LEARNING DISABILITY CONFERENCE**

There was submitted a report dated 14 February 2001 (circulated) by the Director of Educational and Social Services which advised the Committee of an invitation for the Council to be represented at a one day seminar.

It was agreed that Members should advise their respective Whip's office if they wished to attend the seminar and that names be reported to the Chief Executive to make arrangements for appropriate Member attendance.

The meeting terminated at 1055 hrs.

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**APPENDIX I**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON FRIDAY 19 JANUARY 2001 AT 1137 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre and Eric Jackson.

**ATTENDING:** Fiona Lees, Depute Chief Executive; 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 17 January 2001 (circulated) by the Head of Personnel which (a) sought approval of requests for voluntary severance from three employees within the Personnel Section (Skills Trainee Unit) of the Corporate Resources Department which would reduce the Unit deficit funding requirement; and (b) reported on the number of employee ill health retirals in the current financial year up to 31 October 2000.

It was agreed:

- (i) to approve the voluntary severance applications as detailed in Appendix A of the report;
- (ii) to note the number of ill health retirals in the current financial year up to 31 October 2000; and
- (iii) that the Head of Personnel submit a report to a future meeting providing the final number of employees retiring on health grounds for the financial year 2000/2001.

The meeting terminated at 1145 hrs.

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**EAST AYRSHIRE COUNCIL**

**QUEENS DRIVE, KILMARNOCK - AD HOC SUB-COMMITTEE OF THE POLICY  
AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 25 JANUARY 2001 AT 0932  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, John Knapp, Robert McDill and Eric Jackson.

**ATTENDING:** David Montgomery, Chief Executive; Stephen Chorley, Director of Development Services; Anna Gallagher, Solicitor (Team Leader); and Alex Hewetson, Administrative Officer.

**APOLOGIES:** Councillor John Weir.

**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 9 of Schedule 7A of the Act".

**PROPOSED SALE OF LAND AT QUEENS DRIVE, KILMARNOCK TO REG  
VARDY PROPERTY MANAGEMENT LIMITED**

2. There was submitted a joint report dated 22 January 2001 (circulated) by the Director of Development Services and the Solicitor to the Council which sought approval to dispose of land within Council ownership at Queens Drive, Kilmarnock to Reg Vardy Property Management Limited.

It was agreed:-

- (i) to authorise the Director of Development Services and the Solicitor to the Council to progress negotiations on the disposal of the land; and
- (ii) thereafter, to authorise the Solicitor to the Council to accept a suitable offer to purchase the site at Queens Drive, Kilmarnock, from Reg Vardy Property Management Limited, subject to the terms and conditions described in paragraph 5 of the report.

The meeting terminated at 0937 Hours.

**AGENDA**

**APPENDIX III**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON WEDNESDAY 31 JANUARY 2001 AT 1205  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Tommy Farrell, Daniel Coffey, Douglas Reid, Drew McIntyre, Harry Wilson, John Knapp, Finlay MacLean, Provost Boyd and Councillor Eric Ross.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Bill Stafford, Director of Community Services; John Walker, Head of Building and Works; Bill Walkinshaw, Administration Manager; and Christine Baillie, Trainee Administrative Officer.

**CHAIR:** Councillor Tommy Farrell, Chair.

**CONFERENCES AND COURSES BUDGETARY UPDATE**

1. There was submitted and noted the conferences and courses budgetary update which advised that the allocation as at 25 January 2001 was £2,384.06.

**CONFERENCES AND COURSES**

**2.1 CHARTERED INSTITUTE OF HOUSING CONFERENCE: 19-22 JUNE 2001,  
HARROGATE**

There was submitted a report dated 4 January 2001 (circulated) by the Director of Homes and Technical Services which requested that the Sub-Committee consider attendance at the above Annual Conference.

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.

Councillor Ross joined the meeting during discussion of the above item.

**2.2 OFF THE JOB SAFETY 2001: 5 APRIL 2001, GLASGOW**

There was submitted a report dated 11 January 2001 (circulated) by the Director of Community Services which advised of an invitation for the Council to be represented at the above one day Seminar.

It was agreed to authorise attendance at the above Seminar by one Member of the Administration, if available, the name to be notified to the Chief Executive as soon as possible.

**2.3 NUCLEAR FREE LOCAL AUTHORITIES STEERING COMMITTEE, 4TH UK AND IRISH LOCAL AUTHORITIES CONFERENCE ON NUCLEAR HAZARDS "IS THE CLIMATE CHANGING FOR NUCLEAR ENERGY": 29/30 MARCH 2001, CORK, IRELAND**

There was submitted a report dated 18 January 2001 (circulated) by the Director of Community Services which advised on an invitation for the Council to be represented at the above two day Seminar.

It was agreed that there be no Elected Member representation at the Conference.

**2.4 BETTER GOVERNMENT FOR OLDER PEOPLE CONFERENCE: 9 FEBRUARY 2001, EDINBURGH**

There was submitted a report dated 25 January 2001 (circulated) by the Director of Educational and Social Services which requested that the Sub-Committee consider Member representation at the above Conference.

It was agreed:-

- (i) that all Members be invited to express any interest in attending the Conference; and
- (ii) to remit the arrangements to the Director of Corporate Resources in consultation with the Chair, to determine actual Member attendance.

**2.5 SCOTTISH ADLO BUILDING SERVICES ANNUAL SEMINAR: 6-9 FEBRUARY 2001, PEEBLES**

There was submitted a report dated 25 January 2001 (circulated) by the Director of Homes and Technical Services which requested that the Sub-Committee consider attendance at the above Annual Conference.

It was agreed that there be no Elected Member representation at the Seminar.

**CIVIC CEREMONIAL BUDGETARY UPDATE**

**3.1** There was submitted and noted the civic ceremonial budgetary update which advised that the allocation remaining as at 25 January 2001 was £4,585.93.

**3.2 MEN'S SCOTTISH BOWLING ASSOCIATION**

There was submitted a report dated 12 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which asked that the Sub-Committee consider a request for civic hospitality from Mr William Kerr who resided in Kilmarnock and who had been appointed as President of the Scottish Bowling Association. The request for civic hospitality related to a proposed President's Tour of East Ayrshire by the Association's members and involved a series of 3 games scheduled to take place on 16, 17 and 18 August 2001.

It was agreed:-

- (i) that East Ayrshire host a small reception to take place in the Pillared Hall, Grand Hall Complex, Kilmarnock, on 16 August 2001, at a cost of approximately £150; and

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

### **3.3 UNDER 18 SCHOOLS CENTENARY SHIELD MATCH SCOTLAND V ENGLAND**

There was submitted a report dated 15 December 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from the Ayrshire Schools Football Association to provide civic hospitality in the form of a pre-match reception in the Park Suite, Rugby Park, Kilmarnock, on 30 March 2001.

It was agreed:-

- (i) that East Ayrshire support the request to provide civic hospitality in the form of a pre-match reception at a cost of approximately £296; and
- (ii) to remit the necessary arrangements including Council representation at the civic reception, to the Director of Corporate Resources in consultation with the Chair.

### **3.4 EAST AYRSHIRE CHILDREN'S PANEL ADVISORY COMMITTEE - 30TH ANNIVERSARY OF CHILDREN'S HEARINGS SYSTEM IN SCOTLAND**

There was submitted a report dated 8 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from East Ayrshire Children's Panel Advisory Committee (CPAC) to provide civic hospitality in the form of a small evening reception hosted by East Ayrshire Council in recognition of the 30th Anniversary of the Children's Hearing System in Scotland.

It was agreed:-

- (i) that East Ayrshire Council host a small reception to take place in the Pillared Hall, Grand Hall Complex, Kilmarnock, on 16 August 2001, at a cost of approximately £250; and
- (ii) to remit the necessary arrangements including Council representation at the civic reception, to the Director of Corporate Resources in consultation with the Chair.

### **3.5 327 (KILMARNOCK) SQUADRON AIR TRAINING CORPS**

There was submitted a report dated 12 December 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from the 327 (Kilmarnock) Squadron Air Training Corps to provide civic hospitality in the form of a finger buffet in the Pillared Hall, Grand Hall Complex, Kilmarnock, on Sunday 18 February 2001 in recognition of its 60th Anniversary.

It was agreed:-

- (i) to award £250 to assist with the cost of civic hospitality; 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.

### **3.6 SCOTTISH COMMUNITY DRAMA ASSOCIATION - AYRSHIRE DISTRICT**

There was submitted a report dated 11 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from the Scottish Community Drama Association - Ayrshire District to provide civic hospitality in the form of a finger buffet to be held on the evening of Saturday 7 April 2001 in recognition of them hosting the Western Divisional Final of the Scottish Community Drama Association One Act Plays Festival.

It was agreed:-

- (i) to award £200 to assist with the cost of civic hospitality; and
- (ii) to remit the necessary arrangements including Council representation at the finger buffet, to the Director of Corporate Resources in consultation with the Chair.

### **3.7 EAST AYRSHIRE TWINNING ASSOCIATION**

There was submitted a report dated 22 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which asked the Sub-Committee to consider 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 24-28 May 2001.

It was agreed:-

- (i) that the request for a civic reception be approved;
- (ii) that the Council provide a grant of £1,000 towards the cost of all activities and civic hospitality; and
- (iii) to remit the necessary arrangements and the programme including Council representation at the civic reception, to the Director of Corporate Resources in consultation with the Chair.

### **3.8 INTER-AUTHORITY BOWLING MATCHES**

There was submitted a report dated 12 December 2000 (circulated) by the Director of Community Services which sought approval for funding for two Inter-Authority bowling matches.

The request for funding related to two Inter-Authority bowling matches, one between the 3 Ayrshire Authorities which would be held in May/June 2001 and the other with South Lanarkshire Council to take place in August 2001. Both Elected Members and employees form the teams.

It was agreed:-

- (i) that approval, in principle, be granted to host the above events with an estimated cost being £2,000 in 2001/02;
- (ii) that the Director of Community Services organise the events; and
- (iii) otherwise, to note the contents of the report.

**PROPOSALS FOR CIVIC RECOGNITION OF ANNIVERSARY CELEBRATIONS**

4. There was submitted a report dated 22 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented for consideration proposed arrangements recognising the anniversary celebration of local groups, establishments etc, who may approach the Council from time to time.

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It was agreed to recommend to Council:-

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- (i) that the proposals for setting a scale of recognition for the anniversary celebrations of local groups, establishments etc, as set out in Paragraph 3 of the report be adopted in principle with effect from 1 April 2001;
- (ii) that the Sub-Committee continues to consider initially each individual application on its merits with regard to the prevailing budgetary position and to any exceptional circumstances including the overall significance of the event to East Ayrshire; and
- (iii) that the standard application form for civic recognition of anniversary events be amended to reflect these arrangements.

**CIVIC CEREMONIAL****37TH AYRSHIRE (HENDERSON) SCOUT GROUP**

5. There was submitted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which asked the Sub-Committee to consider a request for help towards the purchase of special commemorative badges for the boys and shrubs to plant in a commemorative garden at the Henderson Church, Kilmarnock, to celebrate the 50th Anniversary of the Scout Group.

It was agreed to award the Group £260 towards the cost of 70 commemorative badges and shrubs for the commemorative garden.

The meeting terminated at 1250 hours.

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**APPENDIX IV**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 13 FEBRUARY 2001 AT 1400  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Daniel Coffey, Douglas Reid, Drew McIntyre, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Barbara Haughan, Head of Administrative and Legal Services/Solicitor to the Council; Robert Paton, Head of Economic Development; Graham Haugh, Head of Personnel; Allan McDougall, Head of Resource Support; Mike Gallagher, Health and Safety Manager; Joe Cassidy, Policy Manager (Homes and Technical Services); and Bill Walkinshaw, Administration Manager.

**APOLOGIES:** Councillors John Weir, Harry Wilson and Iain Linton.

**CHAIR:** Councillor Eric Jackson, Chair.

**CHAIR'S REMARKS**

1. The Chair reported that an additional item of business had been circulated and would be taken under item 18 on the Agenda.

**MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES**

2. There were submitted and noted the undernoted Minutes (circulated) as contained in Annexations I and II of these Minutes.
  - 2.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS) OF 21 NOVEMBER 2000 - ANNEXATION I.**
  - 2.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFT PERSONS) OF 30 NOVEMBER 2000 - ANNEXATION II.**

**AWARDING OF CONTRACT**

3. There was submitted and noted a report dated 26 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of a tender which has been accepted in respect of a Site Investigation Measured Term Contract which had been awarded to Omnitech (Scotland) Ltd, Prestwick in accordance with the agreed Schedule of Rates.

**LOCAL GOVERNMENT EMPLOYEES, CRAFT GROUP EMPLOYEES AND CHIEF  
OFFICIALS - PAY INCREASES**

4. There was submitted and noted a report dated 23 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the

Council's receipt of various correspondence from CoSLA relating to pay increases to Local Government Employees, Craft Group Employees and Chief Officials.

#### **JOINT STAFFING WATCH RETURN - DECEMBER 2000**

5. There was submitted and noted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the December 2000 reporting period.

#### **HEALTH AND SAFETY REPORT**

6. There was submitted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an information update on current and developing health and safety issues.

It was agreed:-

- (i) that the Depute Chief Executive/Director of Corporate Resources report back to the next meeting of the Sub-Committee with any policy requirements arising from the Health and Safety Manager's review of existing arrangements; and
- (ii) otherwise to note the content of the report.

#### **SINGLE STATUS**

7. There was submitted a report dated 22 January 2001 (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) that the Head of Personnel provide future update reports; and
- (ii) otherwise to note the contents of the report.

#### **CODE OF CONDUCT FOR EMPLOYEES**

8. There was submitted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended an amendment to the Council's Code of Conduct for Employees, subject to consultation with Trade Unions.

C

It was agreed to recommend to Council the proposed amendments to the Council's Code of Conduct for Employees, subject to consultation with Trade Unions.

C

#### **PUBLIC DUTIES, CONDITIONS OF EMPLOYMENT AND LEAVE OF ABSENCE**

9. There was submitted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended paid leave of absence provisions for employees who require to take time of work to perform local authority or other public duties and which sought recommendations on a related Scottish Executive consultation.

It was agreed:-

- (i) to approve the recommendations proposed in Section 4 of the report;

- (ii) to note that the Head of Personnel would communicate the Council's leave of absence provision for local authority and other public duties to all employees following the outcome of the Scottish Executive's consultation exercise, referred to under (iii) below;
- (iii) that with regard to the Scottish Executive's consultation document, to approve the recommendations in paragraph 5 of the report and, in respect of paragraph 5.2.1, with particular reference to the question of leave for employees standing for election, that employees be authorised to take up to 10 working days time off on an unpaid basis and that such provision should be mandatory on Councils;
- (iv) that the Council's response should also propose that the Scottish Executive should make similar legislative provision for employees working in the private sector; and
- (v) that the Depute Chief Executive/Director of Corporate Resources submit the Council's response to the Scottish Executive.

#### **POLICY AND PROCEDURE GOVERNING THE USE OF TELEPHONES, INTERNET AND E-MAIL**

10. There was submitted a report dated 23 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a revision to the Council's existing employee internet and e-mail policy, subject to consultation with Trade Unions, and the introduction of a standard disclaimer to be attached to all outgoing e-mail messages.

It was agreed:-

- (i) to recommend to Council the approval of the revised policy and procedure governing the use of telephones, internet and e-mail, subject to consultation with Trade Unions;
- (ii) that the Solicitor to the Council and Head of Information Technology develop a standard disclaimer to be attached to all outgoing e-mail messages;
- (iii) that the Head of Information Technology update the existing IT Security User Code of Practice in line with the revised policy and procedure;
- (iv) to note that the revised policy and procedure would not take effect until following consultation with Trade Unions, the Council had agreed the revision; and employees had been notified accordingly.

#### **DEPARTMENT OF COMMUNITY SERVICES - OVERSEAS EXCHANGE**

11. There was submitted a report dated 30 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a request from the Director of Community Services for a librarian employed at the Dick Institute, Kilmarnock to apply to participate in an overseas exchange programme.

It was agreed:-

- (i) to approve, in principle, an application being submitted by a librarian to participate in an Officer exchange programme; and

- (ii) to remit the matter to the Community Services Committee for final decision with regards to the implication for service delivery.

**EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - STAFFING PROPOSALS (Item 14, Page 1432)**

12. There was submitted a joint report (circulated) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources which requested the Sub-Committee to agree proposed staffing changes within the Educational and Social Services Department with particular reference to clerical support within the Social Work function, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the recommendations detailed in Sections 3 and 4 of the report; and
- (ii) otherwise, to note the contents of the report.

**REPORT ON BALLOCHYMLE CLOSURE - RESOURCE TRANSFER (Item 4, Page 1513)**

13. There was submitted a joint report dated 29 January 2001 (circulated) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources which sought authority for the addition of two part-time day care workers to the staffing establishment of the Educational and Social Services Department (Social Work function).

It was agreed to approve the addition of two part-time day care workers to the establishment of the Educational and Social Services Department (Social Work function).

**COMMUNITY SERVICES DEPARTMENT - COUNTRYSIDE ACCESS UNIT**

14. There was submitted a joint report dated 30 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Directors of Community Services and of Development Services which sought approval for the establishment of a Countryside Access Unit comprising two Countryside Access Officers and an additional Countryside Ranger post, subject to confirmation of financial support from Scottish Natural Heritage.

It was agreed to approve in principle the establishment of a Countryside Access Unit as detailed in paragraph 3 of the report, subject to confirmation of financial support from Scottish Natural Heritage.

**CUMNOCK NEW COMMUNITY SCHOOLS BID (Item 5, Page 1368)**

15. There was submitted a joint report dated 24 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval for additional temporary staffing for Educational and Social Services in relation to new community schools, subject to the approval of a related funding bid to the Scottish Executive.

It was agreed:-

- (i) to approve the additional temporary staffing requirement for Educational and Social Services in relation to Cumnock New Community School subject to the successful outcome of the bid from the Scottish Executive; and
- (ii) otherwise to note the content of the report.

### **EXCLUSION OF PRESS AND PUBLIC**

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

### **POLICY OFFICER POST - DEPARTMENT OF HOMES AND TECHNICAL SERVICES (PARA 1)**

17. There was submitted a joint report dated 24 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Homes and Technical Services which sought approval to adjust the establishment within the Homes (Policy and Strategy) Section of the Department of Homes and Technical Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the deletion of a Policy Assistant post graded AP2/3;
- (ii) to approve the addition of a full-time Policy Officer post graded SO1 to replace an existing part-time equivalent;
- (iii) that the Director of Homes and Technical Services report to a future meeting of the Sub-Committee if there was a need for additional clerical staffing; and
- (iv) otherwise to note the contents of the report.

### **SKILLS TRAINING UNIT - REVIEW OF SCOPE OF BUSINESS (PARA 1)**

18. There was submitted a report dated 19 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the scope of business of the Skills Training Unit and of a proposed review of the existing staffing and financial arrangements.

It was agreed:-

- (i) to note the recent staffing changes in the Skills Training Unit following the decision of the Chairs Sub-Committee of the Policy and Resources Committee of 19 January 2001 (Item 2, Page 1602);
- (ii) that the Depute Chief Executive/Director of Corporate Resources and Head of Personnel carry out a full review of the operations of the Skills Training Unit during 2001/2002, taking account of value for money considerations, and report back to this Sub-Committee by its meeting on 5 June 2001; and
- (iii) otherwise to note the content of the report.

**PROPOSED LEASE OF SITE OF FORMER TENNIS COURT AT  
BARBIESTON ROAD, DALRYMPLE TO DALRYMPLE AND DISTRICT  
COMMUNITY COUNCIL (PARA 9)**

19. There was submitted a report (circulated) by the Director of Development Services advising the Sub-Committee of the possible lease of the subjects at the above mentioned location to Dalrymple and District Community Council and seeking authority to depart from the Council's concessionary rental policy regarding the rent payable for the site.

C

It was agreed to recommend to Council:-

- (i) to grant the Dalrymple and District Community Council a lease of the site at a rental of £1 per annum, if asked, subject to the acceptance by the Community Council of the other principal terms and conditions, and that the Community Council provides evidence that it had identified sufficient funds to cover both the required insurance premium to enable the site to be used as an outdoor activity court and the cost of any future required maintenance for the site; and
- (ii) that the rent be subject to review annually.

C

The meeting terminated at 1455 hours.

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