

**EAST AYRSHIRE COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 21 FEBRUARY 2002 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, Iain Linton, Jane Darnbrough, John Knapp, Finlay MacLean, Robert McDill, Eric Jackson, Jimmy Kelly, Tommy Farrell, Provost Jimmy Boyd and Councillors Eric Ross and Elaine Dinwoodie.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; John Mulgrew, Director of Educational and Social Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; Chris McAleavey, Head of Homes; Malcolm Roulston, Head of Information Technology; Caroline Gordon, Public Relations Assistant; and Julie Armstrong, Principal Administrative Officer.

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

**SUB-COMMITTEE MINUTES**

1. There were submitted and approved as correct records and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendices I to V of these Minutes, viz:-
  - 1.1 **CHAIR'S SUB-COMMITTEE OF 18 DECEMBER 2001** - Appendix I.
  - 1.2 **RECRUITMENT SUB-COMMITTEE OF 20 DECEMBER 2001** - Appendix II.
  - 1.3 **RECRUITMENT SUB-COMMITTEE OF 17 JANUARY 2002** - Appendix III.

It was noted that in the interests of standardisation with the minuting of Appeals Sub-Committee Minutes that at paragraph 7 "It was decided" be replaced by "It was decided by majority".

Councillor Ross joined the meeting at this point.

- 1.4 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 30 JANUARY 2002** - Appendix IV.
- 1.5 **CORPORATE SUB-COMMITTEE OF 12 FEBRUARY 2002** - Appendix V.

**MATTERS ARISING - DISPOSAL OF FORMER GLEBE RESOURCE CENTRE,  
GLEBE ROAD, KILMARNOCK (Item 19, Page 2421)**

A motion by Councillor Reid, seconded by Councillor Linton, to reconsider the matter in terms of Standing Order 40, failed to receive the requisite two-thirds of the Members voting, there being 8 Members voting for the motion.

**BUDGET SCRUTINY GROUP**

2. There were submitted and noted (both circulated) the Minutes of the undernoted Budget Scrutiny Groups, viz:-

**2.1 BUDGET SCRUTINY GROUP OF 20 DECEMBER 2001.****2.2 BUDGET SCRUTINY GROUP OF 6 FEBRUARY 2002.****BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES  
REVENUE ACCOUNT TO 16 DECEMBER 2001 (PERIOD 9)**

3. There was submitted and noted a report dated 31 January 2002 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 16 December 2001 (Period 9).

**BUDGETARY CONTROL SUMMARY STATEMENT - HOUSING REVENUE  
ACCOUNT TO 16 DECEMBER 2001 (PERIOD 9)**

4. There was submitted and noted a joint report dated 5 February 2002 (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 16 December 2001 (Period 9).

**STATISTICAL INFORMATION ON REVENUE COLLECTION**

5. There was submitted and noted a report dated 6 February 2002 (circulated) by the Director of Finance which updated Members on the position of the Council with regard to billing and collection of local taxes as at 13 January 2002 (Period 10).

**STATUTORY PERFORMANCE INDICATORS 2002/03 -  
DIRECTION 2001 (Item 11, Page 2098, 99/02)**

6. There was submitted a report dated February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the publication in terms of the Local Government Act 1992 and the Publication of Information (Standards of Performance) Direction 2001 by the Accounts Commission.

It was agreed to note:

- (i) the publication by the Accounts Commission of the Direction 2001;
- (ii) the completion of trial runs on new and amended Performance Indicators contained within the Direction 2000; and
- (iii) the planned trial run for new and amended Indicators in the Direction 2001.

**BEST VALUE SERVICE REVIEW - ROADS WORKS PROGRAMME  
PROCUREMENT (Item 9, Page 2246, 99/02)**

7. There was submitted a report dated 4 February 2002 (circulated) by the Director of Development Services which informed of the outcomes from a review of the roads works programme procurement arrangements and which submitted an action plan which would improve the level of service to customers.

It was agreed:

- (i) to note the conclusion of the roads works programme procurement review and recommendations of the Scrutiny and Best Value Group as set out in the report and the action plan shown attached to the report;

- (ii) to endorse the proposed actions as a basis for roads works programme procurement to advance in delivering improvements in the delivery of the Unit's services;
- (iii) that the Director of Development Services continues to monitor the implementation of these actions and present a progress report to the Development Services Committee on an annual basis; and
- (iv) otherwise to note the contents of the report.

**KILMARNOCK COMMON GOOD FUND (Item 6, Page 2164, 99/02)**

8. There was submitted a report dated 9 January 2002 (circulated) by the Director of Community Services which requested the Committee to consider making a grant from the Kilmarnock Common Good Fund to Kilmarnock and District Local History Group.

It was agreed:

- |   |   |   |
|---|---|---|
| C | <ul style="list-style-type: none"> <li>(i) to recommend to Council a grant of £4,500 from the Common Good Fund to Kilmarnock and District Local History Group for the purposes outlined in the report subject to satisfactory completion of other elements of the funding package; and</li> <li>(ii) otherwise to note the report.</li> </ul> | C |
|---|---|---|

**BETTER NEIGHBOURHOOD SERVICES FUND -  
UPDATE (Item 1, Page 2235, 99/02)**

9. There was submitted a report dated 4 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided a progress report on the establishment of the Better Neighbourhood Services Fund Programme within Northwest Kilmarnock and Shortlees/Riccarton.

Having noted that briefing sessions for Local Members would be arranged to give an overview on the projects, it was agreed:

- (i) to note the additional allocation of £150,000 to the Council, as detailed in Section 3.5 of the report and that it be remitted to the Director of Finance to ensure the appropriate returns are made to the Scottish Executive;
- (ii) that a future report on the implementation of the Better Neighbourhood Services Fund Programme be submitted to this Committee in early Autumn; and
- (iii) otherwise to note the contents of the report.

**MODERNISING GOVERNMENT FUND (MGF2)**

10. There was submitted a report dated 28 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Modernising Government Fund (MGF2) and which sought approval to submit an outline bid to the Fund for an Information and Communications Technology project.

It was agreed:

- (i) to note the second round of the Modernising Government Fund (MGF2);

- (ii) to the submission of an outline bid to develop data standards and data sharing between the Council's Departmental systems and to develop/provide secure and authenticated access to information and services;
- (iii) to note that a report would be submitted to this Committee to advise Members of the outcome of the Council's bid; and
- (iv) otherwise to note the contents of the report.

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

11. There was submitted a report dated 28 January 2002 (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 2002/03.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) an increase in total funds available to the Local Committee Community Grants Scheme from £170,530 to £175,497 in line with inflation;
- (ii) the allocation of Local Committee Community Grants funds as detailed below based on consideration of both the existing indicators and the additional pathfinder area indicator:

<b>Local Committee</b>	<b>Revised Allocation 2002/03</b>
Northern Area	£18,875
Kilmarnock Central	£17,156
Kilmarnock North	£19,747
Kilmarnock South	£15,867
Irvine Valley	£26,065
Cumnock Area	£53,463
Doon Valley	<u>£24,324</u>
	£175,497

and;

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

Councillor Reid, seconded by Councillor Linton, moved as an amendment to continue consideration of the matter to the next Council meeting to allow further information to be provided on the indicators used.

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

#### **MATCH FUND BUDGET (Item 13, Page 2099, 99/02)**

12. There was submitted a report dated 28 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources to report on the first year (2001/2002) of operation of the Match Fund, and which sought approval to fully utilise the budget and to recommend its implementation for the financial year 2002/03.

Having heard the Depute Chief Executive/Director of Corporate Resources who intimated an amendment to the report, being the deletion of the request for funding from the Ayrshire Electronic Community due to the project having secured match funding elsewhere, it was agreed:

- (i) to approve the allocation of £50,540 for the Match Fund 2002/03; and
- (ii) otherwise to note the contents of the report.

#### **DIGITAL COMMUNITIES INITIATIVE (Item 1, Page 2126, 99/02)**

- 13.** There was submitted a report dated 28 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources to report progress on the Council's expression of interest in nominating Muirkirk for funding as a new Digital Community.

It was agreed:

- (i) to note that the Council's bid in respect of the nomination of Muirkirk as a Digital Community had been shortlisted, and consequently the Council had been invited to submit a detailed project proposal by 1 March 2002;
- (ii) to note that a report would be presented to a future meeting of this Committee to advise Members of the outcome of the Council's bid; and
- (iii) otherwise to note the contents of the report.

#### **THE SCOTTISH SOCIAL ATTITUDE SURVEY**

- 14.** There was submitted a report dated 5 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised the Committee of a proposal by the Scottish Local Authorities Management Centre (SLAMC) and the National Centre for Social Research to conduct a survey of public attitudes towards Local Government in Scotland and which sought the Committee's approval to make a financial contribution to the cost of undertaking this research.

It was agreed:

- (i) to note the purpose and focus of the proposed Scottish Social Attitude Survey;
- (ii) that the Council would contribute to the survey at a cost of £1,300 subject to there being sufficient other participating Councils to ensure its viability;
- (iii) to note the timetable for the production of the final report and that a further report on this would be brought forward to this Committee at the appropriate time; and
- (iv) otherwise to note the contents of the report.

#### **EAST AYRSHIRE CITIZENS ADVICE BUREAU CONCORDAT GROUP - FUNDING APPRAISAL REPORT (Item 15.4, Page 1600, 99/02)**

- 15.** There was submitted a report dated 5 February 2002 (circulated) by the Director of Community Services which provided information on the work of the East Ayrshire Citizens Advice Bureau with a view to assessing the Council's contribution towards future funding.

It was agreed:

- (i) to provide core funding to the Citizens Advice Bureau of £120,000 for the financial year 2002/03;
- (ii) to provide core funding to the Citizens Advice Bureau of £122,400 for the financial year 2003/04;
- (iii) that the Director of Community Services establish a suitable Service Level Agreement between the Council and the Citizens Advice Bureau; and
- (iv) otherwise to note the terms of the report.

**JOINT DEVELOPMENTS WITH AYRSHIRE AND ARRAN  
PRIMARY CARE (NHS) TRUST**

- 16.** There was submitted a report dated 7 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the outcome of the two partnership bids made by Ayrshire and Arran Primary Care (NHS) Trust in conjunction with East Ayrshire Council and other partner organisations to the Executive for funding to secure improved health care facilities in the communities of Dalrymple and Northwest Kilmarnock and to propose a programme for taking forward these projects.

It was agreed:

- (i) to note the successful outcome of the Northwest Kilmarnock Primary Care Neighbourhood Services Centre bid resulting in a £2.1m healthcare investment within this community;
- (ii) that the Depute Chief Executive/Director of Corporate Resources, in consultation with the Primary Care Trust, develop an overarching partnership working framework to govern projects of this nature and further to develop a specific partnership agreement in relation to the proposed development in Northwest Kilmarnock;
- (iii) to note the proposed arrangements for implementation of this project to Northwest Kilmarnock as detailed in Section 5 of the report;
- (iv) that the Depute Chief Executive/Director of Corporate Resources examine alternative possibilities for the delivery of the proposed Dalrymple Community Campus as discussed in Section 6 of the report; and
- (v) otherwise to note the contents of the report.

**EXCLUSION OF PRESS AND PUBLIC**

- 17.** The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 6 of Schedule 7A of the Act.

**CHILDREN'S PANEL ADVISORY COMMITTEE  
MEMBERSHIP (Item 15, Page 2248, 99/02)**

- 18.** There was submitted a report dated 4 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of nominations for a Council appointee vacancy on East Ayrshire Children's Panel Advisory Committee

(CPAC) and which sought the Committee's decision in respect of an appointment to the Committee.

It was agreed:

- C**
- (i) to recommend to Council that Susan Paton be appointed as a Council appointee on the CPAC for a period of two years; and
  - (ii) that it be remitted to the Depute Chief Executive/Director of Corporate Resources to advise the Scottish Executive of the Council's appointment to the CPAC.
- C**

**PANEL OF SAFEGUARDERS AND LEGAL REPRESENTATION WITHIN  
THE CHILDREN'S HEARING SYSTEM (Item 20, Page 2101, 99/02)**

- 19.** There was submitted a report dated 22 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of new Regulations in respect of legal representation within the Children's Hearings system and, in the light of this, to request the appointment of a suitably qualified member to East Ayrshire's Panel of Safeguarders.

It was agreed:

- (i) to note the introduction of new Regulations in terms of legal representation in the context of Children's Hearings;
- (ii) to note that arrangements were in hand to meet the requirements of the new Children's Hearings (Legal Representation) (Scotland) Rules 2001; and
- (iii) to augment its current Panel of Safeguarders by appointing the applicant detailed in Appendix 1 of the report until 31 December 2004 and that it be remitted to the Depute Chief Executive/Director of Corporate Resources to make the necessary arrangements for appointment.

The meeting terminated at 1102 hrs.

**APPENDIX I**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 18 DECEMBER 2001 AT 1145 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

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

**ATTENDING:** Bill Stafford, Director of Community Services; David Mitchell, Head of Administrative and Legal Services; George Park, Employee Relations Manager; and Christine Baillie, 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.

**REQUEST FOR VOLUNTARY SEVERANCE**

2. There was submitted a report dated 14 December 2001 (circulated) by the Head of Personnel which sought approval of a request for early retirement.

It was agreed:

- (i) to approve the early retirement application as detailed in Appendix I of the report; and
- (ii) to note that the Director of Community Services confirmed that all costs incurred by the Council would be met from within existing resources taking account of the ongoing staffing restructuring exercise; and.
- (iii) that the Director of Community Services submit a report to the next appropriate Committee in respect of the revised staffing structure referred to in paragraph 2.1 of the report.

The meeting terminated at 1148 hrs.

**APPENDIX II**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON THURSDAY 20 DECEMBER 2001 AT 1130  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

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

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees; Depute Chief Executive/Director of Corporate Resources; 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.

**POST OF HEAD OF CORPORATE DEVELOPMENT AND COMMUNICATION**

2. There was submitted a report dated 17 December 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented the applications received for the post of Head of Corporate Development and Communication and requested the Sub-Committee to select a shortlist of candidates and agree the arrangements for the interview on Thursday 17 January 2002. The report also enclosed a synopsis of the applicants, a copy of the advertisement, job specification and person specification.

There was also submitted (circulated) copies of late application forms (application nos 25-29, together with a late application form no. 30 (Tabled).

It was agreed:-

- (i) to consider the late applications (application nos. 25-30);
- (ii) to invite for interview applicant nos. 8, 10, 12, 22, 26 and 27 (applicant nos. 25 and 21 respectively to be invited for interview in the event of the withdrawal on the part of any of the aforementioned candidates);
- (iii) that the interviews be held on Thursday 17 January 2002 in the Council Chambers, Council Offices, Lugar, the Sub-Committee to meet at 0900 hours with the commencement time for the first interview being 0930 hours;

- (iv) that the nature and topic of the preliminary task to be undertaken by the selected candidates be E-Government and that the Depute Chief Executive/Director of Corporate Resources be authorised to finalise the details;
- (v) that the topic for the candidates 10 minute presentation be the Council Plan and that the Depute Chief Executive/Director of Corporate Resources be authorised to finalise the details.

The meeting terminated at 1218 hours.

**APPENDIX III**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON THURSDAY 17 JANUARY 2002 AT 0900  
HOURS IN THE COUNCIL CHAMBERS, LUGAR**

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

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Melanie Anderson, 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 CORPORATE DEVELOPMENT AND COMMUNICATION -  
INTERVIEWS (Item 2, Page 2409)**

2. There was submitted a report dated 10 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which confirmed arrangements for the interview of candidates selected for interview for the post, together with the following documentation:-
  - (i) timetable for selection process;
  - (ii) synopsis of the interviewees;
  - (iii) copy of written submission received from the six candidates selected for interview;
  - (iv) copy of the advertisement for the post of Head of Corporate Development and Communication;
  - (v) copy of job profile;
  - (vi) copy of the person specification; and
  - (vii) copy of part B of applications received.

The Sub-Committee then interviewed James Montgomery and John Clayton.

**ADJOURNMENT**

3. The Sub-Committee adjourned at 1100 hours.

**RECONVENTION/CONTINUATION OF BUSINESS**

4. The Sub-Committee reconvened at 1125 hours with the same Members and Officers in attendance and interviewed James Sweeney and Paolo Vestri.

**ADJOURNMENT**

5. The Sub-Committee adjourned at 1320 hours.

**RECONVENTION/CONTINUATION OF BUSINESS**

6. The Sub-Committee reconvened at 1350 hours with the same Members and Officers in attendance and interviewed Brian Duncan and Paul Carroll.

**CONSIDERATION OF ITEM**

7. After consideration it was decided by majority:-
  - (i) to offer the post of Head of Corporate Development and Communication to John Clayton;
  - (ii) that all Elected Members of the Council be informed of the appointment; and
  - (iii) that the necessary arrangements be remitted to the Depute Chief Executive/Director of Corporate Resources.

The meeting terminated at 1615 hours.

**TO RETURN TO PREVIOUS PAGE  
PLEASE PRESS THE BACK BUTTON  
AT THE TOP LEFT OF THE PAGE**

**APPENDIX IV**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON WEDNESDAY 30 JANUARY 2002 AT 1115  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Tommy Farrell, Daniel Coffey, Douglas Reid, Drew McIntyre, Harry Wilson and John Knapp.

**ATTENDING:** Fiona Lees, Depute Chief Executive/Director of Corporate Resources; John Walker, Head of Building and Works; Bill Walkinshaw, Administration Manager; Dave Hewet, Senior Policy Adviser; and Christine Baillie, Administrative Officer.

**APOLOGIES:** Councillor Finlay MacLean, Provost Jimmy Boyd and Councillor Eric Ross.

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

**CONFERENCES AND COURSES BUDGETARY UPDATE**

1. There was submitted and noted the Conferences and Courses budget for the financial year 2001/2002 which was £1,340.75 as at 24 January 2002.

It was agreed, in principle, that following the Sub-Committee's consideration of Member attendance at the undernoted Conferences and Courses, to give consideration at Item 3 below to vire an appropriate sum from the Civic Ceremonial budgetary allocation as required.

**CONFERENCES AND COURSES**

- 2.1 **DEPARTMENT FOR TRANSPORT LOCAL GOVERNMENT AND THE REGION'S  
COALFIELDS CONFERENCE - 18 MARCH 2002, RICCALL, NEAR SELBY**

There was submitted a report dated 14 January 2002 (circulated) by the Director of Development Services informing the Sub-Committee of the Department for Transport Local Government and the Region's Coalfields Conference to be held on 18 March 2002 at Riccall, near Selby.

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

- 2.2 **APSE BUILDING SERVICES ANNUAL SEMINAR - 5-8 FEBRUARY 2002,  
PEEBLES**

There was submitted a report dated 3 December 2001 (circulated) by the Director of Homes and Technical Services which requested that the Sub-Committee consider attendance at the Annual Conference of the Scottish APSE Building Services.

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

### **2.3 INSTITUTE OF WASTES MANAGEMENT CONFERENCE - 18-21 JUNE 2002, TORBAY**

There was submitted a report dated 9 January 2002 (circulated) by the Director of Community Services which advised of an invitation for the Council to be represented at an International Conference on Wastes Management.

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

### **2.4 COSLA ANNUAL CONFERENCE - 20-22 MARCH 2002, CRIEFF HYDRO**

There was submitted a report dated 22 January 2002 (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 authorise attendance at the above Conference by three Members of the Administration and one of the Opposition namely Councillors McIntyre, Jackson, Farrell and Reid, the Council's delegates to CoSLA.

### **CIVIC CEREMONIAL BUDGETARY UPDATE**

3. There was submitted and noted the Civic Ceremonial budget for financial year 2001/2002 which was £5,553.78.

It was agreed that the Depute Chief Executive/Director of Corporate Resources vire £1,500 from the Civic Ceremonial budget to the Conferences and Courses budget to meet the costs of any forthcoming Conferences and Courses.

### **CIVIC CEREMONIAL APPLICATIONS**

#### **3.1 KILMARNOCK CRICKET CLUB**

There was submitted a report dated 15 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Kilmarnock Cricket Club for a contribution towards the cost of hosting the 150th Anniversary Dinner to be held on 12 April 2002.

It was agreed:-

- (i) to the request from Kilmarnock Cricket Club for a contribution towards the cost of their 150th Anniversary Dinner of £375.00; and
- (ii) to remit the necessary arrangements, including Council representation at the event, to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

#### **3.2 KILMARNOCK 400 WHISKY (Item 4, Page 2255, 99/02)**

There was submitted a report dated 17 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which submitted for consideration (i) a review of the present arrangements for the sale of the Kilmarnock 400 Anniversary Whisky; and (ii) proposals for establishing a trust to manage the disbursement of funds raised primarily through the sale of the Kilmarnock 400 Whisky.

It was agreed:-

- (i) to note that there had been 1,992 bottles of Whisky produced by John Walker & Sons Limited and not 1,192 as intimated in the report;
- (ii) that the sale of the remaining stock of Kilmarnock 400 Whisky cease forthwith and that the remaining bottles be used exclusively for presentation to mark significant civic ceremonial occasions;
- (iii) to recommend to the Policy and Resources Committee that it be remitted to the Depute Chief Executive/Director of Corporate Resources and the Solicitor to the Council, in consultation with representatives of John Walker & Sons Limited, to investigate the feasibility of progressing the original proposals to establish a Trust to promote the interests of the people of the former Kilmarnock and Loudoun District, as detailed in the report and to submit a report thereon to an appropriate meeting of the Policy and Resources Committee; and
- (iv) otherwise, to note the contents of the report.

The meeting terminated at 1135 hours.

**TO RETURN TO PREVIOUS PAGE  
PLEASE PRESS THE BACK BUTTON  
AT THE TOP LEFT OF THE PAGE**

**APPENDIX V**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 12 FEBRUARY 2002 AT 1400  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON  
ROAD, KILMARNOCK**

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

**ATTENDING:** David Montgomery, Chief Executive; Bill Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work; and Gillian Hamilton, Administrative Officer.

**APOLOGIES:** Councillors Douglas Reid, John Weir, Harry Wilson and Tommy Farrell.

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

**BUDGETARY CONTROL SUMMARY STATEMENTS**

**1.1 POLICY AND RESOURCES (CENTRAL SERVICES)**

There was submitted and noted a report dated 23 January 2002 (circulated) by the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Central Services).

**1.2 POLICY AND RESOURCES (CORPORATE RESOURCES)**

There was submitted and noted a joint report dated 22 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Corporate Resources).

**ABSENCE MANAGEMENT REPORTS**

**2.1 DEPARTMENT OF FINANCE - QUARTER 4 (2001)**

There was submitted and noted a report dated 25 January 2002 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarterly period ended 31 December 2001.

Councillor McIntyre left the meeting following discussion of the above item.

## **2.2 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - QUARTER 4 (2001)**

There was submitted and noted a report dated 22 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 31 December 2001.

### **SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES CIRCULAR SJC/12 - FIRST AID ALLOWANCE**

3. There was submitted and noted a report dated 4 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of Circular SJC/12 received from the Scottish Joint Council for Local Government Employees intimating revised first aid allowances effective from the pay weeks including 1 October 2001, 1 October 2002 and 1 October 2003.

Councillor McIntyre re-joined the meeting during discussion of the above item.

### **JOINT STAFFING WATCH RETURN - DECEMBER 2001**

4. There was submitted and noted a report dated 15 January 2002 (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 2001 reporting period.

### **WORK LIFE BALANCE PROJECT**

5. There was submitted a report dated 29 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Council's progress in managing its Work Life Balance Project following a successful bid for financial support from the Government's Work Life Balance Challenge Fund to address local issues.

It was agreed:-

- (i) to note the Council's progress with the Work Life Balance Challenge Fund Project;
- (ii) to approve the Work Life Balance Challenge Fund Vision Statement appended to the report;
- (iii) that the Head of Personnel provide an update report and any related policy considerations to the Sub-Committee's meeting on 9 April 2002; and
- (iv) otherwise, to note the report.

### **PARENTAL LEAVE**

6. There was submitted a report dated 22 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed amendments to the Council's Parental Leave provisions in consideration of the Maternity and Parental Leave (Amendment) Regulations 2001 which became effective from 10 January 2002.

It was agreed:-

- (i) that the Council's Parental Leave provisions be updated to reflect the recent changes arising from the Maternity and Parental Leave (Amendment) Regulations 2001; and
- (ii) otherwise, to note the report.

#### **VEHICLE POLICY**

7. There was submitted a report dated 5 February 2002 (circulated) by the Director of Development Services which sought approval of the Vehicle Policy.

It was agreed:-

- (i) that the Sub-Committee approve the Vehicle Policy appended to the report, subject to consultation with Trade Union representatives;
- (ii) that the Director of Development Services, in consultation with the Head of Personnel, make minor amendments of a textual nature or to reflect detailed points raised through consultation with Trade Union representatives; and
- (iii) otherwise, to note the report.

#### **INFORMATION TECHNOLOGY TRAINING**

8. There was submitted a report dated 30 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed the creation of a new post of Assistant Training and Development Officer (ICT) which would reduce the Council's dependence on external training providers for ICT training and increase actual training delivered.

It was agreed:-

- (i) to approve the establishment of a part-time Assistant Training and Development Officer, graded AP3, subject to consultation with the Trade Union;
- (ii) to amend paragraph 2.3 of the report as follows, viz:- "of the Council's IT training events during June 2001 to March 2002 51 days will have been undertaken by external training providers at a cost of £17,800"; and
- (iii) otherwise, to note the report.

#### **INVESTMENT IN DRAMA - SOCIAL INCLUSION**

9. There was submitted a joint report dated 21 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for the establishment of two drama development posts, for two years, funded by the East Ayrshire Coalfield Area Social Inclusion Partnership (SIP) and the Scottish Arts Council (SAC).

It was agreed:-

- (i) to approve the establishment of the posts of Drama Development Officer and Drama Worker for up to two years; and
- (ii) otherwise, to note the content of the report.

### AWARDING OF CONTRACTS

10. There was submitted and noted a report dated 28 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted as follows:-

<b>CONTRACT</b>	<b>SUCCESSFUL CONTRACTOR</b>	<b>AMOUNT</b>
Provision of Banking Services	Clydesdale Bank Plc	£171,000 (estimate)
Maintenance of ISDX Telephone Equipment	B.T.	Schedule of Rates

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

11. There was submitted and noted Minutes of the Joint Consultative Committee (Local Government Employees and Craftpersons) held on 29 November 2001 (circulated).

### EXCLUSION OF PRESS AND PUBLIC

12. 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 shown against each item.

### RECONFIGURATION OF SOCIAL WORK STAFFING RESOURCES (PARA 1)

13. There was submitted a joint report dated 25 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for proposed amendments to the structure of the Social Work Service within the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

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

### DEPARTMENT OF COMMUNITY SERVICES - RECREATION SECTION - PROPOSED ADMINISTRATION AND CLERICAL SUPPORT REVIEW (PARA 1)

14. There was submitted a report dated 8 January 2002 (circulated) by the Director of Community Services which detailed proposals for a restructure within Recreation Services to allow it to continue to develop and meet the demands of the service.

It was agreed:-

- (i) to approve the Administration/Clerical restructure within Recreation Services subject to consultation with the appropriate Trade Unions;

- (ii) that the Director of Community Services implement the restructure with immediate effect; and
- (iii) otherwise, to note the report.

**PALACE THEATRE/GRAND HALL, KILMARNOCK - MANAGEMENT REVIEW  
(PARA 1)**

15. There was submitted a report dated 12 November 2001 (circulated) by the Director of Community Services which sought approval for a management restructure at the Palace Theatre/Grand Hall, Kilmarnock.

It was agreed:-

- (i) to approve the management restructure described in the report, subject to consultation with the appropriate Trade Unions;
- (ii) that the Director of Community Services implement the restructure with immediate effect; and
- (iii) otherwise, to note the report.

**STAFFING SUPPORT FOR BURNS HOUSE MUSEUM AND CATHCARTSON  
VISITOR CENTRE (PARA 1)**

16. There was submitted a report dated 12 November 2001 (circulated) by the Director of Community Services which sought approval for a restructure of the museum support posts at two visitor attractions in the Coalfield area.

It was agreed:-

- (i) to approve the management restructure described in the report, subject to consultation with the appropriate Trade Unions;
- (ii) that the Director of Community Services implement the restructure with immediate effect, in respect of Cathcartson Visitor Centre and Administration, and subject to the availability of appropriate resources, the Burns House Museum; and
- (iii) otherwise, to note the report.

**DISPOSAL OF FORMER AUCHINLECK PRIMARY SCHOOL, MAIN STREET,  
AUCHINLECK**

17. There was submitted a joint report dated 29 January 2002 (circulated) by the Solicitor to the Council and the Director of Development Services.

It was agreed:-

- (i) to authorise the Solicitor to the Council to accept the offer from IBC Ltd to dispose of the former Auchinleck Primary School Site at Main Street, Auchinleck subject to the terms and conditions outlined in paragraph 8 of the report;
- (ii) that the Director of Development Services repay Scottish Enterprise Ayrshire a sum equivalent to 50% of the sale price, subject to further discussion with Scottish Enterprise Ayrshire on the potential for use of this sum for future regeneration projects;

- (iii) to note that a further report would be submitted by the Director to the Development Services Committee on the proposal at (ii) above; and
- (iv) otherwise, to note the report.

**PROPOSED DISPOSAL OF NETHERTON BUSINESS CENTRE, KILMARNOCK  
(PARA 9)**

18. There was submitted a joint report dated 6 February 2002 (circulated) by the Director of Development Services and the Solicitor to the Council.

It was agreed:-

- (i) to authorise the Solicitor to the Council to conclude the disposal of the Units within the Netherton Business Centre, Kilmarnock as detailed in paragraph 2.1 of the report to Mr J Kirkwood, Mr J Geddes and Messrs J H Greene, subject to the terms and conditions detailed in paragraph 3.2 and paragraph 6 of the report; and
- (ii) otherwise, to note the report.

**DISPOSAL OF FORMER GLEBE RESOURCE CENTRE, GLEBE ROAD,  
KILMARNOCK (PARA 9)**

19. There was submitted a joint report dated 6 February 2002 (circulated) by the Solicitor to the Council and the Director of Development Services.

Councillor Jackson, seconded by Provost Boyd moved that Committee authorise the reduction in the sale price of the subjects as detailed in paragraph 5.1 of the report subject to purification by the purchasers of all suspensive conditions in the missives to allow settlement to be effected.

Councillor Linton, seconded by Councillor Coffey moved as an amendment that the offer detailed in paragraph 3 of the report did not represent best value for the Council and if Klin Holdings Limited were unwilling to honour their original offer to purchase the subjects, the site should be re-marketed.

On a division by a show of hands, the motion was carried by 5 votes to 2.

**RENT REVIEW OF RESIDENTIAL FLATS A, B AND C, 66 BANK STREET,  
KILMARNOCK (PARA 9)**

20. There was submitted a report dated 28 January 2002 (circulated) by the Director of Development Services.

It was agreed:-

- (i) to approve the increase in rental in respect of flats A, B and C, 66 Bank Street, Kilmarnock leased to the Council by Dawn Group Ltd, as detailed in paragraph 4.1 of the report with effect from 15 March 2001, subject to the existing terms and conditions of lease and authorise the Solicitor to the Council to formalise the variation; and
- (ii) otherwise, to note the report.

**PROPOSED RENT REVIEW AT 2 THE CROSS, KILMARNOCK (PARA 9)**

21. There was submitted a report dated 28 January 2002 (circulated) by the Director of Development Services.

It was agreed:-

- (i) to approve the provisionally agreed rental for the proposed review of the above subjects as detailed in paragraph 3.3. of the report effective from 25 March 2001 and instruct the Solicitor to the Council to conclude matters on behalf of the Council; and
- (ii) otherwise, to note the report.

**PROPOSED LEASE OF UNITS 1 AND 2, BONNYTON INDUSTRIAL ESTATE, KILMARNOCK (PARA 9)**

22. There was submitted a report dated 29 January 2002 (circulated) by the Director of Development Services.

It was agreed:-

- (i) that the Solicitor to the Council formalise the lease of units 1 and 2, Bonnyton Industrial Estate, Munro Place, Kilmarnock for an initial period of 2 years to Tuff Nutt Limited as detailed in paragraph 6.1.1 and subject to the conditions contained within paragraph 6 of the report; and
- (ii) otherwise, to note the report.

The meeting terminated at 1500 hours.

**TO RETURN TO PREVIOUS PAGE  
PLEASE PRESS THE BACK BUTTON  
AT THE TOP LEFT OF THE PAGE**