

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 18 APRIL 2002 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

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

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; James Lavery, Director of Homes and Technical Services; Colin Houston, Chief Auditor; Kay Gilmour, Head of Community Support; Malcolm Roulston, Head of Information Technology; Anne Jackson, Principal Officer, Educational and Social Services; Peter Hessel, Team Leader, Administrative and Legal Services; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors Willie Coffey, Douglas Reid, Iain Linton and Provost Jimmy Boyd.

CHAIR: Councillor Drew McIntyre, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved as correct records and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendices I to IV of these Minutes, viz:-
 - 1.1 **CHAIR'S SUB-COMMITTEE OF 7 MARCH 2002** - Appendix I.
 - 1.2 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 19 MARCH 2002** - Appendix II.
 - 1.3 **CHAIR'S SUB-COMMITTEE OF 28 MARCH 2002** - Appendix III.
 - 1.4 **CORPORATE SUB-COMMITTEE OF 9 APRIL 2002** - Appendix IV.

BUDGET SCRUTINY GROUP

2. There were submitted and noted (circulated) the Minutes of the Budget Scrutiny Group held on Thursday 14 March 2002.

**BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES
REVENUE ACCOUNT TO 10 FEBRUARY 2002 (PERIOD 11)**

3. There was submitted and noted a report dated 22 March 2002 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 10 February 2002 (Period 11).

**BUDGETARY CONTROL SUMMARY STATEMENT - HOUSING REVENUE
ACCOUNT TO 10 FEBRUARY 2002 (PERIOD 11)**

4. There was submitted and noted a joint report dated 4 March 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 10 February 2002 (Period 11).

STATISTICAL INFORMATION ON REVENUE COLLECTION

5. There was submitted and noted a report dated 9 April 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 10 March 2002 (Period 12).

TREASURY MANAGEMENT

5.1 ANNUAL STATUTORY REPORT 2002/03

There was submitted a report dated 9 April 2002 (circulated) by the Director of Finance which sought the approval of Committee of the proposed Treasury Management Strategy for the financial year 2002/03.

It was agreed:

- (i) to recommend to Council that the clauses detailed below be adopted and that the Financial Regulations be amended accordingly, viz:-

Clause 1:- This Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 4 of that Code.

Clause 2:- Accordingly, this Council will create and maintain, as the cornerstones for effective treasury management:

- A treasury management policy statement, stating the policies and objectives of its treasury management policies
- Suitable treasury management practices (TMPs), setting out the manner in which the organisation will seek to achieve policies and objectives, and prescribing how it will manage and control those activities.

The content of the policy statement and TMPs will follow the recommendations contained in Sections 6 and 7 of the Code, subject only to amendment where necessary to reflect the particular circumstances of this organisation. Any such amendments shall not result in the Council materially deviating from the Code's key recommendations.

Clause 3:- This Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy report and plan in advance of the year, and an annual report after its close, in the form prescribed in its Treasury Management Practices (TMPs).

Clause 4:- This Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to the Policy and Resources Committee, and for the execution and administration of treasury management decisions to the Director of Finance, who will act in accordance

with the Council's policy statement and TMPs and, CIPFA's Standard of Professional Practice on Treasury Management.

- C** (ii) to recommend to Council that the operational limits (the maximum ratio of fixed rate loans to variable rate loans is 75:25, whilst the maximum level of annual maturity is 20% of the total portfolio) be adopted for the current year; and
- (iii) otherwise to note the contents of the report.

6.2 DEBT RESCHEDULING

There was submitted and noted a report dated 9 April 2002 (circulated) by the Director of Finance which advised of the background to and the result of the debt rescheduling exercise recently completed.

2002/03 INFORMATION TECHNOLOGY CAPITAL EXPENDITURE PROGRAMME

7. There was submitted a report dated 25 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed the Information Technology Capital Expenditure Programme for 2002/03.

It was agreed to approve the proposed 2002/02 Information Technology Capital Expenditure Programme as detailed within the report.

INTERNAL AUDIT PLAN 2002/03

8. There was submitted and noted a report (circulated) by the Chief Auditor which submitted details of the 2002/03 Internal Audit Plan.

AFFILIATIONS TO OUTSIDE ORGANISATIONS

9. There was submitted a report dated 27 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources to consider the background, aims and objectives, and activities of those organisations which had sought association with, and affiliation of, the Council.

It was agreed:

- (i) to the applications, in principle, detailed in Appendix V to this Minute;
- (ii) not to affiliate to the Scottish pre-school play association as groups were currently provided with support through the Local Authority;
- (iii) to remit to Council to consider an Elected Member representative to Leading Action for Textiles, Clothing and Footwear (LATCF) Scotland; and
- (iv) that appropriate Departments make payment of the affiliation fees to those approved organisations.

REQUESTS FOR GRANT ASSISTANCE

10.1 SCOTTISH HUMAN RIGHTS CENTRE

There was submitted a report dated 16 March 2002 (circulated) by the Director of Educational and Social Services which provided information in relation to the grant application made to the Council from the Scottish Human Rights Centre and which made recommendations accordingly.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) to approve a grant of £1,200 to the Scottish Human Rights Centre for 2002/03 subject to funding from appropriate other Local Authorities; and
- (ii) otherwise to note the contents of the report.

Councillor Wilson, seconded by Councillor D Coffey, moved as an amendment to approve a grant of £1,236 which included a 3% inflation rise.

On a division by a show of hands the motion was carried by nine votes to five.

10.2 ETHNIC MINORITIES LAW CENTRE (EMLC)

There was submitted a report dated 13 March 2002 (circulated) by the Director of Educational and Social Services to consider a request for funding from the Ethnic Minorities Law Centre.

It was agreed:

- (i) to a grant of £4,500 for the Ethnic Minorities Law Centre for the financial year 2002/03 subject to funding from other appropriate Local Authorities; and
- (ii) otherwise to note the contents of the report.

10.3 EAST AYRSHIRE LOCAL VOLUNTEER DEVELOPMENT AGENCY

There was submitted a report dated 23 March 2002 (circulated) by the Director of Educational and Social Services which provided information on a request for grant assistance received from the East Ayrshire Local Volunteer Development Agency (LVDA) and which made recommendations accordingly.

It was agreed:

- (i) to a grant of £10,000 and an in kind contribution of £4,000 for the East Ayrshire Local Volunteer Development Agency;
- (ii) that the Council underwrite up to £2,000 in addition, in the event that the LVDA is unable to secure the further match funding; and
- (iii) otherwise to note the contents of the report.

10.4 WEST OF SCOTLAND RACIAL EQUALITY COUNCIL (WSREC)

There was submitted a report dated 16 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on a request for a grant of £5,628 by the West of Scotland Racial Equality Council (WSREC) and which recommended accordingly.

Councillor McIntyre, seconded by Councillor Jackson, moved that a grant of £3,000 be approved in order to encourage the continued development of the West of Scotland Racial Equality Council.

Councillor Wilson, seconded by Councillor D Coffey, moved as an amendment to approve a grant of £3,090 which included a 3% inflation rise.

On a division by a show of hands the motion was carried by nine votes to five.

**BELLSBANK WOMEN'S PROJECT -
SERVICE LEVEL AGREEMENT EVALUATION**

11. There was submitted a report dated 25 March 2002 (circulated) by the Director of Educational and Social Services which advised of the outcome of the evaluation process of the Service Level Agreement with the Bellsbank Women's Project and to consider continuation of the project following expiry of the existing Agreement.

It was agreed:

- (i) to approve the development of a second Service Level Agreement/Contract with Bellsbank Women's Project for the period 2002-05;
- (ii) to make an interim award to the Project valued at £10,364 pending the production of the new Service Level Agreement; and
- (iii) otherwise to note the contents of the report.

EXTERNAL FUNDING UPDATE (Item 12, Page 2098, 99/02)

12. There was submitted a report dated 27 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the progress made in respect of enquiries from community and voluntary groups within East Ayrshire as they seek to attract external funding.

It was agreed:

- (i) to receive a further report on the performance of the External Funding Support Officer at the June meeting of the Corporate Sub-Committee; and
- (ii) otherwise to note the contents of the report.

DIGITAL COMMUNITIES INITIATIVE (Item 13, Page 2405, 99/02)

13. There was submitted a report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the outcome of the Council's bid to the Scottish Executive Initiative for the funding of Muirkirk as a new Digital Community.

It was agreed:

- (i) to note the result of the Scottish Executive Digital Communities Initiative of March 2002 which did not award Muirkirk the investment of £1.75m;
- (ii) to request that the Depute Chief Executive/Director of Corporate Resources engage with the partners involved in this project to investigate the potential for taking forward elements of this project through other means;
- (iii) to note that a report would be presented to a future meeting of the Policy and Resources Committee which would advise Members of the outcome of both the Digital Inclusion Unit's response to the Council's request for the reasons for non-success and, the results of the engagement with partners as detailed in (ii) above; and
- (iv) that a letter be sent to the Minister for Social Justice requesting clarification on the Scottish Executive priority for "broadband".

**ANNUAL REVIEW OF CHILDREN AND
YOUNG PERSON'S SERVICE PLAN 2001-2004**

14. There was submitted a report dated 28 March 2002 (circulated) by the Director of Educational and Social Services which sought approval for the annual review of the Children and Young Person's Service Plan 2001-2004 which incorporated the proposals for the Changing Children's Service Fund.

Having noted that paragraph 5.1 should read "... existing resources and/or the dedicated funding ...", it was agreed:

- (i) to approve the Children and Young person's Service Plan Annual Review; and
- (ii) otherwise to note the contents of the report.

**REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000 -
PROCEDURES FOR AUTHORISATION OF SURVEILLANCE**

15. There was submitted a report dated 8 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which invited Members to consider and approve proposed corporate procedures relative to the proper conduct and authorisation of surveillance activity by officers of the Council in exercise of various statutory functions.

It was agreed:

- (i) to approve the procedures as set out in Appendices A and B of the report; and
- (ii) otherwise to note the actions which had been, and would continue to be, carried out within the Council to ensure continuing compliance with the Regulation of Investigatory Powers (Scotland) Act 2000.

DISCLOSURE OF CRIMINAL HISTORY INFORMATION

16. There was submitted a report dated 12 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which (i) advised the Committee of the establishment of Disclosure Scotland and the changes in arrangements for the provision of criminal history information for employment purposes; and (ii) sought approval of proposed arrangements for the payment of related charges for disclosures of information by Disclosure Scotland.

It was agreed:

- (i) to recommend to Council approval of the proposed policy statement including the arrangement for charges appended to the report;
- (ii) that the Depute Chief Executive/Director of Corporate Resources make appropriate arrangements to register with the Disclosure Bureau; and
- (iii) otherwise to note the content 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 item of business on the grounds that it involved the likely

disclosure of exempt information as defined in paragraph 6 of Schedule 7A of the Act.

NORTHWEST YOUTH PROJECT - SERVICE LEVEL AGREEMENT EVALUATION

- 18.** There was submitted a report dated 27 March 2002 (circulated) by the Director of Educational and Social Services on the progress of the evaluation process of the Service Level Agreement with the Northwest Youth Project and to consider the next step in the project's development.

It was agreed:

- (i) that the Director of Educational and Social Services report to the Committee by June 2002 on the progress of the project's financial management;
- (ii) that the Director of Educational and Social Services commence preparatory work in relation to a revised Service Level Agreement;
- (iii) to an interim award of £15,345 to the project; and
- (iv) otherwise to note the contents of the report.

The meeting terminated at 1050 hrs.

APPENDIX I

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON THURSDAY 7 MARCH 2002 AT 1210 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Eric Jackson.

ATTENDING: 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.

REQUEST FOR EARLY RETIREMENT

2. There was submitted a report dated 27 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval to a request for early retirement received from an employee within the Information Technology Section of the Corporate Resources Department.

It was agreed

- (i) to approve the early retirement application as detailed in the Appendix to the report; and
- (ii) to note that the post would not be advertised until after the findings of the IT Service Review Group were known.

The meeting terminated at 1214 hrs.

APPENDIX II

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON 19 MARCH 2002 AT 0900 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 and Provost Jimmy Boyd.

ATTENDING: Bill Stafford, Director of Community Services; Bill Walkinshaw, Administration Manager; Joe Cassidy, Policy Manager, Homes and Technical Services; John Alexander, Principal Officer, Quality and Planning (Educational and Social Services); and Christine Baillie, Administrative Officer.

APOLOGY: 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 £1,595.98 as at 12 March 2002.

CONFERENCES AND COURSES

**2.1 THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND: 20TH
ANNUAL CONGRESS, 28-30 MAY 2002 - CUMBERNAULD**

There was submitted a report dated 12 February 2002 (circulated) by the Director of Community Services which advised of an invitation to attend an Annual Congress.

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

**2.2 SCOTTISH LIBRARY ASSOCIATION CONFERENCE, 20-23 MAY 2002 -
PEEBLES**

There was submitted a report dated 8 March 2002 (circulated) by the Director of Community Services on the Scottish Library Association (SLA) Conference to be held in Peebles on 20-23 May 2002.

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

**2.3 ASSOCIATION OF DIRECTORS OF SOCIAL WORK (ADSW) ANNUAL
CONFERENCE, 1-3 MAY 2002 - DUNBLANE**

There was submitted a report dated 25 February 2002 (circulated) by the Director of Educational and Social Services advising of the ADSW Annual Conference to be held at the Hilton Dunblane Hydro Hotel, Dunblane from 1-3 May 2002.

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

2.4 CHARTERED INSTITUTE OF HOUSING CONFERENCE, 11-14 JUNE 2002 - HARROGATE

There was submitted a report dated 6 March 2002 (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.

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. There was submitted and noted the Civic Ceremonial Budget for the financial year 2001/2002 which was £1,899.71 as at 5 March 2002.

CIVIC CEREMONIAL APPLICATIONS

4.1 AUCHINLECK OUTDOOR BOWLING CLUB - MEN'S CENTENARY CELEBRATIONS

There was submitted a report dated 26 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Auchinleck Outdoor Bowling Club for a contribution towards the cost of hosting a bowling tournament on Saturday 27 April 2002.

It was agreed:-

- (i) to approve the request from Auchinleck Outdoor Bowling Club for a contribution towards the cost of their 100th Anniversary Tournament of £300; 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.

4.2 DALMELLINGTON BAND

There was submitted a report dated 22 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Dalmellington Band asking that the Council host a pre-concert civic reception and meal for approximately 110 people on 19 May 2002.

It was agreed:-

- (i) to approve the request from Dalmellington Band to host a pre-concert civic reception and meal for approximately 110 people on 19 May 2002 up to a maximum amount of £750.00; 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.

4.3 STEWARTON COAT OF ARMS

There was submitted a report dated 28 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Stewarton Coat of Arms Committee for a contribution towards the cost of a buffet lunch to take place following the presentation of the Coat of Arms on 15 June 2002.

It was agreed:-

- (i) to approve the request from Stewarton Coat of Arms Committee for a contribution of £140.00 towards their buffet lunch and celebration of the presentation of the Coat of Arms; 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.

4.4 EAST AYRSHIRE TWINNING ASSOCIATION

There was submitted a report dated 4 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from East Ayrshire Twinning Association for administration costs for the forthcoming year.

It was agreed to approve the request from the Twinning Association for a grant of £250.00 to cover administration costs for the forthcoming year.

4.5 VISIT TO JOUÉ-LÈS-TOURS - 31 MAY - 2 JUNE 2002

There was submitted a report dated 8 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of an invitation from Joué-Lès-Tours to attend the 5th Annual Festival from 31 May to 2 June 2002.

It was agreed:-

- (i) to accept the invitation from Joué-Lès-Tours for the Provost and his wife to attend the 5th Annual Festival to take place from 31 May to 2 June 2002; and
- (ii) to remit the necessary arrangements, including appropriate Officer representation at the Festival, to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

The meeting terminated at 0925 hours.

APPENDIX III

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON THURSDAY 28 MARCH 2002 AT 0918 HRS
IN MEETING ROOM 1, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Eric Jackson.

ATTENDING: James Lavery, Head of Homes and Technical Services; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work and Julie Armstrong, Principal Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

**REQUEST FOR EARLY RETIREMENT AND INFORMATION ON
ILL HEALTH RETIRALS**

2. There was submitted a report dated 25 March 2002 (circulated) by the Head of Personnel which (i) sought the Committee's approval of requests for early retirement from three employees within the Department of Educational and Social Services and of Homes and Technical Services; and (ii) provided information on the number of employees retiring on ill-health grounds.

It was agreed:

- (i) to approve the early retirement applications as detailed in the appendix to the report;
- (ii) that an early review of the Technical Services Division be carried out prior to the advertisement of the post of Technical Services Manager; and
- (iii) to note the number of ill-health retirements in the financial year 2001/02.

The meeting terminated at 0938 hrs.

APPENDIX IV

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 9 APRIL 2002 AT 1400 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

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

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work; Joe Rafferty, Health and Safety Manager; and Gillian Hamilton, Administrative Officer.

CHAIR: Councillor Eric Jackson, Chair.

CHAIR'S COMMENTS

1. The Chair thanked Elected Members and Officers for messages of condolence submitted following the loss of Councillor David Macrae and advised that full respects would be paid at the next Council meeting on 2 May 2002.

ORDER OF BUSINESS

2. At the request of the Chair and in terms of Standing Order 15.1, it was agreed to consider Item 12 on the Agenda at the end of the meeting.

BUDGETARY CONTROL SUMMARY STATEMENTS

3.1 POLICY AND RESOURCES (CENTRAL SERVICES)

There was submitted and noted a report dated 21 March 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).

3.2 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 21 March 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).

**ACCOUNTS COMMISSION REPORT ON THE EDUCATION DEPARTMENT
OVERSPEND BY SCOTTISH BORDERS COUNCIL**

4. There was submitted a report dated 22 March 2002 (circulated) by the Director of Finance which advised of the findings of a report by the Accounts Commission on an overspend by the Education Department of Scottish Borders Council in 2000/01.

It was agreed:-

- (i) to note the findings of the Controller of Audit's report on the Education overspend in Borders Council;
- (ii) to recommend to the Council that the requirement not to report routinely on budget performance to all Service Committees be formally deleted from the Council's arrangements;
- (iii) to note this Council's previous actions to improve financial governance; and
- (iv) otherwise, to note the contents of the report.

HEALTH AND SAFETY

5. There was submitted a report dated 25 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which informed of the Council's progress in response to its 2001/02 Health and Safety Action Plan and recommended a Health and Safety Action Plan for 2002/03.

It was agreed:-

- (i) to note the Council's response to its 2001/02 Health and Safety Action Plan;
- (ii) to approve Appendix I of the report as the basis of the Council's Health and Safety Action Plan for 2002/03;
- (iii) that the Head of Personnel distribute this report to Directors asking them to prepare a similar report for their services in terms of their progress against their 2001/02 Action Plans and proposals for 2002/03; and
- (iv) otherwise, to note the report.

JOINT STAFFING WATCH RETURN - MARCH 2002

6. There was submitted and noted a report dated 22 March 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 March 2002 reporting period.

SINGLE STATUS UPDATE

7. There was submitted a report dated 8 March 2002 (circulated) by the Head of Personnel which provided an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

It was agreed:-

- (i) to note the update report 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.

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

8. There was submitted and noted Minutes of the Joint Consultative Committee (Local Government Employees and Craftpersons) held on 21 March 2002 (circulated).

WORK-LIFE BALANCE PROJECT STAFF ATTITUDE SURVEY

9. There was submitted a report (circulated) by the Depute Chief Executive/Director of Corporate Resources which informed of employee feedback from the Staff Attitude Survey (October 2001) and Work-Life Balance Project; recommended proposed development of employment policies in response to the employee feedback, earlier work undertaken by the Senior Staff Management Team and the Council's Personnel staff; and sought agreement for a common approach to managing and communicating the feedback information.

It was agreed:-

- (i) to note the information contained in the report and Appendices;
- (ii) to approve the proposed developments in Work-Life Balance related employment policies as detailed in paragraph 4.1 of the report;
- (iii) to approve the proposed approach to managing and communicating the feedback information as detailed in paragraph 5.2 of the report; and
- (iv) that the Depute Chief Executive/Director of Corporate Resources provide a future update report on these matters.

AWARDING OF CONTRACTS

10. There was submitted and noted a report dated 25 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted as follows:-

CONTRACT	SUCCESSFUL CONTRACTOR	AMOUNT
Supply and Delivery of One Citroen Relay Van	Arnold Clark Automobiles, Kilmarnock	£9,515.00
Provision of Fibre Cabling	Scotsmuir Securities Ltd, East Kilbride	£21,713.50

EXCLUSION OF PRESS AND PUBLIC

11. 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.

AYRSHIRE ELECTRONIC COMMUNITY PROJECT - PHASE 2 (PARA 1)

12. There was submitted a report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the extension to the

funding of the Ayrshire Electronic Community (AEC) Project and sought approval of proposed amendments to the staff structure.

It was agreed:-

- (i) to approve the revised staffing structure of the Ayrshire Electronic Community, detailed in the report, subject to confirmation of funding from Strathclyde European Partnership and agreement with the Trade Unions;
- (ii) that the Depute Chief Executive/Director of Corporate Resources forward a report on the Ayrshire Electronic Community exit strategy to the appropriate Council Committee in due course; and
- (iii) otherwise, to note the content of the report.

FINANCE DEPARTMENT STAFFING STRUCTURE (PARA 1)

13. There was submitted a joint report (circulated) by the Director of Finance and the Depute Chief Executive/Director of Corporate Resources which proposed amendments to the current structure of the Treasury and Insurance Section within the Accounting Services division of the Finance Department.

It was agreed:-

- (i) to approve the proposed staffing changes outlined in the report; and
- (ii) otherwise, to note the report.

EAST AYRSHIRE WOODLANDS - REVIEW OF MANAGEMENT STRUCTURE (PARA 1)

14. There was submitted a joint report dated 20 March 2002 (circulated) by the Director of Development Services and the Depute Chief Executive/Director of Corporate Resources which sought approval for a review of the East Ayrshire Woodlands Management Structure.

It was agreed:-

- (i) to approve the proposed staffing changes outlined in the report subject to Trade Union consultation; and
- (ii) otherwise, to note the report.

SENSORY IMPAIRMENT SERVICE: REVIEW OF STAFFING (PARA 1)

15. There was submitted a joint report dated 22 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of the proposals arising from a review of the staffing requirements of the Sensory Impairment Service within the Department of Educational and Social Services.

It was agreed:-

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

REVIEW OF SOCIAL WORK ADMINISTRATIVE STRUCTURE (PARA 1)

16. There was submitted a joint report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which advised of developments in relation to the review of the administrative structure for the Social Work Service within the Department of Educational and Social Services and sought approval for revised staffing proposals.

It was agreed:-

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

EDUCATIONAL AND SOCIAL SERVICES - SITE SERVICES BUSINESS UNIT - SUPPORT STAFFING (PARA 1)

17. There was submitted a report dated 21 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended the addition of a Clerical Assistant to the Support Staffing group within the Site Services Business Unit of the Educational and Social Services Department.

It was agreed:-

- (i) to approve the addition of a Clerical Assistant, as detailed within paragraph 3.4 of the report, to the staffing establishment of the Support Section within the Site Services Business Unit; and
- (ii) otherwise, to note the report.

TRAINING DELIVERY TO YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS (PARA 1)

18. There was submitted a report dated March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of (a) the introduction, by Scottish Enterprise National (SEN) of a new model for the delivery of training services to young people with additional support needs and (b) the Skills Training Unit's (STU) proposals to Scottish Enterprise Ayrshire (SEA) to undertake training within the new framework; and proposed interim revised staffing arrangements for STU to ensure the effective delivery of training to young people with additional support needs.

It was agreed:-

- (i) to note the introduction of the new model for the delivery of training services to young people with additional support needs effective from 1 April 2002;
- (ii) to note the response of Scottish Enterprise Ayrshire to the Head of Personnel's proposals for the delivery by the Skills Training Unit of training services to young people with additional support needs;
- (iii) to approve the interim organisational and staffing changes as set out in paragraph 3 of the report;
- (iv) that the Depute Chief Executive/Director of Corporate Resources ensure the fullest consultation with and provision of information to Skills Training Unit employees and their representatives;

- (v) that the Depute Chief Executive/Director of Corporate Resources manages the transition phase, including any staffing issues, in accordance with the details of the report;
- (vi) that the Depute Chief Executive/Director of Corporate Resources gives urgent priority to the completion of consideration of the further service and staffing issues outlined in paragraph 5 of the report and report again to the Sub-Committee after the recess on this matter; and
- (vii) otherwise, to note the contents of the report.

RETENTION OF EMPLOYEE BEYOND RETIRAL AGE (PARA 1)

- 19.** There was submitted a joint report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval for the retention of an employee beyond retiral age.

It was agreed:-

- (i) that the Council retain the services of the Senior Structural Engineer for a maximum period of six months from 4 May 2002 in order to ensure a smooth transitional hand over of design and site services prior to the completion of the Galston Primary School project; and
- (ii) otherwise, to note the report.

OUTDOOR EDUCATION IN EAST AYRSHIRE (PARA 1)

- 20.** There was submitted a joint report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of the appointment of an additional Outdoor Instructor to the Outdoor Education Service in East Ayrshire.

It was agreed:-

- (i) to approve the addition of an Outdoor Instructor post to the Outdoor Education Service; and
- (ii) otherwise, to note the report.

HOME CARE REVIEW - STAGE 1 (PARA 1)

- 21.** There was submitted a joint report dated 28 March 2002 (circulated) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources which recommended pay and grading arrangements for Home Care employees following a review of the Home Care service, subject to final endorsement by Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report;
- (ii) to approve the proposed package of pay and conditions referred to and appended to the report, subject to formal confirmation of their acceptance from trade unions;

- (iii) that the Director of Educational and Social Services submit a report to the next meeting of the Sub-Committee on the outcome of his discussions with APT&C trade unions; and
- (iv) to note the contents of the report and the review findings.

ADULT LITERACY AND NUMERACY FUNDING (PARA 1)

- 22.** There was submitted a report dated 22 March 2002 (circulated) by the Director of Educational and Social Services which sought approval of additional staffing required within the Support to Communities section of the Educational and Social Services Department in response to a Community Learning Partnership award to establish additional essential skills services for people with literacy and numeracy difficulties.

It was agreed:-

- (i) to approve the additional temporary staffing for the Support to Communities Section of the Educational and Social Service Department as detailed in paragraph 3.5 of the report, subject to the Education Committee approving the related operational considerations at their meeting on 11 April 2002 and Trade Unions consultation; and
- (ii) otherwise, to note the report.

SCOTTISH COMMISSION FOR THE REGULATION OF CARE (PARA 1)

- 23.** There was submitted a joint report dated 8 March 2002 (circulated) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources which sought approval in principal for staffing proposals to meet the gap in services as a result of the Scottish Commission for the Regulation of Care being established, subject to consideration of operational matters by the Education Committee at its meeting on 11 April 2002 and any related consultation with trade unions.

It was agreed:-

- (i) to approve the staffing proposals set out in paragraph 3 of the report, subject to the approval of operational considerations by the Education Committee at its meeting on 11 April 2002 and any subsequent consultation with trade unions; and
- (ii) otherwise, to note the contents of the report.

PROPOSALS FOR DEVELOPMENT OF THE NORTHWEST KILMARNOCK PRIMARY CARE NEIGHBOURHOOD SERVICES CENTRE (PARA 9)

- 24.** There was submitted a report dated 4 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of further potential options open to the Council to facilitate implementation of the Northwest Kilmarnock Primary Care Neighbourhood Services Centre and sought approval to proceed with the most advantageous option.

It was agreed:-

- (i) to note the potential development options open to the Council and the Primary Care Trust for the planning, development, construction and eventual use of the Northwest Kilmarnock Primary Care Neighbourhood Services Centre;

- (ii) in principle, subject to receiving more detailed financial advice, that the Council retain overall control of the Project as being the most advantageous for the successful conclusion of the Project; and
- (iii) otherwise, to note the content of the report.

COSLA PERSONNEL CIRCULAR - INDUSTRIAL RELATIONS 3/01 - CHIEF EXECUTIVES REVIEW AND CHIEF OFFICIALS PAY SETTLEMENT (PARA 1)

- 25.** There was submitted a report dated 22 March 2002 (circulated) by the Head of Personnel which advised of CoSLA Circular - Industrial Relations 3/01 on the Chief Executives Review and Chief Officials Pay Settlement and sought consideration of the discretionary element of the Chief Executive's resultant pay award.

It was agreed:-

- (i) to note the pay agreement reached for Chief Officials over the period 1 April 2002 to 31 March 2004;
- (ii) that the Chief Executive's pay award be phased in, with the minimum point being applied from 1 April 2002 and the maximum at 1 April 2003; and
- (iii) otherwise, to note the report.

The meeting terminated at 1453 hours.

APPENDIX V**AFFILIATIONS TO OUTSIDE ORGANISATIONS**

<u>Name</u>	<u>Estimate/Cost of Affiliation for 2002/03</u>	<u>Recommending Department</u>
National Association of Councillors	£384.00	Corporate Resources
Scottish Local Government Information Unit	£2,610.00 (part payment)	Corporate Resources
Equality Exchange	£240.00	Corporate Resources
Women's Forum Scotland	£35.00	Corporate Resources
Ayrshire Occupational Health and Safety Group	£50.00	Corporate Resources
Scottish Housing and Town Planning Conference Organisation	£155.00	Development Services
Ayrshire Association of Business Women	£100.00	Development Services
West Coast Rail 250	£320.00	Development Services
Prestwick Airport Consultative Committee	£422.00	Development Services
Ayrshire Chamber of Commerce	£556.00	Development Services
Scottish Rights of Way and Access Society	£200.00	Development Services
Leading Action for Textiles, Clothing and Footwear (LATCF) Scotland	£750.00	Development Services
British Association of Adoption and Fostering Agencies	£1,935.00	Educational and Social Services
Disability Scotland	£77.00	Educational and Social Services
National Fostering Association	£931.00	Educational and Social Services
Scottish Local Government Forum Against Poverty	£1,240.00	Educational and Social Services
Scottish Child Law Centre	£30.00	Educational and Social Services
Social Services Research Group	£29.00	Educational and Social Services
Child Poverty Action Group	£211.00	Educational and Social Services
NAPO Associate Membership	£25.00	Educational and Social Services
BAPSCAN	£125.00	Educational and Social Services

Young Minds Trust	£25.00	Educational and Social Services
Scottish Local Authority Welfare Rights Advisors	£25.00	Educational and Social Services
Chartered Institute of Housing in Scotland	£1,400.00	Homes and Technical Services
Scottish Council for Single Homeless	£1,395.00	Homes and Technical Services
SHELTER (Scotland)	£500.00	Homes and Technical Services
Royal Society for the Prevention of Accidents	£350.00	Community Services
Scottish Accident Prevention Council	£250.00	Community Services
Royal Environmental Health Institute of Scotland	£150.00	Community Services
Chartered Institute of Library and Information Professional (formerly the Library Association)	£430.00	Community Services
National Society for Clean Air and Environmental Protection	£400.00	Community Services
Children in Scotland	£1,862.00	Educational and Social Services
Scottish Childminding Association	£100.00	Educational and Social Services
Action For Southern Africa	£100.00	Educational and Social Services
Association for Public Service Excellence (formerly known as Association of Direct Labour Organisations)	£2,715.43	Chief Executive

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