

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 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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