

EAST AYRSHIRE COUNCIL

COMMUNITY SERVICES COMMITTEE

**MINUTES OF MEETING HELD ON WEDNESDAY 19 SEPTEMBER 2001 AT
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Robert Taylor (Chair), Stephanie Young, Brian Reeves, Daniel Coffey, Lilian MacLean, John Weir, David Macrae, Harry Wilson, Iain Linton, Finlay MacLean, Tommy Farrell, Julie Faulds, William Menzies, Eric Ross, Elaine Dinwoodie and Jimmy Carmichael.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; David Mitchell, Head of Administrative and Legal Services; Robert Paton, Head of Economic Development; John Griffiths, Head of Leisure Services; Tim Baulk, Financial Services Manager; Gerard Cairns, Library, Registration and Information Services Manager; Neil Bell, Senior Engineer, Roads & Transportation Section; Catherine Dunlop, Senior Registrar, Library & Information Services; Caroline Gordon, Public Relations Assistant; and Christine Baillie, Administrative Officer.

APOLOGIES: Councillors Ann Hay, Drew McIntyre, Jane Darnbrough and Eric Jackson.

CHAIR: Councillor Robert Taylor, Chair.

**BUDGETARY PROGRESS REPORT -
COMMUNITY SERVICES TO 29 JULY 2001 (PERIOD 4)**

1. There was submitted a joint report dated 7 September 2001 (circulated) by the Directors of Finance and of Community Services on the current budgetary control position and the projected out-turn for the year for the Community Services Department for the period ended 29 July 2001 (Period 4).

Councillor Robert Taylor, seconded by Councillor Jimmy Carmichael moved that the contents of the report be noted.

Councillor Daniel Coffey, seconded by Councillor Harry Wilson moved as an amendment that the Item be continued for further information.

On a division by a show of hands the motion was carried by 8 votes to 7.

Councillor Eric Ross joined the meeting during discussion of the above Item.

HEALTH AND SAFETY PLAN

2. There was submitted a report dated 28 August 2001 (circulated) by the Director of Community Services which recommended a prioritised Health and Safety Action Plan.

It was agreed:

- (i) to approve the Departmental Health and Safety Action Plan attached to, and summarised in paragraph 4 of the report; and

- (ii) that the Director of Community Services provide a future update report on the Department's response to the Action Plan.

REPORT ON NON-STATUTORY PERFORMANCE INDICATORS

- 3. There was submitted a report dated 1 August 2001 (circulated) by the Director of Community Services which advised of the quarterly outcome of Non-Statutory Performance Indicators within the Department.

It was agreed:-

- (i) that future reports on departmental Non-Statutory Performance Indicators would include figures as well as percentages; and
- (ii) to note the progress of Non-Statutory Indicators within the Department.

REPORT ON STATUTORY PERFORMANCE INDICATORS

- 4. There was submitted and noted a report dated 30 August 2001 (circulated) by the Director of Community Services which advised of the outcome of Statutory Performance Indicators within the Department for the period 1 April 2000 to 31 March 2001 and informed the Committee of performance trends over the past five years and of comparisons with other Councils.

ABSENCE MANAGEMENT REPORT QUARTER 1 (1 APRIL TO 1 JULY 2001)

- 5. There was submitted and noted a report dated 31 July 2001 (circulated) by the Director of Community Services which advised of absence rates and absence management for the Department of Community Services for the period 1 April to 1 July 2001.

SURPLUS PROPERTY - GARAGE, HIGH STREET, STEWARTON

- 6. There was submitted a report dated 28 August 2001 (circulated) by the Director of Community Services which invited the Committee to declare the garage at the rear of 22-24 High Street, Stewarton, surplus to requirements.

It was agreed:

- (i) to declare the garage at the rear of 22-24 High Street, Stewarton surplus to requirements;
- (ii) that the Director of Community Services advise the Director of Development Services in accordance with agreed procedures; and
- (iii) otherwise, to note the contents of the report.

**SURPLUS PROPERTY - BOTHY/TOOLSHED,
WARDNEUK DRIVE, KILMARNOCK**

- 7. There was submitted a report dated 10 August 2001 (circulated) by the Director of Community Services which invited the Committee to declare the former Grounds Maintenance DSO bothy and toolshed sited at Wardneuk Drive, Kilmarnock surplus to requirements.

It was agreed:

- (i) to declare the former DSO bothy/toolshed at Wardneuk Drive surplus to the Department's requirements;
- (ii) that the Director of Community Services advise the Director of Development Services in accordance with agreed procedures; and
- (iii) otherwise, to note the contents of the report.

DISPOSAL OF LAND AT WOODROAD PARK, CUMNOCK (Item 16, Page 1555, 99/02)

8. There was submitted a report dated 22 August 2001 (circulated) by the Director of Community Services which requested the Committee to declare a total of 751 sq ms of land at Woodroad Park, Cumnock, surplus to requirements.

It was agreed:

- (i) to declare an additional 380 sq ms of land at Woodroad Park, Cumnock surplus to requirements;
- (ii) that the Director of Community Services advise the Director of Development Services in accordance with agreed procedures; and
- (iii) otherwise, to note the contents of the report.

REMEMBRANCE SUNDAY - 11 NOVEMBER 2001

9. There was submitted a report dated 30 August 2001 (circulated) by the Director of Community Services which advised of the arrangements made in respect of Remembrance Day Services held in East Ayrshire in 2000 and proposed arrangements to be made for this year's Services.

It was agreed to remit to the Director of Community Services to make the necessary arrangements, as detailed in the report, in relation to the Kilmarnock Service and for elected members' attendance at Remembrance Services throughout East Ayrshire.

AUTHORISATION OF USE OF FIXED PENALTY NOTICES FOR LITTER OFFENCES

10. There was submitted a report dated 27 August 2001 (circulated) by the Director of Community Services which invited the Committee to authorise designated officers of the Council to issue fixed penalty notices in respect of littering offences.

It was agreed:

- (i) to recommend that Council amend the Scheme of Delegation to allow the Director of Community Services and the Head of Protective Services to authorise Officers (in terms of the Section 88 of the Environmental Protection Act 1990) to issue Fixed Penalty Notices to individuals believed to have committed an offence under Section 87 of the Act; and
- (ii) otherwise, to note the contents of the report.

REPLACEMENT OF GROUND CARE EQUIPMENT

11. There was submitted a report dated 8 August 2001 (circulated) by the Director of Community Services which sought approval for the lease of various types of Grounds Maintenance equipment.

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It was agreed:

- (i) to approve the acquisition of replacement equipment as described in the report;
- (ii) that the Director of Finance enter into the appropriate operating leases; and
- (iii) otherwise, to note the contents of the report.

PEOPLE'S NETWORK FUNDING

- 12.** There was submitted a report dated 27 August 2001 (circulated) by the Director of Community Services which informed the Committee that East Ayrshire Library Registration and Information Services (EALRIS) had been allocated £363,028.00 by the New Opportunities Fund (NOF) for People's Network infrastructure.

It was agreed:

- (i) to note the successful funding application to NOF for the development of public library service within East Ayrshire;
- (ii) to approve making the East Ayrshire Library Registration and Information Services submission available through Scottish Library Information Council to other Scottish library services; and
- (iii) otherwise, to note the contents of the report.

TOP-PLAY/TOP-SPORTS INITIATIVE

- 13.** There was submitted a joint report dated 9 August 2001 (circulated) by the Directors of Community Services and of Educational and Social Services which advised of a successful funding bid to the Sports Lottery Fund to strategically develop the Top-Play/Top-Sport Initiative throughout East Ayrshire.

It was agreed:

- (i) to remit to the Directors of Community Services and of Educational and Social Services to provide annual progress reports relating to project performance; and
- (ii) otherwise, to note the contents of the report.

OUTDOOR ACCESS UNIT - PROGRESS REPORT

- 14.** There was submitted and noted a report dated 13 August 2001 (circulated) by the Director of Community Services which informed and updated the Committee on the establishment of the Outdoor Access Unit.

CEMETERY PROGRESS REPORT

- 15.** There was submitted a report dated 20 August 2001 (circulated) by the Director of Community Services on the progress of (i) a Memorial Mason Registration Scheme; and (ii) the Tendering process of the Safety Inspection/Survey of Headstones.

It was agreed:

- (i) to approve, in principle, the implementation of a Memorial Mason Registration Scheme and to remit to the Director of Community Services to develop a suitable scheme to be brought back to this Committee for approval;

- (ii) to note the progress of the Memorial Safety Inspection/Survey Tendering Document and to remit to the Director of Community Services to report back to this Committee following the outcome of the tendering process;
- (iii) that the Director of Community Services arrange a site visit for Members to look at different methods of testing potentially unsafe headstones; and
- (iv) otherwise, to note the contents of the report.

BURNS HOUSE MUSEUM

- 16.** There was submitted a report dated 28 August 2001 (circulated) by the Director of Community Services which advised of the current position relating to the management of the Burns House Museum, and which examined proposals for the future of the visitor attraction.

It was agreed:

- (i) to approve, in principle, proposals to purchase the Burns House Museum and operate it from within the Local Authority;
- (ii) to approve Officers' involvement in submitting grant applications and exploring partnership options to support the future operation of the museum;
- (iii) to extend the Council's temporary responsibilities for the museum until March 2002; and
- (iv) otherwise, to note the contents of the report.

KILMARNOCK CYCLEWAYS AND PEDESTRIAN FACILITIES - PROPOSALS FOR CYCLE ROUTES THROUGH HOWARD PARK, KILMARNOCK

- 17.** There was submitted a joint report dated 5 September 2001 (circulated) by the Directors of Development Services and of Community Services on proposals for the provision of cycleways and pedestrian facilities in Kilmarnock and in particular, proposals for the routes through Howard Park.

It was agreed to endorse the provision of Cycleway facilities in Howard Park, Kilmarnock.

CIVIL MARRIAGES OUTWITH REGISTRATION OFFICES

- 18.** There was submitted a report dated 28 August 2001 (circulated) by the Director of Community Services which outlined the Council's response to the White Paper issued by the Scottish Executive setting out proposed changes in the law to allow Civil Marriages outwith Registration Offices and considered issues around implementing changes to the law.

It was agreed:

- (i) to endorse the response to the White Paper; and
- (ii) that the Director of Community Services report back to a future meeting with a detailed estimate of potential costs and subsequent fees to be charged as a result of implementing the change in law.

DEVELOPMENT OF THE REGISTRATION SERVICE IN SCOTLAND

19. There was submitted a report dated 21 August 2001 (circulated) by the Director of Community Services which outlined the Council's response to the consultation paper from the Register General on the Digital Imaging of the Genealogical Records of Scotland's People (DIGROS) and the Forward Electronic Register (FER).

It was agreed to endorse the response to the consultation documents outlined in Appendix I to the report.

EXCLUSION OF PRESS AND PUBLIC

20. 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.

**BUDGETARY PROGRESS REPORT - OUTDOOR AMENITIES AND
LEISURE MANAGEMENT TO 29 JULY 2001 (PERIOD 4)**

21. There was submitted and noted a joint report dated 7 September 2001 (circulated) by the Directors of Finance and of Community Services which advised of the current budgetary control position and the projected out-turn for the year for Outdoor Amenities and Leisure Management for the period ended 29 July 2001 (Period 4).

**BUDGETARY PROGRESS REPORT - REFUSE COLLECTION AND
STREET CLEANSING TO 29 JULY 2001 (PERIOD 4)**

22. There was submitted and noted a joint report dated 7 September 2001 (circulated) by the Directors of Finance and of Community Services which advised of the current budgetary control position and the projected out-turn for the year for Refuse Collection and Street Cleansing for the period ended 29 July 2001 (Period 4).

The meeting terminated at 1133 hrs.

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