

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 4 OCTOBER 2001 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

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

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Tom McHugh, Head of Accounting Services; Douglas Campbell, Head of Corporate Development and Communication; Malcolm Roulston, Head of Information Technology; John Crawford, Head of Protective Services; Graham Short, Head of Schools; Stephen Moore, Head of Social Work; Colin Houston, Chief Auditor; Melvin Griffin, External Funding Support Officer; Anna Gallagher, Team Leader/Solicitor; 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, with the exception of item 1.4, the undernoted Sub-Committee Minutes as contained within Appendices I to VII of these Minutes, viz:-
 - 1.1 **RECRUITMENT SUB-COMMITTEE OF 11 JUNE 2001** - Appendix I.
 - 1.2 **RECRUITMENT SUB-COMMITTEE OF 26 JUNE 2001** - Appendix II.
 - 1.3 **APPEALS SUB-COMMITTEE OF 5 JULY 2001** - Appendix III.
 - 1.4 **APPEALS SUB-COMMITTEE OF 10 AUGUST AND 17 AUGUST 2001** - Appendix IV.

Councillor McIntyre, seconded by Councillor Jackson, moved to note the Minute.
Councillor D Coffey, seconded by Councillor Reid, moved as an amendment not to note the Minute.
On a division by a show of hands the motion was carried by 11 votes to 8.
 - 1.5 **CHAIR'S SUB-COMMITTEE OF 5 SEPTEMBER 2001** - Appendix V.
 - 1.6 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 12 SEPTEMBER 2001** - Appendix VI.
 - 1.7 **CORPORATE SUB-COMMITTEE OF 25 SEPTEMBER 2001** - Appendix VII.

BUDGET MONITORING/SCRUTINY GROUPS

2. There were submitted and noted (both circulated) the Minutes of the undernoted Budget Monitoring/ Scrutiny Groups, viz:-
 - 2.1 **BUDGET MONITORING GROUP OF 21 JUNE 2001.**
 - 2.2 **BUDGET SCRUTINY GROUP OF 30 AUGUST 2001.**

BUDGETARY CONTROL SUMMARY STATEMENT -

GENERAL SERVICES REVENUE ACCOUNT TO 29 JULY 2001 (PERIOD 4)

3. There was submitted and noted a report dated 6 September 2001 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account as at Period 4.

BUDGETARY CONTROL STATEMENT - HOUSING REVENUE ACCOUNT TO 29 JULY 2001 (PERIOD 4)

4. There was submitted and noted a joint report dated 5 September 2001 (circulated) by the Director of Finance and the Director of Homes and Technical Services on the current budgetary control position of the Housing Revenue Account as at Period 4.

Arising from Members' concerns that private contractors' vans were continuing to use the Council logo stickers on their vans when not on Council business, it was agreed that the Director of Homes and Technical Services would investigate this matter.

STATISTICAL INFORMATION ON REVENUE COLLECTION

5. There was submitted and noted a report dated 13 September 2001 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 24 August 2001 (Period 5).

TREASURY MANAGEMENT POLICY STATEMENT (Item 4.7, Page 277, 96/98)

6. There was submitted a report dated 26 July 2001 (circulated) by the Director of Finance which sought approval of a proposed update to the Treasury Management Policy Statement 2001/02 incorporating a recommended lending list.

It was agreed to approve the revised Treasury Policy Statement.

CONSULTATION DOCUMENT BY THE SCOTTISH EXECUTIVE "STRIKING THE BALANCE: A NEW APPROACH TO DEBT MANAGEMENT"

7. There was submitted a report dated 7 September 2001 (circulated) by the Director of Finance which proposed a response to the Scottish Executive consultation document outlining proposals for the management of debt following the introduction of the Abolition of Poidings and Warrant Sales Act 2000 which comes into effect on 31 December 2002.

It was agreed:

- (i) to the proposed response detailed in Section 6 of the report; and
- (ii) otherwise to note the contents of the report.

**PUBLICATION OF THE CORPORATE
ICT SECURITY POLICY (Item 16, Page 2763, 96/98)**

8. There was submitted a report dated 14 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which reported on progress on the review and update of the Council's Corporate Information and Communications Technology (ICT) Security Policy.

It was agreed:

- (i) to recommend to Council the adoption of the revised Corporate ICT Security Policy;
- (ii) that any Member who has specific IT concerns should contact the Head of Information Technology direct; and
- (iii) otherwise to note the contents of the report.

RAISING THE STANDARD OF INTERNAL AUDIT IN SCOTTISH COUNCILS

9. There was submitted a report dated 26 September 2001 (circulated) by the Chief Auditor which submitted details of the Audit Scotland study on internal audit services.

It was agreed:

- (i) to note the content of the Audit Scotland study on the Internal Audit Service; and
- (ii) to approve the developments in the Internal Audit Service outlined in the report and summarised in the Action Plan attached to the report.

INTERNAL AUDIT - ANNUAL REPORT 2000/01

10. There was submitted and noted a report (circulated) by the Chief Auditor which provided details of the Internal Audit Annual Report for the financial year 2000/01.

**ACCOUNTS COMMISSION FOR SCOTLAND - LOCAL GOVERNMENT
ACT 1992 - CONSULTATION ON THE 2001 DIRECTION**

11. There was submitted a report dated 3 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the consultation paper issued by the Accounts Commission containing proposals for its 2001 Direction and which requested approval of the Officers' response to the consultation document.

It was agreed:

- (i) to approve the Officers' response on the 2001 Direction as contained in the appendix to the report as the Council's response to the Accounts Commission consultation; and
- (ii) otherwise to note the contents of the report.

EXTERNAL FUNDING (Item 10, Page 1094, 99/01)

12. There was submitted a report dated 28 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which reported on the actions taken to secure an increase in external funding within East Ayrshire and the gains to date.

It was agreed:

- (i) to note the financial gains awarded in respect of East Ayrshire as detailed in Section 5.1 and in Appendix 1 to the report;
- (ii) to note the work being carried out by the External Funding Support Officer and Service Departments to secure external funding;
- (iii) to receive a further report in six months' time detailing the progress made in respect of enquiries from community and voluntary groups;
- (iv) that the Depute Chief Executive/Director of Corporate Resources submit future reports on external funding on an annual basis; and
- (v) otherwise to note the terms of the report.

MATCH FUND BUDGET (Item 14, Page 1740, 99/02)

13.1 Declaration of Interest

Councillor Farrell declared a non-pecuniary interest in respect of the application by the Public Health Capacity Project.

13.2 Consideration of item

There was submitted a report dated 28 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the submissions made to the match fund budget and which recommended projects for grant support.

It was agreed that the following projects be approved for funding from the Match Fund:

<u>Group Name</u>	<u>Recommendation</u>
Cluarankwai Judo - Kilmarnock	£10,000
Public Health Capacity Project	£ 3,500
East Ayrshire Women's Aid	£13,000
Darvel Improvement Group	<u>£ 3,000</u>
	<u>£29,500;</u> and

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

LOCAL GOVERNMENT PLANNING AND LAND ACT 1980 - SECTION 19B DIRECTION

- 14.** There was submitted a report (circulated) by the Chief Executive which advised the Committee of the lifting of the Direction imposed on the Council by the then Secretary of State for Scotland on 23 July 1998 in respect of Building Maintenance and General Highways with effect from 24 August 2001.

It was agreed:

- (i) to note the lifting of the Section 19B Direction in respect of Building Maintenance and General Highways with effect from 24 August 2001;
- (ii) that relevant Directors continue to monitor and take action to improve matters in relation to the operational and financial management of the DLO and DSO services for which they are responsible; and
- (iii) otherwise to note the terms of the report.

PERFORMANCE MANAGEMENT AND PLANNING AUDIT

15. There was submitted a report dated 25 September 2001 (circulated) by the Chief Executive on the outcome of the 2000/2001 Performance Management and Planning (PMP) Audit carried out by Audit Scotland on behalf of the Accounts Commission and which advised of the requirements for the PMP Audit to be conducted in 2001/2002.

It was agreed:

- (i) to note the generally positive outcome of the 2000/2001 PMP Corporate Level Audit and the implementation of an Improvement Action Plan to address issues identified through the Audit;
- (ii) to note that relevant Directors would report the detailed conclusions from the 2000/2001 Service Level Audits to their respective Service Committees for consideration;
- (iii) to note the requirements for the PMP Audit 2001/2002; and
- (iv) otherwise to note the contents of the report.

DARVEL IMPROVEMENT GROUP HERITAGE COMMITTEE

16. There was submitted a report dated 18 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to request that the Committee consider an application from Darvel Improvement Group Heritage Committee for a financial contribution towards a reception and buffet to be held on Saturday 27 October 2001, to mark the unveiling of a memorial cairn to the SAS, a regiment which trained in Darvel in 1944.

It was agreed:

- (i) that a financial contribution of £180 be given;
- (ii) to consider Council representation at the event;
- (iii) to remit the necessary arrangements to the Director of Corporate Resources in consultation with the Chair of the Members' Services and Civic Ceremonial Sub-Committee; and
- (iv) in future, to request organisations to submit a forward plan detailing all events planned.

CONTAMINATED LAND INSPECTION STRATEGY (FINAL DRAFT)

17. There was submitted a report dated 14 September 2001 (circulated) by the Director of Community Services which submitted East Ayrshire Council's Contaminated Land Inspection Strategy (Final Draft) document for consideration and formal adoption prior to publication in October 2001.

It was agreed to approve the Contaminated Land Inspection Strategy for publication and to remit to the Director of Community Services to make the necessary arrangements.

AYRSHIRE ELECTRONIC COMMUNITY (Item 7, Page 938, 99/02)

18. There was submitted a report dated 25 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought agreement in

principle to support a bid for external funding for a new or revised project to continue the advances made by the Ayrshire Electronic Community Project beyond December 2001.

It was agreed

- (i) to support the working-up and submission of bids for external funding for this project; and
- (ii) to note that a further report on the project proposals, the outcome of the funding bids and any financial implications for the Council would be presented for consideration at the appropriate time.

EXCLUSION OF PRESS AND PUBLIC

- 19.** 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.

PANEL OF SAFEGUARDERS

- 20.** There was submitted a report dated 10 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to advise of (i) the outcome of a review of existing East Ayrshire Safeguarders; and (ii) of new applications received for membership of East Ayrshire's Panel of Safeguarders.

It was agreed:

- (i) to appoint/re-appoint as safeguarders until 31 December 2004 those safeguarders detailed in Appendices 1 and 2 to the report and that it be remitted to the Depute Chief Executive/Director of Corporate Resources to make the necessary administrative arrangements for appointment;
- (ii) not to appoint/re-appoint those individuals detailed in Appendix 3 to the report for the reasons detailed and that it be remitted to the Depute Chief Executive/Director of Corporate Resources to advise the relevant parties accordingly; and
- (iii) that it be remitted to the Depute Chief Executive/Director of Corporate Resources to consider the need for any further appointments and training for safeguarders in the light of operational requirements.

The meeting terminated at 1127 hrs.

APPENDIX I

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON MONDAY 11 JUNE 2001 AT 1300 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Daniel Coffey, Harry Wilson, Eric Jackson and Elaine Dinwoodie.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Ian Gemmell, Administrative Officer.

APOLOGIES: Councillors Douglas Reid and Tommy Farrell.

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 ADMINISTRATIVE AND LEGAL SERVICES

2. There was submitted a report dated 5 June 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on applications received, together with the following documentation:-
 - (i) copy of advertisement for the post of Head of Administrative and Legal Services;
 - (ii) copy of job description;
 - (iii) copy of person specification;
 - (iv) synopsis of the applications; and
 - (v) copy of Part B of the applications received.

It was agreed:-

- (i) to invite for interview applicant nos 5, 9, 12, 15, 17 and 21 (applicant no 16 to be invited for interview in the event of withdrawal on the part of any of the aforementioned candidates);
- (ii) that the interviews be held on Tuesday 26 June 2001 the meeting to commence at 0900 hours with the first interview to commence at 0930 hours; and

- (iii) that arrangements for written submissions and the interviews be remitted to the Depute Chief Executive/Director of Corporate Resources.

The meeting terminated at 1340 hours.

APPENDIX II

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 26 JUNE 2001 AT 0900 HOURS IN
THE COUNCIL CHAMBERS, LUGAR**

PRESENT: Councillors Drew McIntyre, Daniel Coffey, Harry Wilson, Eric Jackson and Elaine Dinwoodie.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Ian Gemmell, Administrative Officer.

APOLOGY: Councillor Douglas Reid.

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 ADMINISTRATIVE AND LEGAL SERVICES (Item 2,
Page 2102, 99/02)**

2.1 Interviews

There was submitted a report dated 19 June 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources confirming arrangements for the interview of candidates selected for interview for the post, together with the following documentation:-

- (i) synopsis of the interviewees;
- (ii) copy of advertisement for the post of Head of Administrative and Legal Services;
- (iii) copy of job profile;
- (iv) copy of person specification; and
- (v) copy of Part B of the applications received.

There was also submitted a report dated 21 June 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which (a) advised the Sub-Committee that one shortlisted candidate, Mr Andrew Jackson, had withdrawn his application; and (b) presented the written submissions received from the remaining five candidates selected for interview.

The Sub-Committee then interviewed James Findlay, David Mitchell, Diane Campbell, Alan Douglas and Martin Waddell.

2.2 Decision

After consideration it was unanimously agreed:-

- (i) to offer the post of Head of Administrative and Legal Services to David Mitchell;
- (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 1440 hours.

APPENDIX III

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 5 JULY 2001 AT 1003 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Eric Jackson, Douglas Reid and Jimmy Kelly.

ATTENDING: David Mitchell, Legal Manager; and Alex Hewetson, Administrative Officer.

APOLOGIES: Councillors John Knapp and Harry Wilson.

CHAIR: Councillor Eric Jackson.

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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

GRIEVANCE APPEAL NO G1/2001

- 2.1 There was submitted a copy of the appeals hearing procedure together with a report by the Department of Corporate Resources (Personnel Services) with associated documentation (all circulated).

2.2 CONSIDERATION OF APPEAL

Having heard both parties, the Sub-Committee agreed that the grounds of the grievance appeal had not been substantiated and the appeal was not upheld.

ADJOURNMENT

3. The Sub-Committee adjourned at 1044 hrs.

RECONVENTION

4. The Sub-Committee reconvened at 1050 hrs with the same Members and officers present and in attendance.

GRIEVANCE APPEAL NO G2/2001

- 5.1 There was submitted a copy of the appeals hearing procedure together with a report by the Department of Corporate Resources (Personnel Services) with associated documentation (all circulated).

5.2 CONSIDERATION OF APPEAL

Having heard both parties, the Sub-Committee agreed that the grounds of the grievance appeal had not been substantiated and the appeal was not upheld.

The meeting terminated at 1134 hrs.

APPENDIX IV

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON FRIDAY 10 AUGUST 2001 AT 1400 HRS
AND ON FRIDAY 17 AUGUST 2001 AT 1300 HRS IN THE MEETING ROOM,
COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors David Macrae, Harry Wilson, Iain Linton, John Knapp and Elaine Dinwoodie.

ATTENDING: Graham Haugh, Head of Personnel; and Alex Hewetson, Administrative Officer.

CHAIR: Councillor David Macrae.

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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

GRIEVANCE APPEAL NO G3/2001

- 2.1 There was submitted a copy of the Grievance and Disputes Appeals Hearing procedure together with a summary report by the Head of Personnel enclosing submissions by the appellant with associated documentation and a report by the Department of Development Services and associated documentation (all circulated).

2.2 CONSIDERATION OF APPEAL

Having heard both parties, the Sub-Committee agreed that the grounds of the grievance appeal had not been substantiated and the appeal was not upheld.

ADJOURNMENT

- 3.1 Following a motion by the Chair, it was agreed to adjourn the meeting at 1522 hrs.

RECONVENTION OF MEETING

4. The Sub-Committee reconvened on Friday 17 August 2001 at 1300 hrs, with the same Members and officials present and in attendance.

DISMISSAL APPEAL NO D2/2001

- 5.1 There was submitted a copy of the Disciplinary Appeals Hearing procedure together with the appeal submissions by the appellant and a report by the Department of Educational and Social Services on the circumstances leading to dismissal, with associated documentation (all circulated).

5.2 CONSIDERATION OF APPEAL

Having heard both parties, the Sub-Committee agreed that the grounds of the dismissal appeal had not been substantiated and the appeal was not upheld.

The meeting terminated at 1656 hrs.

APPENDIX V

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 5 SEPTEMBER 2001 AT
1430 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Eric Jackson.

ATTENDING: William Stafford, Director of Community Services; and Julie Armstrong, Principal Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

SCOTTISH ACCIDENT PREVENTION COUNCIL - ANNUAL CONFERENCE

1. There was submitted a report dated 10 July 2001 (circulated) by the Director of Community Services which advised of the Scottish Accident Prevention Council's 52nd Annual Conference.

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

The meeting terminated at 1432 hrs.

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 12 SEPTEMBER 2001 AT 1133
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Daniel Coffey, Drew McIntyre, John Knapp, Finlay MacLean and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Donal Flannery, Service Unit Manager, Department of Educational and Social Services; and Christine Baillie, Administrative Officer.

APOLOGIES: Councillors Douglas Reid, Harry Wilson and 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 £3,029.37.

CONFERENCES AND COURSES

**2.1 SOCIETY OF DIRECTORS OF PERSONNEL IN SCOTLAND ANNUAL
CONFERENCE, 7-9 NOVEMBER 2001 - ST ANDREW'S**

There was submitted a report dated 22 August 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the forthcoming Society of Directors of Personnel in Scotland Conference, to be held at the Old Course Hotel, St Andrew's from 7-9 November 2001.

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.

**2.2 THE TRADING STANDARDS INSTITUTE (SCOTTISH BRANCH) ANNUAL
CONFERENCE, 1-2 NOVEMBER 2001 - AYR**

There was submitted a report dated 1 August 2001 (circulated) by the Director of Community Services which advised of a request that the Council be represented at the event.

It was agreed:-

- (i) 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; and
- (ii) that it be remitted to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair as to whether attendance be on a residential or non-residential basis.

2.3 ASSOCIATION OF DIRECTORS OF SOCIAL WORK CRIMINAL JUSTICE SERVICES INTERNATIONAL CONFERENCE - "REFLECTING THE PAST ... SHAPING THE FUTURE", 31 OCTOBER - 2 NOVEMBER 2001 - DUNBLANE

There was submitted a report dated 22 August 2001 (circulated) by the Director of Educational and Social Services which proposed that East Ayrshire Council be represented at the Association of Directors of Social Work International Conference "Reflecting the Past ... Shaping the Future" to be held between Wednesday 31 October to Friday 2 November 2001, at the Hilton Dunblane Hydro, Dunblane.

It was agreed to authorise attendance, on a residential basis, 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 SCOTTISH HOUSING AND PLANNING CONFERENCE AND EXHIBITION 2001

There was submitted a report dated 6 September 2001 (circulated) by the Director of Development Services which advised of the forthcoming Scottish Housing and Planning Conference and Exhibition and which requested that the Council be represented at the event.

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 financial year 2001/2002 which was £5,749.00.

CIVIC CEREMONIAL APPLICATIONS

3.1 DALMELLINGTON BAND (Item 4.3, Page 1909, 99/02)

There was submitted a report dated 26 July 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on an application for civic hospitality received by Dalmellington Band.

It was agreed to note that the event will not now take place and that consequently, the £500.00 previously awarded will not now be required.

3.2 STRATHCLYDE POLICE DINNER - FRIDAY 26 OCTOBER 2001 - THE HILTON, GLASGOW, AND FUTURE ATTENDANCE AT STRATHCLYDE FIRE BRIGADE'S AND STRATHCLYDE POLICE'S DINNERS

There was submitted a report dated 25 July 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which asked the Sub-Committee to consider (i) attendance at the Strathclyde Police Dinner to be held on Friday 26 October 2001 in the Hilton, Glasgow; and (ii) future attendance at Strathclyde Fire Brigade's and Strathclyde Police's Annual Dinners.

It was agreed:-

- (i) to attend Strathclyde Police's Annual Dinner to be held on Friday 26 October 2001;

- (ii) that in respect of future Strathclyde Police and Strathclyde Fire Brigade Dinner's, the Council continue the practice of being represented at these events in alternate years; and
- (iii) that in respect of (i) and (ii) above, to remit the necessary arrangements, including determining Council representation at the events, to the Director of Corporate Resources in consultation with the Chair.

The meeting terminated at 1138 hours.

APPENDIX VII

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 25 SEPTEMBER 2001 AT 1400
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Daniel Coffey, John Weir, Drew McIntyre, John Knapp and Jimmy Kelly.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; Malcolm Roulston, Head of Information Technology; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work; Anna Gallagher, Solicitor/Team Leader; and Stuart Nelson, Administrative Officer.

APOLOGIES: Councillors Douglas Reid, Harry Wilson, Iain Linton, Tommy Farrell and Provost Jimmy Boyd.

CHAIR: Councillor Eric Jackson, Chair.

ADDITIONAL ITEM

1. The Chair reported, and it was agreed, that an additional item of business be dealt with as Item 3.2, below.

BUDGETARY CONTROL SUMMARY STATEMENTS

2.1 POLICY AND RESOURCES (CENTRAL SERVICES)

There was submitted and noted a report dated 6 September 2001 (circulated) by the Director of Finance which advised of the current budgetary control position and the project out-turn for the year for the services within the remit of the Policy and Resources (Central Services).

2.2 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 6 September 2001 (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: QUARTER 2 (2001)

3.1 DEPARTMENT OF FINANCE

There was submitted and noted a report dated 25 July 2001 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarter ended 29 June 2001.

3.2 CHIEF EXECUTIVE'S OFFICE AND DEPARTMENT OF CORPORATE RESOURCES

There was submitted and noted a report dated 17 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of absence rates for the Chief Executive's Office and the Department of Corporate Resources for the quarter ended 29 June 2001.

Arising from discussion, it was agreed to request the Depute Chief Executive/Director of Corporate Resources to review the presentational format of information to be included in future absence management reports with a view to facilitating analysis and interpretation.

PERFORMANCE MANAGEMENT AND PLANNING AUDIT 2000/2001: INFORMATION TECHNOLOGY SERVICE (Item 3, Page 1107, 99/02)

4. There was submitted a report dated 3 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the outcome of the 2000/2001 Performance Management and Planning (PMP) Audit of the Council's IT Services Section which was carried out by Audit Scotland on behalf of the Accounts Commission.

It was agreed:-

- (i) to note the generally positive outcome of the 2000/2001 PMP Audit of the IT Service and the implementation of an Improvement Action Plan to address issues identified through the Audit; and
- (ii) otherwise, to note the terms of the report.

STATUTORY PERFORMANCE INDICATORS FOR 2000/2001

5. There was submitted a joint report dated 30 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the Council's performance in 2000/2001 against the Council Wide and Finance Statutory Performance Indicators.

It was agreed:-

- (i) to note the performance of the Council in 2000/2001 against the Council Wide and Finance Statutory Performance Indicators as detailed in the Appendix to the report;
- (ii) to note the proposals to publish all Statutory Performance Indicators at the end of September in accordance with statutory requirements; and
- (iii) that the relevant Directors ensure that performance information is incorporated, as appropriate, within the Council's agreed public performance reporting arrangements.

DEPARTMENTAL HEALTH AND SAFETY PLANS

6.1 DEPARTMENT OF CORPORATE RESOURCES (Item 6, Page 1746, 99/02)

There was submitted a report (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a prioritised Health and Safety Action Plan for the Department of Corporate Resources.

It was agreed:-

- (i) to approve the Departmental Health and Safety Action Plan as set out in the Appendix to the report; and
- (ii) that the Depute Chief Executive/Director of Corporate Resources provide a future update report on the Department's response to the Action Plan.

6.2 DEPARTMENT OF FINANCE (Item 6, Page 1746, 99/02)

There was submitted a report dated 13 September 2001 (circulated) by the Director of Finance which recommended a prioritised Health and Safety Action Plan for the Department of Finance.

It was agreed:-

- (i) to approve the Departmental Health and Safety Action Plan as set out in the Appendix to the report; and
- (ii) that the Director of Finance provide a future update report on the Department's response to the Action Plan.

GOLDEN JUBILEE PUBLIC HOLIDAY

7. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for the arrangements for the Golden Jubilee Public Holiday which has been agreed for 3 June 2002.

It was agreed:-

- (i) to remit to Council the matter of approving local arrangements which establish next year's public holiday arrangements to include a May holiday weekend on 24 and 27 May 2002 and the additional Golden Jubilee holiday on 3 June 2002;
- (ii) to instruct the Head of Personnel to communicate the national agreement for the Golden Jubilee holiday 2002 and related payment arrangements to employees at the earliest possible date; and
- (iii) otherwise, to note the terms of the report.

JOINT CONSULTATIVE ARRANGEMENT (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)

8. There was submitted a report dated 17 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a change to the Council's Joint Consultative Committee (JCC) arrangements.

It was agreed:-

- (i) to approve the introduction of a Joint Consultative Committee (Local Government Employees and Craftpersons);
- (ii) to remit to Council approval of the JCC Constitution, as set out in the Appendix to the report subject to further consideration by Council of the composition of Council representation;

- (iii) subject to Council approval in respect of (ii) above, to ask the Head of Administrative and Legal Services to arrange an early meeting of the JCC and to extend an invitation to the constituent Trade Unions as detailed within Paragraph 3.1 of the Constitution; and
- (iv) otherwise, to note the terms of the report.

**DEPARTMENT FOR EDUCATION AND EMPLOYMENT WORK-LIFE BALANCE
CHALLENGE FUND**

9. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Department for Education and Employment's Work-Life Balance Challenge Fund and the Council's success in submitting a bid for financial support from the Fund to address local issues.

It was agreed:-

- (i) to note the Council's success in gaining support from the Government's Work-Life Balance Challenge Fund;
- (ii) to support the Initiative throughout the process and with an early emphasis on encouraging employees to complete and return the Employee Questionnaire to be issued in October 2001; and
- (iii) to invite the Depute Chief Executive/Director of Corporate Resources to provide future update reports to this Sub-Committee.

JOINT STAFFING WATCH RETURN - JUNE 2001

10. There was submitted and noted a report dated 11 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the Joint Staffing Watch statistics submitted to CoSLA in respect of the June 2001 reporting period.

SKILLS TRAINING UNIT BUSINESS PLAN 2001/2002 ETC

11. There was submitted a report dated 3 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Business Plan for the Skills Training Unit for 2001/2002 and other recent achievements of the Unit.

It was agreed:-

- (i) to endorse the main aims for the Skills Training Unit as detailed in the Business Plan; and
- (ii) otherwise, to note the terms of the report.

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 7A of the Act as shown against each item.

SKILLS TRAINING UNIT: EASY PROGRAMME: STAFFING (PARA 1)

13. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed additional staffing resources for the East Ayrshire Strategy for Youth (EASY) Programme.

It was agreed:-

- (i) to approve the addition of the post of Youth Development/Access Worker and Assistant Development Officer to the establishment of the Skills Training Unit on a temporary basis until March 2003, subject to continued Social Inclusion funding and subject to consultation with Trade Unions; and
- (ii) otherwise, to note the terms of the report.

**CHILDREN'S CHANGE FUND ALLOCATION FOR TACKLING DRUGS AND ASSOCIATED DRUG REHABILITATION INITIATIVES (PARA 1)
(Item 7, Page 2045, 99/02)**

14. There was submitted a joint report dated 6 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of staffing proposals in relation to the Council's introduction of a range of initiatives aimed at tackling the problems of drug misuse.

It was agreed to approve the staffing proposals set out in the report, subject to consultation with Trade Unions.

**KILMAURS PARTNERSHIP PROJECT: STAFFING ARRANGEMENTS (PARA 1)
(Item 8, Page 2046, 99/02)**

15. There was submitted a joint report dated 6 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval to additional staffing arrangements within the Department of Educational and Social Services in relation to the Kilmaurs Partnership Development.

It was agreed to approve the proposed staffing adjustments within the Educational and Social Services (Social Work) staffing structure, subject to consultation with the Trade Unions.

DEVELOPMENTS TO SUPPORT FAMILIES WITH YOUNG CHILDREN AND CHILDCARE INITIATIVES (PARA 1) (Item 15, Page 2063, 99/02)

16. There was submitted a joint report dated 3 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval of staffing proposals in relation to further developments of the Sure Start Initiative, the Childcare Strategy and Childcare: The Training Challenge.

It was agreed to approve the staffing proposals detailed in Sections 3.1, 3.2, 3.3 and 3.4 of the report.

**ALTERATION TO TRANSPORT SERVICES SECTION WITH THE DEPARTMENT
OF DEVELOPMENT SERVICES (PARA 1)**

17. There was submitted a joint report dated 4 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval to an amendment to the establishment within the Transport Services Section of the Department of Development Services.

It was agreed to approve the amendment to the staffing structure of the Transport Services Section of the Department of Development Services, as detailed in the report.

**PROPOSED AMENDMENT TO ADMINISTRATIVE AND LEGAL SERVICES
STRUCTURE (PARA 1)**

18. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed amendments to the current staffing establishment of the Administrative and Legal Section within the Department of Corporate Resources.

It was agreed, subject to consultation with the Trade Unions:-

- (i) to the deletion of the existing Legal Manager's post;
- (ii) to the creation of an additional Solicitor's post as set out in Paragraph 4 of the report;
- (iii) to the creation of an additional District Court Administrative Assistant post as set out in Paragraph 5 of the report; and
- (iv) to the regrading of the existing GS1/2 post within the Council House Sales Team as set out in Paragraph 6 of the report; and
- (v) to the regrading of the present Administration Manager's post as set out in Paragraph 7 of the report.

**PROPOSED DISPOSAL OF BELLFIELD COTTAGE, BELLFIELD,
KILMARNOCK (PARA 9)**

19.1 Declarations of Interest

Councillors Weir and Knapp each declared a non-pecuniary interest in this item and took no part in consideration or determination of this matter.

19.2 Consideration of Item

There was submitted a report dated 6 September 2001 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of Bellfield Cottage, Bellfield Estate, Kilmarnock, and sought authority to dispose of the subjects.

It was agreed that the Solicitor to the Council be instructed to accept the offer from Mr Shauket Aslam, subject to the conditions as outlined in Section 10 of the report; and should the sale to Mr Aslam fail to proceed to conclusion within a reasonable period of time as shall be determined by the Solicitor to the Council, that the Solicitor to the Council be authorised to accept the offer from Mr Naseem Akhtar subject to the conditions as outlined in Section 10 of the report.

**RENT REVIEW: OFFICE ACCOMMODATION AT GREENHOLM STREET,
KILMARNOCK (PARA 9)**

20. There was submitted a report (circulated) by the Director of Development Services which advised of the rent review for office accommodation at Greenholm Street, Kilmarnock.

It was agreed to approve the revised rental as indicated in Paragraph 4.1 of the report, effective from 7 May 2001 for the office accommodation at Greenholm Street, Kilmarnock, and to instruct the Solicitor to the Council to enter into a formal Minute of Agreement on behalf of the Council.

**LEASE RENEWAL OF INDUSTRIAL PREMISES OCCUPIED BY DATUM
DYNAMICS LIMITED, THISTLE BUSINESS PARK SOUTH, CUMNOCK (PARA 9)**

21. There was submitted a report dated 10 September 2001 (circulated) by the Director of Development Services which advised of the lease renewal in respect of industrial premises at Thistle Business Park South, Cumnock, occupied by Datum Dynamics Ltd.

It was agreed to renew the lease of the premises at Thistle Business Park South, Cumnock, to Datum Dynamics Ltd., on the terms set out in Paragraph 4.1 of the report.

**REVIEW OF RENTAL OF RETAIL PREMISES OCCUPIED BY JOHNSON GROUP
CLEANERS UK LIMITED AT 22 THE FOREGATE, KILMARNOCK (PARA 9)**

22. There was submitted a report dated 10 September 2001 (circulated) by the Director of Development Services which advised of a review of rental in respect of retail premises at 22 The Foregate, Kilmarnock, occupied by Johnson Group Cleaners UK Ltd.

It was agreed to review the rental of Unit 22, The Foregate, Kilmarnock, as indicated in Paragraph 4.1 of the report, with effect from 28 May 2000.

The meeting terminated at 1454 hours.

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