

**EAST AYRSHIRE COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 3 OCTOBER 2002 AT 1000 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Daniel Coffey, Willie Coffey, Douglas Reid, Harry Wilson, Iain Linton, Jane Darnbrough, John Knapp, Finlay MacLean, Eric Jackson, Jimmy Kelly, Tommy Farrell, William Menzies, Provost Jimmy Boyd and Councillors 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; 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; Stuart McCall, Solicitor; and Julie Armstrong, Principal Administrative Officer.

**APOLOGIES:** Councillors Stephanie Young, John Weir and Robert McDill.

**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 VI of these Minutes, viz:-
  - 1.1 **CHAIR'S SUB-COMMITTEE OF 14 JUNE 2002** - Appendix I.
  - 1.2 **APPEALS SUB-COMMITTEE OF 27 JUNE 2002** - Appendix II.
  - 1.3 **APPEALS SUB-COMMITTEE OF 29 AUGUST 2002** - Appendix III.
  - 1.4 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 11 SEPTEMBER 2002** - Appendix IV.
  - 1.5 **CORPORATE SUB-COMMITTEE OF 24 SEPTEMBER 2002** - Appendix V.
  - 1.6 **CHAIR'S SUB-COMMITTEE OF 27 SEPTEMBER 2002** - Appendix VI.

**BUDGET SCRUTINY GROUP**

2. There were submitted and noted the Minutes of the Budget Scrutiny Group as follows, viz:-
  - 2.1 **BUDGET SCRUTINY GROUP HELD ON 20 JUNE 2002**
  - 2.2 **BUDGET SCRUTINY GROUP HELD ON 4 SEPTEMBER 2002**

**BUDGETARY CONTROL STATEMENT - GENERAL  
SERVICES REVENUE ACCOUNT TO 28 JULY 2002 (PERIOD 4)**

3. There was submitted and noted a report dated 17 September 2002 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 28 July 2002 (Period 4).

**BUDGETARY CONTROL STATEMENT -  
HOUSING REVENUE ACCOUNT TO 28 JULY 2002 (PERIOD 4)**

4. There was submitted and noted a joint report dated 17 September 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 28 July 2002 (Period 4).

**GENERAL SERVICES REVENUE ACCOUNT BUDGET REVIEW**

5. There was submitted a report dated 16 September 2002 (circulated) by the Director of Finance to note amendments to the 2002/03 Revenue Budget since it was initially set in February 2002 and to propose certain adjustments to service allocations and procedures.

It was agreed:

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | (i) to recommend to Council to approve the transfer of contingency funds to meet the current identified requirements set out in paragraph 2.3 of the report;  | <input type="checkbox"/> |
| <input type="checkbox"/> | (ii) to recommend to Council to approve a supplementary budget allocation for the current year for Social Services of £0.100m to be used for non-recurring expenditure as indicated in paragraph 3.1 of the report;   | <input type="checkbox"/> |
| <input type="checkbox"/> | (iii) to recommend to Council to approve a supplementary budget allocation for the current year for the Central Repairs Account of £0.047m to be used for non-recurring expenditure as indicated in paragraph 3.2 of the report;  | <input type="checkbox"/> |
| <input type="checkbox"/> | (iv) to recommend to Council to approve a transfer to contingency of £0.100m to be ring-fenced for works arising from water quality testing, any draw on this by Homes and Technical Services to be dependent on the final out-turn for technical and procurement fees as indicated in paragraph 3.2 of the report; | <input type="checkbox"/> |
| <input type="checkbox"/> | (v) to recommend to Council to approve the under and overspend carry-forward arrangements described in paragraph 5 of the report;   | <input type="checkbox"/> |
|                          | (vi) to invite bids for spend to save capital projects to be funded from the Capital Fund; and  |                          |
|                          | (vii) otherwise to note the contents of the report.   |                          |

Councillor Ross joined the meeting during discussion on the above item.

**STATISTICAL INFORMATION ON REVENUE COLLECTION**

6. There was submitted and noted a report dated 11 September 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 25 August 2002 (Period 5).

### **TREASURY MANAGEMENT - ANNUAL REPORT 2001/02**

7. There was submitted a report dated 30 July 2002 (circulated) by the Director of Finance which informed Members of the out-turn performance of the Treasury Management Function for the financial year 2001/02.

It was agreed:

- (i) to the revision of the investment counter-party list and its ongoing revision during the financial years as set out in paragraphs 4.2 and 4.3 of the report;
- (ii) to appoint Butlers as treasury management advisors on the terms detailed in paragraph 5.1 of the report; and
- (iii) otherwise to note the contents of the report.

### **SUNDRY DEBTORS WRITE-OFF**

8. There was submitted a report dated 12 September 2002 (circulated) by the Director of Finance which sought authority for the write-off of a number of sundry debts for which bills were raised prior to 31 March 2002 and which are now considered to be irrecoverable.

It was agreed:

- (i) to authorise the write-off in the 2002/03 financial year, the sum of £17,378.63 relating to 31 accounts; and
- (ii) otherwise to note the contents of the report.

### **BEST VALUE SERVICE REVIEW - INFORMATION AND COMMUNICATIONS TECHNOLOGY (Item 9, Page 2246, 99/02)**

9. There was submitted a report dated 11 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the outcome of a Service Review of the Information and Communications Technology (ICT) function of the Corporate Resources Department.

It was agreed:

- (i) to note the conclusion of the information and Communications Technology (ICT) function service review;
- (ii) to the recommendations brought forward by the Scrutiny and Best Value Review Group as follows:
  - (a) that the Council adopts "Lease/Refresh" funding and support as the preferred option for the continued development and support of the corporate data and voice Wide Area Network (WAN), the continued replenishment of its PC and File Server infrastructure, and investigates and costs "Lease/Refresh" for the procurement and replacement of UNIX based applications Servers and NT based File Servers;
  - (b) that the Council works in partnership with North and South Ayrshire Councils on an invitation to tender for a three-Council tender for the provision of telecommunications services;

- (c) that the ICT Equipment Procurement Service Element is re-engineered by developing the Council's Intranet, adopting electronic procurement and devolving procurement to Service Departments;
- (d) that the ICT Function staff structure is reviewed with a view to increasing staff contingency in critical areas of the business, thus negating reliance on the external provision of essential support, and in addition facilitating a policy of allocating two dedicated support staff for each critical corporate and departmental applications system. Furthermore, it is recommended that routine administration tasks be centralised within a small administration group in order to focus scarce technical staff resources on the delivery of Service Elements;
- (e) in the case of the Data/Voice Communications Development/Support, Telephony Development/Support and Systems Integration and Support Service Elements, that the management activities associated with the delivery of service should remain as fully in-sourced activities;
- (f) that the ICT Equipment Procurement must remain as a wholly in-sourced Service Element. Furthermore, under the aegis of Modernising Government a project should be established to further develop the corporate and departmental Intranets to support the electronic procurement of ICT equipment;
- (g) that the IT Service Desk remains as a wholly in-sourced Service Element and that existing staff resources are supplemented by technical staff providing first line technical support and that current work continues to accurately gauge IT Service Desk workload to identify customer demand, and that the results are subsequently used to design a revised working regime which addresses customer needs;
- (h) that the ICT equipment within the London Road Data Centre is rationalised to maximise available capacity and reduce costs;
- (i) that officers continue to analyse the total recurring data and voice communications costs associated with the operation of the data and telephony network, and to accurately establish the current distribution of the associated budget provisions across Service Departments, and that the Head of Information Technology and the relevant Service Directors explore the possibility of consolidating all data and voice related costs and associated budget provisions within the ICT Function Revenue Budget;
- (j) that the resource needs of e.Government are addressed in accordance with recommendations to be made within the Council's e-Government Strategy and associated Action Plan, and that ICT Strategies are developed for the development and use of IT systems in Schools, Libraries, Community Support and Co-Locations;
- (k) that the Director of Educational and Social Services and Head of Information Technology review the requirements for ICT support within schools;
- (l) that the Head of information Technology and the Information and Communications Technology Strategy Group (ICTSG) continue to

explore options for the optimum placement of scarce IT support and development resource across the Council;

- (iii) that six monthly update reports be submitted to Committee; and
- (iv) otherwise to note the contents of the report.

**NORTH WEST KILMARNOCK PRIMARY CARE NEIGHBOURHOOD SERVICES CENTRE - COUNCIL SCHEDULE OF ACCOMMODATION AND REQUIRED CAPITAL ALLOCATION (Item 9, Page 2403, 99/02)**

10. There was submitted a report dated 26 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which (i) provided an update on progress in relation to the development of the Northwest Kilmarnock Primary Care Neighbourhood Services Centre; (ii) finalised the Council's schedule of accommodation for inclusion within the project brief; and (iii) gave consideration to the required Capital allocation for this project.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) to the proposed schedule of accommodation for Council services as detailed within Section 4 of the report;
- (ii) to recommend to Council that the required capital funding, as outlined in Section 6 of the report be allocated to this development from the Council's capital allocation in the financial year 2004/05;
- (iii) that the Council make every effort to secure additional funding from Better Neighbourhood Services Fund for the development;
- (iv) to note that any potential budgetary impact which the relocation of Council services may have on future revenue budgets would require to be given consideration when constructing budget profiles for the financial year 2004/05;
- (v) to note that Local Members would be briefed on a roll out programme of public consultation; and
- (vi) otherwise to note the contents of the report.

Councillor W Coffey, seconded by Councillor D Coffey, moved as an amendment that the Ardbeg Centre element be held back meantime.

On a division by a show of hands, the motion was carried by 11 votes to 6.

**MODERNISING GOVERNMENT FUND (MGF2) (Item 10, Page 2403, 99/02)**

11. There was submitted a report dated 18 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of progress made in respect of the Council's bids for funding under the second round of the Modernising Government Fund (MGF2).

It was agreed:

- (i) to note progress made in respect of the MGF2 bidding process and that a report would be presented to a future meeting of the Policy and Resources Committee to advise Members of the outcome of the Council's bid; and
- (ii) otherwise to note the contents of the report.

**ACCOUNTS COMMISSION FOR SCOTLAND - CONSULTATION PAPERS ON  
THE PERFORMANCE AUDIT PROGRAMME AND THE 2002 DIRECTION**

12. There was submitted a report dated 16 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the consultation papers issued by the Accounts Commission containing proposals for its 2002 Direction and the proposed Performance Audit Programme and to request approval for the Council's response to the consultation documents.

It was agreed, subject to minor textual amendments under the heading of Community Care in Appendix 2:

- (i) to the response on the 2002 Direction and the Performance Audit Programme, as contained in the appendices to the report as the Council's response to the Accounts Commission's consultation; and
- (ii) otherwise to note the contents of the report.

**ENTITLEMENT CARDS AND IDENTITY FRAUD -  
A CONSULTATION PAPER**

13. There was submitted a report dated 19 August 2002 (circulated) by the Director of Community Services on a Home Office consultation paper relating to entitlement cards and identity fraud.

It was agreed:

- (i) to the suggested response as detailed in the appendix to the report;
- (ii) that the Director of Community Services submit the response to CoSLA and the Home Office; and
- (iii) otherwise to note the contents of the report.

**BETTER NEIGHBOURHOOD SERVICES FUND -  
ANNUAL REPORT 2002 (Item 1, Page 2235, 99/02)**

14. There was submitted a report dated 15 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on a summary of the Better Neighbourhood Services Fund (BNSF) Annual Report 2002, and which advised of changes to the Local Outcome Agreement in terms of the Implementation Plan and Statistical Indicators.

It was agreed:

- (i) to approve the Annual Report 2002 for the Better Neighbourhood Services Fund;
- (ii) to note the changes to the Local Outcome Agreement Implementation Plan and Statistical Indicators as highlighted in Section 4 of the report; and
- (iii) otherwise to note the contents of the report.

**EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION  
PARTNERSHIP - ANNUAL REPORT 2001/02**

15. There was submitted and noted a report dated 23 August 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which presented the

published edition of the East Ayrshire Coalfield Area Social Inclusion Partnership's Annual Report for 2001/02.

**EAST AYRSHIRE MULTI-AGENCY DOMESTIC ABUSE FORUM:  
DOMESTIC ABUSE STRATEGY 2002/05**

16. There was submitted a report dated 2 September 2002 (circulated) by the Director of Educational and Social Services which requested endorsement to the Domestic Abuse Strategy for 2002/05.

It was agreed:

- (i) to endorse the East Ayrshire Multi-Agency Domestic Abuse Strategy; and
- (ii) otherwise to note the contents of the report.

**KILMARNOCK 400 WHISKY (Item 3.2, Page 2414, 99/02)**

17. There was submitted a report dated 10 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on proposals for the disbursement of funds, raised through the sale of the Kilmarnock 400 Whisky, for the benefit of individuals and groups in the former Kilmarnock and Loudoun District of East Ayrshire.

It was agreed:

- (i) to the proposed timetable relating to the management of applications to the Kilmarnock 400 Fund and the subsequent awards ceremony date in March 2003, with the proviso that applicants requiring funding before the awards ceremony in March 2003 be considered;
- (ii) to the proposed eligibility criteria for applicants and applications as set out in Section 5 of the report;
- (iii) to remit to the Depute Chief Executive/Director of Corporate Resources to implement the actions; and
- (iv) otherwise to note the contents of the report.

**MATCH-FUND BUDGET**

18. There was submitted a report dated 10 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the submissions made to the second round of the 2002/03 Match-Fund budget and which recommended projects for grant support.

It was agreed:

- (i) to approve the recommendations made on projects to receive grant support from the match-fund budget as follows, viz:-

<u>Group Name</u>	<u>Recommendation</u>
Dalmellington Band Hall	£6,000
Cumnock Rugby Football Club	£10,000

and;

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

### **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 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.

Councillor Wilson left the meeting at this point.

### **NORTH WEST YOUTH PROJECT (Item 17, Page 2647, 99/02)**

20. There was submitted a report dated 12 September 2002 (circulated) by the Director of Educational and Social Services on the progress in addressing the financial management issues in the North West Youth Project and to consider the next step in the Project's development.

It was agreed:

- (i) to an award of £30,690;
- (ii) that the Director of Educational and Social Services continue to support the Project Management Committee in establishing robust financial practices;
- (iii) that the Director of Educational and Social Services present a new Service Level Agreement to this Committee by March 2003; and
- (iv) otherwise to note the contents of the report.

### **BELLSBANK WOMEN'S PROJECT - SERVICE LEVEL AGREEMENT (Item 11, page 2528, 99/02)**

21. There was submitted a report dated 13 September 2002 (circulated) by the Director of Educational and Social Services on the production of the Service Level Agreement by Bellsbank Women's Project and to consider their funding award.

It was agreed:

- (i) to remit to Officers the final preparation of the Service Level Agreement/contract with Bellsbank Women's Project for the period 2202/05, based on the revised funding arrangements set out in Section 8 of the report;
- (ii) to make an award to the Project valued at £11,364 for the remaining part of 2002/03;
- (iii) that the Director of Educational and Social Services report to Committee, if appropriate, in 2003 regarding childcare costs; and
- (iv) otherwise to note the contents of the report.

The meeting terminated at 1122 hrs.