

**EAST AYRSHIRE COUNCIL
COMMUNITY SERVICES COMMITTEE**

**MINUTES OF MEETING HELD ON 17 SEPTEMBER 2003 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Jimmy Carmichael, Stephanie Young, Daniel Coffey, Gordon Cree, John Weir, Drew McIntyre, Isabel Macrae, Harry Wilson, Iain Linton, John Campbell, Ray Murray, John Knapp, Jim Raymond, George Smith, William Menzies, Neil McGhee, Elaine Dinwoodie and Elaine Stewart.

ATTENDING: David Montgomery, Chief Executive; William Stafford, Director of Community Services; David Mitchell, Head of Administrative and Legal Services; John Griffiths, Head of Leisure Services; John F Crawford, Head of Protective Services; Paul Whip, Financial Services Manager; Katie Kelly, Leisure Development Manager; Gerard Cairns, Library, Registration and Information Services Manager; Donald McVicar, Local Office and Registration Manager; Robert Pollock, Operations Manager, Cleansing DSO; and Christine Baillie, Administrative Officer.

APOLOGIES: Councillors John McGhee, Tommy Farrell and William Crawford.

CHAIR: Councillor Jimmy Carmichael, Chair.

**BUDGETARY CONTROL SUMMARY STATEMENT: COMMUNITY SERVICES
TO 27 JULY 2003 (PERIOD 4)**

1. There was submitted and noted a joint report dated 3 September 2003 (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 27 July 2003 (Period 4).

ABSENCE MANAGEMENT REPORT QUARTER 2 (31 MARCH TO 29 JUNE 2003)

2. There was submitted and noted a report dated 8 July 2003 (circulated) by the Director of Community Services which advised of absence rates and absence management for the Department of Community Services for the period 31 March to 29 June 2003.

REPORT ON STATUTORY PERFORMANCE INDICATORS

3. There was submitted a report dated 13 August 2003 (circulated) by the Director of Community Services on the outcome of Statutory Performance Indicators within the Department for the period 1 April 2002 to 31 March 2003 and which informed the Committee of the performance trends over the past five years.

It was agreed to note the progress of Statutory Performance Indicators within the Department.

HEALTH AND SAFETY ACTION PLAN (Item 3, Page 98, 03/07)

4. There was submitted a report dated 17 August 2003 (circulated) by the Director of Community Services on the Department's progress on the Departmental Health and

Safety Action Plan 2002-03 and which recommended a Departmental Health and Safety Action Plan for 2003-04.

It was agreed:-

- (i) to note the achievements of the Health and Safety Action Plan 2002-03;
- (ii) to approve the recommended Health and Safety Action Plan 2003-04 as attached to the report; and
- (iii) otherwise, to note the contents of the report.

ACHIEVEMENT OF ISO 9001/2000 STANDARD

- 5. There was submitted and noted a report dated 26 August 2003 (circulated) by the Director of Community Services which advised that the Cleansing DSO has successfully completed the transition process to the new ISO 9001/2000 Standard.

RESULTS OF MAJOR EXTERNAL FUNDING BIDS (Item 9, Page 84, 03/07 & Item 14, Page 85, 03/07)

- 6. There was submitted and noted a report dated 9 September 2003 (circulated) by the Director of Community Services on the results of major external funding bids received since the last meeting.

REMEMBRANCE SUNDAY - 9 NOVEMBER 2003

- 7. There was submitted a report dated 22 August 2003 (circulated) by the Director of Community Services on the arrangements made in respect of Remembrance Day Services held in East Ayrshire in 2002 and which proposed the 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 the Elected Members' attendance at Remembrance Services throughout East Ayrshire.

COMMUNITY SERVICES GRANTS SCHEME: APPLICATIONS FOR FINANCIAL ASSISTANCE

- 8. There was submitted a report dated 25 August 2003 (circulated) by the Director of Community Services which outlined applications for financial assistance under the Community Services Department's Grant Scheme for Members' consideration.

It was agreed:-

- (i) to deal with the applications as follows:-

Heritage

- (a) Doors Open Day - Ayrshire - £950;

Environmental

- (a) West of Scotland Begonia Society - £50;

Sport

- (a) Boys and Girls Clubs (Glasgow & South West Scotland) - £500;

- (b) Sports for Special Needs - £1,450;

Arts & Cultural

- (a) Ayrshire Music Festival Association - £300;
- (b) The National Youth Orchestras of Scotland - Refuse as there was no evidence of local benefit combined with minimal uptake on places from East Ayrshire;
- (c) West of Scotland Charities Band Association - £200;
- (d) Dalmellington Senior Band - £300;
- (e) Dalmellington Junior Band - £300;
- (f) Kilmarnock Pipe Band - £300;

Community Safety

- (a) Crime Stoppers Scotland - £450;
- (b) Ayr & District Safe Drivers Association - £100;

Recreational Activities

- (a) Burgh of Cumnock Cage Bird Society - £100; and
- (ii) to note that any further applicants to the scheme during the financial year 2003/2004 would be advised that the budget was fully committed and would be provided with information on alternative funding mechanisms for specific projects where appropriate.

Councillor McIntyre left the meeting during discussion of the above item.

RE-ALLOCATION OF QUALITY OF LIFE FUNDING (Item 12, Page 85, 03/07)

9. There was submitted a report dated 18 August 2003 (circulated) by the Director of Community Services which sought approval for the re-allocation of Quality of Life funding, originally allocated to the provision of skateboard facilities, to other projects aimed at providing facilities and sporting opportunities for young people.

It was agreed:-

- (i) to approve the re-allocation of £20,000 to Indoor Skateboarding Transport and Equipment; £31,000 to Teenage Sportswall Installation; and £49,000 to support the three year appointment of three partnership sports development posts, two for football and one for rugby;
- (ii) that the Local Member would be included in the consultation for venues for the provision of Teenage Sportswalls; and
- (ii) otherwise, to note the contents of the report.

Councillor McIntyre rejoined the meeting during discussion of the above item.

HEALTHY LIVING CENTRE PROGRESS REPORT

10. There was submitted a report dated 15 August 2003 (circulated) by the Director of Community Services which provided a progress report associated with the "Community Health Improvement Partnership (CHIP) Project" by outlining the

services currently provided by the Initiative and which highlighted the need for additional funding to ensure the project sustainability beyond March 2005.

It was agreed:-

- (i) to note the extensive progress of the CHIP Project to date; and
- (ii) to remit to the Director of Community Services to consider the future sustainability and funding options beyond the revised funding period of March 2005.

CITIZENSHIP CEREMONY - CONSULTATION DOCUMENT

11. There was submitted a report dated 18 August 2003 (circulated) by the Director of Community Services which sought agreement on a response to the Home Office's Consultation Document on Citizenship Ceremonies.

Councillor D Coffey, seconded by Councillor Linton, moved:-

- (i) not to approve the response to the Citizenship Ceremony Consultation shown in Appendix I to the report; and
- (ii) to note the contents of the report only.

Councillor Carmichael, seconded by Councillor Raymond, moved as an amendment:-

- (i) to approve the response to the Citizenship Ceremony Consultation Document as shown in Appendix I to the report; and
- (ii) otherwise, to note the contents of the report.

On a division by a show of hands the amendment was carried by 13 votes to 5.

WEST OF SCOTLAND INSTITUTE OF SPORT

12. There was submitted a report dated 15 August 2003 (circulated) by the Director of Community Services which updated the Committee on the Services of the Scottish Institute of Sport and the localised West of Scotland Institute of Sport and which sought approval for a financial contribution to be made to the West Area Institute of Sport from East Ayrshire Council.

It was agreed:-

- (i) to approve the allocation of partnership funding for a three year period from the externally funded New Sporting Futures Project subject to annual evaluation as outlined in paragraph 4.1 of the report;
- (ii) to remit to the Director of Community Service to provide regular progress reports on the performance of the project; and
- (iii) otherwise, to note the contents of the report.

REVISED FOOTBALL DEVELOPMENT SCHEMES - PROGRESS REPORT (Item 14, Page 85, 03/07)

13. There was submitted a report dated 18 August 2003 (circulated) by the Director of Community Services which advised on the progress being made in securing partnership funded football development posts, and which sought approval for the appointment of a Girls/Women's Football Development Officer.

It was agreed:-

- (i) to approve the funding package for the Girls/Women's Development post;
- (ii) to approve the recruitment of the Girls/Women's Development Officer subject to the approval of the Corporate Governance Committee;
- (iii) to approve financial support of £10,000 per annum for three years in relation to the Community Football Development Officer post, to be met from Quality of Life Funding; and
- (iv) otherwise, to note the contents of the report.

EAST AYRSHIRE RUGBY DEVELOPMENT OFFICER - FUNDING PROPOSAL

14. There was submitted a report dated 19 August 2003 (circulated) by the Director of Development Services which sought approval for the establishment of an East Ayrshire Rugby Development post in conjunction with the Scottish Rugby Union (SRU).

It was agreed:-

- (i) to approve the allocation of partnership funding for a three year period as outlined in paragraph 4.2 of the report, subject to confirmation of funding from the SIP Board;
- (ii) to approve the recruitment of a Rugby Development Officer subject to the approval of the Corporate Governance Committee in respect of their interest;
- (iii) to remit to the Director of Community Services to provide regular progress reports on the performance of the project; and
- (iv) otherwise, to note the contents of the report.

"NO BALL GAMES/NO GOLF" SIGNS

15. There was submitted a report dated 18 August 2003 (circulated) by the Director of Community Services which sought clarification of the Committee's policy on the installation and maintenance of "No Ball Games/No Golf" signs in parks and open spaces.

It was agreed to continue consideration of the item to a future meeting of this Committee to allow further consideration of the item by the Director of Community Services.

RECREATION PARTNERSHIP PROJECT - PROGRESS REPORT

16. There was submitted a report dated 15 August 2003 (circulated) by the Director of Community Services which provided a progress report associated with the Recreation Partnership Project and which highlighted the need for additional funding to ensure project sustainability.

It was agreed:-

- (i) to note the progress of the Recreation Partnership Project; and
- (ii) to remit to the Director of Community Services to consider the future sustainability and funding options beyond the revised funding period of March 2005.

INTRODUCTION OF THREE BIN AND KERBSIDE BOX COLLECTION SYSTEM

17. There was submitted a report dated 29 August 2003 (circulated) by the Director of Community Services which advised of the success of East Ayrshire Council's bid to the Scottish Executive for funding from the Strategic Waste Fund (SWF) to introduce extensive recycling initiatives in accordance with the requirements of the National Waste Strategy for Scotland as expressed in the Ayrshire, Dumfries and Galloway Area Waste Plan.

It was agreed:-

- (i) to note the award of grant funding for the introduction of a three bin collection system and kerbside box collection system for refuse/recyclant;
- (ii) to approve the introduction of the above schemes and associated practices in a phased programme as from the beginning of April 2004 over a period of approximately two years as outlined in paragraph 3 of the report;
- (iii) to approve the recruitment of a Marketing and Implementation Officer subject to the approval of the Corporate Governance Committee; and
- (iv) to recommend to Council the establishment of a Member/Officer Working Group to assist in facilitating the changes in implementing the Area Waste Plan.

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Councillor Menzies left the meeting during discussion of the above item.

CLEANSING - VEHICLE REPLACEMENT

18. There was submitted a report dated 22 August 2003 (circulated) by the Director of Community Services which advised of the vehicle replacement requirements of the Cleansing DSO in financial year 2004/05 and which sought approval for the acquisition of three refuse collection vehicles, one box van and three pick-ups.

It was agreed:-

- (i) to approve the acquisition subject to appropriate budget provision having been made of three Refuse Collection vehicles estimated at capital costs of £345,000, 1 box van at £42,000, 2 3.5 tonne pick-ups at £40,000 and 1 one tonne pick-up at £17,000. The estimated total lease cost would be £75,500 per annum;
- (ii) to instruct the Director of Finance to secure the appropriate operating leases for the above in due course; and
- (iii) otherwise, to note the contents of the report.

DUNLOP AND LUGTON PARK ASSOCIATION - REQUEST TO LEASE DUNLOP PARK AND APPLICATION FOR FINANCIAL ASSISTANCE AND DUNLOP AND DISTRICT COMMUNITY COMPANY - REQUEST TO LEASE DUNLOP VILLAGE HALL AND APPLICATION FOR FINANCIAL ASSISTANCE

19. It was agreed to consider Items 19 and 20 on the Agenda together.

19.1 Dunlop and Lugton Park Association

There was submitted a report dated 21 August 2003 (circulated) by the Director of Community Services on a request from the Dunlop and Lugton Park Association to lease and subsequently improve, manage and maintain Dunlop Park and further

consider an application from the same group for financial assistance for an initial period of three years.

19.2 Dunlop and District Community Company

There was submitted a report dated 28 August 2003 (circulated) by the Director of Community Services on a request from the Dunlop and District Community Company to lease, and subsequently upgrade and manage the Dunlop Village Hall and further consider a request from the same group for financial assistance for an initial period of three years.

It was agreed in relation to Dunlop and Lugton Park Association:-

- (i) to approve, in principle, the request from the Dunlop and Lugton Park Association to lease the Dunlop Park;
- (ii) to remit to the Director of Community Services to consult the appropriate Trade Union(s) with regard to this proposal;
- (iii) to remit to the Director of Development Services and Head of Administrative and Legal Services to negotiate an appropriate concessionary lease for a period of 25 years;
- (iv) to approve, in principle, the request from the Dunlop and Lugton Park Association for revenue funding for a period of three years at the levels shown in the report; with the grant for 2003/04 adjusted on a pro-rata basis in relation to the Association's date of entry into a formal lease;
- (v) to remit to the Director of Community Services and the Head of Administrative and Legal Services to negotiate an appropriate Service Level Agreement with the Association to include revenue support from the Community Services Grounds Maintenance budget;
- (vi) to remit to the Director of Community Services to report back on progress with this project in due course; and
- (vii) otherwise, to note the contents of the report.

It was agreed in relation to Dunlop & District Community Company:-

- (i) to approve, in principle, the request from the Dunlop and District Community Company to lease the Dunlop Village Hall;
- (ii) to remit to the Director of Community Services to consult the appropriate Trade Union(s) with regard to this proposal;
- (iii) to approve, in principle, the request for three year revenue funding at £10,150 per year, to be paid on a pro-rata basis related to the date of commencement of the lease;
- (iv) to remit to the Director of Development Services and Head of Administrative and Legal Services to negotiate an appropriate concessionary lease for approval by the Corporate Governance Committee;
- (v) to remit to the Director of Community Services and Head of Administrative and Legal Services to negotiate an appropriate Service Level Agreement with the company to include revenue support;
- (vi) to remit to the Director of Community Services to report back on progress with this project in due course; and

(vii) otherwise, to note the contents of the report.

Councillor Menzies rejoined the meeting during discussion of the above item.

AWARDING OF CONTRACTS

20. There was submitted a report dated 14 August 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which have been accepted in respect of contracts as follows:-

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Contaminated Land Support	Enviros Consulting Ltd, Edinburgh	Schedule of Rates
Installation of Generator at London Road Centre, London Road, Kilmarnock	Thistle Generators, Coatbridge	£37,524.34
Supply and Delivery of Backhoe Loader and Loading Shovel	Scot JCB, Glasgow	Backhoe Loader: £35,900; and Loading Shovel: £82,250

EXCLUSION OF PRESS AND PUBLIC

21. 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 the paragraph of Schedule 7A of the Act as shown against each item.

PROPOSED AMENDMENT OF KILMARNOCK LEISURE CENTRE TRUST DOCUMENTATION (PARA 4) (Item 17.2, Page 3057, 99/02)

22.1 Declaration of Interest

Councillors Knapp, Raymond and Macrae declared an indirect non-pecuniary interest in this item and left the meeting at this point.

22.2 Consideration of Item

There was submitted a report dated 2 September 2003 (circulated) by the Head of Administrative and Legal Services which advised (i) that the Trustees of the Kilmarnock Leisure Centre Trust had been requested to decide whether to agree that the formal Minute of Agreement between the Council and the Trust be amended; (ii) that the Trustees had decided that the Trust documentation should not be amended to completely remove the financial undertaking as reproduced at paragraph 2.2 of the report; and (iii) that the Trustees had proposed as an alternative that the financial undertaking be limited to the sum of £200,000 in any one financial year.

It was agreed:-

- (i) to amend the Minute of Agreement as outlined at paragraph 3.3 of the report;
- (ii) to remit to the Head of Administrative and Legal Services to formally amend the existing Minute of Agreement accordingly; and
- (iii) otherwise, to note the contents of the report.

Councillors Knapp, Raymond and Macrae rejoined the meeting at this point.

**DALMELLINGTON BOWLING CLUB - NEGOTIATION OF
LEASE TERMS (PARA 4)**

23. There was submitted a report dated 3 September 2003 (circulated) by the Director of Community Services which advised of the current status of negotiation of new lease terms with Dalmellington Bowling Club and which sought authorisation for further negotiation to take place.

It was agreed:-

- (i) that the Club's constitution, in its current form, was contrary to Council Policy and that amendment of the constitution and rules be a pre-requisite of any further negotiations of new lease terms;
- (ii) to remit to the Director of Community Services to advise the Club of the Committee's decision and that the Club be given the minimum period as detailed in their constitution, to allow an Extraordinary Meeting to be called to allow the constitutional amendments to be made;
- (iii) to request the Director of Community Services to provide an update report in due course; and
- (iv) otherwise, to note the contents of the report.

**BUDGETARY CONTROL SUMMARY STATEMENT: REFUSE COLLECTION AND
STREET CLEANSING TO 27 JULY 2003 (PERIOD 4) (PARA 6)**

24. There was submitted and noted a joint report dated 3 September 2003 (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 27 July 2003 (Period 4).

Councillor Murray left the meeting during discussion of the above item.

**BUDGETARY CONTROL SUMMARY STATEMENT: OUTDOOR AMENITIES AND
LEISURE MANAGEMENT TO 27 JULY 2003 (PERIOD 4) (PARA 6)**

25. There was submitted and noted a joint report dated 3 September 2003 (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 27 July 2003 (Period 4).

The meeting terminated at 1155 hours.