

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 5 DECEMBER 1996 AT
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors David Sneller, Drew McIntyre, Irene Reeves, Ronald Brailsford, Provost Robert Stirling, Councillors Jim O'Neill, Kathleen Hall, Robert Beattie, David Fulton, Kim Nicoll, George Turnbull, Eric Ross, Jim Kelly, Jimmy Boyd, Tommy Farrell and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Stephen Chorley, Director of Development Services; Barbara Haughan, Director of Support Services; Alex McPhee, Senior Depute Director of Finance; Roddy Wallace, Head of Administration; Kate McVey, Head of Legal Services; Robert McLeary, Head of Property; Tom Harris, Public Relations and Marketing Manager; George Fraser, Senior Policy Advisor; and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillors Douglas Reid, Wilma Doyle, Jane Darnbrough and Daniel Coffey.

CHAIR: Councillor David Sneller, Chair.

The Chair welcomed Jim Kirkland and Alice McArdle from East Ayrshire Council of Voluntary Organisations who were present to observe the meeting.

SUB-COMMITTEE MINUTES

1. There was submitted and approved both as correct records and in respect of recommendations contained therein, the undernoted Sub-Committee Minutes (circulated) as contained in Appendices I to X of these Minutes.
 - 1.1 **CHAIR'S SUB-COMMITTEE OF 21 OCTOBER 1996** - Appendix I.
 - 1.2 **MEMBERS' SERVICES SUB-COMMITTEE OF 24 OCTOBER 1996** - Appendix II.
 - 1.3 **CIVIC CEREMONIAL SUB-COMMITTEE OF 29 OCTOBER 1996** - Appendix III.
 - 1.4 **CHAIR'S SUB-COMMITTEE OF 5 NOVEMBER 1996** - Appendix IV.
 - 1.5 **CONTRACTING SUB-COMMITTEE OF 11 NOVEMBER 1996** - Appendix V.
 - 1.6 **PERSONNEL SUB-COMMITTEE OF 19 NOVEMBER 1996** - Appendix VI.
 - 1.7 **CHAIR'S SUB-COMMITTEE OF 19 NOVEMBER 1996** - Appendix VII.
 - 1.8 **CHAIR'S SUB-COMMITTEE OF 25 NOVEMBER 1996** - Appendix VIII.
 - 1.9 **DECENTRALISATION SUB-COMMITTEE OF 26 NOVEMBER 1996** - Appendix IX.
 - 1.10 **FINANCE AND PROPERTY SUB-COMMITTEE OF 26 NOVEMBER 1996** - Appendix X.

**BUDGETARY CONTROL SUMMARY STATEMENT TO
11 OCTOBER 1996 (PERIOD 7)**

2. There was submitted a report (circulated) by Director of Finance on the current budgetary position of Policy and Resources for period ended 11 October 1996 (period 7).

It was agreed:

- (i) to make a payment to the Miscellaneous Services Account to take cognisance of the funding shortfall for the Ayrshire Joint Valuation Board, based on a reduced level of funding shortfall of £100,000;
- (ii) that East Ayrshire Council's share would be £28,000 with any balance being settled on actual outturn position; and
- (iii) otherwise to note the contents of the report.

ESTIMATES 1997/98 - PROPOSED TIMETABLE

3. There was submitted a report dated 13 November 1996 (circulated) by the Director of Finance on a proposed timetable for the preparation of estimates for 1997/98.

It was agreed to approve the estimates 1997/98 timetables as detailed in Appendix XI of this Minute.

BUDGET ANNOUNCEMENTS BY THE SECRETARY OF STATE

4. There was submitted and noted a report dated 27 November 1996 (circulated) by the Director of Finance to acquaint Members of the effect on Local Government finance of the recent statements made by the Secretary of State in respect of the budget decisions announced on 26 November 1996.

EQUAL OPPORTUNITIES ACTION PLAN - FINANCE DEPARTMENT

5. There was submitted a report dated 13 November 1996 (circulated) by the Director of Finance recommending the adoption of the Finance Department Equal Opportunities Action Plan.

It was agreed to approve the priorities and actions outlined in the report.

**EQUAL OPPORTUNITIES IMPLEMENTATION STRATEGY -
SUPPORT SERVICES**

6. There was submitted a report dated 26 November 1996 (circulated) by the Director of Support Services outlining Support Services Equal Opportunities Implementation Strategy.

It was agreed to approve the actions proposed in Sections 5 and 6 of the report.

NON-PAYMENT FOLLOW-UP PROCEDURES

7. There was submitted a report dated 20 November 1996 (circulated) by the Director of Finance which described the follow-up procedures available to pursue Council Tax, Rates and Community Charge (Poll Tax) which were not paid by the due date. The report did not amend the Council's policy in any way but sought to detail the implementation of legislative requirements and all procedures previously agreed.

It was agreed:

- (i) to authorise the Director of Finance to use any or all of the actions described in Section 3 of the report in circumstances where he considered it to be in the interest of the Council to do so, viz:- arrestment of bank accounts, arrestment of sums due, inhibition, poinding and sale of effects, sequestration and liquidation;
- (ii) in accordance with the Finance and Property Sub-Committee decision of 4 June 1996, that the Director of Finance would, prior to any action being initiated, consult with the Local Member and the Chair of the Policy and Resources Committee on the appropriateness of proceeding with a Warrant sale or to petition for sequestration or liquidation in any individual case; and
- (iii) otherwise to note the contents of the report.

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

BANKING ARRANGEMENTS

8. There was submitted a report dated 25 November 1996 (circulated) by the Director of Finance advising Members of the outcome of the tendering exercise carried out for the procurement of banking services for the Council.

The following banks were invited to tender, viz:- Bank of Scotland, Clydesdale Bank, Co-operative Bank, Girobank and the Royal Bank of Scotland.

It was noted that in terms of cost, the tender submitted by the Clydesdale Bank amounting to £41,568.50 offered the best value with the transaction price option being most beneficial to the Council in the longer term.

It was agreed:-

- (i) to award the contract for the provision of banking services to the Clydesdale Bank for a period of five years commencing on 1 April 1997;
- (ii) to accept their transaction based price option; and
- (iii) that the necessary arrangements be remitted to the Director of Finance.

Provost Stirling left the meeting at this point.

AWARDING OF TENDERS

9. There was submitted a report dated 21 November 1996 (circulated) by the Director of Support Services providing details of tenders which had been awarded in respect of the supply, delivery, installation and commissioning of telephone equipment and wiring for the Council offices at Kilmarnock and Lugar.

It was agreed to note the following tenders awarded to date:

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Supply, delivery, installation and commissioning of telephone equipment to serve Council Offices at Kilmarnock and Lugar	Digital Communications Systems Ltd, Glasgow	Kilmarnock - £35,076.00 Lugar - £22,799.00
Supply and installation of telephone wiring at Council offices at Kilmarnock and Lugar	BSCL Communications Glasgow	£18,814

REPORT ON APPROVED LIST OF CONTRACTORS FOR BUILDING PROJECTS (Item 6.1, Page 431)

10. There was submitted a report dated 3 December 1996 (circulated) by the Director of Support Services advising Members on the progress to date on the preparation of an Approved List of Contractors with regard to the carrying out of building and associated works, including roads and street lighting, for which tenders would be invited.

It was agreed:

- (i) to approve the initiative to develop an Ayrshire Approved List of Contractors for building and associated works including roads and street lighting; and
- (ii) that the Director of Support Services place a Press advertisement inviting applications for inclusion on the Approved List from experienced contractors.

ENERGY MANAGEMENT PROGRESS REPORT (Item 10, Page 1196)

11. There was submitted a report dated 20 November 1996 (circulated) by the Director of Support Services on the progress and implementation of the Energy Management Policy.

It was agreed:

- (i) to endorse the principle of external funding for Energy Management Schemes from Scottish Power and other sources;
- (ii) to the introduction of the "Weather Watch" scheme;
- (iii) to the introduction of monitoring of water consumption and where the pay back period for the installation of savings devices was less than one year, introductory measures should automatically be taken; and
- (iv) otherwise to approve the contents of the report.

DRAFT SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

12. There was submitted a report dated 25 November 1996 (circulated) by the Director of Support Services on progress with the formal consultation process on the review of the existing Community Council schemes and as a result of this to seek authority to give public notice of a draft scheme in accordance with Section 22(3) of the Local Government Etc (Scotland) Act 1994.

It was agreed:

- (i) to approve the draft scheme as detailed in Appendix A of the report for the establishment of Community Councils for consultation purposes;
- (ii) that a further report on the results of the second eight-week period of consultation from 13 December 1996 to 7 February 1997 be submitted to a special meeting of the Policy and Resources Committee on 11 February 1997; and
- (iii) that Local Committees be advised of progress.

CUMNOCK AND DOON VALLEY MINERALS TRUST

- 13.** There was submitted a report dated 27 November 1996 (circulated) by the Director of Support Services to consider a request from the Trustees of the Cumnock and Doon Valley Minerals Trust to modify the Deed of Trust.

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It was agreed to recommend to Council to consent to the request to the change in the Trust Deed to increase the number of co-opted members from three to six with at least four being representative of Community Councils.

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RACIAL EQUALITY IN EMPLOYMENT - COUNCIL CONTRACTS

- 14.** There was submitted a report dated October 1996 (circulated) by the Director of Support Services outlining the proposals for the introduction of a policy ensuring equality of opportunity in employment in Council contracts and to seek agreement to proceed with drawing up relevant criteria for the implementation of the policy.

It was agreed:

- (i) to implement a "Racial Equality in Employment and Council Contracts Policy" in line with the report;
- (ii) to recommend to Council that the Financial Regulations be amended to ensure that before entering into a contract, the Council should obtain from the contractor an assurance that they:
 - (a) comply with the Race Relations Act 1976; and
 - (b) observe as far as possible the Commission for Racial Equality's Code of Practice for Employment; and
- (iii) that the Director of Support Services be requested to draw up a relevant set of criteria, in line with the Commission for Racial Equality recommendations, to be used for evaluating and monitoring the policy.

EATING FOR HEALTH - A DIET ACTION PLAN FOR SCOTLAND

- 15.** There was submitted a report dated 22 November 1996 (circulated) by the Chief Executive confirming the general support which had been gained by the Commercial Operations, Education, Social Work and Community Services Committee to the formulation of an East Ayrshire Eating for Health policy.

It was agreed that a Member/Officer Working Group be established comprising the Vice-Chair of Policy and Resources, Chairs of Commercial Operations, Education, Social Work and Community Services and two Members of the Opposition to be notified to the Chief Executive to formulate an East Ayrshire Eating for Health policy

and that the Working Group report back to the Policy and Resources Committee in due course.

**PROPOSED CONCORDAT BETWEEN SCOTTISH POWER
AND EAST AYRSHIRE COUNCIL**

16. There was submitted a report dated 29 November 1996 (circulated) by the Director of Development Services seeking approval in principle to enter into a concordat with Scottish Power.

Councillor Sneller, seconded by Councillor McIntyre, moved:

- (i) to approve in principle the concordat agreement with Scottish Power;
- (ii) that the Chief Executive finalise the detailed terms of the agreement;
- (iii) that the Chief Executive finalise the arrangements for a "launch" event; and
- (iv) that the Director of Development Services co-ordinate the further development of specific collaborative initiatives.

Councillor Nicoll, seconded by Councillor Brailsford, moved as an amendment to note with interest the report and continue the matter to a future meeting.

On a division by a show of hands the motion was carried by 12 votes to 3.

**PARTNERSHIP AGREEMENT WITH EAST AYRSHIRE COUNCIL
OF VOLUNTARY ORGANISATIONS (Item 12, Page 436)**

17. There was submitted a report (circulated) by the Chief Executive on a draft partnership agreement between the Council and East Ayrshire Council of Voluntary Organisations.

It was agreed:

- (i) to support the partnership agreement; and
- (ii) that the Chief Executive organise a signing ceremony to be held in the near future.

EXCLUSION OF PRESS AND PUBLIC

- 18 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 9 of Schedule 7A of the Act.

**REQUEST FOR AUTHORITY TO NEGOTIATE FOR THE
UNDERTAKING OF THE LEASE OF THE FORMER BRITISH GAS BUILDING,
HOLMQUARRY ROAD, KILMARNOCK**

19. There was submitted a report dated 25 November 1996 (circulated) by the Director of Support Services requesting that the Head of Property be authorised to negotiate with the agents for British Gas in respect of the office accommodation situated at Holmquarry Road, Kilmarnock.

It was noted that the Commercial Operations Committee at their meeting held on 3 December 1996 approved the proposal to take on lease of the premises at Holmquarry Road, Kilmarnock.

It was agreed to authorise the Head of Property to undertake negotiations.

The meeting terminated at 1110 hrs.