

**APPENDIX VII**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 25 NOVEMBER 1997 AT 1000  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors David Fulton, Drew McIntyre, Wilma Doyle, Ronald Brailsford, Kim Nicoll, David Sneller, Tommy Farrell and Eric Jackson.

**ATTENDING:** Fiona Lees, Depute Chief Executive; John Hillis, Director of Housing; Barbara Haughan, Director of Support Services; Maureen Walker, Information and Advice Officer (Support Services); Bill Walkinshaw, Principal Administrative Officer; Anne Jackson, Principal Community Education Officer; Gwen Barker, Service Officer, Strategies and Information (Social Work); and Anne Fairbairn, Administrative Officer.

**APOLOGIES:** Councillors Jane Darnbrough, Kathleen Hall and Bob Beattie.

**CHAIR:** Councillor David Fulton, Chair.

**GOOD PRACTICE GUIDE (Item 2, Page 2625)**

1. There was submitted and noted a report dated 17 November 1997 (circulated) by the Director of Support Services advising the Sub-Committee of progress to date in regard to the compilation of a Good Practice Guide which would facilitate decision making at Local Committees and advising that following the conclusion of the present consultation process a final report would be made to the Sub-Committee on 20 January 1998.

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

**SUPPORT TO COMMUNITY COUNCILS**

2. There was submitted a report dated 20 November 1997 (circulated) by the Director of Support Services advising on Officer support to Community Councils, with particular reference to representatives on Local Committees.

It was agreed:-

- (i) to note that in respect of issues arising from correspondence received from Community Councils and the related responses from Service Departments, Local Members would be kept informed of appropriate Ward issues;
- (ii) to note that the Community Education Service will carry out a needs audit for Community Councils to ascertain the level and range of support required by Community Councils to allow them and their representatives to effectively participate in the local democratic process including, in particular, Local Committees;

- (iii) to note that the Director of Support Services would co-ordinate a report on a comprehensive programme of generic support to Community Councils would be submitted to the Policy and Resources Committee in due course;
- (iv) to note that the issues addressed within this report would also be discussed at a Community Council Bi-Annual meeting; and
- (v) to otherwise, note the content of the report.

#### **INFORMATION AND ADVICE PROVISION IN KILMARNOCK TOWN CENTRE**

3. There was submitted a joint report dated 19 November 1997 (circulated) by the Directors of Housing and Support Services reviewing the provision of Information and Advice facilities in Kilmarnock Town Centre and recommending improved alternative provision as a result of operational experience.

It was noted that a detailed report providing an Action Plan covering the development of the Information and Advice Services within East Ayrshire, which would incorporate promotional issues, would be submitted to a future Policy and Resources Committee.

It was agreed to recommend to the Policy and Resources Committee:-

- (i) the establishment of a pilot scheme to provide an Information and Advice point within the Civic Centre Complex (Property Services Public Counter);
- (ii) the operation of a Housing related Enquiry Service within the Collection Hall;
- (iii) the consequent transfer of 3 posts (2 staff) from Support Services to the Housing Department and a consequent budgetary adjustment; and
- (iv) that a report be submitted to a future meeting of this Sub-Committee on the outcome of the pilot scheme.

The meeting terminated at 1026 hours.