

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 29 JANUARY 1998 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors David Sneller, Eric Jackson, Irene Reeves, Douglas Reid, Wilma Doyle, Ronald Brailsford, Provost Robert Stirling, Councillors Jim O'Neill, Daniel Coffey, David Fulton, Kim Nicoll, George Turnbull, Eric Ross, Jim Kelly, Jimmy Boyd and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Des Tierney, Director of Commercial Operations; Gordon Clark, Director of Finance; Barbara Haughan, Director of Support Services; William McKenzie, Senior Depute Director of Commercial Operations; Alex McPhee, Senior Depute Director of Finance; Charles McIvor, Depute Director of Commercial Operations; Tom McHugh, Depute Director of Finance; Graham Haugh, Depute Director of Personnel Services; Roddy Wallace, Head of Administration; Malcolm Roulston, Head of Information Technology; Kate McVey, Head of Legal Services; John F Crawford, Head of Protective Services; Douglas Campbell, Head of Public Relations and Marketing; George Malone, Principal Engineer; Robin Baker, Senior Financial Accountant; Ian Gemmell, Welfare Rights and Money Advice Development Officer; and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Jane Darnbrough and Kathleen Hall.

CHAIR: Councillor Sneller, Chair.

SUB-COMMITTEE MINUTES

1. There were 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 IX of these Minutes.
 - 1.1 **APPEALS SUB-COMMITTEE OF 10 DECEMBER 1997** – Appendix I.
 - 1.2 **CHAIR'S SUB-COMMITTEE OF 15 DECEMBER 1997** – Appendix II.
 - 1.3 **CIVIC CEREMONIAL SUB-COMMITTEE OF 19 DECEMBER 1997** – Appendix III.
 - 1.4 **SPECIAL MEMBERS SERVICES SUB-COMMITTEE OF 8 JANUARY 1998** – Appendix IV.
 - 1.5 **PERSONNEL SUB-COMMITTEE OF 14 JANUARY 1998** – Appendix V.
 - 1.6 **CHAIR'S SUB-COMMITTEE OF 20 JANUARY 1998** – Appendix VI.
 - 1.7 **DECENTRALISATION SUB-COMMITTEE OF 20 JANUARY 1998** – Appendix VII.
 - 1.8 **FINANCE AND PROPERTY SUB-COMMITTEE OF 20 JANUARY 1998** – Appendix VIII.
 - 1.9 **PUBLICITY AND PUBLICATIONS SUB-COMMITTEE OF 20 JANUARY 1998** – Appendix IX.

**BUDGETARY CONTROL SUMMARY STATEMENTS
(POLICY AND RESOURCES) TO 7 NOVEMBER 1997 (PERIOD 8)**

2. There were submitted and noted the undernoted reports (circulated) by the Director of Finance which advised Members of the current budgetary control position and the projected out-turn for the year for the period ended 7 November 1997 (period 8), viz:-
- (a) **Policy and Resources (Support)** – Report dated 12 January 1998.
 - (b) **Policy and Resources (Central)** – Report dated 12 January 1998.
 - (c) **Policy and Resources (Urban Aid Projects)** – Report dated 12 January 1998.

CAPITAL ALLOCATIONS 1998/99 (Item 1, Page 1871)

3. There was submitted a report dated 22 January 1998 (circulated) by the Director of Finance on the Capital Consent notifications for General Services and Housing from the Scottish Office and the effect on the Council's Three Year Capital Plan for General Services.

It was agreed:

- (i) that the Director of Finance report on the updated Three Year Capital Programme for the 1998/99 – 2000/01 financial years to the next meeting of the Committee to be held on 12 March 1998; and
- (ii) otherwise note the contents of the report.

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

ANNUAL REPORT 1996/97 – SUMMARY POSITION

4. There was submitted a report dated 23 January 1998 (circulated) by the Director of Finance which apprised the Committee of the draft final out-turn position 1996/97 prior to finalisation of the Annual Report 1996/97.

It was noted that the Draft Final Out-turn surplus figure shown at paragraph 3.1 of the report should read £0.696m and not £0.698m.

It was indicated that the Director of Community Services would submit a report to a future Community Services Committee on the current position regarding the remedial work to be undertaken at the Reformers Monument at the Kay Park.

It was agreed to note the contents of the report.

**TREASURY MANAGEMENT – ANNUAL STRATEGY REPORT 1998/99
AND INTERIM REPORT 1997/98 (Item 4.7, Page 277)**

5. There was submitted and noted a report dated 22 January 1998 (circulated) by the Director of Finance which (i) advised the Committee of the assumptions being made in the compilation of the estimated debt charges for 1998/99 financial year; (ii) sought approval of the Annual Strategy Report 1998/99 in terms of the Council's Treasury Policy Statement; and (iii) reported on the performance of the current financial year.

CENTRE FOR SCOTTISH PUBLIC POLICY (Item 27, Page 1202)

6. There was submitted a report dated 15 December 1997 (circulated) by the Chief Executive on an invitation received from the Centre for Scottish Public Policy, formerly the John Wheatley Centre, which invited East Ayrshire Council to renew its affiliate membership.

It was agreed that the Council renew its corporate membership of the Centre for Scottish Public Policy at a cost of £250 (exclusive of VAT).

**LOCAL GOVERNMENT ACT 1992 – PERFORMANCE
INFORMATION DIRECTION 1997 (Item 8, Page 2607)**

7. There was submitted a report dated 12 January 1998 (circulated) by the Chief Executive which gave advice on the publication of the Accounts Commission 1997 Direction and which drew attention to the changes to indicators on which the Council would be required to report for the year ended 31 March 1999.

It was agreed:

- (i) to note the publication of the Accounts Commission Performance Information Direction 1997;
- (ii) to note the new publication date (by 30 September 1999);
- (iii) that the Chief Executive bring forward a report on the timetable for the production of indicators;
- (iv) to note the changes to indicators in respect of education and benefits administration and that the adequacy of recording systems would be tested via a rehearsal at 30 September 1998; and
- (v) otherwise to note the terms of the report.

ENERGY MANAGEMENT PROGRESS REPORT (Item 17, Page 2610)

8. There was submitted a report dated January 1998 (circulated) by the Director of Support Services which indicated the progress on the implementation of the Energy Management Policy.

It was agreed:

- (i) that the Education Department include provision in the 1998/99 budgets for funding in cases where 50% Energy Efficiency Grants were available; and
- (ii) to note the contents of the report.

**STATUS REPORT ON PROGRESS WITH INFORMATION TECHNOLOGY
RELATED YEAR 2000 ISSUES (Item 17, Page 2763)**

9. There was submitted a report dated 29 January 1998 (circulated) by the Director of Support Services which provided an update progress report on work being undertaken to address the potential effect the change of Millennium may have on the Council's IT systems.

It was agreed:

- (i) to approve the provision of £50,000 in each year of the 1998/99 and 1999/2000 Capital Programmes to address the requirements mentioned in the report; and
- (ii) note the information contained in the report.

AWARDING OF TENDERS

10. There was submitted and noted a report dated 13 January 1998 (circulated) by the Director of Support Services which provided for information details of tenders which had been awarded as follows:-

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Proposed Local Office at Patna Library, Patna	James Faulds & Sons (Maybole) Ltd, Maybole	£39,226.85
Proposed Local Office at Greenholm Street, Kilmarnock	CT&CF, Lugton	£16,205.14
Electrical rewiring and fire alarm installation at Civic Centre, John Dickie Street, Kilmarnock	T Brown & Son (Ayr) Ltd, Ayr	£75,601.44

It was also noted that the Director of Commercial Operations would submit a report to a future meeting of the Commercial Operations Committee on the work progress on contracts being carried out by his Department.

ENVIRONMENTAL STRATEGY – ACTION PLAN

11. There was submitted a report dated 22 January 1998 (circulated) by the Director of Community Services on action taken to implement and review the Council's Environmental Strategy.

It was agreed:

- (i) to approve the Action Plan shown attached to the report;
- (ii) that the Director of Community Services submit a report in approximately one year's time on progress in meeting the objectives of the Strategy and detailing evidence of progress made since the present review was carried out;
- (iii) that the Director of Development Services submit a report to a future Development Services Committee giving an update on progress made with the review of traffic circulation in Kilmarnock Town Centre; and
- (iv) otherwise to note the report.

MEMBER/OFFICER WORKING GROUP ON INFORMATION AND ADVICE SERVICES (Item 13.2, Page 2762)

12. There was submitted a report dated 23 January 1998 (circulated) by the Member/Officer Working Group on Information and Advice Services which gave details on the conclusions and recommendations of the Group.

It was agreed:

- (i) to the consolidation of an improved and extended independent voluntary sector Information and Advice Service incorporating the expertise from the various projects under the auspices of Citizens Advice Bureau and the provision of suitable accommodation in Kilmarnock;
- (ii) to the provision of a centre in Cumnock;
- (iii) that (i) and (ii) above include the provision for suitable outreach work;
- (iv) to remit to the Working Group to develop a proposed partnership agreement with Citizens Advice Bureau and report to the Policy and Resources Committee at its special meeting held on 20 February 1998;
- (v) that the Head of Property Services continue discussion with the Citizens Advice Bureau to secure suitable premises and report to the Working Group;
- (vi) that the funding of the Stewarton Community Information Project be discontinued;
- (vii) that the funding of the Kilmarnock and Loudoun Unemployed Workers Resource and Education Centre be discontinued;
- (viii) that the staffing implications of the above agreements be considered as shown at item 14 of the Agenda;
- (ix) that further investigation be carried out on the Cumnock and Doon Valley Youth Information Project model to ascertain the benefits of an East Ayrshire wide model;
- (x) that further investigation be carried out of external funding opportunities to assist Information and Advice provision;
- (xi) that the Director of Support Services inform the organisations involved of the decisions of this Committee; and
- (xii) to request East Ayrshire Employment Initiative to consider the provision of a support network for the unemployed of East Ayrshire throughout East Ayrshire.

EXCLUSION OF PRESS AND PUBLIC

- 13.** The Committee resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, that 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.

MEMBER/OFFICER WORKING GROUP ON INFORMATION AND ADVICE SERVICES (Item 13.2, Page 2762) (PARA 9)

- 14.** There was submitted a report dated January 1998 (circulated) by the Director of Personnel Services on the up-to-date staffing position regarding Kilmarnock and Loudoun Unemployed Workers Resource and Education Centre and Stewarton Community Information and Advice Project.

It was agreed:

- (i) that the Director of Personnel Services liaise, as necessary, with the Kilmarnock and Loudoun Unemployed Workers Resource and Education

Centre and the Citizens Advice Bureau Service regarding the appointment of staff to the new expanded service;

- (ii) that the Director of Personnel Services liaise with the Director of Social Work regarding the appointment of staff from Stewarton Community Information Advice Project to the Department of Social Work with appropriate Trade Union consultation; and
- (iii) to offer, to any employees who may be made redundant from the above projects, the opportunity to access the Council's internal vacancy list.

**COMMERCIAL OPERATIONS DEPARTMENT –
TASK UNIT (Item 4, Page 2839) (PARA 6)**

- 15.** There was submitted a report dated 23 January 1998 (circulated) by the Director of Finance which appraised Members of the interim findings and recommendations of the Task Unit which had been requested to review the financial procedures within the Commercial Operations Department.

It was agreed:

- (i) that the content and recommendations contained within Appendix I of the report be approved; and
- (ii) otherwise to note the content of the report.

The meeting terminated at 1123 hrs.