

**EAST AYRSHIRE COUNCIL****POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 4 FEBRUARY 1999 AT 1000 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors David Sneller, Irene Reeves, Jim O'Neill, Kathleen Hall, Ann Hay, Daniel Coffey, Robert McDill, Eric Ross, Jim Kelly, Jimmy Boyd, John Smith, Tommy Farrell and Eric Jackson.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Alex McPhee, Director of Finance; Iain McLachlan, Director of Personnel Services; Douglas Bulloch, Director of Social Work; Barbara Haughan, Director of Support Services; Sue Blake, Depute Director of Education; Kate McVey, Solicitor to Council; Tom Wilkie, Head of Contracting and Technical Services; Helen Dick, Head of Performance; Douglas Campbell, Head of Public Relations and Marketing; Gwen Barker, Service Officer, Social Work Department and Julie Armstrong, Senior Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre and Douglas Reid, Provost Robert Stirling and Councillor David Fulton.

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

**CHAIR'S REMARKS**

1. The Chair referred to the recent death of Mick McGahey, former president of the NUM in Scotland and the contribution he had made to the Coal Industry. These sentiments were echoed by Councillor Coffey. The Chair also informed the Committee that Councillor Kelly would be attending the funeral as the Council's representative.

**SUB-COMMITTEE MINUTES**

2. There were submitted and approved both as correct records and in respect of any recommendations contained therein the undernoted Sub-Committee Minutes as contained in Appendices I to IX of these Minutes.
  - 2.1 **CHAIR'S SUB-COMMITTEE OF 30 NOVEMBER 1998** - Appendix I
  - 2.2 **APPEALS SUB-COMMITTEE OF 9 DECEMBER 1998** - Appendix II
  - 2.3 **CHAIR'S SUB-COMMITTEE OF 21 DECEMBER 1998** - Appendix III
  - 2.4 **QUEEN'S DRIVE, KILMARNOCK AD HOC SUB-COMMITTEE OF 21 DECEMBER 1998** - Appendix IV
  - 2.5 **RECRUITMENT SUB-COMMITTEE OF 7 JANUARY 1999** - Appendix V
  - 2.6 **BEST VALUE SUB-COMMITTEE OF 14 JANUARY 1999** - Appendix VI
  - 2.7 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 19 JANUARY 1999** - Appendix VII
  - 2.8 **RECRUITMENT SUB-COMMITTEE OF 28 JANUARY 1999** - Appendix VIII

It was agreed that at paragraph 6 the word "anonymously" be deleted from the Minute.

## **2.9 DECENTRALISATION SUB-COMMITTEE OF 29 JANUARY 1999 - Appendix IX**

### **REPORTS OF BUDGET MONITORING GROUP**

3. There were submitted and noted reports (circulated) of the following meetings, viz:-

#### **3.1 BUDGET MONITORING GROUP OF 8 DECEMBER 1998**

It was noted that the Director of Finance had put in place a system for actioning the decisions taken at the Budget Monitoring Groups.

#### **3.2 BUDGET MONITORING GROUP OF 7 JANUARY 1999**

### **BUDGETARY CONTROL SUMMARY STATEMENTS TO 1 JANUARY 1999 (PERIOD 10)**

4. There were submitted and noted the undernoted reports (circulated) on the current budgetary control position and the projected out-turn for the period ended 1 January 1999 (Period 10), viz:-

4.1 **POLICY AND RESOURCES (CENTRAL)** - Report by the Director of Finance dated 25 January 1999.

4.2 **POLICY AND RESOURCES (SUPPORT)** - Joint report by the Directors of Finance and of Support Services dated 25 January 1999.

It was agreed that the Director of Support Services would provide Councillor Coffey with information regarding the recharges for property costs.

4.3 **POLICY AND RESOURCES (URBAN AID PROJECTS)** - Report by the Director of Finance dated 19 January 1999.

### **BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES REVENUE ACCOUNT TO 31 DECEMBER 1998 (PERIOD 10)**

5. There was submitted and noted a report dated 26 January 1999 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 31 December 1998 (Period 10).

### **BUDGETARY CONTROL SUMMARY STATEMENT - HOUSING REVENUE ACCOUNT TO 1 JANUARY 1999 (PERIOD 10)**

6. There was submitted and noted a joint report dated 27 January 1999 (circulated) by the Directors of Finance and of Housing on the current budgetary control position and the projected out-turn for the year for the Housing Revenue Account to 1 January 1999 (Period 10).

### **STATISTICAL INFORMATION ON REVENUE COLLECTION**

7. There was submitted and noted a report dated 27 January 1999 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 1 January 1999.

### **TREASURY MANAGEMENT - ANNUAL STRATEGY REPORT 1998/99**

8. There was submitted and noted a report dated 18 January 1999 (circulated) by the Director of Finance which (i) advised on the performance of the Consolidated Loans Fund (CLF) for the financial year 1997/98; (ii) reported on the interim results in relation to the current financial year and advised on assumptions that had been made in the compilation of the estimated debt charges for the financial year 1999/2000; and (iii) sought approval of the Annual Strategy Report 1999/2000 in terms of the Council's Treasury Policy Statement.

### **INSURANCE ANNUAL REPORT 1997/98**

9. There was submitted and noted a report dated 27 January 1999 (circulated) by the Director of Finance which advised on insurance matters during the 1997/98 financial year.

### **CO-ORDINATION OF ASSET REGISTERS**

10. There was submitted a report dated 25 January 1999 (circulated) by the Director of Finance which proposed the allocation of responsibility for co-ordination of the Council's Asset Register to the Director of Finance.

It was agreed:-

- (i) that the Director of Finance be responsible for the co-ordination of the Council's Asset Register, for defining the nature and content of the various registers and to monitor procedures;
- (ii) that responsibility for compiling and maintaining various asset registers be as follows:-

<b><u>Asset Type</u></b>	<b><u>Responsible Director</u></b>
Information Technology	Director of Corporate Services
Housing Properties	Director of Housing and Technical Services
Non-Housing Properties	Director of Development Services
Land	Director of Development Services
Vehicles	All Directors
Departmental Operational Equipment	All Directors

- (iii) otherwise, to note the contents of the report.

### **STATUTORY PERFORMANCE INDICATORS 1999/2000 - DIRECTION 1998**

11. There was submitted and noted a report dated 20 January 1999 (circulated) by the Chief Executive on the publication of the Local Government Act 1992, the Publication of Information (Standards of Performance) Direction 1998 by the Accounts Commission.

### **PERFORMANCE PLANS FOR SERVICE DEPARTMENTS**

12. There was submitted a report dated 20 January 1999 (circulated) by the Chief Executive which provided an executive summary of Performance Plans submitted by all Services of the Council to the appropriate Committees.

It was agreed to note the submission of departmental Performance Plans for Service Departments as detailed in paragraph 3.1 of the report.

### **ETHNIC MINORITIES GRANTS SCHEME**

13. There was submitted a report dated 19 January 1999 (circulated) by the Chief Executive which requested agreement that the Chief Executive write to the Scottish Office regarding the Ethnic Minorities Grant Scheme.

It was agreed:-

- (i) that the Chief Executive write to the Scottish Office indicating that within the Ethnic Minorities Grant Scheme more funding should be available and that particular consideration of the needs of minority ethnic groups outwith cities should be given;
- (ii) that a copy of the Chief Executive's response be forwarded to Local Members of Parliament for information; and
- (iii) otherwise, to note the contents of the report.

### **AWARDING OF TENDERS**

14. There was submitted a report dated 25 January 1999 (circulated) by the Director of Support Services which provided information on the lowest satisfactory tenders which had been awarded as follows, viz:-

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Electrical Rewiring, Council Offices, Lugar 1998/99 Programme	T Brown & Son (Ayr) Ltd, Ayr	£21,599.32
Supply and Delivery of Four Door Saloon Car	Arnold Clark Automobiles Ltd, Kilmarnock	£20,930.74

### **CITIZENS ADVICE BUREAU - MANAGEMENT STRUCTURE (Item 9, Page 3449)**

15. There was submitted a report dated 18 January 1999 (circulated) by the Director of Support Services to (i) report the outcome of the decision of the Management Committee of the Kilmarnock Citizens Advice Bureau regarding the establishment of the East Ayrshire Citizens Advice Bureau; (ii) to inform the Committee of the options regarding Elected Member representation on the East Ayrshire Citizens Advice Bureau Board of Directors; and (iii) update the Committee on the progress of the Concordat between East Ayrshire Council the Citizens Advice Bureau.

Having noted that at paragraph 4 the reference to Appendix 1 should be deleted and that the reference in Paragraph 5 to Kilmarnock Citizens Advice Bureau should read Citizen's Advice Bureau, it was agreed:-

- (i) to note the decision of the Kilmarnock Citizens Advice Bureau regarding the composition of the Management Committee/Board for East Ayrshire Council Citizens Advice Bureau;
- (ii) that Elected Members become Local Authority representatives participating in Board meetings in an advisory capacity but without voting rights;

- (iii) to remit to Council the appointment of three Members (2 from the Administration, 1 from the Opposition) as representatives;
- (iv) that the Director of Support Services implement a re-assessment of the partnership agreement between East Ayrshire Council and East Ayrshire Citizens Advice Bureau; and
- (v) that the Director of Support Services inform East Ayrshire Citizens Advice Bureau of East Ayrshire Council's decision regarding Elected Member representation on the Board of Management.

#### **APPOINTEE TO THE CHILDREN'S PANEL ADVISORY COMMITTEE**

16. There was submitted a report dated 27 January 1999 (circulated) by the Director of Support Services which sought approval regarding a Council appointee to the Children's Panel Advisory Committee.

It was agreed to recommend to Council to appoint Susan Paton, 30 Ballochmyle Quadrant, Catrine to the Children's Panel Advisory Committee.

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#### **HEADLINES (Item 3, Page 2953)**

17. There was submitted a report (circulated) by the Head of Public Relations and Marketing which sought approval for the production of a further edition of Headlines for distribution in March 1999.

It was agreed to approve the publication of a further edition of Headlines magazine in March 1999 as detailed within the report.

#### **SOCIAL INCLUSION PARTNERSHIP (SIP) - PROGRAMME (Item 12, Page 4029)**

18. There was submitted a report dated 25 January 1999 (circulated) by the Chief Executive on the content of the Social Inclusion Partnership bid submitted to the Scottish Office on 15 January 1999 and advised of the necessary actions required to implement a Social Inclusion Programme throughout the Authority.

It was noted that Members and Directors had received a copy of the submission document which had been issued separately.

It was agreed:-

- (i) to note the contents of the Social Inclusion Partnership Bid submitted to the Scottish Office on 15 January 1999;
- (ii) to the establishment of a Strategic Partnership Group;
- (iii) to the proposals to establish local area Social Inclusion Partnerships as detailed in Sections 4.6 and 5.2 of the report; and
- (iv) that the Chief Executive bring forward reports on the development of the Social Inclusion Programme to future Policy and Resources Committees.

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

**BUILDING MAINTENANCE CONTRACTS (PARA 6) (Item 3, Page 3955)**

20. There was submitted a report dated 28 January 1999 (circulated) by the Director of Support Services which advised Members of the key stages in respect of the tendering procedure for those areas of building maintenance work which were to be subjected to competition without an in-house bid.

It was agreed:-

- (i) to approve the key tendering stages as outlined in paragraphs 3, 4 and 5 of the report namely Tender Conditions, Selection of Tenderers and Tender Evaluation; and
- (ii) otherwise, to note the contents of the report.

**REVIEW OF DEPARTMENTAL STRUCTURES -  
UPDATE (PARA 1) (Item 4, page 4065)**

21. There was submitted a report dated 28 January 1999 (circulated) by the Chief Executive which updated the Committee on the implementation of the approved restructuring of certain Council services and departments and which proposed certain minor amendments to the approved interim establishment of the Building and Works DLO and also a revised structure for the Directorate of the Finance Department.

It was noted that at paragraph 4 the word "deductions" at the heading should be substituted for the word "reductions".

It was agreed:-

- (i) to note the updated position in respect of the implementation arrangements for the revised structures;
- (ii) to approve the re-grading and re-designation of four Clerical Assistants (GS1/2) to Senior Clerical Assistants (GS3) in the interim structure for the Building and Works DLO;
- (iii) to note that a report on the detailed staffing implications arising from the proposed reorganisation of the Social Work Department would be submitted to an early meeting of this Committee;
- (iv) that 1 April 1999 be adopted as the base date for implementation of revised contracts of employment for employees appointed to posts on a lower grade than that currently enjoyed subject to the individual employees being covered by the Council's redundancy and redeployment policy and previously approved; and
- (v) that the existing posts of Senior Depute Director of Finance and Depute Director of Finance be deleted from the establishment and replaced by posts of Head of Accounting Services and Head of Exchequer Services each graded in accordance with the Chief Officers Grading Scheme at £45,024.

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

The meeting terminated at 1105 hours.