

## **EAST AYRSHIRE COUNCIL**

### **POLICY AND RESOURCES COMMITTEE**

**Minute of meeting held on Wednesday 31 May 1995 at 10am  
in the Council Chambers, Civic Centre, Kilmarnock**

- PRESENT:** Councillors David Sneller (Chair), James Boyd, Daniel Coffey, Wilma Doyle Tom Farrell, Andrew McIntyre, Kim Nicoll, James O'Neill, Irene Reeves, Douglas Reid and Robert Taylor.
- ATTENDING:** D Montgomery, Chief Executive; C Johnston, Interim Finance Officer; D McVicar, A M Carr and A Fairbairn, Chief Executive's Department.
- APOLOGIES:** Councillor Robert Stirling.

#### **1. QUORUM**

The members unanimously agreed that the quorum for the meeting be four members.

#### **2. TERMS OF REFERENCE**

There was submitted a report (issued) by the Chief Executive outlining the Terms of Reference for the Policy and Resources Committee. Following discussion and having heard Mr Montgomery report on the need to include issues relating to the appointment of Senior Officers, the Terms of Reference were agreed as shown in Appendix 2 to this Minute.

#### **3. PERSONNEL POSITION**

There was submitted a report (issued) by the Chief Executive outlining the current personnel position. In explanation of the report, Mr Montgomery outlined the level of support staff seconded from Strathclyde Regional Council and Kilmarnock and Loudoun District Council and also reported that further secondees were expected from Cumnock and Doon Valley District Council. He further indicated that as the Council gathers momentum the need for policy development will become greater, therefore additional secondments will be required. It was noted that proposals were being developed to appoint a core cadre of support staff to the Authority on a permanent basis, with a target of late summer for the process of advertising and appointment being completed; and a paper outlining the proposals would be brought to the next meeting

In summarising the report Mr Montgomery indicated that:

- (a) the Interim Clerk had now stepped down;
- (b) the transfer of most staff should be straightforward and a draft Transfer Order is expected to be received by the end of June;
- (c) the first phase of senior posts have been advertised, the closing date being 30 May 1995; and
- (d) the short-leeting process for 'c' above will begin from 5 June 1995 with a view to appointments being made before the end of the month.

#### **4. PROGRAMME FOR PARTNERSHIP**

There was submitted a letter (issued) from The Scottish Office in conjunction with the consultation paper on the implementation arrangements for the Urban programme.

After discussion, it was agreed that the Chief Executive would prepare a briefing paper for the next Policy and Resources Committee meeting, to include:

- (a) an explanation of how enumeration districts are drawn up in relation to the urban programme;
- (b) a response to The Scottish Office raising the essential nature of the inclusion of deprived rural areas with populations under 5,000, from an East Ayrshire perspective; and
- (c) an action plan for the Authority to respond to The Scottish Office in respect of bids for 1996/97.

#### **5(i) EXTENSION OF COMPULSORY COMPETITIVE TENDERING TO INFORMATION TECHNOLOGY, FINANCE AND PERSONNEL SERVICES**

There was submitted a letter (issued) by The Scottish Office outlining Ministers' final discussion on the extension of CCT to information technology, finance and personnel services.

After discussion and having heard Mr Montgomery draw attention to the limited changes made as a result of the consultation to the timetable for contracts for the aforementioned services requiring to be let between 1 April 1998 and 1 April 1999 it was agreed to note the contents of the letter.

#### **5(ii) EXTENSION OF COMPULSORY COMPETITIVE TENDERING TO PROFESSIONAL SERVICES AND JOINT ARRANGEMENTS**

There was submitted a letter (issued) from The Scottish Office in conjunction with the consultation paper on the joint provision of local authority services. The letter outlined a number of recent decisions by the Government relating to the above and indicated that responses to the consultation paper on CCT as it was to relate to joint arrangements should be submitted by 26 June 1995.

Having heard members' concerns and noting that timescales would not allow a draft response to be considered at the next Policy and Resources Committee meeting, it was agreed to:

- (a) request the Chief Executive to seek legal advice from existing Councils; and
- (b) delegate responsibility for the construction of the response to the Chief Executive in conjunction with the Chair of the Committee.

#### **6. MODEL STRUCTURES FOR EAST AYRSHIRE COUNCIL**

There was submitted the report (issued) produced by the East Ayrshire Joint Advisory Committee (in conjunction with appendices on existing Council Committee structures, for information only) outlining three options for consideration.

Having heard the Chair in explanation of each option and in response to members' questions it was agreed, against the background of the generally expressed members' preference for the third option:

- (a) to request the Chief Executive to seek the views of appropriate officers on where Leisure and Recreation might best be placed within Committee structures;
- (b) to note that the establishment of Sub-Committees will be a matter for main Committees to propose;
- (c) to note that a forthcoming report on local committees from the Decentralisation Sub-Committee will be an integral part of discussion;
- (d) to note that a full scale first public consultation exercise on the Council's future operations, involving meetings in local areas across East Ayrshire, would be initiated and completed during the month of June; and
- (e) to request that the Chief Executive prepare papers setting out proposals for Committee and associated management structures for submission to the next Policy and Resources Committee meeting.

#### **7(i) FINANCE - GRANT AIDED EXPENDITURE**

There was submitted a report (tabled) by the Interim Finance Officer outlining current expenditure up to 25 May 1995. After hearing Mr Johnston in explanation, including his highlighting of the timetable for the 1996/97 budget preparations, it was agreed to:

- (a) consider convening a special Policy and Resources Committee meeting relating to the 1996/97 budget preparation if this proved necessary in relation to timescales; and
- (b) otherwise note the contents of the report.

#### **7(ii) DELEGATION OF POWERS TO CHIEF EXECUTIVE**

There was submitted report (tabled) by the Interim Finance Officer proposing delegated powers to the Chief Executive (detailed at Appendix 2 to this Minute). After hearing Mr Johnston and Mr Montgomery in explanation it was agreed that the powers be so delegated.

### **8. ACCOMMODATION**

There was submitted a report (issued) by the Chief Executive outlining progress in relation to accommodation.

Having heard Mr Montgomery in explanation of the report indicating that the first phase of accommodation will be ready by the following week, it was agreed to note the contents of the report.

### **9. SECTION 55 OF THE LOCAL GOVERNMENT ETC (SCOTLAND) ACT 1994**

There was submitted a letter (issued) from The Scottish Office inviting comments on the date or dates which the Secretary of State should designate for the purposes of Section 55 of the 1994 Act.

After discussion it was agreed that comments reflecting the discussion, in which the proposals were considered acceptable to the Authority, would be sent to The Scottish Office by the due date of 16 June 1995.

**APPENDIX 1****EAST AYRSHIRE COUNCIL****POLICY AND RESOURCES COMMITTEE****Terms of Reference**

1. To determine any matters upon which a decision is required prior to the next meeting of the Council including:
  - (a) Initial arrangements for Council accommodation and for facilities to assist Members in carrying out their duties;
  - (b) approval of terms of appointment of Interim Clerk, Interim Finance Officer, any designated support staff and issues relating to the appointment of senior officers;
  - (c) approval of any necessary expenditure associated with the start-up activities of the Council; and
  - (d) any other matters of urgency.
2. To give preliminary consideration to the report of the East Ayrshire Joint Advisory Committee, and to make recommendations thereon;
3. To consider an interim Committee structure, and to report with recommendations thereon to the next meeting of the Council;
4. To consider and report upon a programme of information and training for Members of the Council, with powers to call in the meantime any seminars etc for Members which the Council considers to be appropriate; and
5. To consider finance and urgent personnel issues (excluding recruitment) and CoSLA matters.

**APPENDIX 2**

**EAST AYRSHIRE COUNCIL**

**DELEGATION OF POWERS TO CHIEF EXECUTIVE**

1. To make appropriate arrangements with Cumnock and Doon and Kilmarnock and Loudoun District Councils and Strathclyde Regional Council for the supply of such staff, premises and services as are needed for the operations of the East Ayrshire Council, and to authorise the reimbursement of the relevant costs by the East Ayrshire Council.
2. In consultation with the Convener and Leader of the Council, to authorise such payments to seconded staff as may be recommended by CoSLA or may otherwise be deemed appropriate.
3. To authorise other expenditure not exceeding £5,000 for any single item or purpose which is required for the operations of the East Ayrshire Council.

C Johnston  
Interim Finance Officer