

**APPENDIX 7****EAST AYRSHIRE COUNCIL****DECENTRALISATION SUB-COMMITTEE OF THE  
POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 4 JUNE 1996 AT 1000 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors David Fulton, Drew McIntyre, Wilma Doyle, Jane Darnbrough, Kathleen Hall, Robert Beattie, Kim Nicoll, David Sneller, Tommy Farrell and Eric Jackson.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Chris McAleavey, Senior Depute Director of Housing (Operations); Roddy Wallace, Head of Administration; Robert McLeary, Head of Property; Douglas Campbell, Head of Public Relations and Marketing; Ken Hathaway, Principal Client Services Officer (Contracting and Technical Services); Donald McVicar, Senior Administrative Officer; Maureen Walker, Information and Advice Co-ordinator; Anna Gallagher, Solicitor; and Stuart Nelson, Administrative Officer.

**APOLOGY:** Councillor Ronald Brailsford.

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

**COMMUNITY INVOLVEMENT IN THE LOCAL COMMITTEE PROCESS -  
UPDATE REPORT**

1. There was submitted a report dated 29 May 1996 (circulated) by the Chief Executive on the latest decisions taken by the Doon Valley and Kilmarnock Central Local Committees in respect of community involvement and providing details of the opportunities for involvement of Trade Unions, Trades Councils and School Boards and highlighting the potential for development in respect of Local Committees and Forums.

It was agreed to note:

- (i) the position relating to community membership of the Kilmarnock Central and Doon Valley Local Committees; and
- (ii) otherwise, the contents of the report.

**PROVISION OF INFORMATION AND ADVICE SERVICES  
CONSULTATION PANELS****2.1 ARRANGEMENTS FOR VISITS**

There was submitted a report dated 31 May 1996 (circulated) by the Chief Executive outlining the arrangements for Consultation Panels to visit, and examine how information and advice services might best be delivered in, those communities where there was not currently a local Council office.

It was agreed:

- (i) to remit to the officials concerned to consult with Councillors Doyle, Beattie and Nicoll in order that arrangements might be made for the meeting of their Consultation Panel to take place on an alternative date to that indicated in the report which would be suitable to all of the Members concerned, or, otherwise on a date on which a majority of the Members concerned could be present; and
- (ii) otherwise, to note the contents of the report.

## **2.2 AUCHINLECK PANEL**

There was submitted a report (circulated) by the Chief Executive outlining the findings of the Consultation Panel which undertook a visit to Auchinleck to consider possible alternatives to the existing local office facility.

Having heard the comments of the Head of Property and of the Principal Client Services Officer (Contracting and Technical Services) who provided further information on alternative premises being examined for possible use as future local office accommodation in Auchinleck, it was agreed:

- (i) to note the findings of the Consultation Panel arising from the visit which took place on 21 May 1996; and
- (ii) to recommend that it be remitted to the Heads of Property and of Contracting and Technical Services to prepare for submission to the next meeting, in order to enable the Sub-Committee to consider how to proceed in this matter, a report providing a detailed assessment of the likely costs associated with, and the suitability of, each of the alternative locations identified for possible future use as local office accommodation in Auchinleck.

## **LOCAL COMMITTEES - FORWARD PLANNING**

- 3. There was submitted a report dated 29 May 1996 (circulated) by the Chief Executive on arrangements for the final forward planning programme in respect of the agenda and timescales of Local Committee meetings.

It was agreed to recommend:

- (i) that the following matters be included within the remit of Local Committees:
  - (a) responsibility for street naming and for recommending to the appropriate Service Committee names for new establishments;
  - (b) consultation regarding revision of the Community Council Scheme; and
  - (c) commenting on the level and range of Departmental services delivered from local offices.
- (ii) that the forward planning programme for the Local Committees for 1996/97 detailed in the report, be approved and remitted for information to each Local Committee, subject to inclusion within Cycle No 2 of a Pre-Fives (Position Statement for Local Area).

## **MONITORING AND EVALUATION OF**

### **PRELIMINARY DECENTRALISATION SCHEME**

4. There was submitted a report dated 29 May 1996 (circulated) by the Chief Executive outlining the monitoring and evaluation systems to be used for the preliminary Decentralisation Scheme.

It was agreed to recommend:

- (i) that Local Office monitoring be undertaken as detailed in the report;
- (ii) that further public consultation, involving respondents to the Community First survey carried out in December 1995 be undertaken, as detailed within the report;
- (iii) that a further sample survey of those individuals who did not respond to the initial Community First survey be undertaken;
- (iv) that monitoring and evaluation of community involvement in Local Committees be undertaken by the University of Glasgow at a cost of £2,000 as detailed in the report; and
- (v) that reports on the outcome of the monitoring and evaluation exercises referred to in (i) to (iv) above be submitted to future meetings of this Sub-Committee for consideration.

### **TRANSPORT/TRAVELLING EXPENSES FOR COMMUNITY REPRESENTATIVES ON LOCAL COMMITTEES**

5. There was submitted a report dated 22 May 1996 (circulated) by the Director of Support Services outlining the issues raised in relation to transport/travelling expenses for community representatives on Local Committees.

It was agreed to continue consideration of this matter to the next meeting in order to allow an analysis of estimated financial expenditure to be prepared based on the following rates:

- (i) car users both at 25p per mile and at 42.7p per mile (upper limit for vehicles over 1199cc); and
- (ii) recognised public transport rates.

### **COMMUNICATING COUNCIL DECISIONS TO THE COMMUNITY**

6. There was submitted a report dated 24 May 1996 (circulated) by the Director of Support Services on the arrangements which would be made to communicate Central and Local Committee decisions to local Council offices and community representatives.

It was agreed to recommend that a Committee decision summary system for local office staff and community representatives on Local Committees be established as detailed in the report, which would involve a one paragraph summary of all Council decisions being prepared in bulletin format and issued to local office staff and community representatives within, if possible, three working days, together with a contact name for further information.

Councillor David Sneller left the meeting during consideration of this item.

**LOCAL OFFICE PROVISION**

7. There was submitted a report dated 22 May 1996 (circulated) by the Director of Support Services outlining the current position regarding local offices and indicating the standard provision required and services currently provided for each local office.

It was agreed to note the progress made to date on local office provision, and that a further report on this matter would be submitted to a future meeting.

**FIRST ROUND OF COMMUNITY FORUMS**

8. There was submitted a report dated 31 May 1996 (circulated) by the Chief Executive advising of the outcome of the first round of Community Forum meetings held in each of the Local Committee areas.

It was agreed:

- (i) to note the assessment of the first round of Community Forum meetings;
- (ii) to note that a report on each of the Community Forum meetings would be submitted to the respective Local Committees;
- (iii) to recommend to the Policy and Resources Committee that the "Council item" for the next three rounds of Community Forum meetings be, respectively, the Council's Environmental Strategy; the Council's Social Strategy; and the Council's budget proposals for 1997/98; and
- (iv) otherwise to note the terms of the report.

**DECENTRALISATION: TIMETABLE AND AGENDA**

9. There was submitted and noted a report dated 24 May 1996 (circulated) by the Chief Executive outlining the Agenda timetable relative to the preliminary Decentralisation Scheme up to April 1997.

Councillor Robert Beattie left the meeting during consideration of this item.

The meeting terminated at 1105 hrs.