

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 9 JUNE 1999 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Stephanie Young, Daniel Coffey, John Weir, David Macrae, Harry Wilson, Alan Campbell, Jane Darnbrough, John Knapp, Finlay MacLean, Robert McDill, Eric Jackson, Jimmy Kelly, Tommy Farrell, Provost Jimmy Boyd and Councillors Eric Ross, Elaine Dinwoodie and Robert Taylor.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services; Barbara Haughan, Director of Corporate Services; Stephen Chorley, Director of Development Services; John Mulgrew, Director of Education; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Alan McDougall, Depute Director of Social Work; Kate McVey, Solicitor to Council; Roddy Wallace, Head of Administration; Malcolm Roulston; Head of Information Technology; Helen Dick, Head of Performance; Douglas Campbell, Head of Public Relations and Marketing; and Julie Armstrong, Senior Administrative Officer.

APOLOGY: Councillor Douglas Reid.

CHAIR: Councillor Drew McIntyre, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved both as correct records and in respect of any recommendations contained therein the undernoted Sub-Committee Minutes as contained within Appendices I to III of these Minutes.
 - 1.1 **RECRUITMENT SUB-COMMITTEE OF 24 MAY 1999** - Appendix I.
 - 1.2 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 25 MAY 1999** - Appendix II.
 - 1.3 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 26 MAY 1999** - Appendix III.

**APPOINTMENT TO SERVE AS CHAIRS ON THE APPEALS SUB-COMMITTEE
OF THE POLICY AND RESOURCES COMMITTEE**

2. There was submitted a report dated 1 June 1999 (circulated) by the Director of Corporate Services to nominate two members of the Policy and Resources Committee to serve as potential Chairs on the Appeals Sub-Committee.

It was agreed:

- (i) that Provost Boyd be nominated to serve as a potential Chair; and
- (ii) that the nomination for the other member be submitted to the Council meeting to be held on 29 June 1999.

APPOINTMENT OF TREASURY MANAGEMENT ADVISORS

3. There was submitted a report dated 1 June 1999 (circulated) by the Director of Finance which sought approval of Members for the appointment of Treasury Advisors to advise the Director of Finance in respect of debt rescheduling and other specific matters pertaining to the overall operation of the consolidated loans fund.

It was agreed:

- (i) to appoint Butlers as Treasury Management Advisors at an annual cost of £11,500 for an initial period of three years;
- (ii) that the Director of Finance circulate background information on Butlers to Members; and
- (iii) otherwise to note the contents of the report.

CAPITAL PROGRAMME 1999/2000

4.1 GENERAL SERVICES CAPITAL PROGRAMME 1999/2000

There was submitted a report dated 1 June 1999 (circulated) by the Director of Finance which advised Members of the proposed capital allocations to each Service Committee and which sought approval of the detailed Corporate Services Capital Programme for the financial year 1999/2000.

It was agreed:

- (i) to recommend to Council the capital allocations to Services as follows:

Service	£,000
Council Priorities	
"Vision" Information Project	150
Asbestos H&S Programme	50
*Education	2,850
Social Work	400
Development Services	
Departmental Projects	1,420
Office Accommodation	175
Community Services	300
Housing - General Fund	
Improvement Grants	275
Corporate Services	
Information Technology	520
TOTAL	6,140
TOTAL FUNDING AVAILABLE	5,894
OVER/(UNDER) COMMITMENT	246

*This includes a specific grant of £646,000 for New Deals for schools.

- (ii) that Directors submit detailed Capital Programmes to their Service Committee for the utilisation of their capital allocation; and
- (iii) otherwise to note the contents of the report.

4.2 INFORMATION TECHNOLOGY CAPITAL EXPENDITURE PROGRAMME 1999/2000

There was submitted a report dated 1 June 1999 (circulated) by the Director of Corporate Services to propose the IT Capital Expenditure Programme for 1999/2000.

It was agreed to approve the proposed IT Capital Expenditure Programme 1999/2000 as detailed in the report.

4.3 OFFICE ACCOMMODATION

There was submitted a report dated 3 June 1999 (circulated) by the Chief Executive which recommended approval for capital expenditure on key office accommodation projects.

It was agreed:

- (i) to the refurbishment of the second floor of 2 The Cross at a cost of up to £80,000;
- (ii) to general refurbishment works at the Civic Centre South at a cost of up to £10,000;
- (iii) to the installation of LAN facilities on the second floor of 2 The Cross at a cost of up to £10,000;
- (iv) to the complete provision of LAN facilities at Civic Centre South and related wiring at a cost of up to £12,000; and
- (v) to the relocation of the Legal archives and library to London Road Headquarters subject to appraisal of the technical options.

BENEFITS ADMINISTRATION

5. There was submitted a report dated 1 June 1999 (circulated) by the Director of Finance which proposed that the administration of Housing and Council Tax Benefits be reviewed by a Member/Officer Working Group.

It was agreed:

- (i) to set up a Member/Officer Working Group to review the administration of Housing and Council Tax Benefits and that the nomination of Members to serve on the Group be remitted to the Council meeting to be held on 29 June 1999;
- (ii) to approve the short-term measures proposed within the report; and
- (iii) otherwise to note the contents of the report.

FINANCIAL MANAGEMENT SYSTEM PROCUREMENT - EVALUATION OF SHORT LISTED SUPPLIERS

6. There was submitted a joint report dated 1 June 1999 (circulated) by the Directors of Finance and of Corporate Services to update the Committee on the progress towards the acquisition and implementation of a modern integrated corporate Financial Management System (FMS).

It was agreed:

- (i) to note that a meeting of the Emergency Powers Committee be held to consider recommendations on the most suitable offer within current budget provision following a report on the evaluation of suppliers' final offers for the supply of a corporate Financial Management System; and
- (ii) otherwise to note the contents of the report.

**"PUTTING THE COMMUNITY FIRST" - REVIEW OF THE COUNCIL'S
DECENTRALISATION SCHEME (Item 1, Page 4534)**

7. It was agreed in terms of Standing Order 51 to reconsider this matter.

There was submitted a report dated 1 June 1999 (circulated) by the Chief Executive to propose the appointment of an additional Elected Member to act as a member of a Local Committee for the purposes of ensuring that meetings take place in relation to a quorum being available.

It was agreed to recommend to Council that a pool of Members be established consisting of the Chair and Vice-Chair of the Policy and Resources Committee and the Chairs of the Local Committees to provide for the appointment of one Member from this pool to act as a member of a Local Committee for the purposes of ensuring that meetings take place in relation to a quorum being available.

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**POLICY GUIDANCE ON FUNDING OF
VOLUNTARY ORGANISATIONS (Item 11, Page 4029)**

8. There was submitted a report dated May 1999 (circulated) by the Chief Executive to submit details of policy guidance received from CoSLA on funding of voluntary organisations for endorsement.

It was agreed:

- (i) to note the issues raised in paragraph 5.1 of the report in relation to funding arrangements;
- (ii) to endorse the policy guidance on funding of voluntary organisations;
- (iii) that the Chief Executive ensure that any necessary consequential amendments required to Council procedures following endorsement of this policy guidance were implemented; and
- (iv) otherwise to note the contents of the report.

**BEST VALUE TASK FORCE REPORT ON LONG TERM
ARRANGEMENTS FOR BEST VALUE**

9. There was submitted a report dated 2 June 1999 (circulated) by the Chief Executive to submit details of the Best Value Task Force report on long term arrangements for Best Value in Scottish Local Government and the Council's proposed response.

It was agreed:

- (i) to the submission to the Scottish Office of the responses shown in paragraph 5 of the report as the Council's response on long term arrangements for Best Value with no restriction to publication by the Scottish Office as outlined in paragraph 6.3 of the report;

- (ii) that a copy of the response be forwarded to CoSLA; and
- (iii) otherwise to note the contents of the report.

MEMBERSHIP RENEWAL - NATIONAL SOCIETY FOR CLEAN AIR AND ENVIRONMENTAL PROTECTION

10. There was submitted a report dated 1 June 1999 (circulated) by the Director of Community Services to consider renewing membership of the National Society for Clean Air and Environmental Protection.

It was agreed:

- (i) to renew the membership of the National Society for Clean Air and Environmental Protection for the period 1 April 1999 to 31 March 2000 at a cost of £485; and
- (ii) otherwise to note the contents of the report.

YEAR 2000 ISSUES

11. **STATUS REPORT ON PROGRESS WITH INFORMATION TECHNOLOGY RELATED YEAR 2000 ISSUES (Item 15, Page 4030)**

There was submitted and noted a report dated 1 June 1999 (circulated) by the Director of Corporate Services to provide Members with an updated progress report on work being undertaken to address the potential effect the change of millennium may have on the Council's IT system.

11.2 YEAR 2000 - NON-IT ISSUES

There was submitted a report dated 27 May 1999 (circulated) by the Director of Community Services on the progress made by the Non-IT Officer Working Group which addressed a range of issues relating to the Millennium.

It was agreed to continue consideration of this matter to the Council meeting to be held on 29 June 1999 in order that a further report might be submitted.

SOCIAL WORK ISSUES

12. There were submitted the undernoted reports for Members' information which were considered by the Social Work Committee on Monday 7 June 1999 along with excerpt from the Minutes of Meeting of the Social Work Committee, viz:-

12.1 AYRSHIRE AND ARRAN MENTAL HEALTH FRAMEWORK (STRATEGY FOR PEOPLE WITH DEMENTIA AND OLDER PEOPLE WITH MENTAL HEALTH DIFFICULTIES) - DEVELOPMENT FUNDING (Item 4, Page 100)

There was submitted a report dated 1 June 1999 (circulated) by the Director of Social Work which advised of the proposed allocation of growth funds for Community Care within the Social Work budget and which sought approval for the implementation of the recommendations contained within the report.

It was agreed:

- (i) that the allocated £100,000 (1999/2000 part year costs £50,000) to develop home care services be allocated to the budget for the Department's Home Care Service Unit;

- (ii) that the additional £10,500 allocated for residential respite for people with dementia be allocated to the Department's Older People's Service Unit; and
- (iii) otherwise to note the contents of the report.

12.2 MODERNISING COMMUNITY CARE - ACTION PLAN AND ASSOCIATED COMMUNITY CARE DEVELOPMENTS (Item 5, Page 100)

There was submitted a report dated 1 June 1999 (circulated) by the Director of Social Work which sought approval from the Policy and Resources Committee for the staffing implications.

It was agreed to approve the staffing proposals as shown in Appendix I of the report.

12.3 ADAPTATIONS SERVICE - STAFFING ADJUSTMENTS (Item 8, Page 101)

There was submitted a joint report dated 1 June 1999 (circulated) by the Directors of Social Work and of Homes and Technical Services which sought approval for staffing adjustments within the Aids and Adaptations Service.

It was agreed to the staffing adjustments as shown at paragraph 4.1 of the report.

12.4 KILMAURS PARTNERSHIP DEVELOPMENT (Item 9, Page 101)

There was submitted a report (circulated) by the Director of Social Work which advised on progress within the Kilmaurs Partnership Development which was previously reported to the Housing Committee on 26 August 1998 and which sought approval to the staffing implications.

It was agreed:

- (i) to approve the proposal to establish the post of Co-ordinator; and
- (ii) to note that proposals for staffing levels for Social Care staff would be presented to the Policy and Resources Committee for consideration at a future date.

CREATING PARTNERSHIPS FOR SOCIAL INCLUSION: ONE DAY CONFERENCE - FRIDAY 18 JUNE 1999

- 13.** There was submitted a report dated 4 June 1999 (circulated) by the Chief Executive which advised of the one day conference "Creating Partnerships for Social Inclusion" being organised by the Scottish Local Government Information Unit and the Scottish Council for Voluntary Organisations and which invited the Committee to consider Elected Member representation.

It was agreed:

- (i) that the Chair of the Social Inclusion Partnership attend the conference; and
- (ii) otherwise to note the contents of the report.

REPORT ON FUNDING EXTERNAL BODIES AND FOLLOWING THE PUBLIC POUND (Item 9, Page 4388)

- 14.** There was submitted a report dated 19 May 1999 (circulated) by the Chief Executive to update Members on the review undertaken in terms of the Code of Funding External Bodies and Following the Public Pound.

It was agreed to note:

- (i) the completion of the review on external funding arrangements; and
- (ii) that procedures had now been put in place to monitor such arrangements to ensure compliance with the Code of Funding External Bodies and Following the Public Pound.

The meeting terminated at 1100 hrs.