

**EAST AYRSHIRE COUNCIL****POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING TO BE HELD ON FRIDAY 23 APRIL 1999 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors David Sneller (Chair), Irene Reeves, Jim O'Neill, Daniel Coffey, David Fulton, Robert McDill, Jimmy Kelly, James Boyd, John Smith and Tommy Farrell.

**ATTENDING:** David Montgomery, Chief Executive; Barbara Haughan, Director of Corporate Services; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Douglas Bulloch, Director of Social Work; Iain McLachlan, Executive Director; Kate McVey, Solicitor to the Council; Tom McHugh, Head of Accounting Services; Roddy Wallace, Head of Administration; Tom Wilkie, Head of Technical Services; Colin Houston, Chief Auditor; Donald McVicar, Departmental Strategy Officer and Bill Walkinshaw, Principal Administrative Officer.

**APOLOGIES:** Councillor Drew McIntyre, Wilma Doyle, Provost Robert Stirling and Councillors Ann Hay, George Turnbull, Eric Ross and Eric Jackson.

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

**CHAIR'S REMARKS**

1. The Chair took the opportunity to thank individually those Members of the Committee who were not standing for re-election at the forthcoming Council Elections, for their service to the work of the Committee over the past three years and intimated his best wishes for the future. He also thanked all other Members of the Committee and Officers for their contribution and support in the work of the Committee.

**SUB-COMMITTEE MINUTES**

1. There was submitted and, subject to the amendments detailed below, approved both as correct records and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendices I to VIII of these Minutes.
  - 1.1 **RECRUITMENT SUB-COMMITTEE OF 16 MARCH 1999** - Appendix I.
  - 1.2 **BEST VALUE SUB-COMMITTEE OF 18 MARCH 1999** - Appendix II.
    - (i) **ESTABLISHMENT OF SERVICE REVIEW MEMBER/OFFICER GROUP** - It was agreed as a point of clarification that decision (v) be amended to read "..... (two Members from the Administration and one Member from the Opposition per service review) and remit the matter to the Statutory Meeting of the Council.
  - 1.3 **CHAIR'S SUB-COMMITTEE OF 22 MARCH 1999** - Appendix III.
  - 1.4 **CHAIR'S SUB-COMMITTEE OF 30 MARCH 1999** - Appendix IV.
    - (i) **TEMPORARY EMPLOYMENT** - It was agreed that decision (ii) be amended to read "..... and Chair's Sub-Committee of the Policy and Resources Committee and

that early consideration be given to revising the basis of contracts for staff for whom there is an identified long term requirement."

- 1.5 **CHAIR'S SUB-COMMITTEE OF 6 APRIL 1999** - Appendix V.
- 1.6. **DECENTRALISATION SUB-COMMITTEE OF 12 APRIL 1999** - Appendix VI.
- 1.7 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 13 APRIL 1999** - Appendix VII.
- 1.8 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 14 APRIL 1999** - Appendix VIII.

#### **BUDGET MONITORING GROUP OF 30 MARCH 1999**

- 2. There was submitted Minute of Budget Monitoring Group (circulated) held on 30 March 1999.

The Chief Executive reported on the progress of the Council's claim for assistance in relation to the late December storm damage and it was noted that the Treasury had agreed to trigger the Belwin Scheme and the Council would now submit claims to the Scottish Office by July 1999 for consideration. The Minute was otherwise noted.

#### **INTERNAL AUDIT PLAN 1999/2000**

- 3. There was submitted and noted report (circulated) by the Chief Auditor on the detail and contents of the Annual Audit Plan for 1999/2000.

#### **AFFILIATIONS TO OUTSIDE ORGANISATIONS**

- 4. There was submitted a report dated 1 April 1999 (circulated) by the Director of Corporate Services to consider the background, aims and objectives and activities of those organisations which had sought association with, and affiliation of, the Council.

Having noted that the Committee were not required to consider the level of Member representation, which would be dealt with at the statutory meeting of Council. agreed:-

- (i) to the affiliations as detailed in Appendix IX;
- (ii) that the appropriate Departments make payment of the affiliation fees to the organisations; and
- (iii) to note that following consideration by the DLO/DSO Business Units Host Departments a report would be submitted to Committee to allow consideration of the merits of affiliating to the Association of Direct Labour Organisations.

#### **GRANTS TO OUTSIDE BODIES 1999/2000**

- 5. There was submitted a report dated 14 April 1999 (circulated) by the Chief Executive to consider applications received in respect of Voluntary Sector Annual Grants 1999/2000.

It was agreed to fund the following organisations subject to the standard grant conditions, viz:-

<b>ORGANISATION</b>	<b>GRANT AWARDED</b>
Scottish Refugee Council	£3,600
Scottish Human Rights Centre	£1,200
West of Scotland Community Relations Council	£3,500

### **FINAL MEASUREMENT ON CONTRACTS**

6. There was submitted a report dated 12 April 1999 (circulated) by the Director of Corporate Services to provide information on a final measurement for a contract for the proposed Local Office at Well Road, Auchinleck.

It was agreed to note that the final measurement of the contract was £37,223.95.

### **DEVELOPMENT OF THE "VISION" PROJECT**

7. There was submitted a report dated 13 April 1999 (circulated) by the Director of Corporate Services on the progress of the "VISION" Project and which sought confirmation of funding by the Council for the proposal.

It was agreed:-

- (i) to note the progress to date in developing the "VISION" Project;
- (ii) to approve authority to enter into the partnership agreement governing the commitment of funding from all partners; and
- (iii) to approve the funding contribution of £150,000 in financial year 1999/2000 to the project.

### **EXCLUSION OF PRESS AND PUBLIC**

8. 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 MULTI-TRADE TERM CONTRACTS: KILMARNOCK SOUTH AND DOON VALLEY (PARA 9)**

9. There was submitted a report dated 19 April 1999 (circulated) by the Chief Executive on the outcome of the tendering process in respect of the above contracts.

It was agreed:-

- (i) to approve the identification of Messrs Watson Building Services as the "Preferred Bidder" for both contracts;
- (ii) that authority be given to the Tender Evaluation Panel to pursue further discussions with the Preferred Bidder to clarify and resolve the issues identified in Section 3 of the report and to report the results thereof to Members in mid-May for their consideration; and
- (iii) otherwise, to note the contents of the report.

**DOMESTIC GAS MAINTENANCE TERM CONTRACTS: KILMARNOCK SOUTH  
AND DOON VALLEY (PARA 9)**

- 10.** There was submitted a report dated 19 April 1999 (circulated) by the Chief Executive on the outcome of the tendering process in respect of the above contracts.

Having noted that reference to "Non TUPE" within the Appendix of the report in relation to the preferred bid had been overtaken by the indication by the tenderer of a willingness to incorporate TUPE as detailed in paragraph 3.9 of the report, it was agreed:-

- (i) to approve the identification of Messrs Gibson Wight Ltd as the "Preferred Bidder" for both contracts;
- (ii) that authority be given to the Tender Evaluation Panel to pursue further discussions with the Preferred Bidder to clarify and resolve the issues identified in Section 3 of the report and to report the results thereof to Members in mid-May for their consideration; and
- (iii) otherwise, to note the contents of the report.

**FINANCE DEPARTMENT STRUCTURE (PARA 1)**

- 11.** There was submitted a joint report dated 16 April 1999 (circulated) by the Directors of Finance and of Corporate Services which sought approval for amendments to the Finance Department staffing establishment subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the changes in the staffing establishment of the Finance Department;
- (ii) that the Director of Finance bring forward proposals for a wider review of the Housing and Council Tax Benefits Function;
- (iii) that the Director of Finance monitor the implementation of the overall Finance Department structure operationally and, if there are any issues arising, to report within six months;
- (iv) that the Director of Finance write to all members to clarify the situation regarding the multiple distribution of Housing Benefit and Council Tax notification forms; and
- (v) otherwise, to note the contents of the report.

The meeting terminated at 1040 hours.

**APPENDIX IX**

<b>NAME</b>	<b>COST OF AFFILIATION FOR 1999/2000</b>	<b>RECOMMENDING DEPARTMENT</b>
National Association of Councillors	£300	Director of Corporate Services.
Scottish Local Government Information Unit	£2,474	Director of Corporate Services.
Baby Milk Action Group	£30	Director of Corporate Services.
Equality Exchange	£230	Director of Corporate Services.
Women's Forum Scotland	£30	Director of Corporate Services.
Opportunity 2000	£1,250	Director of Corporate Services.
Ayrshire Occupational Health and Safety Group	£50	Director of Corporate Services.
British Association of Adoption and Fostering Agencies	£1,100	Director of Social Work.
Disability Scotland	£77	Director of Social Work.
National Fostering Association	£559	Director of Social Work.
Scottish Local Government Forum on Poverty	£1,240	Director of Social Work.
Scottish Child Law Centre	£30	Director of Social Work.
Social Services Research Group	£29	Director of Social Work.
Chartered Institute of Housing in Scotland	£1,150	Director of Homes and Technical Services.
Scottish Council for Single Homeless	Agreed appropriate affiliation fee (£96)	Director of Homes and Technical Services.
SHELTER (Scotland)	£500	Director of Homes and Technical Services.
Royal Society for the Prevention of Accidents	£350	Director of Community Services.

<b>NAME</b>	<b>COST OF AFFILIATION FOR 1999/2000</b>	<b>RECOMMENDING DEPARTMENT</b>
Scottish Accident Prevention Council	No cost	Director of Community Services.
Scottish Environmental Forum	£250	Director of Community Services.
Royal Environmental Health Institute of Scotland	£175	Director of Community Services.
Library Association	£480	Director of Community Services.
Scottish Nuclear Free Authority	£1,300	Director of Community Services.
Children in Scotland	£1,845	Director of Education.
Scottish Childminding Association	£80	Director of Education.
Scottish Pre-School Play Association	£80	Director of Education.
Action for Southern Africa	£100	Director of Education.
British Standards Institute	£575	Director of Development Services.
Coalfield Communities Campaign	£2,463	Director of Development Services.
Scottish Civic Trust	£300	Director of Development Services.
Scottish Council (Development and Industry)	£1,484	Director of Development Services.
West Coast Rail 250 Campaign	£250	Director of Development Services.
Scottish Rural Forum	£1,000	Director of Development Services.
Prestwick Airport Consultative Committee	£400	Director of Development Services.
Royal Society for the Prevention of Accidents (Road Safety Committee)	£288	Director of Development Services.
Scottish Housing and Town Planning Council	£150	Director of Development Services.
Scottish Association for Public Transport	£50	Director of Development Services.

<b>NAME</b>	<b>COST OF AFFILIATION FOR 1999/2000</b>	<b>RECOMMENDING DEPARTMENT</b>
Scottish Urban Regeneration Forum	£100	Director of Development Services.
Ayrshire Chamber of Commerce	£500	Director of Development Services.
Scottish Local Authorities Economic Development Officer's Group	£250	Director of Development Services.
Strathclyde Buildings Preservation Trust	£2,496	Director of Development Services.