

**EAST AYRSHIRE COUNCIL****POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 3 DECEMBER 1998 AT 1000 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors David Sneller, Douglas Reid, Wilma Doyle, , Kathleen Hall, Ann Hay, Daniel Coffey, David Fulton, Robert McDill, Eric Ross, Jim Kelly, Jimmy Boyd and John Smith.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; Iain McLachlan, Director of Personnel Services; Douglas Bulloch, Director of Social Work; Barbara Haughan, Director of Support Services; Margaret Burnell, Senior Depute Director of Education; Kate McVey, Solicitor to Council; Roddy Wallace, Head of Administration; Malcolm Roulston, Head of Information Technology; Helen Dick, Head of Performance; Robert McLeary, Head of Property; Maureen Walker, Information and Advice Officer; and Julie Armstrong, Senior Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre, Irene Reeves, Ronald Brailsford, Provost Robert Stirling, Councillors Tommy Farrell and Eric Jackson.

**CHAIR:** Councillor David Sneller, 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 (circulated) as contained in Appendices I to V of these Minutes.
  - 1.1 **CHAIR'S SUB-COMMITTEE OF 22 OCTOBER 1998** - Appendix I.
  - 1.2 **RECRUITMENT SUB-COMMITTEE OF 29 OCTOBER 1998** - Appendix II.
  - 1.3 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 17 NOVEMBER 1998** - Appendix III.
  - 1.4 **RECRUITMENT SUB-COMMITTEE OF 17 NOVEMBER 1998** - Appendix IV.
  - 1.5 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 18 NOVEMBER 1998** - Appendix V.

**REPORT OF BUDGET MONITORING GROUP HELD ON  
3/5 NOVEMBER 1998**

2. There was submitted and noted report of meeting (circulated) held on 3/5 November 1998.

**BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES  
REVENUE ACCOUNT TO 6 NOVEMBER 1998 (PERIOD 8)**

3. There was submitted and noted a report dated 25 November 1998 (circulated) by the Director of Finance on the current budgetary control position for the General Services Revenue Account for the period ended 6 November 1998 (Period 8).

**BUDGETARY CONTROL SUMMARY STATEMENT - HOUSING REVENUE  
ACCOUNT TO 9 OCTOBER 1998 (PERIOD 7)**

4. There was submitted and noted a joint report dated 19 November 1998 (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 for the period ended 9 October 1998 (Period 7).

Councillor Reid joined the meeting during discussion of the above item.

**BUDGETARY CONTROL SUMMARY STATEMENTS TO  
9 OCTOBER 1998 (PERIOD 7)**

5. There were submitted and noted the undernoted reports (circulated) on the current budgetary control position and the projected out-turn for the period ended 9 October 1998 (Period 7).
- 5.1 **POLICY AND RESOURCES (CENTRAL)** - Report by the Director of Finance dated 17 November 1998;
- 5.2 **POLICY AND RESOURCES (SUPPORT)** - Joint report by the Directors of Finance and of Support Services dated 17 November 1998;
- 5.3 **POLICY AND RESOURCES (URBAN AID PROJECTS)** - Report by the Director of Finance dated 17 November 1998.

**STATISTICAL INFORMATION ON REVENUE COLLECTION**

6. There was submitted a report dated 19 November 1998 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 9 October 1998.

It was agreed:

- (i) to note the present position on collection performance; and
- (ii) otherwise to note the contents of the report.

**ESTIMATES 1999/2000 - PROPOSED TIMETABLE**

7. There was submitted a report dated 26 November 1998 (circulated) by the Director of Finance on a proposed timetable for the preparation of estimates for 1999/2000.

It was agreed to approve the 1999/2000 estimate timetables for General Services and for the Housing Revenue Account as detailed in Appendix VI to these Minutes.

**UPGRADE OF RESIDENTIAL ACCOMMODATION FOR CHILDREN -  
VIREMENT OF RESOURCES (Item 5, page 4015)**

8. There was submitted a report dated 1 December 1998 (circulated) by the Director of Social Work which sought the re-allocation of revenue funds to meet the cost of the upgrade of residential units for children.

It was agreed:

- (i) to transfer the sum of £50,000 from the Payments budget to Other Property Costs in Children and Families Services budget as per Section 5.3 of the Council's Financial Regulations; and
- (ii) otherwise to note the contents of the report.

**DRAFT NEW BEST VALUE IMPLEMENTATION PLAN**

9. There was submitted a report dated 26 November 1998 (circulated) by the Chief Executive which proposed a new Best Value Implementation Plan for adoption by the Council and submission to the Scottish Office and the Accounts Commission.

It was agreed to approve the Council's new Implementation Plan for Best Value for submission to the Scottish Office.

**URBAN PROGRAMME TERMINATING PROJECTS:  
FINANCIAL YEAR 1999/2000**

10. There was submitted a report dated 26 November 1998 (circulated) by the Chief Executive on projects terminating during financial year 1999/2000 and which proposed an evaluation process.

It was agreed:

- (i) to note the projects terminating and those where evaluation by this Council will be required, viz:- Energy Efficiency, Forge Ahead and Newlands Drive Sports Pitch/Changing Room;
- (ii) that the following projects, viz:- Refuge for Women and Children, Safer Environment and Children's Holiday projects, having no financial implications for financial year 1999/2000 be not included in the current round for evaluation but be postponed for 12 months;
- (iii) to reaffirm the process for evaluating terminating urban programme projects detailed in Section 2 of the report;
- (iv) that it be remitted to Council to appoint six Members to the Evaluation Panel (four from the Administration and two from the Opposition)
- (v) that Kilmarnock Car Project be included within the above evaluation programme;
- (vi) to remit to the Housing Committee consideration of the provision of revenue funding for the Energy Efficiency project within the revenue estimates process; and
- (vii) otherwise to note the contents of the report.

**FUNDING EXTERNAL BODIES AND FOLLOWING  
THE PUBLIC POUND (Item 23, Page 1200)**

11. There was submitted a report dated 25 November 1998 (circulated) by the Chief Executive on the current position and which submitted for approval procedures in terms of the Code on Funding External Bodies and Following the Public Pound.

It was agreed:

- (i) to approve the procedures for support to external voluntary organisations as shown in Appendix I to the report;
- (ii) to approve the procedures on substantial funding of external bodies shown in Appendix II of the report;
- (iii) to remit to the Working Group on External Funding the completion of review of the issues identified in paragraph 4.1 of the report and report back to a future meeting of this Committee; and
- (iv) otherwise to note the terms of the report.

**SOCIAL INCLUSION PARTNERSHIP PROGRAMME (Item 13, Page 3709)**

12. There was submitted a report dated 23 November 1998 (circulated) by the Chief Executive on the Scottish Office's decision in relation to East Ayrshire's Social Inclusion Partnership Expression of Interest.

It was agreed:

- (i) that the Chief Executive submit a detailed Social Inclusion Partnership bid to the Scottish Office by 15 January 1999; and
- (ii) to report the detail of that bid to the Policy and Resources Committee to be held on 4 February 1999.

**STATUTORY PERFORMANCE INDICATORS 1999/2000 -  
CONSULTATION ON THE 1998 DIRECTION**

13. There was submitted a report dated 25 November 1998 (circulated) by the Chief Executive on the publication of the Consultation Paper by the Accounts Commission on proposals for the 1998 Direction on which the Council had been invited to comment and which sought approval to confirm the terms for a Council response.

It was agreed:

- (i) to note the publication by the Accounts Commission of the Consultation Paper on its 1998 Direction;
- (ii) that the issues and observations contained within the report be confirmed as the Council's response with a copy also sent to the Convention of Scottish Local Authorities for its interest; and
- (iii) otherwise to note the terms of the report.

**GENERAL SERVICES CAPITAL PROGRAMME 1999/2000 -  
ALLOCATION OF ADDITIONAL CAPITAL FUNDING FOR YEAR 2000  
COMPLIANCE OF IT SYSTEMS**

14. There was submitted a report dated 23 November 1998 (circulated) by the Director of Support Services which sought the allocation of additional capital funding from the 1999/2000 Capital Programme (IT Requirements) for the purpose of ensuring Year 2000 compliance of the Council's IT systems.

It was agreed that an additional £30,000 be approved at this time for the 1999/2000 Capital Programme (IT Requirements) for the purposes of ensuring Year 2000 compliance of the aforementioned IT systems.

**STATUS REPORT ON PROGRESS WITH INFORMATION TECHNOLOGY  
RELATED YEAR 2000 ISSUES (Item 9, Page 2933)**

15. There was submitted and noted a report dated 19 November 1998 (circulated) by the Director of Support Services on an updated progress report on work being undertaken to address the potential effect the change of Millennium may have on the Council's IT systems.

**REPORT ON AYRSHIRE APPROVED LIST OF CONTRACTORS FOR  
CONSTRUCTION PROJECTS**

16. There was submitted a joint report dated 25 November 1998 (circulated) by the Directors of Support Services and of Finance on the progress to date regarding the preparation of an Ayrshire Approved List of Contracts with regard to the carrying out of construction works including roads for which tenders would be invited.

It was agreed:

- (i) to approve the adoption and implementation arrangements for the Approved List as outlined in paragraph 8 of the report;
- (ii) that the Director of Finance review the financial criteria in conjunction with North and South Ayrshire Councils;
- (iii) that a report be submitted in due course of the outcome of the conclusions reached; and
- (iv) that annual reports be submitted to this Committee on the updated Approved List.

**DEVELOPMENT OF EAST AYRSHIRE INFORMATION SYSTEM**

17. There was submitted a report dated 6 November 1998 (circulated) by the Director of Support Services which (i) outlined the proposal for the expansion of East Ayrshire Council's Information System; (ii) updated progress towards the extension of information points; (iii) described expansion plans; and (iv) sought funding approval for the proposal.

It was agreed:

- (i) to note the progress of work carried out to date in developing Visual Information System In Our Neighbourhood (VISION); and
- (ii) approve in principle the funding contribution of £150,000 in financial year 1999/2000.

### **REVIEW OF PROCEDURES FOR DISPOSAL OF DEVELOPMENT SITES**

18. There was submitted a report dated 16 November 1998 (circulated) by the Director of Support Services on the recommendations by the Accounts Commission for the amendment of the Council's formal procedures relating to the disposal of development sites and which sought approval thereof.

It was agreed:

- (i) to adopt the recommendations by the Accounts Commission; and
- (ii) to a review of the Financial Regulations and Scheme of Delegation in implementation of the recommendations.

Councillor Hay left the meeting during discussion on the above item.

### **A CORPORATE FRAMEWORK AND POLICY STATEMENT ON CHARGING FOR COUNCIL SERVICES**

19. There was submitted a report dated 27 October 1998 (circulated) by the Director of Community Services which outlined the corporate framework and policy statement in relation to charging for East Ayrshire Council services which was currently being developed in response to the Accounts Commission's VFM Audit.

It was agreed:

- (i) to recommend to Council the corporate policy statement on charging and concession detailed in Appendix I to the report;
- (ii) to the implementation of the staged process for managing charges detailed in Appendix II of the report;
- (iii) to note the work carried out to date by the Officers Working Group and charging for Council services; and
- (iv) that the Director of Community Services monitor and report on the future progress of the Working Group.

### **CONFERENCE ON LOW FLYING**

20. There was submitted a report dated 3 November 1998 (circulated) by the Director of Community Services on a request by Dumfries and Galloway Council which sought a contribution of £200 towards the cost of hosting a conference on low flying to be held in Annan in the near future.

It was agreed to a contribution of £200 to Dumfries and Galloway Council towards the cost of the seminar on low flying.

### **MILLENNIUM - EMERGENCY PLANNING IMPLICATIONS**

21. There was submitted a report dated 23 November 1998 (circulated) by the Director of Community Services on the implications for the Emergency Planning Service during the Millennium celebrations.

It was agreed:

- (i) that the Director of Community Services ensure that appropriate contingency planning in connection with possible civil emergencies at the Millennium be undertaken;
- (ii) that the Director of Community Services provide regular updated reports; and
- (iii) otherwise to note the report.

### **AWARDING OF TENDERS**

- 22.** There was submitted a report dated 23 November 1998 (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>
London Road Headquarters, Kilmarnock - Lift Installation	McLean Construction, Ayr	£77,782.95
Re-roofing of the Annexe at London Road Headquarters, Kilmarnock	Rennie Roofcare Ltd, Glasgow	£16,242.15
Replacement of windows to Civic Centre, Kilmarnock	Dawn Construction Ltd, Prestwick	£55,294.18
Alterations to London Road Headquarters, Kilmarnock - Phase 8	McLean Construction, Ayr	£160,422.79

### **COMMUNITY COUNCILS**

#### **23.1 BI-ANNUAL CONSULTATIVE MEETING WITH COMMUNITY COUNCILS**

There was submitted Note of Bi-Annual Consultative Meeting with Community Councils held on 16 November 1998 (circulated).

It was agreed that the note of meeting be changed to reflect Councillor Fulton's attendance.

#### **23.2 EAST AYRSHIRE COUNCIL COMMUNITY COUNCIL SCHEME 1997 - CODE OF PRACTICE FOR COMMUNITY COUNCILS (Item 7, Page 3118)**

There was submitted a report dated 27 November 1998 (circulated) by the Director of Support Services which advised of the outcome of the consultation process with regard to the preparation of a Code of Practice for Community Councils and which requested approval of the Code.

It was agreed to approve the Code of Practice between East Ayrshire Council and East Ayrshire Community Councils as contained within Appendix I of the report subject to the inclusion of the revised Departmental Structures once approved and subject to any necessary amendment in respect of factual data from time to time by the Director of Support Services in consultation with the relevant Departments of the Council and Community Councils.

**A STRATEGY FOR YOUNG PEOPLE -  
RESPONSE TO THE CONSULTATION PROCESS (Item 12, Page 3708)**

24. There was submitted a report dated 25 November 1998 (circulated) by the Director of Education on the outcome of the consultation with young people on the Council's Strategy for Young People: Investing in our Future.

It was agreed:

- (i) to note that the figure in paragraph 3.1 should read 1300 and not 13000;
- (ii) that the Strategy for Young People based on the outcome of the consultation be drawn up, costed and presented to the next meeting of the Policy and Resources Committee to be held on 4 February 1999;
- (iii) that the corporate working group produce an Action Plan by April 1999; and
- (iv) otherwise to note the contents of the report.

**STRATHCLYDE CONCESSIONARY FARES SCHEME - JOINT COMMITTEE**

25. There was submitted a report dated 25 November 1998 (circulated) by the Director of Development Services which recommended that the Council agree to participate in a proposed Joint Committee of Councils from the former Strathclyde Regional Council area.

It was agreed:

- (i) that the Council participate in the proposed Joint Committee to manage the Strathclyde Concessionary Travel Scheme;
- (ii) to recommend to Council nomination of Leader of the Council as its representative together with the Depute Leader of the Council acting as substitute; and
- (iii) that Solicitor to the Council, in consultation with the Director of Development Services and the Leader of the Council be authorised to agree such textual modifications in the draft Agreement as may emerge as being appropriate following consideration by each of the 12 member Councils where these modifications would not affect the key principles outlined in paragraph 3 of the report.

**EXCLUSION OF PRESS AND PUBLIC**

26. 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 6 of Schedule 7A of the Act.

**PROPOSED ACQUISITION OF LAND AT FURNACE ROAD, MUIRKIRK**

**27.1 Declaration of Interest**

Councillor Sneller declared a non-pecuniary interest in this item of business.

**27.2 Consideration of Item**

There was submitted a report dated 23 November 1998 (circulated) by the Director of Support Services which sought approval to accept the offer from the owners to

transfer to the Council, by way of a gift, ownership of land at Furnace Road, Muirkirk, extending to 3.09 hectares (7.64 acres) or thereby and to obtain authority to lease the land.

It was agreed:

- (i) to accept the offer from the Scottish Coal Co Ltd to transfer, by way of a gift, ownership of the land at Furnace Road, Muirkirk and authorise the Solicitor to Council to conclude the transaction; and
- (ii) to lease the land to Mr Ralph Townsley on terms and conditions to be negotiated by the Head of Property Services.

The meeting terminated at 1200 hrs.

### GENERAL SERVICES ESTIMATES 1999/2000 – PROPOSED TIMETABLE

Date	Committee Meeting	Report(s) for approval Submitted By	Subject			
12 January 1999	Policy and Resources (Special)	Director of Finance	General Services CCLS Revenue Budget 1999/2000			
			Housing Revenue Account CCLS Revenue Budget 1999/2000			
			Commercial Operations CCLS Revenue Budget 1999/2000			
			<table border="1" style="width: 100%;"> <tr> <td data-bbox="1099 523 1608 571">Notification by Secretary of State of:</td> <td data-bbox="1608 523 2101 571"><b>(a)</b> Capping Regulations</td> </tr> <tr> <td></td> <td data-bbox="1608 571 2101 619"><b>(b)</b> Grant Aided Expenditure Levels</td> </tr> <tr> <td></td> <td data-bbox="1608 619 2101 655"><b>(c)</b> Aggregate External Finance Settlement</td> </tr> </table>	Notification by Secretary of State of:	<b>(a)</b> Capping Regulations	
Notification by Secretary of State of:	<b>(a)</b> Capping Regulations					
	<b>(b)</b> Grant Aided Expenditure Levels					
	<b>(c)</b> Aggregate External Finance Settlement					
26 January 1999	Policy and Resources (Special)	Director of Finance	<table border="1" style="width: 100%;"> <tr> <td data-bbox="1099 655 2101 703">Savings and Growth Packages for Public Consultation</td> </tr> <tr> <td data-bbox="1099 703 2101 746">Timetable for Public Consultation</td> </tr> </table>	Savings and Growth Packages for Public Consultation	Timetable for Public Consultation	
Savings and Growth Packages for Public Consultation						
Timetable for Public Consultation						
29 January - 16 February 1999	Public Consultation Meetings					
19 February 1999	Policy and Resources (Special)	Director of Finance/Chief Executive	Update following public consultation feedback			
23-25 February 1999	Service Committees (Special)	Service Directors	Savings/Growth Packages taking account of consultation feedback			
3 March 1999	Policy and Resources (Special)	Director of Finance	Savings/Growth Proposals from Service Committees			
			Setting the Council Tax Levels 1999/2000			
4 March 1999	Council Meeting (Special)	Director of Finance	Setting the Council Tax Levels 1999/2000			

## APPENDIX 2

<b>HOUSING REVENUE ACCOUNT ESTIMATES 1999/2000 - PROPOSED TIMETABLE</b>			
<b>Date</b>	<b>Committee Meeting</b>	<b>Report(s) for approval Submitted By</b>	<b>Subject</b>
12 January 1999	Policy and Resources (Special)	Director of Finance	Housing Revenue Account CCLS Revenue Budget 1999/2000
20 January 1999	Housing Committee	Director of Finance	Notes Housing Revenue Account CCLS Revenue Budget 1999/2000 and general implications
26 January 1999	Policy and Resources (Special)	Director of Finance	Savings and Growth Package for Public Consultation
			Timetable for Public Consultation
29 January – 6 February 1999	Public Consultation Meetings		
9 February 1999 (am)	Housing Committee (Special)	Director of Finance	Setting of Council House Rent Levels 1999/2000
9 February 1999 (pm)	Policy and Resources (Special)	Director of Finance	Setting of Council House Rent Levels 1999/2000
11 February 1999	Council Meeting (Special)	Director of Finance	Setting of Council House Rent Levels 1999/2000

<b>Date</b>	<b>Committee Meeting</b>	<b>Report(s) for approval Submitted By</b>	<b>Subject</b>
12 January 1999	Policy and Resources (Special)	Director of Finance	Housing Revenue Account CCLS Revenue Budget 1999/2000
20 January 1999	Housing Committee	Director of Finance	Notes Housing Revenue Account CCLS Revenue Budget 1999/2000 and general implications
26 January 1999	Policy and Resources (Special)	Director of Finance	Savings and Growth Package for Public Consultation
			Timetable for Public Consultation
29 January – 6 February 1999	Public Consultation Meetings		
9 February 1999 (am)	Housing Committee (Special)	Director of Finance	Setting of Council House Rent Levels 1999/2000
9 February 1999 (pm)	Policy and Resources (Special)	Director of Finance	Setting of Council House Rent Levels 1999/2000
11 February 1999	Council Meeting (Special)	Director of Finance	Setting of Council House Rent Levels 1999/2000