

**EAST AYRSHIRE COUNCIL****COMMUNITY SERVICES COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 21 OCTOBER 1998 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors John Smith, Gordon McCredie, Drew McIntyre, Gordon Cree, Daniel Coffey, David Macrae, Kim Nicoll, Eric Ross, George Smith, and James Carmichael.

**ATTENDING:** David Montgomery, Chief Executive; William Stafford, Director of Community Services; John Griffiths, Head of Leisure Services; John F Crawford, Head of Protective Services; David Morgan, Public Relations Officer; Alastair Gardiner, Senior Accountant; Julie Armstrong, Senior Administrative Officer; Irene Brydie, Solicitor; and Ian Gemmell, Administrative Officer.

**APOLOGIES:** Provost Robert Stirling and Councillors Jane Darnbrough, Alan Campbell, Ann Hay, George Turnbull, Robert McDill, David Sneller, Robert Taylor and Tommy Farrell.

**CHAIR:** Councillor John Smith (Chair).

**SUB-COMMITTEE MINUTES**

1. There were submitted and approved both as correct records and in respect of the recommendations contained therein the undernoted Sub Committee Minutes (circulated):-
  - 1.1 **SPECIAL LICENSING SUB-COMMITTEE OF 30 JUNE 1998 - APPENDIX I**
  - 1.2 **SPECIAL LEISURE SUB COMMITTEE OF 24 SEPTEMBER 1998 - APPENDIX II**
  - 1.3 **LICENSING SUB-COMMITTEE OF 30 SEPTEMBER 1998 - APPENDIX III**
  - 1.4 **LEISURE SUB-COMMITTEE OF 6 OCTOBER 1998 - APPENDIX IV**
  - 1.5 **SPECIAL LICENSING SUB-COMMITTEE OF 12 OCTOBER 1998 - APPENDIX V**

**BUDGETARY CONTROL SUMMARY STATEMENT: COMMUNITY SERVICES TO 11 SEPTEMBER 1998 (PERIOD 6)**

2. There was submitted a joint report dated 2 October 1998 (circulated) by the Acting Director of Finance and the Director of Community Services on the current budgetary control position and the projected out-turn for the year for the Community Services Department for the period ended 11 September 1998 (Period 6).

It was agreed:-

- (i) that the Director of Community Services identify and implement appropriate management action to reduce as far as possible the overall overspend; and
- (ii) otherwise to note the report.

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

**BUDGETARY CONTROL SUMMARY STATEMENT: COMMUNITY SERVICES  
LEISURE MANAGEMENT TO 11 SEPTEMBER 1998 (PERIOD 6)**

3. There was submitted and noted a joint report dated 6 October 1998 (circulated) by the Acting Director of Finance and the Director of Community Services on the current budgetary control position and the projected out-turn for the year for Community Services Leisure Management for the period ended 11 September 1998 (Period 6).

**DEPARTMENTAL PROGRESS REPORT**

4. There was submitted a report dated 4 September 1998 (circulated) by the Director of Community Services on progress within the Community Services Department.

It was agreed:-

- (i) that the Director of Community Services report to a future meeting on ongoing discussions with the Department of Education regarding the use of school facilities by the public for recreational purposes; and
- (ii) otherwise to note the report.

**BUSINESS EXCELLENCE - ACTION PLANS**

5. There was submitted a report dated 5 October 1998 (circulated) by the Director of Community Services on action being taken by his Department following assessment of the Department in May 1998 under the EFQM Business Excellence Model.

It was agreed to note the work being undertaken in the Department of Community Services to address areas of weakness highlighted in the recent assessment under the Business Excellence Model.

**COMMUNITY SERVICES DEPARTMENT - PERFORMANCE PLAN**

6. There was submitted a report dated 6 October 1998 (circulated) by the Director of Community Services which sought approval for the Department's Performance Plan for 1999/2000.

It was agreed:-

- (i) to note the progress made in implementing the 1998/99 Action Plans;
- (ii) to approve the Performance Plans for 1999/2000; and
- (iii) that the Director of Community Services report to a future meeting with details of all Community Services public facilities and their accessibility for the disabled.

Councillor Nicoll left the meeting during discussion of the above item.

**ABSENCE MANAGEMENT TO 3 JULY 1998**

7. There was submitted and noted a report dated 30 September 1998 (circulated) by the Director of Community Services on absence rates for the Department of Community Services for the quarterly period to 3 July 1998.

**THE IMPLEMENTATION OF THE TRANSFER OF THE REFUSE COLLECTION  
DSO AND THE STREET CLEANING DSO TO THE COMMUNITY SERVICES  
DEPARTMENT (Items 9 and 10, Pages 3543 and 3544)**

8. There was submitted a report dated 30 September 1998 (circulated) by the Director of Community Services on progress made in the implementation of the transfer of responsibility for the management of the Refuse Collection DSO and Street Cleaning DSO from the Commercial Operations Department to the Community Services Department, and on a number of further measures which would be addressed as part of an ongoing review of service delivery to ensure best value.

It was agreed:-

- (i) to note the progress made in the implementation of the transfer of management responsibilities for the Refuse Collection and Street Cleaning DSOs from the Commercial Operations Department to the Community Services Department;
- (ii) to note that this transfer had taken effect from 11 September 1998 and that the Waste Management Business Unit working within the Community Services Department had assumed responsibility for all operational and financial matters for these services from that date;
- (iii) to note the range of additional issues which were being addressed and that further and ongoing discussions would be held with the relevant Trade Unions in this regard; and
- (iv) otherwise to note the terms of the report.

**REFUSE COLLECTION SERVICE LEVEL AGREEMENT**

9. There was submitted a report dated 30 September 1998 (circulated) by the Director of Community Services on action taken to harmonise and consolidate the two existing CCT Refuse Collection Contracts into a single Service Level Agreement.

It was agreed:-

- (i) to note that the Service Level Agreement had now been approved;
- (ii) to note that the Director of Community Services had consulted with the Trade Unions on the content of the Service Level Agreement; and
- (iii) otherwise to note the report.

**SAFETY OF SPORTS GROUNDS (DESIGNATION) (SCOTLAND) ORDER 1998**

10. There was submitted and noted a report dated 20 August 1998 (circulated) by the Director of Community Services on the introduction of new legislation on the Safety of Sports Grounds.

**CLOSED CIRCUIT TELEVISION SYSTEM AT KILMAURS, STEWARTON,  
GALSTON AND CUMNOCK TOWN CENTRES (Item 5, Page 2466)**

11. There was submitted a report dated 29 September 1998 (circulated) by the Director of Community Services on the financial implications of installing the second phase of Closed Circuit television in East Ayrshire and, in accordance with the Council's financial regulations, sought approval as the final cost of the contract exceeded the accepted contract sum by more than 10%.

It was agreed to approve the additional expenditure of £19,429.91, in respect of the above contract.

**FEEDING STUFFS (ESTABLISHMENTS AND INTERMEDIARIES)  
REGULATIONS 1998**

12. There was submitted and noted a report dated 30 September 1998 (circulated) by the Director of Community Services on the enforcement required to implement the legal controls introduced by the above regulations, which introduced a system to control additives and products in the field of animal nutrition in relation to human and animal safety.

**MEMORANDUM OF UNDERSTANDING BETWEEN COSLA AND THE SCOTTISH  
ENVIRONMENT PROTECTION AGENCY (SEPA)**

13. There was submitted a report dated 27 August 1998 (circulated) by the Director of Community Services on an agreement between COSLA and SEPA.

It was agreed to note the benefits which a Memorandum of Understanding would have in clarifying a number of important issues in which SEPA had an interest.

**PRIVATE WATER SUPPLIES (SCOTLAND) AMENDMENT REGULATIONS 1998**

14. There was submitted and noted a report dated 20 August 1998 (circulated) by the Director of Community Services on amendments to existing legislation relating to private water supplies.

**LIBRARY AND INFORMATION SERVICES MEMBER/OFFICER  
WORKING GROUP**

15. There was submitted a report dated 7 October 1998 (circulated) by the Director of Community Services which sought approval for the establishment of a Member/Officer Working Group to review the current Library and Information Services.

It was agreed:-

- (i) that a Member/Officer Working Group be established to examine the Library and Information Service and to report to a future meeting of this Committee on its outcome; and
- (ii) that the Group consist of 6 members, (4 members of Administration and 2 members of the Opposition);
- (iii) to remit to Council the appointment of members of the Working Group on the above basis.

The meeting terminated at 1510 hours.