

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 22 OCTOBER 1998 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors David Sneller, Drew McIntyre, Irene Reeves, Wilma Doyle, Ronald Brailsford, Kathleen Hall, Ann Hay, George Turnbull, Robert McDill, Eric Ross, Jim Kelly, Jimmy Boyd, John Smith and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Bill Stafford, Director of Community Services; John Hillis, Director of Housing; Barbara Haughan, Director of Support Services; Alex McPhee, Acting Director of Finance; Sue Blake, Depute Director of Education; Graham Haugh, Depute Director of Personnel Services; Alan McDougall, Depute Director of Social Work; Roddy Wallace, Head of Administration; Kate McVey, Head of Legal Services; Robert McLeary, Head of Property; Douglas Campbell, Head of Public Relations and Marketing; Colin Houston, Chief Auditor; and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillor Douglas Reid, Provost Robert Stirling, Councillors Jim O'Neill, Daniel Coffey, David Fulton and Tommy Farrell.

CHAIR: 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 VII of these Minutes, viz:-
 - 1.1 **DECENTRALISATION SUB-COMMITTEE OF 22 SEPTEMBER 1998** - Appendix I.
 - 1.2 **DECENTRALISATION SUB-COMMITTEE OF 24 SEPTEMBER 1998** - Appendix II.

Councillors Hall and Hay joined the meeting at this point.

- 1.3 **BEST VALUE SUB-COMMITTEE OF 1 OCTOBER 1998** - Appendix III.
- 1.4 **CHAIR'S SUB-COMMITTEE OF 1 OCTOBER 1998** - Appendix IV.
- 1.5 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 6 OCTOBER 1998** - Appendix V.
- 1.6 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 7 OCTOBER 1998** - Appendix VI.
- 1.7 **CHAIR'S SUB-COMMITTEE OF 15 OCTOBER 1998** - Appendix VII.

**BUDGETARY CONTROL SUMMARY STATEMENT -
GENERAL SERVICES REVENUE ACCOUNT (PERIOD 6)**

2. There was submitted a report dated 12 October 1998 (circulated) by the Acting Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 11 September 1998 (Period 6).

The Acting Director of Finance stated that the various issues raised would be covered under item 7 of the Agenda.

It was agreed to note the contents of the report pending the mid-year review of the budget by the Policy and Resources Committee later on the Agenda.

**BUDGETARY CONTROL SUMMARY STATEMENT -
HOUSING REVENUE ACCOUNT (PERIOD 6)**

3. There was submitted and noted a joint report dated 24 September 1998 (circulated) by the Acting Director of Finance and Director of Housing on the current budgetary control position and projected out-turn for the year for the Housing Revenue Account for the period ended 11 September 1998 (Period 6).

**BUDGETARY CONTROL SUMMARY STATEMENTS TO
11 SEPTEMBER 1998 (PERIOD 6)**

4. There were submitted and noted the undernoted reports on the current budgetary control position for the period ended 11 September 1998 (Period 6).

The Acting Director of Finance stated that the various issues raised would be covered under item 7 of the Agenda.

- 4.1 POLICY AND RESOURCES (CENTRAL)** - Report dated 5 October 1998 (circulated) by the Acting Director of Finance.
- 4.2 POLICY AND RESOURCES (SUPPORT)** - Joint report dated 7 September 1998 (circulated) by the Acting Director of Finance and the Director of Support Services.
- 4.3 POLICY AND RESOURCES (URBAN AID PROJECTS)** - Report dated 2 October 1998 (circulated) by the Acting Director of Finance.

**VIREMENT IN THE SOCIAL WORK
REVENUE BUDGET 1998/99 (Item 4, Page 3688)**

5. There was submitted a report dated 13 October 1998 (circulated) by the Director of Social Work which sought approval for the virement of revenue funds within the Social Work Revenue Budget 1998/99.

It was agreed:

- (i) to transfer the amount of £371,700 as outlined in Section 2 of the report in terms of Section 5.3 of the Council's Financial Regulations; and
- (ii) to otherwise note the contents of the report.

**COMMUNITY MEALS - VIREMENT IN
1998/99 REVENUE BUDGET (Item 5, Page 3836)**

6. There was submitted a report dated 20 October 1998 (circulated) by the Director of Social Work which sought approval for the virement of resources to finance the current level of expenditure of community meals.

It was agreed:

- (i) to the virement adjustment of £100,000 to be vired from the DSS Transfer Budget to Provisions in terms of Section 5.3 of the Council's Financial Regulations; and
- (ii) to otherwise note the contents of the report.

RECONCILIATION EXERCISE - 1998/99 REVENUE BUDGET (Item 6, Page 3676)

7. There was submitted a joint report dated 6 October 1998 (circulated) by the Director of Education and Acting Director of Finance which sought approval of the virement of resources within the Education Department.

It was agreed:

- (i) to the virement adjustments noted in Section 3.1 of the report in terms of Section 5.3 of the Council's Financial Regulations; and
- (ii) otherwise to note the contents of the report.

REVIEW OF THE 1998/99 GENERAL SERVICES REVENUE BUDGET

8. There was submitted a report dated 8 October 1998 (circulated) by the Acting Director of Finance on the issues arising from a review of the 1998/99 General Services Revenue Budget and which sought approval for amendments to the budget.

It was agreed:

- (i) to adjust the base budgets for 1998/99 by the amounts indicated in the report;
- (ii) that all Directors continue to take management action to curb expenditure and maximise income wherever possible whilst ensuring current Council policies are observed; and
- (iii) otherwise to note the contents of the report.

STATISTICAL INFORMATION ON REVENUE COLLECTION

9. There was submitted a report dated 9 October 1998 (circulated) by the Acting Director of Finance to update Members on the position of the Council with regard to billing and collection of Local Taxes as at 11 September 1998.

It was agreed:

- (i) to note the present position on collection performance; and
- (ii) endorse the arrears collection initiative outlined in the report.

**DEVELOPMENT OF OPERATING ARRANGEMENTS FOR
EAST AYRSHIRE COUNCIL'S BUDGET MONITORING GROUP**

10. There was submitted and approved a report dated 8 October 1998 (circulated) by Sam Craig, CoSLA Consultant, setting out a framework within which the Budget Monitoring Group could operate effectively and considering the types of monitoring reports that should be submitted to the Group.

INTERNAL AUDIT - ANNUAL REPORT 1997/98

11. There was submitted and noted report dated 15 October 1998 (circulated) by the Acting Director of Finance on details of the Internal Audit Annual Report 1997/98.

PERFORMANCE PLANS

12. There were submitted and approved the following Performance Plans in respect of the undernoted Departments (circulated), viz:-

12.1 FINANCE

Report dated 2 October 1998 by the Acting Director of Finance.

12.2 SUPPORT SERVICES

Report dated 14 October 1998 by the Director of Support Services.

12.3 PERSONNEL SERVICES

Report dated 13 October 1998 submitted by the Director of Personnel Services.

HEALTH AND SAFETY PROGRESS REPORTS AND ACTION PLANS

13. There were submitted and noted the following reports (circulated) to (a) summarise the progress made to date in managing Health and Safety within the Departments; and (b) to provide Action Plans for 1998/99 identifying proposals for the coming year, viz:-

13.1 FINANCE DEPARTMENT

Report dated 6 October 1998 by the Acting Director of Finance.

13.2 SUPPORT SERVICES

Report dated 15 October 1998 by the Director of Support Services.

CUMNOCK AND DOON VALLEY GIFT FURNITURE SCHEME

14. There was submitted a report dated 7 October 1998 (circulated) by the Director of Social Work on the review of the funding requirements of the Cumnock and Doon Valley Gift Furniture Scheme.

It was agreed:

- (i) that the Director of Social Work utilise the Section 10 budget to provide a one-off payment of £4,000 to the Gift Furniture Scheme; and
- (ii) that the Director of Social Work initiate a review of both the Cumnock and Doon Valley Gift Furniture Scheme and the Kilmarnock Furniture Project and report back the findings to Committee.

**APPLICATION FOR FUNDING - EAST AYRSHIRE FEDERATION
OF COMMUNITY ASSOCIATIONS**

15. There was submitted a report dated 14 October 1998 (circulated) by the Director of Support Services to consider an application for funding received from East Ayrshire Federation of Community Associations to hold an Unemployment Conference to be held on Thursday 29 October 1998.

It was agreed to approve the request for £1,500 from the East Ayrshire Federation of Community Associations for the Unemployment Conference.

THE MAIR BEQUEST

16. There was submitted a report dated 9 October 1998 (circulated) by the Director of Support Services to propose operational arrangements for the administration and management of the Mair Bequest.

It was agreed:

- (i) to recommend to Council that the Council discharges its responsibilities in respect of the Mair Bequest by confirming the appointment of Councillors Turnbull, Fulton, Macrae, Nicoll and McDill as Trustees; and
- (ii) to approve the withdrawal of any "remit" to the Irvine Valley Local Committee in the process.

AWARDING OF TENDERS

17. There was submitted and noted a report dated 5 October 1998 (circulated) by the Director of Support Services to provide, for information, details of the lowest satisfactory tenders which had been awarded as follows, viz:-

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Condition survey and replacement of heating pipes, London Road Centre, Kilmarnock 1998/99 Programme	C&D Heating Services Ltd, Irvine	£71,690.37
Upgrade of telephone switches at London Road and Civic Centre, Kilmarnock	Kingston Communications, Stirling	£14,036.00
Electrical upgrade, Civic Centre, Kilmarnock 1998/99 Programme	T Brown & Son (Ayr) Ltd, Ayr	£84,247.50

AFFILIATIONS TO OUTSIDE ORGANISATIONS 1998/99

18. There was submitted a report dated 1 October 1998 (circulated) by the Director of Support Services to consider the background, aims and objectives and activities of those organisations which had sought association with and affiliation of, the Council.

It was agreed:

- (i) to the affiliations as undernoted:

<u>Organisation</u>	<u>Cost of Affiliation</u>	<u>Recommending Department</u>
National Association of Councillors	£ 300	Support Services
Scottish Local Government Information Unit	£2,480	Support Services
Baby Milk Action Group	£ 30	Support Services
British Association of Adoption and Fostering Agencies	£1,100	Social Work
Disability Scotland	£ 77	Social Work
National Fostering Association	£ 559	Social Work
National Local Government Forum on Poverty	£1,240	Social Work
Scottish Child Law Centre	£ 30	Social Work
Social Services Research Group	£ 29	Social Work
Chartered Institute of Housing in Scotland	£1,118	Housing
Scottish Council for Single Homeless	£ 96	Housing
SHELTER (Scotland)	£ 500	Housing
Canine Crisis Council	£ 17	Community Services
Royal Society for the Prevention of Accidents	£ 330	Community Services
Scottish Accident Prevention Council	-	Community Services
Scottish Environmental Forum	£ 210	Community Services
Royal Environmental Health Institute of Scotland	£ 158	Community Services
Library Association	£ 420	Community Services
Children in Scotland	£1,848	Education
Scottish Childminding Association	£ 75	Education
Scottish Pre-School Play Association	£ 75	Education
Action for Southern Africa	£ 100	Education
British Standards Institute	£ 575	Development Services
Coalfield Communities Campaign	£2,463	Development Services
Scottish Civic Trust	£ 300	Development Services
Scottish Council (Development and Industry)	£1,484	Development Services
West Coast Rail 250 Campaign	£ 250	Development Services
Scottish Rural Forum	£1,000	Development Services
Prestwick Airport Consultative Committee	£ 400	Development Services
Royal Society for the Prevention of Accidents (Road Safety Committee)	£ 288	Development Services

Scottish Housing and Town Planning Council	£ 150	Development Services
Scottish Association for Public Transport	£ 50	Development Services
Scottish Urban Regeneration Forum	£ 100	Development Services
Ayrshire Chamber of Commerce	£ 500	Development Services
Scottish Local Authorities Economic Development Officer's Group	£ 250	Development Services
Strathclyde Buildings Preservation Trust	£2,496	Development Services
Equality Exchange	£ 230	Personnel Services
Women's Forum Scotland	£ 30	Personnel Services
Opportunity 2000	£1,250	Personnel Services
Ayrshire Occupational Health and Safety Group	£ 50	Personnel Services
Association of Direct Labour Organisations	£2,155	Commercial Operations

(ii) not to affiliate to the undernoted organisations:

Scottish Declaration on Poverty (Scottish anti-Poverty Network)	Social Work
Scottish National Federation for the Welfare of the Blind	Social Work
Public Health Alliance	Social Work
Volunteer Development Scotland	Social Work
Tenant Participation Advisory Service	Housing; and

(iii) that the recommending Departments notify the organisations to which affiliation was agreed.

ESTABLISHMENT OF JOINT BANKING FACILITY/ LOCAL INFORMATION OFFICE, MUIRKIRK

19. There was submitted a report dated 1 October 1998 (circulated) by the Director of Support Services on the provisional terms and conditions agreed for the provision of a joint Local Information Office/Bank at 44 Main Street, Muirkirk.

It was agreed:

- (i) to approve the joint use of the bank premises at 44 Main Street, Muirkirk as a Local Information Office/Bank on the proposed terms and conditions outlined in the report; and
- (ii) to declare the existing Local Office at 33 Main Street, Muirkirk surplus to requirements.

PROPOSED DISPOSAL OF THE FORMER BROWN'S INSTITUTE AND ADJOINING LAND AT MAIN STREET, NEWMILNS

20. There was submitted a report dated 7 October 1998 (circulated) by the Director of Support Services which sought approval to dispose of the former Brown's Institute

and adjoining land at Main Street, Newmilns to St Vincent Crescent Preservation Trust.

It was agreed to dispose of the former Brown's Institute and adjoining land at Main Street, Newmilns to the St Vincent Crescent Preservation Trust for the purchase price of £1 subject to the conditions outlined in Section 6 of the report and that the Head of Legal Services conclude the transaction.

SURPLUS PROPERTY, GLEBE RESOURCE CENTRE, KILMARNOCK

21. There was submitted a report dated 14 October 1998 (circulated) by the Director of Support Services on a recommendation from the Special Ad Hoc New Housing Partnership Committee that the subjects comprising the Glebe Resource Centre, Glebe Road, Kilmarnock be made available to the New Housing Partnership at nil value in order to enable community regeneration.

It was agreed:

- (i) not to approve the request for the transfer of the Glebe Resource Centre, Kilmarnock to the New Housing Partnership at this time; and
- (ii) that the Director of Social Work submit a report to the Social Work Committee on suggestions for alternative accommodation for community groups currently using the Glebe Resource Centre facility.

EXCLUSION OF PRESS AND PUBLIC

22. 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.

PROPOSED PURCHASE OF INDUSTRIAL ESTATE, MAIN STREET, DALMELLINGTON (PARA 9)

23. There was submitted a report dated 5 October 1998 (circulated) by the Director of Support Services which requested authorisation to purchase Main Street Industrial Estate, Dalmellington from the owners.

It was agreed, subject to the proposed funding package being secured and a Minute of Agreement being entered into with Enterprise Ayrshire, the Head of Legal Services be instructed to purchase Main Street Industrial Estate, Dalmellington from the owners subject to the terms and conditions outlined in Section 7 of the report.

REPLACEMENT OF CORPORATE FINANCIAL MANAGEMENT SYSTEMS (PARA 9)

23. There was submitted a joint report dated 13 October 1998 (circulated) by the Director of Support Services and the Acting Director of Finance which sought approval of a tender for consultancy services to prepare an implementation plan and invitation to tender for the new Corporate Financial Management System.

It was agreed:

- (i) that Admiral PLC, whilst not submitting the lowest tender, be appointed as consultants for the first phase of the project as they offered the best option for the Council in terms of their technical experience and knowledge in both finance and information technology and in working on this type of project; and
- (ii) otherwise to note the contents of the report.

CAR LEASING SCHEME (PARA 9)

- 25.** There was submitted a report dated 5 October 1998 (circulated) by the Director of Personnel Services on the outcome of the retendering exercise for the Council's Car Leasing Scheme and seeking approval for the appointment of a contractor.

It was agreed to appoint Ogilvie Management Services Ltd to supply a Car Leasing service to the Council effective from 2 November 1998 for a period of three years and that the Director of Personnel Services make the necessary arrangements.

REVIEW OF DEPARTMENTAL STRUCTURES (PARA 1)

- 26.** There was submitted a report dated 9 October 1998 (circulated) by the Chief Executive which recommended the restructuring of certain Council Services and Departments to address current issues and strengthen corporate governance.

It was unanimously agreed in terms of Standing Order 51 to reconsider the decision of the Special Ad Hoc Commercial Strategy Review Committee of 31 August 1998 in respect of item 4.6 of the report.

Having noted that the proposed post of Assistant Chief Executive and Solicitor to the Council would have a direct reporting line to the Chief Executive on legal matters of corporate significance, it was agreed to recommend to Council:

- (i) to approve in principle the Departmental and Service delivery changes outlined in the report;
- (ii) to approve the detailed staffing structure proposals relating to the Chief Executive's and Finance functions for implementation subject to consultation with Trade Unions;
- (iii) that the Chief Executive, following consultation with appropriate Trade Unions, report at an early date on the detailed staffing and financial implications of the remainder of the proposals referred to in the report; and
- (iv) in reference to recommendation (iii) above to delegate to the Policy and Resources Committee full powers to determine on the Council's behalf detailed further proposals and the method and timescale for their implementation.

The meeting terminated at 1140 hrs.