

**APPENDIX VII**

**EAST AYRSHIRE COUNCIL**

**DECENTRALISATION SUB-COMMITTEE OF THE POLICY AND RESOURCES  
COMMITTEE**

**MINUTE OF MEETING HELD ON 15 OCTOBER 1997 AT 1500 HOURS IN THE  
MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors David Fulton, Wilma Doyle, Ronald Brailsford, Jane Darnbrough, Kathleen Hall and David Sneller.

**ATTENDING:** David Montgomery, Chief Executive; Margaret Burnell, Senior Depute Director of Education; Gwen Barker, Service Officer, Social Work Department; Bill Walkinshaw, Principal Administrative Officer; Donald McVicar, Department Strategy Officer and Anne Fairbairn, Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre, Bob Beattie, Kim Nicoll, Jimmy Kelly, Tommy Farrell and Eric Jackson.

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

**COMMUNITY COUNCIL BI-ANNUAL LIAISON MEETINGS**

1. There was submitted a report dated 19 August 1997 (circulated) by the Director of Support Services on the outcome of the first Bi-Annual consultative meeting with Community Councils held on the evening of Wednesday 18 June 1997 in Council Headquarters, London Road, Kilmarnock.

It was agreed to:-

- (i) note the outcome of the first Bi-Annual consultative meeting between East Ayrshire Council and Community Councils;
- (ii) note that the Director of Support Services would undertake arrangements to facilitate the next meeting in the series of Bi-Annual consultative meetings in January 1998 and that reports arising from future meetings would be submitted to the Policy and Resources Committee; and
- (iii) invite all Elected Members to attend the Community Council Bi-Annual Liaison Meetings.

**GOOD PRACTICE GUIDE**

2. There was submitted a report dated 9 October 1997 (circulated) by the Director of Support Services advising the Sub-Committee of progress with regard to the compilation of a Good Practice Guide to facilitate decision making at Local Committees.

It was agreed:-

- (i) to note the establishment of a short-term Working Group as outlined in Section 4 of the report;

- (ii) that Community Representatives be consulted in the preparation of the Good Practice Guide; and
- (iii) that a draft Good Practice Guide together with details of any cost implications be submitted for consideration to the Sub-Committee's meeting on 25 November 1997.

#### **LOCAL COMMITTEES - FORWARD PLANNING 1997/98**

3. There was submitted a report dated 19 August 1997 (circulated) by the Director of Support Services advising of the finalised Forward Planning Programme in respect of the Agenda and timescales of Local Committee meetings for 1997/98.

It was agreed:-

- (i) to approve the finalised Forward Planning Programme as the Sub-Committee's target in respect of the agenda and timescales of Local Committee meetings for 1997/98 as detailed in the Annex to this Minute; and
- (ii) that the Director of Community Services be requested to submit a report to a future meeting of this Sub-Committee on the feasibility of further extending the Council's Registration Service throughout East Ayrshire.

#### **MEETINGS OF COMMUNITY FORUMS**

4. There was submitted a report dated 30 September 1997 (circulated) by the Director of Support Services seeking the agreement of the Sub-Committee with regard to future reporting arrangements of Community Forum meetings.

It was agreed:-

- (i) that future reports in respect of Community Forum meetings be submitted annually to the Decentralisation Sub-Committee to enable a strategic overview to be taken;
- (ii) to note that a Good Practice Guide for Community Forums would be developed in due course; and;
- (iii) that preliminary consultations be carried out with Local Committees to obtain their views on the operation of Local Forums to date with a view to informing consideration of future arrangements for the holding of Local Forums.

#### **SUPPORT TO COMMUNITY REPRESENTATIVES ON LOCAL COMMITTEES**

5. There was submitted a joint report dated 8 October 1997 (circulated) by the Directors of Education and of Social Work regarding the role of community work staff within Social Work and Education Departments in relation to the provision of support for Community Representatives on Local Committees.

It was agreed to:-

- (i) forward the report as amended to each Local Committee for their consideration and comments; and
- (ii) that the Director of Support Services in conjunction with the Directors of Education and Social Work submit a report to the next meeting of the Sub-Committee on 25 November 1997 outlining the nature of support available to Community Councils.

### **AUDIT FOR COMMUNITY MEMBERSHIP**

6. There was submitted a report dated 8 October 1997 (circulated) by the Director of Support Services providing information on the progress of recruitment of Community Representatives.

It was agreed:-

- (i) to note the present Community membership on Local Committees and that vacancies were being actively pursued by Officers with a view to identifying appropriate Community Representatives; and
- (ii) to note that details on the role of the substitute Community Member on Local Committees would be included in the Best Practice Guide.

### **TIMETABLE AND AGENDA**

7. There was submitted a timetable and agenda dated 8 October 1997 (circulated) by the Chief Executive detailing decentralisation issues under consideration at present.

It was agreed:-

- (i) that this item remain for consideration as Sub-Committee business until 31 March 1998; and
- (ii) otherwise, to note the content of the timetable and agenda.

The meeting terminated at 1552 hours.

**ANNEXATION****EAST AYRSHIRE COUNCIL****LOCAL COMMITTEE PROVISIONAL FORWARD PLANNING****PROGRAMME 1997/98**

<b>Cycle Number 1 - (6 May - 14 May)</b>	<b>Cycle Number 2 - (11 June - 20 August)</b>
	Garden Competition (Housing) Leisure Strategy Consultation (Community Services) Anti-Poverty Strategy (Social Work) Call for Potential Road Schemes (Development Services)
<b>Cycle Number 3 - (16 September - 30 September)</b>	<b>Cycle Number 4 - (28 October - 12 November)</b>
Neighbourhood Disputes Team Operational Arrangements (Housing) Purchasing Intentions Community Care and Preparation for Community Care Plan (Social Work) Preparation for Children's Service Plans (Social Work) <b>De-briefing report on Environment Week 1997 (Community Services)</b> <b>Update on Pre-5 places</b>	Housing Capital Programme (Housing) Commercial Operations Consultation on Service Provision (Commercial Operations) Service Plan Consultation (Community Services) Criminal Justice Service Plan (Social Work) Sensory Impairment Services - Establishment of East Ayrshire Service (Social Work) <b>Children's Service Plan</b> <b>Youth Participation in East Ayrshire (Education)</b>
<b>Cycle Number 5- (9 December - 7 January)</b>	<b>Cycle Number 6 - (3 February - 18 February)</b>
<b>Business Grants and Loans (Development Services)</b> <b>Open Cast Coal Local Plan - Final Draft (Development Services)</b> <b>Regeneration Strategies/Programmes (Development Services)</b> <b>Initiate recruitment process for Community Representatives on local Committees for 1998/99</b> <b>Update on Education Bursaries Policy</b> <b>Update on Footwear &amp; Clothing Grant Policy</b>	<b>Business Grants and Loans (Development Services)</b> <b>Agree Revenue Footway Programme (Development Services)</b> <b>East Ayrshire Consultative Draft Local Plan (Development Services)</b> <b>Community Care Plan (Social Work)</b>

<b>Update on Pre-5 admissions Policy</b>	
<b>Cycle Number 7 - (17 March - 1 April )</b>	<b>Not Specific to a Time Period</b>
<p>Prior Notification of Environment Week/National Spring Cleaning (Community Services)</p> <p>Social Work Grants (Social Work)</p>	<p>Contract Specifications (Community Services)</p> <p>Financial Reports as required eg monitoring of payment of local grants (Finance)</p> <p>Annual Revenue Budgets - General Services and Housing Revenue Account (Finance)</p> <p>General Services Capital Programme - (Finance)</p> <p>HRA Capital Programme (Finance)</p> <p><b>Roads Capital Programme (Development Services)</b></p> <p><b>Details of Road Safety Schemes (Development Services)</b></p> <p><b>Various Education related issues as they arise throughout the year.</b></p>