

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 23 OCTOBER 1997 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors David Sneller, Eric Jackson, Irene Reeves, Wilma Doyle, Ronald Brailsford, Provost Robert Stirling, Councillors Jane Darnbrough, Jim O'Neill, Kathleen Hall, David Fulton, Kim Nicoll, Jim Kelly, Jimmy Boyd and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services; Barbara Haughan, Director of Support Services; Alex McPhee, Senior Depute Director of Finance; Bernadette Docherty, Senior Depute Director of Social Work; Roddy Wallace, Head of Administration; Kate McVey, Head of Legal Services; Douglas Campbell, Head of Public Relations and Marketing; Inspector Bob Pollock, Police Liaison Officer; George Malone, Principal Engineer; George Fraser, Senior Policy Adviser; and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Douglas Reid, Bob Beattie, Daniel Coffey, George Turnbull and Eric Ross.

CHAIR: Councillor David Sneller, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved, both as correct records and in respect of recommendations contained therein, the undernoted Sub-Committee Minutes (circulated) as contained in Appendices I to VII of these Minutes.
 - 1.1 **CHAIR'S SUB-COMMITTEE OF 10 SEPTEMBER 1997** - Appendix I.
 - 1.2 **MEMBERS' SERVICES SUB-COMMITTEE OF 10 SEPTEMBER 1997** - Appendix II.
 - 1.3 **SPECIAL MEMBERS' SERVICES SUB-COMMITTEE OF 29 SEPTEMBER 1997** - Appendix III.
 - 1.4 **CONTRACTING SUB-COMMITTEE (SPORTS AND LEISURE MANAGEMENT) OF 29 SEPTEMBER 1997** - Appendix IV.
 - 1.5 **PERSONNEL SUB-COMMITTEE OF 7 OCTOBER 1997** - Appendix V.
 - 1.6 **FINANCE AND PROPERTY SUB-COMMITTEE OF 15 OCTOBER 1997** - Appendix VI.
 - 1.7 **DECENTRALISATION SUB-COMMITTEE OF 15 OCTOBER 1997** - Appendix VII.

**GENERAL SERVICES CAPITAL PROGRAMME
TO 12 SEPTEMBER 1997 (PERIOD 6)**

2. There was submitted a report dated 16 October 1997 (circulated) by the Director of Finance to update Members on the current position regarding the General Services Capital Programme 1997/98 and to submit proposals to utilise identified surplus funding.

It was agreed to:

- (i) approve the addition of the following schemes to the General Services Capital Programme for 1997/98:
 - (a) Social Work - Additional Site Preparation Work -
Area Centre £200,000
 - (b) Development Services - Kilmarnock Infirmary
Demolition Underwriting (£60,000) and Bridge
Maintenance Works £106,000
 - and; £306,000
- (ii) otherwise note the contents of the report.

HOUSING CAPITAL PROGRAMME TO 12 SEPTEMBER 1997 (PERIOD 6)

- 3. There was submitted and noted a report dated 16 October 1997 (circulated) by the Director of Finance to update Members on the current position regarding the Housing Capital Programme 1997/98.

BUDGETARY CONTROL SUMMARY STATEMENT TO 12 SEPTEMBER 1997 (PERIOD 6)

- 4. There was submitted and noted the undernoted reports by the Director of Finance in respect of the current Budgetary Control position and the projected out-turn for the year for the period ended 12 September 1997 (period 6).
 - (a) Policy and Resources (Support) - Report dated 7 October 1997;
 - (b) Policy and Resources (Central) - Report dated 7 October 1997; and
 - (c) Policy and Resources (Urban Aid Projects) - Report dated 6 October 1997.

ACCOUNTS COMMISSION CONFERENCE - 7 OCTOBER 1997 "BEST VALUE AGENDA"

- 5. There was submitted and noted a report dated 9 October 1997 (circulated) by the Director of Finance on the content and benefits from attendance at the above Conference.

TOWARDS BEST VALUE - IMPLEMENTATION ARRANGEMENTS (Item 6, Page 2525)

- 6. There was submitted a report dated 14 October 1997 (circulated) by the Chief Executive to propose a number of arrangements to secure implementation of the Council's proposals for Best Value as contained within the Council's submission to the Secretary of State.

The Chief Executive gave details of the arrangements being made to provide Officer support for implementation of the Council's Best Value proposals which included details of the composition of an all-Departmental Senior Officer Implementation Group to be Chaired by the Depute Chief Executive.

Councillor Sneller, seconded by Councillor Jackson, moved:

- (i) to recommend to Council approval of the proposed membership format; Terms of Reference; and delegated powers for the Best Value Sub-Committee as follows:

(a) Composition Format

Number of Councillors - 11 (4 a quorum)

Chair and Vice-Chair of the Policy and Resources Committee, a named representative and nominated substitute from each of the Service Committees (Commercial Operations, Community Services, Development Services, Education, Housing and Social Work) and 3 additional Members from the Opposition.

(b) Terms of Reference

Oversight of the implementation corporately of East Ayrshire Council's approach to Best Value which would include:-

- consider, over time, options for the delivery of all elements of Council services and make recommendations to relevant Service Committees
- review outcomes in relation to:-
 - (i) departmental business excellence self assessments;
 - (ii) departmental assessment of operational performance;
 - (iii) departmental annual reviews;

and make recommendations as necessary.

- review and monitor the corporate planning process to ensure compliance with Best Value requirements; and
- determine submission to the Scottish Office requested under the Best Value Regime.

(c) Delegated Powers

Full delegated powers to deal with all matters within the above Terms of Reference subject to existing Council policies and in compliance with approved revenue estimates.

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| <div style="border: 1px solid black; padding: 2px 5px; display: inline-block;">C</div> | <p>(ii) to recommend to Council that each Service Committee, ie Commercial Operations, Community Services, Development Services; Education, Housing and Social Work, be requested to appoint their named representative and nominated substitute and advise the Director of Support Services accordingly;</p> <p>(iii) to remit to Council to appoint the three additional Members from the Opposition to the Sub-Committee;</p> <p>(iv) to note the arrangements made by the Chief Executive to provide Officer support for implementation of the Council's Best Value proposals;</p> <p>(v) to note the advancement of the Housing Department's participation in the Business Excellence assessment; and</p> <p>(vi) otherwise to note the terms of the report.</p> | <div style="border: 1px solid black; padding: 2px 5px; display: inline-block;">C</div> |
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Councillor Nicoll, seconded by Councillor Brailsford, moved as an amendment the points as detailed at (ii) to (iv) above with the exception of the following amendment to (i):

- (i) to recommend to Council approval of the proposed membership format; Terms of Reference; and delegated powers for the Best Value Sub-Committee as part of a Council review of Committee and Sub-Committee structures;

On a division by a show of hands the motion was carried by 10 votes to 3.

ACCOUNTS COMMISSION - MANAGEMENT ARRANGEMENTS AUDIT MODULE 1

- 7. There was submitted a report dated 7 October 1997 (circulated) by the Chief Executive on the submission of the Management Arrangements Audit 1996/97 Module 1 to the Accounts Commission in respect of all the Council's Services.

It was agreed:

- (i) to note the submission of completed returns in respect of Module 1 by all of the Council's Services; and
- (ii) otherwise to note the terms of the report.

STATUTORY PERFORMANCE INDICATORS 1997/98 - CONSULTATION ON THE 1997 DIRECTION

- 8. There was submitted a report dated 15 October 1997 (circulated) by the Chief Executive on the publication of the consultation paper by the Accounts Commission containing proposals for the 1997 Direction on which the Council had been invited to comment and to propose suitable terms for a Council response.

It was agreed:

- (i) to note the publication by the Accounts Commission of the consultation paper on its 1997 Direction;
- (ii) that the issues and observations contained within the report would form the basis of the Council's response with a copy also to be sent to the Convention of Scottish Local Authorities for its interest; and
- (iii) otherwise to note the terms of the report.

CUMNOCK AND DOON VALLEY GIFT FURNITURE SCHEME - APPLICATION FOR FUNDING (Item 7, Page 1911)

- 9. There was submitted a report dated 7 October 1997 (circulated) by the Chief Executive to consider an application for funding by the Cumnock and Doon Valley Gift Furniture Scheme which had been continued for consideration by the Policy and Resources Committee at its meeting on 13 March 1997.

It was agreed:

- (i) that the application in respect of £2,500 for revenue costs submitted to the Local Committees be more appropriately considered by this Committee and be approved in full;

- (ii) that the approved application be funded in full from the budget held by the Policy and Resources Committee thus subsuming the in-principle support of the Cumnock Area Local Committee and with a corresponding compensatory adjustment being made to the budget held by the Doon Valley Local Committee in respect of the £500 already granted; and
- (iii) that the Director of Social Work bring forward to the Policy and Resources Committee at the end of the financial year a report detailing the progress of any proposals for the amalgamation of the respective Furniture Redistribution Schemes.

**COUNCIL-WIDE COMPLAINTS AND
COMMENTS PROCEDURE (Item 14, Page 1414)**

- 10.** There was submitted a report dated 15 October 1997 (circulated) by the Chief Executive on the arrangements which had been made to put the Council-wide Complaints and Comments Procedure into operation, to recommend that this be expanded to incorporate an invitation to comment on Council services and to suggest a range of measures to provide for redress.

An amended page 4 of the report had been circulated to Members.

It was agreed:

- (i) to note the arrangements which had been made to put into operation a Council-wide Complaints and Comments Procedure;
- (ii) that the procedure incorporate an invitation to comment on Council services;
- (iii) that formal complaints across the Council be monitored throughout the course of a year and reported annually to this Committee and that an analysis of complaints would be produced for inclusion in the Council's Annual Report so that the public could have confidence that the Council took complaints seriously;
- (iv) to the possible options which could be made for redress; and
- (v) otherwise to note the terms of the report.

**CORPORATE PLANNING MECHANISM - PRODUCTION OF
ANNUAL ACTION PLANS (Item 4, page 2214)**

- 11.** There was submitted a report dated 7 October 1997 (circulated) by the Chief Executive which recommended that Service Committees prepare Annual Action Plans in terms of the Corporate Planning process previously agreed.

It was agreed:

- (i) to request Service Committees to agree Annual Action Plans for submission to the next meeting of the Policy and Resources Committee; and
- (ii) otherwise to note the terms of the report.

GOVERNMENT REVIEW OF PENSION PROVISION

12. There was submitted a report dated 7 October 1997 (circulated) by the Director of Social Work to draw to Committee's attention the Government's review of pension provision and to invite approval of a suggested corporate response.

It was agreed:

- (i) to approve Appendix II of the report as East Ayrshire Council's response to the Department of Social Security Pensions Review Scheme, and that the suggestion that pensions should be index linked to increases in pay be also included; and
- (ii) otherwise to note the contents of the report.

AFFILIATION TO OUTSIDE ORGANISATION - OPPORTUNITY 2000

13. There was submitted a report dated 9 October 1997 (circulated) by the Director of Personnel Services which recommended that the Council become a member of the Opportunity 2000 Campaign in Scotland.

It was noted that Opportunity 2000 was a business-led campaign with a clear objective "to improve the quantity and quality of women's employment at all levels, based on ability, in both private and public sector organisations".

It was agreed that the Council accept the invitation to become a member of Opportunity 2000 Scotland at a cost of £1,250 per annum.

Provost Stirling left the meeting at this point.

"THE CARING CUP" - EAST AYRSHIRE COUNCIL SPONSORSHIP (Item 3, page 1909)

13. There was submitted a joint report dated 3 October 1997 (circulated) by the Directors of Social Work and of Support Services which sought approval for the continued sponsorship of "The Caring Cup" by East Ayrshire Council.

It was agreed:

- (i) to the involvement of East Ayrshire Council as a co-sponsor of "The Caring Cup" in 1998-2000 (subject to a level of continued support by other sponsoring partners sufficient to ensure the viability of the event);
- (ii) to the participation of Social Work Department and Public Relations staff in preparation for the event;
- (iii) to the involvement of a Member of the Council as a member of the judging panel for "The Caring Cup";
- (iv) to authorise the Directors of Social Work and of Support Services to make the necessary payment to the Evening Times (which would act as Treasurer for the co-sponsors) which would be likely to remain around £5,000;
- (v) to the involvement of East Ayrshire Council as host of the event (subject to partner approval) in November 1998; and
- (vi) otherwise to note the contents of the report.

NOLAN COMMITTEE REPORT ON LOCAL GOVERNMENT

15. There was submitted a report dated 13 October 1997 (circulated) by the Director of Support Services to consider the recommendations of the Nolan Committee Report on Local Government and to respond to the consultation paper issued on the proposed introduction of a new statutory offence of "Misuse of Public Office".

It was agreed:

- (i) to welcome the report in principle as a simplification and clarification of the rules of conduct and reflecting best practice; and
- (ii) to raise the practical concerns outlined above in relation to the role of the Standards Committee/Local Government Tribunal, the proposed changes to the planning system and the offence of Misuse of Public Office.

AWARDING OF TENDERS

16. There was submitted a report dated 6 October 1997 (circulated) by the Director of Support Services to provide for information details of a tender which had been awarded as follows:

<u>Contract</u>	<u>Successful Contractor</u>	<u>Amount</u>
Proposed Sewer and Pumping Station at Loudoun Academy, Galston	East Ayrshire Council Commercial Operations Roads and Transportation, Kilmarnock	£68,459.87

ENERGY MANAGEMENT PROGRESS REPORT (Item 8, Page 2215)

17. There was submitted a report dated 6 October 1997 (circulated) by the Director of Support Services which indicated progress in the implementation of the Energy Management Policy.

It was agreed:

- (i) to approve the contents of the report;
- (ii) that Departments include provision in the 1998/99 budgets for funding in cases where only 50% energy efficiency grants were available;
- (iii) that regular reporting of energy and water consumption at all Council premises be made to this Committee;
- (iv) that a proportion of the savings achieved by the installation of water management systems be allocated in subsequent years to enable further work on other properties; and
- (v) that specific budget headings for installation of water management systems be included in subsequent year's budgets by all Departments.

**DEVELOPMENT OF COUNCIL INFORMATION
AND ADVICE SERVICES (Item 7, Page 2215)**

- 18.** There was submitted a report dated 15 October 1997 (circulated) by the Director of Support Services which updated Committee on the outcome of further investigation and consultation in respect of Local Office provision in New Farm Loch, Kilmarnock and Patna as part of the development plan for Information and Advice services.

It was agreed:

- (i) that Patna Local Office be developed in the current year using the residual capital funding;
- (ii) that the Director of Support Services, in conjunction with the Head of Contracting and Technical Services forward plans for the development of New Farm Loch Local Office to tender stage, with a view to commencing work as early as possible subject to availability of funds; and
- (iii) that the Head of Property investigate whether appropriate security measures were in place at New Farm Loch Community Centre and to take any necessary action.

COMMUNITY SAFETY

- 19.** There was submitted a joint report dated 30 September 1997 (circulated) by the Director of Community Services and the Police Liaison Officer outlining the key issues relating to community safety and which recommended adoption in principle of a draft Community Safety Strategy to improve the quality of life in East Ayrshire and to make it a safer place to live, work and visit.

It was agreed:

- (i) to adopt the draft Community Safety Strategy in principle;
- (ii) to refer the Community Safety Strategy to Local Area Committees for consideration;
- (iii) to remit to the Director of Community Services to submit a further report incorporating the views of Local Area Committees prior to final adoption of the Community Safety Strategy; and
- (iv) otherwise to note the contents of the report.

CHRISTMAS LIGHTS 1997 (Item 8, Page 2579)

- 20.** There was submitted a report dated 15 October 1997 (circulated) by the Director of Community Services which sought approval to incur additional expenditure of up to £37,500 for the provision of Christmas lights throughout East Ayrshire.

It was agreed:

- (i) to incur expenditure of up to £37,500 in relation to Christmas lights;
- (ii) to remit to the Director of Community Services to attempt to meet this within the existing budget for 1997/98; and
- (iii) otherwise to note the report.

**REPORTS FROM THE MEMBER/OFFICER
GROUPS ON GRANTS (Item 7, Page 1911)**

21. There was submitted a report dated 15 October 1997 (circulated) by the Chief Executive to advise of the findings of the Member/Officer Groups on Grants and which recommended accordingly.

It was noted that the report from the Member/Officer Group on Equal Opportunities would be submitted to the next meeting.

The following reports by the Member/Officer Groups were submitted and considered subject to appropriate finance being available.

Support to the Unemployed

It was agreed that:

- (i) the New Start Project and Cumnock and Doon Valley Open Access should merge and form under the banner of the East Ayrshire Employment Initiative;
- (ii) a development plan be brought forward as to how the projects be combined and developed as a comprehensive East Ayrshire-wide jobs access and training agency within the larger framework of a developing East Ayrshire Employment Initiative with due recognition to the implications of the emerging Welfare to Work Initiative; and
- (iii) financial restructuring of both organisations should be undertaken within the funding opportunities potentially available by delivery programmes/projects under the Government's Welfare To Work Programmes.

Grants to Young People

It was agreed:

- (i) to note the progress made by the Member/Officer Group on Grants;
- (ii) to note that the information gathered by the Member/Officer Group would help inform the early debate and investigation of the soon to be established Working Group on Young People;
- (iii) to request that the Group consider the implications of establishing a Youth Trust taking account of the legal advice; and
- (iv) to note the content of the report.

Women's Empowerment and Training

It was agreed:

- (i) to approve the recommendations in respect of individual groups as detailed in Appendix VIII to the Minutes;
- (ii) that the Council establish a single point of contact and advice for organisations which were seeking financial assistance and it was understood that the Officer Working Groups on Grants would be addressing this matter;
- (iii) that further discussion would take place with the groups named to explore potential joint arrangements for applying for funding;

- (iv) that the Council establish an East Ayrshire Women's Forum including representation from voluntary organisations to ensure the Council's strategies properly reflected the needs of women; and
- (v) that the Directors of Education and of Social Work report further to the Policy and Resources Committee with an action plan to meet the points raised in relation to funding and organisational arrangements for pre-school and after-school care.

Exclusion of Press and Public

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 9 of Schedule 7A of the Act.

Information and Advice Services

It was agreed to note the recommendations of the Group and that a further report be submitted to the next meeting following detailed discussions with the groups involved.

Councillor O'Neill joined the meeting during discussion of the above item.

PROPERTY ENQUIRY CERTIFICATES (Item 9, Page 2216)

23. Councillor Sneller, seconded by Councillor Jackson, moved 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.

Councillor Nicoll, seconded by Councillor Brailsford, moved as an amendment that the Press and public not be excluded from the meeting for the following item of business.

On a division by a show of hands the motion was carried by 10 votes to 3.

The Committee then agreed to reconsider this item in terms of Standing Order 51.

There was submitted a report dated 13 October 1997 (circulated) by the Director of Support Services on proposals for a further revision of East Ayrshire Council's Property Enquiry Service.

It was agreed:

- (i) that with immediate effect a Property Enquiry Certificate be provided by East Ayrshire Council for £60;
- (ii) that in future, the Director of Support Services be authorised to revise the charge made for Property Enquiry Certificates taking into account prevailing market forces;
- (iii) that the Director of Support Services be authorised to introduce further enhancements to the service which would include authority to negotiate rebates on charges in respect of bulk requests for Property Certificates as and when appropriate to maintain present and improve future levels of service and business; and

(iv) that the situation be kept under review.

The meeting terminated at 1135 hrs.

ORGANISATION	COUNCIL SUPPORT PROVIDED BY	FUNDING	RE
Onthank After School Care	Community Education	EAC £25,000	1. Decision best run services
Shortlees/Riccarton Before and After School Care	Community Education	EAC £40,000 + Lottery + Children in Need	2. If this ser sector arrangen
North West Kilmarnock Loan Parents Group	Social Work Department (Community Work)	U.P. till Aug 1998 97/98 £111,113	3. A char determin 4. The role
Women's Centre Kilmarnock	Social Work Department (Community Work)	Sec 10 £48,300	1. Service secure f alleivate
Kilmarnock & Loudoun Women's Aid	Social Work Department (Community Work)	Sec 10 £82,000	2. Level o addresse Kilmarno
Cumnock & Doon Valley Women's Aid	Social Work Department (Community Work)	Section 10, Lottery and U.P. £148,293	
Bellsbank Women's Project	Education Support Services	Education £14,591 Support Services £1,383 and/or £18,000 C.E.	1. Service secure fu
Zero Tolerance	Social Work Department	EAC £4,000 affiliation + £2,500 publicity	1. Current continue
Rape Crisis	Social Work Department (Community Work)	Sec 10 £39,000	1. Implicatio Council t to be exa
Afton Lone Parent Group Wider Opportunities for Women Survivors Group Catrine Women's Group	Social Work Department (Community Work) and also other staff as required	Local Grants as required, some Section 10 - Social Work Department under £500. Housing Benefit, Adult Education etc appropriate contribution	1. Funding 2. Accuracy database Departm