

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****Minutes of meeting held on Thursday 5 October 1995 at 1000 hrs
in the Council Chambers, Lugar**

- PRESENT:** Councillors D Sneller (Chair), R Beattie, J Darnbrough, T Farrell, D Fulton, K Hall, J Kelly, K Nicoll, J O'Neill, E Ross and G Turnbull.
- ATTENDING:** D Montgomery, Chief Executive; F Lees, Depute Chief Executive; G Clark, Director of Finance; J Hillis, Director of Housing; I McLachlan, Director of Personnel Services; J Mulgrew, Director of Education; B Haughan, Director of Support Services; W Stafford, Director of Community Services; R McLeary, Head of Property; K McVey, Head of Legal Services; D Campbell, Head of Public Relations and Marketing; A M Carr and A Fairbairn, Chief Executive's Department.
- APOLOGIES:** Councillors J Boyd, R Brailsford, D Coffey, W Doyle, E Jackson, A McIntyre, I Reeves, D Reid and R Stirling.

1. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 24 August 1995 were submitted and approved as a correct record.

2. MINUTES OF DECENTRALISATION SUB-COMMITTEE

Submitted minutes of 12 September 1995 of the Decentralisation Sub-Committee (issued).

It was agreed that:

- (a) the minutes of the Decentralisation Sub-Committee of 12 September 1995 be approved;
- (b) the Committee endorse the proposals for the seven local areas serving the areas of:
 - (i) Irvine Valley (Wards 16-20);
Doon Valley (Wards 27-29);
Cumnock Area (Wards 21-26 and Ward 30);
Kilmarnock North (Wards 1, 2, 14 and 15);
Kilmarnock Central (Wards 3-7);
Kilmarnock South (Wards 8-10); and
Kilmarnock North Area Committee (Wards 11-13).

3. REMIT FROM COMMUNITY SERVICES COMMITTEE - WASTE DISPOSAL

Councillor Sneller declared a non-pecuniary interest in terms of the Local Government Code of Conduct, vacated the Chair in favour of Councillor Farrell and left the meeting.

Submitted minute excerpt of 26 September 1995 (issued) of the Community Services Committee seeking approval of the proposed expenditure for the waste disposal contract following the tendering process for the provision of refuse disposal services.

It was agreed to sanction the expenditure estimated at £1,361,250 in 1996/97 and £1,485,000 plus variation in future years for the waste disposal contract.

4. FINANCE

Councillor Farrell vacated the Chair in favour of Councillor Sneller who re-joined the meeting at this point.

4.1 ESTIMATES 1996/97 - PROPOSED TIMETABLE

Submitted report by the Director of Finance (issued) proposing a timetable for the preparation of estimates for the financial year 1996/97.

Having heard the Director of Finance it was agreed to approve the proposed timetable for the completion of estimates for the financial year 1996/97.

4.2 ESTIMATES 1996/97 (EXCLUDING HOUSING REVENUE ACCOUNT)

Submitted report by Director of Finance (issued) summarising per service the budgetary information currently available from the existing authorities which makes a comparison with indicative assessments for each new authority prepared by the Scottish Office in consultation with CoSLA for members' information.

The Director of Finance reported that the current position regarding disaggregated budgets was now broadly satisfactory from an East Ayrshire perspective and that the break-down of budgets had been accepted in terms of the principles used for disaggregation with the Council reserving its right to make further representation to the Scottish Office should any of the detailed investigations not yet completed merit this.

Having heard the Director of Finance and the Chief Executive, it was agreed that the contents of the report be noted.

(Councillor Ross joined the meeting during discussion of the above item).

4.3 INITIAL ESTIMATES 1996/97 - HOUSING REVENUE ACCOUNT

Submitted report by the Director of Finance (issued) outlining the position regarding the composite estimates for the Housing Revenue Account for the two merging District Councils in terms of the existing 1995/96 budget and their indicative position for 1996/97, given certain basic assumptions.

The Director of Finance reported that the net expenditure figures as detailed in Appendix 1 to the report had been prepared as a first draft and would be subject to more detailed scrutiny, given that there had been no indication at present that there will be any residual balances at 31 March 1996 within the two demitting authorities.

It was agreed that members remit to the Housing Committee the estimates for the Housing Revenue Account for 1996/97 as outlined in the estimates timetable for the financial year 1996/97.

4.4 CAPITAL PROGRAMMES - TIMETABLE

Submitted interim report by the Director of Finance (issued) which proposed a timetable to consider the capital plan submissions to the Scottish Office.

The Director of Finance reported that information was being collated from the three existing authorities in respect of the ongoing capital commitment into the financial year 1996/97.

It was agreed that officers be instructed to draw up capital programmes for submission to the respective service Committees in order that submissions can be made to the Scottish Office by the currently understood target date of 30 November 1995.

4.5 INSURANCE - FUTURE POLICIES

Submitted interim report by the Director of Finance (circulated) which sought the agreement of members on the policy for the appointment of Brokers in respect of placing the Council's insurances, development of a risk management strategy and advice on other related matters, and a claims handling facility.

It was agreed that the Director of Finance, Depute Director of Finance (Accountancy and Budgeting) and the Depute Director of Finance (Internal Audit), together with a member of Strathclyde Regional Council's Risk Management Unit, interview the Brokers currently employed by the three merging authorities, namely, Alexander and Alexander UK Ltd, Bowring Marsh and MacLennon Ltd and Sedgwick UK Ltd, with a view to making an immediate appointment for a period of three years for the provision of insurance services to the Council.

4.6 BANKING - FUTURE POLICY

Submitted interim report by the Director of Finance (issued) which sought members' approval to continue with the existing banking arrangements of the merging authorities, in the short term, with a view to entering into formal tendering procedures early in the new financial year (ie 1996/97).

It was agreed that the Director of Finance:

- (i) make suitable arrangements with the Royal Bank of Scotland for the provision of all banking services for the period up to 31 March 1997 on the most favourable terms; and
- (ii) make the necessary preparations for entering into the tendering process for banking services during the financial year 1996/97 when demand can be assessed and report back to the Policy and Resources Committee in due course.

4.7 DRAFT TREASURY POLICY STATEMENT

Submitted report by the Director of Finance (issued) which sought members' approval on the policy to be adopted in relation to the treasury management operations of the Council.

Having heard the Director of Finance it was agreed:

- (i) that paragraph 3.2(d) (third line) be amended by the insertion of the word "appropriate" before the word "staff";
- (ii) in relation to Appendix 1, Section 6.1 of the report, the work "District" be deleted from paragraphs 6 and 8;
- (iii) that the draft Treasury Policy Statement as detailed in Appendix 1 to the report be approved subject to the aforementioned amendments; and

- (iv) that the clauses as detailed in paragraph 3.2 of the report be approved and included in the East Ayrshire Council Financial Regulations once completed.

4.8 FINANCE DEPARTMENT - KEY ISSUES AND TIMETABLE

Submitted report by the Director of Finance (issued) providing an update for members and amending the timetable submitted to the Policy and Resources Committee on 24 August 1995.

Having heard the Director of Finance it was agreed that the revised dates shown in the report be approved and reports submitted in due course to the appropriate Committee.

4.9 BUDGETARY CONTROL REPORT FOR PERIOD TO 15 SEPTEMBER 1995

Submitted report by the Director of Finance (issued) advising of the current position and the anticipated overspend which, based on current trends, will occur at the end of the financial year and advising that the Director of Finance was examining methods of alleviating the situation.

It was agreed to note the contents of the report.

4.10 TREASURY MANAGEMENT CONSENT

Submitted report by the Director of Finance (issued) requesting approval that blanket consent be granted to the existing Councils to enter into treasury management transactions for the remainder of the financial year in respect of transactions where the consideration is in excess of £250,000.

It was agreed to authorise the Director of Finance to write to the three existing authorities to grant them single blanket consent for treasury management transactions in excess of £250,000.

4.11 COUNCIL TAX/NON-DOMESTIC RATES BILLING 1996/97

Submitted report by the Director of Finance (issued) which sought approval by members in respect of the request made by Strathclyde Regional Council Finance Department regarding the arrangements for Council Tax/Non-Domestic Rates Billing 1996/97.

It was agreed that East Ayrshire Council continue with the policies and procedures adopted by Strathclyde Regional Council in relation to the arrangements for Council Tax/Non-Domestic Rates Billing for the financial year 1996/97 in terms of the letter received from the Depute Director of Finance (Exchequer Services), Strathclyde Regional Council.

5. PERSONNEL

5.1 PERSONNEL MATTERS - GENERAL UPDATE

Submitted report by the Director of Personnel Services (issued) which provided an update on the position concerning staff transfers and the development of departmental structures and the rationalisation of conditions of service.

It was agreed to note:

- (i) the contents of the report; and

- (ii) that reasons for the reduction in the current figures relating to the number of staff transferring from the Regional Council were being pursued by the Director of Personnel Services.

5.2 STAFF COMMISSION CIRCULAR - No. 8/95

Submitted report by the Director of Personnel Services (issued) requesting that the matter of the establishment of an appropriate appeals mechanism in accordance with Staff Commission Circular 8/95 be remitted to the Personnel Sub-Committee for consideration.

It was agreed that the matter of the establishment of an appropriate appeals mechanism in accordance with Staff Commission Circular 8/95 be remitted to the Personnel Sub-Committee of the Policy and Resources Committee for consideration.

5.3 MEMBERS' SUPPORT - APPOINTMENT OF SECRETARIES

Submitted report by the Director of Personnel Services (issued) outlining arrangements for selection procedures.

The Chair advised the Committee that he had previously declared an interest in relation to this item at the Recruitment and Personnel Committee on 4 September 1995, but that owing to an alteration in prevailing circumstances he could now participate in the consideration of this item.

Councillor Kelly, seconded by Councillor Turnbull moved that the Policy and Resources Committee confirm support for the procedure whereby the Chief Executive arrange for the appointment of four staff to service the political groups, to be undertaken by initial interview by appropriate senior officials together with subsequent consultation with appropriate elected members, prior to deployment.

Councillor Nicoll, seconded by Councillor Hall, moved as an amendment in the absence of a written view on East Ayrshire's recruitment process for these posts having been received by the authority from the Staff Commission and that consideration of this matter be continued to the Council meeting on 18 October 1995.

On a division by a show of hands, the motion was carried by 9 votes to 2.

5.4 PROPOSED JOINT CONSULTATIVE COMMITTEES

Submitted report by the Director of Personnel Services (issued) recommending the establishment of Joint Consultative Committees.

The Chair advised that notes of the liaison meetings with Trade Unions held on 16 August and 27 September 1995 had been circulated to all members.

Having heard the Director of Personnel Services it was agreed that:

- (i) to facilitate consultations with employees, formal Joint Consultative Committees (JCCs) be established in respect of each of the following categories of employee, viz:-
 - Manual Workers and Craftsmen
 - Staff
 - Teachers;
- (ii) the Council's representation on each Joint Consultative Committee be 8 elected members (6 Administration, 2 Opposition); and

- (ii) it be recommended to the Council that the following members be nominated to serve as Chair on the Committees outlined, with nominations for the remaining places being relayed to the Chief Executive for submission to the Council.

Councillor J O'Neill - Manual Workers and Craftsmen

Councillor A McIntyre - Staff

Councillor T Farrell - Teachers

5.5 APT&C SALARY SCALES

Submitted report by the Director of Personnel Services (issued) requesting that the Council, against a background of differing practice among current authorities, adopt a new nomenclature to describe the scales covering spinal column points 35-73 inclusive in order to avoid any ambiguity in future.

It was agreed, subject to consultation with appropriate Trade Unions, that the Council adopt the range of Senior Officer scales covering spinal column points 35-73 inclusive as shown in the Appendix to the report.

6. OFFICE ACCOMMODATION - UPDATE

Submitted report, together with a supplementary paper (tabled), by the Head of Property advising that formal Scottish Office Section 94 consent had now been received in respect of the Council's bid for £287,000 which is part of the programmed capital expenditure for 1995/96 office accommodation at the London Road Centre, and intimating the lodgement of a further bid with the Scottish Office.

Having heard the Head of Property, it was agreed that the Committee note the contents of the report and the further update from the Head of Property in respect of the latest bid to the Scottish Office.

7. CONTRACTS - OPERATIONAL TERMS OF SECTION 55 OF THE LOCAL GOVERNMENT ETC (SCOTLAND) ACT 1994

Submitted report by the Chief Executive (issued) advising the Committee of the procedures which the Regional Council propose to be followed in respect of Section 55 of the Local Government etc (Scotland) Act 1994 and which provided information on the contracts which required the consent of East Ayrshire Council.

(Councillor Turnbull left the meeting at this point).

It was agreed that:

- (i) the Committee note the arrangements the Regional Council has made in terms of Section 55 of the Local Government etc (Scotland) Act 1994; and
- (ii) with reference to the contracts referred to in Appendices 1-4 of the report, to note no objection had been offered to the Regional Council proceeding.

8. MANAGEMENT AND MAINTENANCE OF TRUNK ROADS

Submitted report by the Director of Development Services (issued) which sought the Council's approval to authorise Strathclyde Regional Council to submit bids, jointly with other authorities, for contracts for the management and maintenance of trunk roads.

It was agreed that the Committee authorise Strathclyde Regional Council to submit bids to the Scottish Office for contracts for the management and maintenance of

trunk roads in the Clyde and Forth premium units, and for the management of trunk roads in the North West, South East, South West and central all-purpose units.

9. A VISUAL IDENTITY FOR EAST AYRSHIRE COUNCIL

Submitted report by the Chief Executive (issued) advising of the results of the consultation process for the Council's new visual identity and which sought approval of a logo and colours, in addition to the subsequent creation of a coat of arms for East Ayrshire Council following further consultation.

Having heard the Head of Public Relations and Marketing, it was agreed that:

- (i) the logo and colours as presented and circulated to members be adopted; and
- (ii) the Head of Public Relations and Marketing commence the process for the creation of a coat of arms for East Ayrshire Council in consultation with relevant members, the Lord Lyon and appropriate external interests.

10. DISTRICT COURTS

Submitted report by the Director of Support Services (issued) advising of the current position and setting out recommendations regarding the future provision of support for the District Court function.

Having heard the Director of Support Services, it was agreed that:

- (a) the Council provide support to the existing District Court structure within the East Ayrshire area; and
- (b) the Head of Legal Services be formally appointed as Clerk to the Courts and as Clerk of the Peace.

11. ASSOCIATION WITH AND AFFILIATION TO OTHER ORGANISATIONS

Submitted report by the Chief Executive (issued) advising as to the background, aims and objectives and activities of those organisations which have sought the Council's association or affiliation.

It was agreed that the Council:

- (i) affiliate to the Scottish Accident Prevention Council with effect from 1 April 1996;
- (ii) support the action being taken by Nuclear Free Local Authorities (Scotland) in respect of French nuclear testing by writing to:
 - President Chirac of France in the terms of the specimen letter provided by the Association;
 - the Mayors of the French twin towns of Joué les Tours and Alès which have links with East Ayrshire, copying correspondence sent to President Chirac; and
 - Members of Parliament and Members of the European Parliament to inform them of the actions the Council has taken.
- (iii) affiliate to the Nuclear Free Local Authorities (Scotland) with effect from 1 April 1996;
- (iv) affiliate to the Coalfield Communities Campaign with effect from 1 April 1996; and

- (v) agree to affiliate to the National Local Government Forum on Poverty with effect from 1 April 1996.

12. NOLAN COMMITTEE OF ENQUIRY - LOCAL PUBLIC SPENDING BODIES

Submitted report by the Chief Executive (issued) advising of the second study which will be undertaken by the Standing Committee on Standards in Public Life, Chaired by Lord Nolan, which will consider issues and questions relating to local public spending bodies and highlighting those areas where East Ayrshire Council may wish to make comment.

It was agreed that:

- (i) the Committee welcome the decision taken by the Standing Committee on Standards in Public Life to examine the conduct of local public spending bodies;
- (ii) the Committee give public endorsement to the seven principles in public life as detailed as follows:
- selflessness
 - objectivity
 - integrity
 - honesty
 - accountability
 - openness; and
 - leadership

and adopt them as standards for the conduct of business in East Ayrshire Council;

- (iii) the Chief Executive be authorised to make a submission to CoSLA and to the Standing Committee direct in terms of Section 3 of the report (as detailed in Appendix 2 to these minutes); and
- (iv) otherwise, the terms of the report be noted.

13. ATTENDANCE AT CONFERENCES

Councillor Nicoll, seconded by Councillor Hall, moved that wherever the Council agrees to be represented at a Conference, members of the Opposition group be given the opportunity to nominate a representative from their group to attend.

Councillor Farrell, seconded by Councillor Kelly, moved as an amendment that only where the Council agreed to be represented at Conference by more than two delegates, would the Opposition group be invited to nominate a representative to attend.

On a division by a show of hands the amendment was carried by 8 votes to 2.

14. CONFERENCE - INSTITUTE OF TRADING STANDARDS DUNDEE - 26-27 OCTOBER 1995

Submitted report by the Director of Community Services (issued) requesting that the Council indicate whether it wished to be represented at the above Conference.

It was agreed that Councillor John Smith be nominated to attend.

**15. CONFERENCE - SOCIETY OF DIRECTORS OF PERSONNEL IN SCOTLAND
ST ANDREWS - 8-10 NOVEMBER 1995**

Submitted report by the Director of Personnel (issued) requesting that the Council indicate whether it wished to be represented at the above Conference.

It was agreed that Councillor Andrew McIntyre be nominated to attend.

**16. CONFERENCE - OPPORTUNITIES FOR EQUALITY?
(NEW COUNCIL SERVICES AND EQUAL OPPORTUNITIES)
GLASGOW 23 OCTOBER 1995**

Submitted report by the Director of Personnel Services (issued) requesting that the Council indicate whether it wished to be represented at the above Conference.

Agreed that the Council authorise all members of the Equal Opportunities Strategy Group who wish to do so to attend the Conference.

**17. CONFERENCE - SHIFTING THE BALANCE : CAN LOCAL AUTHORITIES
EXTEND POPULAR DEMOCRACY? - 14 NOVEMBER 1995**

Submitted report by the Chief Executive (tabled) requesting the Council to indicate whether it wished to be represented at the above Conference.

It was agreed that two members from the Administration and one member from the Opposition group attend the above Conference.

APPENDIX 2**EXCERPT FROM REPORT ENTITLED
NOLAN COMMITTEE ENQUIRY: LOCAL PUBLIC SPENDING BODIES****3. CONCLUSIONS**

- 3.1** This will be the first time East Ayrshire Council has considered the role and activities of the Standing Committee on standard in public life. It may, therefore, wish to take the opportunity to reflect upon the seven principles of public life which had been adopted by that Committee as detailed in Section 1.8 and in respect of the conduct of this Council, give public endorsement to those principles.
- 3.2** East Ayrshire Council has pledged itself to work in partnership with other public bodies for the benefit of East Ayrshire and its people. In terms of the focus of this study by the Standing Committee, of interest to members will be the Committee's findings on the question of local enterprise companies and housing associations, bodies with whom the Council would expect to have considerable joint working arrangements.
- 3.3** The Council has committed itself to making every effort to ensure that other public agencies responsible for public services fulfil in all aspects, their statutory obligations to the people of East Ayrshire and will work to ensure that the activities and decisions of these bodies are made public.
- 3.4** The Council will, therefore, welcome the decision of the Standing Committee to scrutinise the affairs of local public spending bodies and will wish to express the view that there should be a diminution of the controls which currently apply to these bodies, moreover, the controls and standards which apply to local authorities should be applied to all organisations in the public sector.
- 3.5** The Council may also wish to take this opportunity to reinforce the point that locally elected Councillors should be represented on these bodies.