

APPENDIX II

EAST AYRSHIRE COUNCIL

**MEMBERS' SERVICES SUB-COMMITTEE OF THE
POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 13 JUNE 1996 AT 1210 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Wilma Doyle, Kathleen Hall and David Sneller.

ATTENDING: David Montgomery, Chief Executive; Barbara Haughan, Director of Support Services; Roddy Wallace, Head of Administration; and Julie Armstrong, Senior Administrative Officer.

APOLOGY: Councillor Drew McIntyre.

CHAIR: Councillor Tommy Farrell, Chair.

USE OF COUNCIL CARS - GUIDANCE NOTES FOR MEMBERS

1. There was submitted a report dated 30 May 1996 (circulated) by Director of Support Services introducing guidance notes for use of Council cars.

It was agreed to approve the adoption of the guidance notes as shown in the Appendix to these Minutes.

CONFERENCES/SEMINARS

2.1 COALFIELD COMMUNITY CAMPAIGN - 17/19 SEPTEMBER 1996

There was submitted a report (circulated) by Director of Development Services requesting consideration of attendance at the Annual Conference to take place in Stoke on Trent from 17 to 19 September 1996.

It was agreed to authorise attendance at the Conference by the two Council representatives to the Coalfield Community Campaign, viz:- Councillors Tommy Farrell and Jimmy Kelly and Officers as determined by the Chief Executive.

**2.2 THE FUTURE OF SOCIAL WORK SERVICES: SCOTTISH LOCAL
GOVERNMENT INFORMATION UNIT - 14 JUNE 1996**

There was submitted a report dated 9 May 1996 (circulated) by Director of Social Work requesting consideration of representation at the National Conference to be held in the former Lothian Regional Council Chambers, Parliament Square, Edinburgh on Friday 14 June 1996.

It was agreed to authorise attendance at the Conference by two Members from the Administration and one Member from the Opposition (subject to Members being available and that names should be notified to the Chief Executive) and also one Officer to be determined by the Chief Executive.

2.3 SEMINAR FOR WOMEN IN LOCAL GOVERNMENT - "NEW GAME: SAME RULES?" - 28 JUNE 1996

There was submitted a report dated 6 June 1996 (circulated) by Chief Executive requesting consideration of representation at the Seminar to be held in the former Lothian Regional Council Chambers, Parliament Square, Edinburgh on Friday 28 June 1996.

It was agreed to authorise attendance at the above Conference by two Members from the Administration, one Member from the Opposition and Officers to be determined by the Chief Executive.

The meeting terminated at 1214 hrs.

APPENDIX**EAST AYRSHIRE COUNCIL****USE OF COUNCIL CARS****GUIDANCE NOTES FOR MEMBERS**

A number of vehicles are available for use by Members in connection with approved duties and this note details the specific duties involved. Transport should be reserved with Jackie Adams (Ext 6040) who is located at the main Reception Area, Council Headquarters. Please note that it is for Members to ensure all bookings are in accordance with the approved duties given below. Bookings and recordings of journeys will be arranged in accordance with the booking form and passengers will be required to complete and sign a log sheet.

In the event of conflicting requirements, the requirements of the Provost, as Civic Head, will take precedence, followed by the Leader of the Council and Committee Chairs when acting in that capacity and thereafter in order of booking. To assist in meeting Members' requirements and to allow for staff scheduling, Members are requested to ensure that bookings are made with Jackie as early as possible, and no later than a full 24 hours prior to the time required if the booking is outwith office hours. Maximum economy should be exercised and Members should share cars where possible. Approved duties for which the cars may be used are -

- (1) All meetings of the Council, its Committees and Sub-Committees, any Official Working Groups and all outside organisations to which the Member is the Council's nominee (including further meetings which that organisation has nominated the member to attend on its behalf).
- (2) Civic Receptions, functions and hospitality events to which a formal invitation has been extended by the Council or the relevant Committee.
- (3) Functions and hospitality events (i) where the invitation has been extended by a local group or organisation in the Members' ward, (ii) where the Member is a designated representative of Council, or (iii) by a national group or organisation where the Member is the Council's representative at the event or the attendance is deemed to be an approved duty.
- (4) East Ayrshire's political group meetings held within the Council's area connected with the functions of the Council and Committees.
- (5) Duties and responsibilities undertaken by the Depute Provost (where that Member will have particular preference if the duty is being undertaken on the Provost's behalf), the Leader, Depute Leader, Chairs and Vice-Chairs and Leader of the Opposition Group.
- (6) Members' surgeries.

(7) Duties undertaken relevant to a Members' constituency interests.

Members are further asked to note that, in general, "home to office" transport will not be provided unless this is to attend a Council or Committee meeting for which formal paperwork has been issued.