

**EAST AYRSHIRE COUNCIL**

**POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON WEDNESDAY 10 SEPTEMBER 1997 AT  
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors David Sneller, Drew McIntyre, Douglas Reid, Ronald Brailsford, Provost Robert Stirling, Councillors Jane Darnbrough, Kathleen Hall, Daniel Coffey, David Fulton, Kim Nicoll, Eric Ross, Jim Kelly, Jimmy Boyd and Tommy Farrell and Eric Jackson.

**ALSO PRESENT:** Councillor John Smith.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Des Tierney, Director of Commercial Operations; William Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; John Mulgrew, Director of Education; Gordon Clark, Director of Finance; Douglas Bulloch, Director of Social Work; Barbara Haughan, Director of Support Services William McKenzie, Senior Depute Director of Commercial Operations; Alex McPhee, Senior Depute Director of Finance; Chris McAleavey, Senior Depute Director of Housing; Tom McHugh, Depute Director of Finance; Graham Haugh, Depute Director of Personnel Services; Roddy Wallace, Head of Administration; Malcolm Roulston, Head of Information Technology; Kate McVey, Head of Legal Services; Ian Arnott, Chief Accountant; Robin Baker, Senior Financial Accountant; and Bill Walkinshaw, Principal Administrative Officer.

**APOLOGIES:** Councillors Irene Reeves, Wilma Doyle, Jim O'Neill, Bob Beattie and George Turnbull.

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

**ANNUAL REPORT (1996) OF THE DIRECTOR OF PUBLIC HEALTH,  
AYRSHIRE AND ARRAN HEALTH BOARD**

**1.1 PRESENTATION**

Dr Drew Walker, Director of Public Health, gave a presentation to the Committee on the 1996 Annual Report, entitled "Health and Ill-Health in Ayrshire and Arran" a copy of which had been circulated to all Members during the summer recess.

Dr Walker spoke to his report which covered the following areas: (i) a general overview of the following areas:- "Back to the Future", cervical screening; maternity services; emergency admissions; alcohol and tobacco; clinical effectiveness; outcome evaluation; practice based needs assessment; services for cancer, heart disease and brain injuries; and alliance for health initiatives; (ii) communicable diseases; and (iii) health promotion in the workplace, schools, through exercise and

on mental health.

Following questions from members of the Committee, the Chair thanked Dr Walker for his report and presentation to the Committee.

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## **1.2 JOINT REPORT BY DIRECTORS OF SOCIAL WORK, COMMUNITY SERVICES AND EDUCATION**

There was submitted a joint report by the abovementioned Directors dated 3 September 1997 (circulated) about the issues which were of significance to East Ayrshire, arising from the Director of Public Health's report "Health and Ill-Health in Ayrshire and Arran.

It was agreed:

- (i) to note the action taken by the Council to promote a positive approach to health;
- (ii) to encourage Council staff to work collaboratively with Health Service colleagues and to identify initiatives for promoting positive health and preventing ill-health within East Ayrshire; and
- (iii) otherwise to note the contents of the report.

Councillors Ross and McIntyre joined the meeting during the above presentation and Provost Stirling joined the meeting at its conclusion.

### **IMPROVING HEALTH CARE PROVISION IN AYRSHIRE AND ARRAN**

- 2. There was submitted a report dated 2 September 1997 (circulated) by the Director of Social Work seeking approval for the Council's response to Ayrshire and Arran Health Board paper "Improving Health Care Provision in Ayrshire and Arran" as detailed within the report.

It was agreed to approve the Council's response as detailed within Appendix II of the report.

### **SUB-COMMITTEE MINUTES**

- 3. There were submitted and, except in respect of 3.14 as undernoted, approved both as correct records and in respect of recommendations contained therein, the undernoted Sub-Committee Minutes (circulated) as contained in Appendices I to XVII of these Minutes.

#### **3.1 MEMBERS' SERVICES SUB-COMMITTEE OF 5 JUNE (Appendix I).**

#### **3.2 RECRUITMENT SUB-COMMITTEE OF 11 JUNE 1997 (Appendix II).**

- 3.3 RECRUITMENT SUB-COMMITTEE OF 16 JUNE 1997 (Appendix III).
- 3.4 CONTRACTING SUB-COMMITTEE (BUILDING MAINTENANCE) OF 16 JUNE 1997 (Appendix IV).
- 3.5 CHAIR'S SUB-COMMITTEE OF 17 JUNE 1997 (Appendix V).
- 3.6 RECRUITMENT SUB-COMMITTEE OF 18 JUNE 1997 (Appendix VI).
- 3.7 RECRUITMENT SUB-COMMITTEE OF 24 JUNE 1997 (Appendix VII).
- 3.8 SPECIAL PERSONNEL SUB-COMMITTEE OF 26 JUNE 1997 (Appendix VIII).
- 3.9 CONTRACTING SUB-COMMITTEE (SPORT AND LEISURE MANAGEMENT) OF 30 JUNE 1997 (Appendix IX).

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- 3.10 CIVIC CEREMONIAL SUB-COMMITTEE OF 30 JUNE 1997 (Appendix X).
- 3.11 CHAIR'S SUB-COMMITTEE OF 30 JUNE 1997 (Appendix XI).
- 3.12 CHAIR'S SUB-COMMITTEE OF 21 JULY 1997 (Appendix XII).
- 3.13 APPEALS SUB-COMMITTEE OF 15 AUGUST 1997 (Appendix XIII)
- 3.14 CIVIC CEREMONIAL SUB-COMMITTEE OF 20 AUGUST 1997 (Appendix XIV).
- 3.14.1 ITEM 4 - PROPOSALS FOR CIVIC RECOGNITION OF ANNIVERSARY CELEBRATIONS (Page 2476) - It was agreed that the proposed uniform formula for civic recognition of anniversary celebrations would be applied to anniversaries of a minimum of 50 years and multiples of 50 thereafter.
- 3.15 PERSONNEL SUB-COMMITTEE OF 26 AUGUST 1997 (Appendix XV).
- 3.16 CHAIR' SUB-COMMITTEE OF 26 AUGUST 1997 (Appendix XVI).
- 3.17 FINANCE AND PROPERTY SUB-COMMITTEE OF 2 SEPTEMBER 1997 (Appendix XVII).

#### **FINANCIAL POSITION UPDATE**

- 4. There was submitted report dated 27 August 1997 (circulated) by the Director of Finance on the current position regarding the final out-turn and the completion of the Annual Report 1996/97 for East Ayrshire Council and highlighting the consequences of matters arising from this on the financial position of the Council during the current financial year 1997/98.

It was noted that in respect of paragraph 2.1.4 (b) unfunded pensions, that the out-turn amounted to 0.522m, an increase of 0.66m.

It was agreed:

- (i) to adopt the annuity method of debt charging from 1 April 1996, as detailed within the report;
- (ii) to agree to adjust Department's base budgets for 1997/98 by the amounts indicated in paragraphs 3 and 4 of Section B of the report;
- (iii) to require all Directors to take immediate management action to curb expenditure wherever possible whilst ensuring that current Council policies were observed; and
- (iv) that an approach be made to Malcolm Chisholm MP, the Scottish Office Minister responsible for Local Government, requesting that he meet with an all-party delegation from East Ayrshire Council to discuss the implications of the funding situation facing East Ayrshire Council in the coming financial year in relation to the national position as currently understood.

During discussion of this item, Councillor Ross left the meeting.

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#### **GENERAL SERVICES CAPITAL PROGRAMME TO 15 AUGUST 1997 (PERIOD 5)**

5. There was submitted a report dated 27 August 1997 (circulated) by the Director of Finance providing an update on the current position regarding the General Services Capital Programme 1997/98.

It was agreed:

- (i) to remit to the Director of Finance, in conjunction with Service Directors, to compile proposals to utilise the available funding, for consideration by this Committee at its next meeting on 23 October 1997; and
- (ii) otherwise to note the contents of the report.

#### **BUDGETARY CONTROL SUMMARY STATEMENTS TO 18 JULY 1997 (PERIOD 4)**

6. There were 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.

- (a) **POLICY AND RESOURCES (SUPPORT)** - report dated 22 August 1997.
- (b) **POLICY AND RESOURCES (CENTRAL)** - report dated 22 August 1997.
- (c) **POLICY AND RESOURCES (URBAN AID PROJECTS)** - report dated 22 August 1997.

Councillor Ross rejoined the meeting at this point.

### **STRATHCLYDE REGIONAL COUNCIL - CLOSURE OF ACCOUNTS 1995/96**

7. There was submitted report dated 18 August 1997 (circulated) by the Director of Finance on the position of the Accounts 1995/96 for Strathclyde Regional Council prepared by Glasgow City Council and seeking approval of the proposed treatment of future transactions.

It was agreed:

- (i) that the Council should abide by the general principles on post accounts transactions outlined within the report;
- (ii) to authorise the Director of Finance to sign an agreement in terms of these general principles on behalf of the Council; and
- (iii) otherwise to note the contents of the report.

### **MEMBERS' ALLOWANCES AND EXPENSES**

8. There was submitted report dated 18 August 1997 (circulated) by the Director of Finance to establish, in relation to the terms of the newly issued Scottish Office Circular and recent COSLA advice on the matter, the level of payments to be made to Elected Members in respect of Basic Allowances, Special Responsibility Allowances and Travel and Subsistence rates in 1997/98.

Councillor Sneller, seconded by Councillor Jackson, moved:

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- (i) to increase Basic Allowances and Travel and Subsistence rates in line with the revised maximum rates determined by the Secretary of State for Scotland as detailed within the report and that the new rates take effect from 1 August 1997 and not be backdated to 1 April 1997; and
- (ii) to increase the Special Responsibility Allowance in line with the APT&C staff pay award of 2.5% suitably abated to link the Special Responsibility Allowance for the Leader of the Council now and for the future to the base spinal point of AP3 at £14,325 (rather than a straight 2.5% increase to a total of £14,350) the new rates to take effect from 1 August 1997 and not be backdated to 1 April 1997.

Councillor Coffey, seconded by Councillor Nicoll, moved as an amendment:

- (i) that there be a freeze on any increases in the Basic Allowances and Subsistence Rates;
- (ii) that the Travel Rates be increased in line with the revised maximum

determined by the Secretary of State for Scotland as detailed within the report and that the new rates take effect from 1 August 1997; and

- (iii) that there be a freeze on any increases in Special Responsibility Allowances pending a review of East Ayrshire Council's Committee structure in respect of which a report should be submitted to the next appropriate Council meeting.

On a division by a show of hands the motion was carried by nine votes to five.

### **SPECIAL RESPONSIBILITY ALLOWANCES**

- 9. There was submitted a report dated 28 August 1997 (circulated) by the Director of Finance in respect of an amendment to the Scheme of Members' Allowances in respect of Special Responsibility Allowances payable to Chairs of Local Committees who are also Chair of a Local Planning Committee.

Councillor Sneller, seconded by Councillor Jackson, moved:

- (i) that paragraph 2.2 of the Scheme of Members' Allowances be amended to add a further Special Responsibility Allowance at the rate of 25% of the Leader's Allowance to be paid to a Member who was Chair of a Local Committee and also Chair of a Local Planning Committee; and
- (ii) otherwise to note the contents of the report.

Councillor Coffey, seconded by Councillor Nicoll, moved as an amendment that there be a freeze on any changes to Special Responsibility Allowances pending a review of East Ayrshire Council's Committee structure in respect of which a report should be submitted to the next appropriate Council meeting.

On a division by a show of hands the motion was carried by nine votes to five.

### **URBAN PROGRAMME TERMINATING PROJECT - RAPE COUNSELLING AND RESOURCE CENTRE PROJECT/ AYRSHIRE RAPE CRISIS GROUP (Item 14, Page 2217)**

- 10. There was submitted a report dated 25 August 1997 (circulated) by the Director of Social Work providing information on the recommendation made by North Ayrshire

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Council on continuing funding for the Rape Counselling and Resources Centre and recommending that the funding of the Project be examined by the Member/Officer Group on Grants (Women Empowerment and Training) and that a report be submitted to a future meeting of this Committee for consideration.

It was agreed:

- (i) that the future funding of the Project be examined by the Member/Officer Group on Grants (Women Empowerment and Training) and thereafter the

Director of Social Work submit for consideration a report to a future meeting of this Committee; and

- (ii) otherwise to note the contents of the report.

### **EX-MINER'S BENEFIT TAKE-UP CAMPAIGN**

- 11. There was submitted and noted a joint report (circulated) by the Directors of Social Work and of Support Services on progress in relation to the Campaign to raise awareness about and encourage take-up of, a range of benefits and services available to ex-miners and their families.

Councillors Brailsford and Ross left the meeting during consideration of this item.

### **OUTREACH BACKPACKING PROPOSALS**

- 12 There was submitted a report dated 18 August 1997 (circulated) by the Director of Social Work seeking approval for the Council's response to the Ayrshire and Arran Community Health Care Trust Outreach Backpacking Proposal which was a scheme to provide clean needles particularly in rural areas where it would not be cost effective to provide a static needle exchange.

It was agreed that the Director of Social Work advise Ayrshire and Arran Community Health Care Trust that the Council would not object to an Outreach Backpacking pilot operating within the Authority's area subject to the following conditions being applied:

- (i) that advice was obtained from Strathclyde Police to ensure the safety of staff and the community in relation to the proposal;
- (ii) that the service was administered by appropriately trained Health Care staff;
- (iii) that the pilot was properly evaluated; and
- (iv) that the Council was formally consulted as part of the evaluation process.

Councillor Brailsford rejoined the meeting during consideration of the above item.

### **SCOTTISH COUNCIL FOR VOLUNTARY ORGANISATIONS (SCVO)**

- 13. There was submitted a report dated 3 September 1997 (circulated) by the Director of Social Work on the work of the SCVO and requesting the Council to consider taking out an Associate Membership of SCVO.

It was agreed that the Council endorse the work of the Scottish Council for Voluntary Organisations by taking up membership at a cost of £250 per annum and that the necessary arrangements be remitted to the Director of Social Work.

## **QUALITY AWARDS 1998**

14. There was submitted a report dated 29 August 1997 (circulated) by the Chief Executive on the promotion of the CoSLA Quality Awards 1998 and recommending that the Council participated by paying an affiliation fee of £2,500.

It was agreed that the Council participate in the CoSLA Quality Awards 1998 and pay an affiliation fee not exceeding £2,500 and noted that this fee also covered membership of COSLA' Quality Network which membership would assist the Council in developing its 'Best Value' proposals.

Councillor McIntyre left the meeting during discussion of this item.

## **MEMBERSHIP OF THE CONVENTION OF SCOTTISH LOCAL AUTHORITIES (COSLA) (Item 3, Page 2214)**

15. There was submitted a report dated 26 August 1997 (circulated) by the Director of Support Services in respect of a request from CoSLA to remit the balance of the levy payment of £3,834.75 in terms of the Council's membership contribution for 1997/98.

It was agreed that the Council remit the balance of £3,834.75 (net of VAT) being the balance of the levy payment due to COSLA in terms of the Council's membership contribution for 1997/98 and that the necessary arrangements be made by the Director of Support Services.

## **AFFILIATIONS TO OUTSIDE ORGANISATIONS 1997/98**

16. There was submitted report dated 26 August 1997 (circulated) by the Director of Support Services with regard to considering the background, aims, objectives and activities of those organisations which had sought association with, and affiliation of, the Council.

It was agreed:

- (i) that the affiliations as detailed within Appendix I of the report be approved; and
- (ii) that the Departments identified within Appendix I notify those organisations to which the Council had agreed to affiliate.

Councillor McIntyre rejoined the meeting during consideration of the above item.

## **CALL TO PROMOTE TWO MINUTE SILENCE**

17. There was submitted a report (circulated) by the Director of Support Services on a request from the Royal British Legion Scotland to support and promote a Two Minute Silence on 11 November 1997.

It was agreed that the Council support the Two Minute Silence on 11 November 1997 and takes the following measures:

- (i) enable staff and visitors to observe the silence in Council premises;
- (ii) make contact with local media to publicise the Council's support; and

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- (iii) display publicity material on Council premises promoting the silence.

### **AWARDING OF TENDERS**

- 18.** There was submitted a report dated 8 September 1997 (circulated) by the Director of Support Services providing, for information, details of tenders which had been award in respect of Information Technology contracts and the supply, delivery and erection of street name signs.

Following comments by Councillor Farrell it was agreed that the Director of Support Services investigate the quality of present street signs and spelling of certain street names and that otherwise the report be noted.

### **BEST VALUE**

- 19.** There was submitted report dated 29 August 1997 (circulated) by the Director of Support Services on progress with arrangements for preparation of the Council's submission to the Secretary of State on the adoption of the Best Value System and seeking agreement on the arrangements for final approval of the submission.

It was agreed that the Member/Officer Working Group submit its report direct to the meeting of the Council to be held on 25 September 1997.

### **NATIONAL LOTTERY STRATEGY (Item 15, Page 2421)**

- 20.** There was submitted a report dated 28 August 1997 (circulated) by the Director of Community Services presenting a strategy for the Council's involvement in Lottery funding bids for both community based and Council funded projects.

It was agreed:

- (i) to adopt the strategy as detailed in the report; and
- (ii) to consider the possibility of any financial allocation in the 1998/99 budgetary construction process.

### **WEST OF SCOTLAND COMMUNITY RELATIONS COUNCIL - APPLICATION FOR ADMINISTRATION GRANT (Item 11, Page 435)**

- 21.** There was submitted a report dated 14 August 1997 (circulated) by the Director of Personnel Services on a request for a grant of £5,000 by the West of Scotland Community Relations Council.

It was agreed that:

- (i) a grant of £3,500 be approved in order to encourage the continued development of the West of Scotland Community Relations Council subject to sufficient support being forthcoming from the other involved local authorities across the former Strathclyde Regional Council area for the organisation to remain viable overall and evidence being provided by the West of Scotland Community Relations Council to that effect; and
- (ii) that a service level agreement be introduced in relation to the joint working arrangement and that it be remitted to the Director of Personnel Services to process this.

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Councillor Boyd left the meeting at this point.

### **PROPOSAL TO RE-ALLOCATE CAPITAL BUDGET FUNDS FOR THE ESTABLISHMENT OF A DATA CENTRE**

22. There was submitted a report dated 28 August 1997 (circulated) by the Director of Support Services seeking authorisation to re-allocate funds held within the 1997/98 Capital Budget (Office Accommodation and Information Technology) for the purposes of establishing an Information Technology Data Centre.

It was agreed:

- (i) that £75,000 be re-allocated from within the 1997/98 Capital Budget/Office Accommodation and Information Technology Requirements to fund a Data Centre within the confines of the Council offices at London Road; and
- (ii) that authorisation be granted to the Director of Support Services to proceed with the construction and equipping of the Data Centre forthwith.

### **STATUS REPORT ON PROGRESS WITH INFORMATION TECHNOLOGY RELATED YEAR 2000 ISSUES**

23. There was submitted a report dated 28 August 1997 (circulated) by the Director of Support Services on progress on work being undertaken to address the potential effect the change to millennium may have on the Council's Information Technology and other potentially affected systems.

It was agreed:

- (i) that future progress on Information Technology related to year 2000 issues be reported at regular intervals with the next update submitted to the Policy and Resources Committee on 4 December 1997; and
- (ii) otherwise to note the contents of the report.

Councillor Boyd joined the meeting during discussion of the above item.

**BUILDING (SCOTLAND) ACT 1959 -  
DEMOLITION OF KILMARNOCK INFIRMARY BUILDING (Item 18, Page 2437)**

24. There was submitted a report dated 4 September 1997 (circulated) by the Director of Support Services requesting authorisation for funding the demolition costs.

Councillor Sneller, seconded by Councillor Jackson, moved:

- (i) to confirm the availability of funds required to cover the cost of the proposed action; and
- (ii) to authorise the Head of Legal Services to prepare a Charging Order on the land with a view to recovering appropriate expenses.

Councillor Coffey, seconded by Councillor Nicoll, moved as an amendment that the matter be continued for further consideration.

On a division by a show of hands the motion was carried by nine votes to four.

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**ADDITIONAL ITEM**

24. The Chair agreed that the undernoted item could be considered by reason of its urgency.

**EXCLUSION OF PRESS AND PUBLIC**

25. 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 6 of Schedule 7A of the Act.

**COLLECTION OF ARREARS OF LOCAL TAXES (Item 4, Page 2483)**

26. There was submitted a report dated 9 September 1997 (circulated) by the Director of Finance referring to the decision of the Secretary of State to provide a special grant of £3m for distribution amongst Scottish Local Authorities for expenditure on measures which the local authorities considered would result in improvement in the collection of unpaid local taxes. The maximum amount of grant for each Council had been determined in relation to the total Council Tax and Community Charge each Council had outstanding as at 31 March 1997 against the amount billed. The sum available to East Ayrshire Council was £0.096m and the Finance and Property Sub-Committee at its meeting on 2 September 1996 had agreed that a report should be presented giving details on how this money would be spent.

Having noted the proposals contained within the report it was agreed:

- (i) that the Director of Finance be authorised to establish an arrears section as detailed within the report and liaise with the Director of Social Work to ensure the availability of income maximisation and debt counselling to local tax debtors
- (ii) to note the range of actions intended to be undertaken within the terms of the Data Protection Act over the period October 1997 to March 1999; and
- (iii) otherwise to note the contents of the report.

The meeting terminated at 1229 hrs.