

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 9 SEPTEMBER 1999 AT
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Daniel Coffey, John Weir, David Macrae, Harry Wilson, Alan Campbell, John Knapp, Finlay MacLean, Robert McDill, Jimmy Kelly, Tommy Farrell, Provost Jimmy Boyd and Councillors Eric Ross, Elaine Dinwoodie and Robert Taylor.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services; Barbara Haughan, Director of Corporate Services; John Mulgrew, Director of Education; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Douglas Bulloch, Director of Social Work; Kate McVey, Solicitor to Council; Tom McHugh, Head of Accounting Services; Roddy Wallace, Head of Administration; Iain MacMillan, Head of Exchequer Services; Helen Dick, Head of Performance; Douglas Campbell, Head of Public Relations and Marketing; Colin Houston, Chief Auditor; Ian Arnott, Corporate Accounting Manager; and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillors Katie Hall, Stephanie Young, Douglas Reid, Jane Darnbrough and Eric Jackson.

CHAIR: Councillor Drew McIntyre, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved both as correct records and in respect of any recommendations contained therein the undernoted Sub-Committee Minutes as contained within Appendices I to X of these Minutes.
 - 1.1 **RECRUITMENT SUB-COMMITTEE OF 14 JUNE 1999 - Appendix I.**
 - 1.2 **QUEENS DRIVE SUB-COMMITTEE OF 15 JUNE 1999 - Appendix II.**
 - 1.3 **CHAIR'S SUB-COMMITTEE OF 22 JUNE 1999 - Appendix III.**
 - 1.4 **BEST VALUE SUB-COMMITTEE OF 29 JUNE 1999 - Appendix IV.**
 - 1.5 **CHAIR'S SUB-COMMITTEE OF 1 JULY 1999 - Appendix V.**
 - 1.6 **QUEENS DRIVE SUB-COMMITTEE OF 27 JULY 1999 - Appendix VI.**
 - 1.7 **APPEALS SUB-COMMITTEE OF 28 JULY 1999 - Appendix VII.**
 - 1.8 **QUEENS DRIVE SUB-COMMITTEE OF 29 JULY 1999 - Appendix VIII.**
 - 1.9 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 24 AUGUST 1999 - Appendix IX.**
 - 1.10 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 25 AUGUST 1999 - Appendix X.**

BUDGET MONITORING GROUP

2. There were submitted and noted the Minutes of the undernoted Budget Monitoring Group (circulated), viz:-
- 2.1 BUDGET MONITORING GROUP OF 15 JUNE 1999.**
- 2.2 BUDGET MONITORING GROUP OF 29 JUNE 1999.**
- 2.3 BUDGET MONITORING GROUP OF 31 AUGUST 1999.**

BUDGETARY CONTROL SUMMARY STATEMENTS TO 30 JULY 1999 (PERIOD 4)

3. There were submitted and noted the undernoted reports (circulated) on the current budgetary control position and projected out-turn for the period ended 30 July 1999 (Period 4), viz:-
- 3.1 POLICY AND RESOURCES (CENTRAL SERVICES)** - Report by Director of Finance dated 26 August 1999.
- 3.2 POLICY AND RESOURCES (CORPORATE SERVICES)** - Report by Director of Finance dated 26 August 1999.
- 3.3 POLICY AND RESOURCES (URBAN AID PROJECTS)** - Report by Director of Finance dated 27 August 1999.

BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES REVENUE ACCOUNT - TO 30 JULY 1999 (PERIOD 4)

4. There was submitted a report dated 25 August 1999 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 30 July 1999 (Period 4).

It was agreed:

- (i) to approve the virement in respect of Corporate Services - staffing issues moving a budget transfer of £82,963 from Corporate Services to Miscellaneous Services;
- (ii) to approve the virement in respect of management action savings in relation to the overall total approved earlier by the Council in its 1999/2000 budget construction process as follows:-

<u>Department</u>	<u>£000</u>
Education	235
Social Work	89
Community Services	63
Development Services	34
Chief Executives	7
Finance	10
Corporate Services	1
Homes and Technical Services	<u>18</u>
	<u>457</u>

- (iii) that Directors take all necessary management action to control expenditure within budget without cutting across existing Council policies; and

- (iv) otherwise to note the content of the report.

**BUDGETARY CONTROL SUMMARY STATEMENT - HOUSING REVENUE
ACCOUNT TO 30 JULY 1999 (PERIOD 4)**

5. There was submitted and noted a joint report (copy enclosed) by the Directors of Finance and of Homes and Technical Services on the current budgetary control position for the Housing Revenue Account for the period ended 30 July 1999 (Period 4).

**VIREMENT IN THE EDUCATION REVENUE BUDGET 1999/2000
INCLUDING THE ALLOCATION OF THE
EXCELLENCE FUND (Item 4, page 268, 99/02)**

6. There was submitted a report (circulated) by the Director of Education which sought approval of referral from the Education Committee for the re-allocation of the Excellence Fund and virement of resources in order to facilitate monitoring of expenditure against budget.

It was agreed:

- (i) the virement and adjustment noted in Section 3.2 of the report; and
- (ii) to note the contents of the report.

REVISION TO DELEGATED MANAGEMENT OF RESOURCES SCHEME

7. It was noted that this item had been withdrawn from the Agenda for later consideration by the Council.

STATISTICAL INFORMATION ON REVENUE COLLECTION

8. There was submitted and noted a report dated 30 August 1999 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 31 July 1999.

INSURANCE ARRANGEMENTS (Item 4, Page 3296, 96/99)

9. There was submitted a report dated 12 August 1999 (circulated) by the Director of Finance on the current cost of insurance for the Council of the previous and existing structure of risk management and which sought approval of the establishment of a specific risk management budget.

It was agreed:

- (i) that Service Directors establish Departmental Risk Management Groups and liaise with the Director of Finance in respect of necessary training and support;
- (ii) to consider as part of the mid-year budget review the establishment of a corporate risk management budget of £0.050m and that the Director of Finance establish suitable procedures for its administration; and
- (iii) otherwise to note the contents of the report.

TREASURY MANAGEMENT

10.1 ANNUAL REPORT 1998/99

There was submitted and noted a report dated 25 August 1999 (circulated) by the Director of Finance on the performance of the Treasury Management function for the financial year 1998/99 and which confirmed that arrangements were in line with approved Council policy and the CIPFA Code of Practice.

10.2 DEBT RESCHEDULING

There was submitted and noted a report dated 25 August 1999 (circulated) by the Director of Finance on the background to and the result of the debt rescheduling exercise recently completed.

INTERNAL AUDIT - ANNUAL REPORT 1998/99

11. There was submitted and noted a report (circulated) by the Chief Auditor which submitted details of the Internal Audit Annual Report 1998/99.

ACCOUNTS COMMISSION FOR SCOTLAND - LOCAL GOVERNMENT ACT 1992 - CONSULTATION ON THE 1999 DIRECTION

12. There was submitted a report dated 12 August 1999 (circulated) by the Chief Executive on the consultation paper issued by the Accounts Commission containing proposals for its 1999 Direction on which the Council had been invited to make comment.

It was agreed:

- (i) to submit the proposed comments on the 1999 Direction to the Accounts Commission as this Council's response to the proposals as detailed in Appendix I of the report; and
- (ii) otherwise to note the contents of the report.

STATUTORY PERFORMANCE INDICATORS 1998/99 (Item 12.2, Page 149, 99/02)

13. There was submitted a report dated 20 August 1999 (circulated) by the Chief Executive which advised of the Statutory Performance Indicator information for the financial year 1998/99 in terms of the Accounts Commission 1997 Direction including arrangements for publication.

It was agreed:

- (i) to note the Statutory Performance Indicator information for 1998/99;
- (ii) to the publication of the Statutory Performance Indicators 1998/99 in the local Press subject to the Chief Executive ensuring that following audit of the Indicators that any required changes known prior to publication were incorporated in the advertisement;
- (iii) to note that reports would be submitted by Departments to the relevant Service Committees giving full details of final performance information; and
- (iv) otherwise to note the contents of the report.

**EMERGENCY DECISION BY THE CHIEF EXECUTIVE IN RESPECT OF
(A) COMMUNITY GRANT FOR ONTHANK BOYS CLUB; AND
(B) FINANCIAL MANAGEMENT SYSTEM PROCUREMENT**

14. There was submitted and noted a report dated 8 July 1999 (circulated) by the Chief Executive which advised the Committee of the decisions taken by the Chief Executive in respect of the above matters which required an urgent decision to be taken and no other decision process was feasible within the timescale available.

GRANTS TO OUTSIDE ORGANISATIONS

15. There was submitted a report dated 24 August 1999 (circulated) by the Chief Executive on grant applications made to the Council from the (i) British Nuclear Test Veterans Association; and (ii) British Korean Veterans Association.

It was agreed:

- (i) to award the British Nuclear Test Veterans Association £250;
- (ii) having noted the significant contribution made by service men in East Ayrshire in the Korean War to award the British Korean Veterans Association £1,000; and
- (iii) otherwise to note the contents of the report.

INTERNATIONAL YEAR OF OLDER PERSONS 1999

16. There was submitted a report dated 20 August 1999 (circulated) by the Director of Social Work which sought approval for the information exhibition to mark the United Nations International Year of Older Persons 1999 and to agree the necessary funding.

It was agreed:

- (i) to waive the charges for the hire of the Grand Hall in Kilmarnock and the Town Hall in Cumnock;
- (ii) that the Director of Social Work publicise the events on 15 November 1999 in Cumnock Town Hall and 16 November 1999 in the Grand Hall, Kilmarnock;
- (iii) that the Director of Social Work consult with the Leader of the Council in relation to Member involvement in the event; and
- (iv) otherwise to note the contents of the report.

EAST AYRSHIRE CITIZENS ADVICE BUREAU (Item 15, Page 4201, 96/99)

17. There was submitted a report dated 26 August 1999 (circulated) by the Director of Corporate Services which confirmed that the Partnership Agreement with the East Ayrshire Citizens Advice Bureau had been revised to incorporate the requirements of procedures for substantial funding of external bodies and to provide an update on the activities of the East Ayrshire Citizens Advice Bureau.

It was agreed:

- (i) to note that the Partnership Agreement between the Council and East Ayrshire Citizens Advice Bureau had been revised in accordance with procedures for substantial funding of external bodies and to ensure compliance with the Code of Funding of External Bodies and Following the Public Pound;

- (ii) that the Solicitor to the Council make arrangements for formal signature of the revised Partnership Agreement;
- (iii) that the Head of Administration be appointed as Project Monitoring Officer for the East Ayrshire Citizens Advice Bureau and to note the monitoring arrangements detailed in Section 4 of the report;
- (iv) to note the future financial implications of the Partnership up to and including financial year 2001/2002; and
- (vi) otherwise to note the contents of the report.

AWARDING OF TENDERS

18. There was submitted and noted a report dated 23 August 1999 (circulated) by the Director of Corporate Services which provided for information details of tenders which had been awarded as follows, viz:-

<u>Contract</u>	<u>Successful Contract</u>	<u>Amount</u>
2 The Cross, Kilmarnock - Electrical Rewiring and Fabric Upgrade	John McCaig Electrical, Ayr	£74,893.54
Printing and related services	Storetext, Edinburgh	Schedule of Rates basis

MONITORING OF PERSONNEL ISSUES (Item 8, Page 2233, 96/99)

19. There was submitted a report dated 19 August 1999 (circulated) by the Director of Corporate Services which proposed the reconstitution of the Monitoring Group to monitor the implementation of the Council's Conditions of Service.

It was agreed:

- (i) to the establishment of the Personnel Issues Monitoring Group comprising four Members of Council with an ongoing remit to undertake the monitoring of the implementation of the Council's Conditions of Services which carry financial implications and to report thereon as appropriate to the Personnel and Property Sub-Committee; and
- (ii) to remit to Council the appointment of four Members of Council (three Administration, one Opposition) to the Group.

ABSENCE MANAGEMENT

20.1 REPORT FOR CHIEF EXECUTIVE'S DEPARTMENT - APRIL 1998 - JULY 1999

There was submitted and noted a report dated 31 August 1999 (circulated) by the Chief Executive which advised of absence rates for the Chief Executive's Department.

20.2 REPORT FOR CORPORATE SERVICES - QUARTERS 1 AND 2 (1999)

There was submitted and noted a report dated 26 August 1999 (circulated) by the Director of Corporate Services on absence rates for the Department of Corporate Services.

20.3 REPORT FOR FINANCE DEPARTMENT - QUARTERS 1 AND 2 (1999)

There was submitted and noted a report dated 9 August 1999 (circulated) by the Director of Finance on absence rates for the Department of Finance.

MANAGEMENT OF HEALTH AND SAFETY

21. There was submitted a report dated 25 August 1999 (circulated) by the Chief Executive which recommended a strengthening of the Council's Health and Safety staffing arrangements.

It was agreed to approve the strengthening of the Council's Health and Safety staffing arrangements as detailed in paragraph 4 of the report.

LAND AND FEUDAL REFORM

22.1 LAND REFORM - PROPOSALS FOR LEGISLATION

There was submitted a joint report (circulated) by the Director of Development Services and Solicitor to the Council on the proposals for land reform legislation issued by the Scottish Executive for introduction into the Scottish Parliament next year.

It was agreed:

- (i) that a response be issued to the Scottish Executive supporting the general principles of the proposed legislation by urging further assessment of the increased resources necessary to effectively implement the proposed legislation; and
- (ii) otherwise to note the contents of the report.

22.2 FEUDAL REFORM - ABOLITION OF THE FEUDAL SYSTEM

There was submitted a report (circulated) by the Solicitor to the Council on the proposals for feudal reform legislation issued by the Scottish Executive for introduction into the Scottish Parliament.

It was agreed:

- (i) that a response be issued to the Scottish Executive supporting the general principles of the proposed legislation but urging further public consultation to ensure greater awareness of the feudal reforms and their impact;
- (ii) that the Solicitor to the Council initiate an assessment of Superiority titles held by the Council; and
- (iii) otherwise to note the contents of the report.

REALLOCATION OF THE FORMER CUMNOCK CLEANSING DEPOT, GLAISNOCK STREET, CUMNOCK

23. There was submitted a joint report dated 3 September 1999 (circulated) by the Directors of Development Services and of Corporate Services which sought authorisation of the reallocation of the former Cumnock Cleansing Depot, Glaisnock Street, Cumnock to the Corporate Services Department.

It was agreed to authorise the reallocation of the former Cumnock Cleansing Depot, Glaisnock Street, Cumnock to the Director of Corporate Services for use by the Skills

Training Unit on the basis that operational improvements and amenity improvements will be carried out within current budgets.

"TOWN PAGES" PROPOSAL

24. There was submitted a report dated 25 August 1999 (circulated) by the Director of Corporate Services on the proposals made by the company Town Pages UK Ltd ("Town Pages") to provide the Council with public access kiosks within East Ayrshire and to authorise the Solicitor to the Council to complete the necessary contract documentation.

It was agreed:

- (i) that the Solicitor to the Council conclude the contract with Town Pages on the Council's behalf on such terms as the Solicitor to the Council deemed necessary; and
- (ii) to note that the Head of Information Technology would carry out investigations into other similar proposals by other companies should the Town Pages contract not be concluded.

CONTINGENCY PLANNING - MILLENNIUM OPERATING REGIME

25. There was submitted a report dated 31 August 1999 (circulated) by the Director of Community Services to consider and, if acceptable, approve a Millennium Operating Regime for contingency planning purposes during the Millennium period.

It was agreed:

- (i) to approve the Millennium Operating Regime as shown in Appendix I to the report; and
- (ii) otherwise to note the report.

OFFICE ACCOMMODATION

26. There was submitted a report dated 31 August 1999 (circulated) by the Chief Executive which recommended further action to facilitate key departmental relocations and rationalisation of office accommodation usage.

It was agreed:

- (i) to approve the principles for the reallocation of office space in central offices set out in paragraph 3.1 of the report;
- (ii) to approve expenditure to be funded from the office accommodation capital allocation as indicated in paragraph 3.3 of the report;
- (iii) to remit to the Chief Executive the drawing up of a full implementation programme and the detailed specification of the work identified at paragraphs 3.1 and 3.3 of the report; and
- (iv) to extend thanks and appreciation to members of staff who had been working under difficult office accommodation conditions.

The meeting terminated at 1050 hrs.