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**THE MORAY COUNCIL**

**THURSDAY 13 MAY, 1999**

**NOTICE IS HEREBY GIVEN** that a Meeting of **THE MORAY COUNCIL** to be held within the Council Chambers, Council Headquarters, High Street, Elgin on Thursday 13 May, 1999 at 10.00 a.m.

Karen B. Williams  
Depute Chief Executive (Corporate Services)

6 May, 1999

**BUSINESS**

1. Constitution of Council – The Depute Chief Executive (Corporate Services) and Returning Officer for Moray will read out the membership of the Council following upon the election on 6 May, 1999 (a copy of the list of members who are elected to serve will follow).
2. Appointment of Convener for the ensuing three years.
3. Appoint Vice-Convener for ensuing three years.
4. Constitution and membership of Committees - Report by the Depute Chief Executive (Corporate Services)
5. Timetable of meetings - Report by the Depute Chief Executive (Corporate Services)
6. Licensing Board – Appointment of Members – Report by the Legal and Administration Services Manager
7. Members Allowances and Expenses Scheme - Report by the Depute Chief Executive (Finance & IT)

8. Appointments to Outside Bodies - Report by the Depute Chief Executive (Corporate Services)
9. Special Meeting of the Economic Development and Planning Committee dated 29 April, 1999 (Page Nos. 2303 – 2306) **TO FOLLOW**
10. Minute of Meeting of The Moray Council dated 4 May, 1999 (Page Nos. 2307 – 2312)
11. North East of Scotland Fisheries Development Partnership - Report by the Director of Economic Development and Planning
12. Invitation to Conference: Grampian Racial Equality Council - Report by the Depute Chief Executive (Corporate Services)

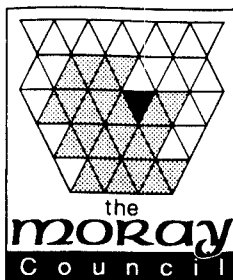
CONTACT PERSON:	Ron Ritchie
Tel. No.	01343 563015
Room No.	207

**THE MORAY COUNCIL**

**MEMBERS ELECTED ON 6 MAY, 1999 TO SERVE**

<u>WARD NO.</u>	<u>WARD NAME</u>	<u>MEMBERS NAME AND ADDRESS</u>
1.	Elgin - Bishopmill West	Councillor A.R. Burgess 21 Meadow Crescent, New Elgin, Elgin
2.	Elgin - Bishopmill East	Councillor A. Keith 15 Pansport Court, Elgin
3.	Elgin - Cathedral	Councillor A. Farquharson Brewery Bridge Cottage, Kingsmills, Elgin
4.	Elgin - Central West	Councillor A. Bisset 22 Forteach Avenue, Elgin
5.	New Elgin West	Councillor M. L. Ettles 45 Anderson Drive, New Elgin
6.	New Elgin East	Councillor J.A. Divers 3 Birkenhill Place, New Elgin, Elgin
7.	Forres East	Councillor I. Young 8 Brewster Drive, Forres
8.	Forres Central	Councillor R.F. McIntosh 4 South Street, Forres
9.	Finderne	Councillor R. Gregory 88 Findhorn
10.	Forres West & Altyre	Councillor A. Urquhart 115 St. Leonards Road, Forres
11.	Burghsea	Councillor G.G. Towns Lea Rigg, Roseisle, Elgin
12.	Heldon & Laich	Councillor J.C. Hogg Manse, Alves, Forres
13.	Lossiemouth East	Councillor A.J. Fleming 4 Dunbar Street, Lossiemouth
14.	Lossiemouth West	Councillor W.J. Flynn 24 Fairisle Place, Lossiemouth

15.	Lhanbryde & Birnie	Councillor J.M. Shaw Sheriffston House, Elgin
16.	Innes	Councillor A.E. Coutts Rowan Lodge, Longmorn, Elgin
17.	Lennox	Councillor T.A. Howe 30 Nether Dallachy, Speybay
18.	Buckie West	Councillor W. Jappy 22 Barhill Road, Buckpool, Buckie
19.	Buckie Central	Councillor J.A. Leslie 23 Hendry Terrace, Buckie
20.	Buckie East & Findochty	Councillor S.D.I. Longmore 14 St. Paul Street, Buckpool, Buckie
21.	Rathford	Councillor R.H. Shepherd 22 Reidhaven Street, Cullen
22.	Fife Keith & Strathisla	Councillor W.P. Watt Auchoynergie, Keith
23.	Keith	Councillor L.Gorn 19 Land Street, Keith
24.	Rural Keith & Rothes	Councillor P.B. Paul 56 Land Street, Rothes
25.	Speyside	Councillor E. Aldridge 20 High Street, Archiestown
26.	Glenlivet	Councillor A.R. Wilson Sabhal, Craigellachie, Aberlour



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**REPORT TO: THE MORAY COUNCIL ON 13 MAY, 1999**

**SUBJECT: CONSTITUTION AND MEMBERSHIP OF COMMITTEES**

**BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)**

**1. Reason for Report**

To invite the Council to consider -

- (a) establishing such Committees and Sub-Committees as it considers appropriate;
- (b) determining the membership of such Committees as are constituted;
- (c) to appoint the Chairmen of such Committees, Vice-Chairmen being appointed at the first meeting of the appropriate Committee; and
- (d) approving, as an interim measure pending review, the Council's existing Constitutional Papers i.e. Standing Orders, Financial Regulations and Administrative Scheme.

**2. Background**

- 2.1 In common with all Scottish Local Authorities, the Council has, over the past three years established a series of Committees which have been responsible to the Council for the administration of a number of related services. This is by exercising oversight of the Chief Officer(s) and Department(s) responsible for discharging the Council's functions, to contribute to formulating policy by making recommendations to the Full Council for the development of existing and new services while acting under such authority as has been delegated to the Committees.
- 2.2 In regard to the appointment to Committees it has been the previous practice to take account of political balance on Committees as recommended by COSLA.

**3. Committees and Sub-Committees**

- 3.1 The former Council had established a number of Committees and Sub-Committees details of which are set out below together with a brief summary of functions and membership.

3.2 Given the increase in Elected Members to the New Council from eighteen to twenty-six then should the Council agree to continue with the current Committee structure, albeit as an interim measure, the membership of the Committees could be increased pro-rata and suggested membership is highlighted in bold against each Committee.

- (i) The Vacation Committee - to deal with urgent business which might arise during the Summer recess (8 members – suggest **12**).
- (ii) Policy and Resources Committee - to deal with matters relating to finance, information technology, police, fire, accommodation, registrars and staffing including personnel, policies and practices (9 members – suggest **13**).
- (iii) Education Committee - to deal with all matters relating to education excluding the closure of schools (18 members and 3 church representatives, 1 primary school representative and 1 secondary school representative, all with voting rights – suggest **same membership**).
- (iv) Economic Development and Planning Committee - to deal with matters relating to planning, strategic planning, building control, economic development, industrial and commercial development, property, roads and transport, coast protection, tourism and twinning (12 members – suggest **18**).
- (v) Social Work Committee - to deal with matters in terms of the Social Work (Scotland) Act 1968; Nurseries and Childminder Regulations Act 1948; NHS (Scotland) Act 1947 and NHS Community Care Act 1990; the Children's Act 1995 (in conjunction with the Education Committee) and the contribution to the expense of housing the elderly and infirm (11 members – suggest **17**).
- (vi) Technical and Leisure Services Committee - to deal with matters relating to environmental health, registration of premises, licensing under the Petroleum (Consolidation) Act 1928 and the Explosives Act, trading standards, emergency planning, recreational facilities and community development. (11 members – suggest **17**)

- (vii) Housing Committee - to deal with matters relating to the allocation of houses, allocation of improvement grants, improvement loans and housing purchase, right to buy and rent to mortgage schemes and homelessness (11 members – suggest 17)
- (viii) Licensing Committee - to issue, suspend, revoke and/or refuse applications for all licences made in respect of hackney carriage/private hire licences, to authorise the prosecution of all offences in connection with hackney carriage/private hire licensing, to determine applications for street trading licences and to vary, revoke and renew such licences to issue, renew or refuse permits under the Gaming Act 1968 and to deal with all matters of Licensing and Registration not following within the functions of any other Committee (10 members – suggest 16).
- (ix) Joint Consultative Committee (Teachers) - (7 members – suggest 11)
- (x) Joint Consultative Committee for APT&C staff, manual and craft workers and chief officers - (9 members – suggest 13)
- (xi) Joint Negotiative Committee (Teachers) - (2 members – Chair and Vice-Chair of Education – **no change**).
- (xii) Moray Council Complaints Review Committee - to consider appeals in terms of the Council's Complaints Policy (Committee of 3 to be drawn from the following – membership of the Policy and Resources Committee, Departmental Complaints Officers and nominated independent persons – Chair to be drawn from independent persons suggest – **no change**)

- (xiii) Policy and Resources Sub-Committee - to deal with financial, budgetary and other matters of urgency; delegated powers to determine applications for financial assistance, including applications for Common Good Funding subject to full consultation with the relevant Local Member(s) prior to the submission of the request. invitations to conferences and financial issues of a more general nature i.e. Monitoring Statements, Rates Relief, etc. and responsibility for the DLO and DSOs (6 members – suggest 9).
- (xiv) Emergency Planning - to deal with civil emergency matters (6 members – suggest 9)
- (xv) Council Tax Benefit and Housing Benefit Review Board - to consider and determine appeals against decisions made in regard to applications from Council Tax and Housing Benefits (panel of 3 members to be drawn from 6 members including Chair and Vice-Chair of Housing – **no change**).
- (xvi) Appeals Committee (substitutes permitted) - established to consider appeals raised under Appendix F of the National Conditions of the APT&C and Manual Workers (5 members – **no change**).
- (xvii) Appointments Committee - to deal with appointments of senior staff in accordance with Council procedures (7 members with Chair being the employing Committee – **no change**)
- (xviii) Children's Services Strategy Group - to promote and co-ordinate Council policies and strategies which deal with the needs of children; to advise the relevant Committees of the Council on matters related to provision for children and young people and to identify ways in which the Council could meet the demands of children and young people and make recommendations thereon to the relevant Committees (8 members – suggest 12)

- (xix) Social Work Complaints Review Committee - to consider and make recommendations to the Social Work Committee in regard to complaints in line with Scottish Office guidance (membership comprises panel of five persons comprising two independent persons, two Elected Members who are not Members of the Social Work Committee and a Legal Officer of the Council – suggest **no change** with appointment of independent persons being referred to the Social Work Committee)
- (xx) Advisory Committee (Reg and Inspection Unit) Unitary authorities are required to establish a unit responsible for inspecting residential care and registered day care establishments in their areas on a common basis irrespective of the sector of provision. The authorities are also responsible for the registration of residential units and day care establishments for adults and children which are operated by private and voluntary organisations. The Advisory Committee provides advice to the Social Work Committee on the exercise of authority functions in relation to the inspection of establishments and on other quality assurance matters (membership comprises 3 Council Members, 1 member of A.C.H.O, 1 voluntary sector service provider, 1 local authority sector service provider, 1 user rep – children in care, 2 user reps – elderly, 1 user rep – disability and 1 user rep – mental health – suggest **no change**)
- 3.3 The former Council had also established a number of Sub-Committees exercising various functions of the Service Committee and/or making recommendations to the Service Committee the details of which are set out in **APPENDIX 1** of the Report.
- 3.4 The former Council also established a number of Working Parties set up to deal with various issues the details of which are as set out in **APPENDIX 2**.
- 4. Constitutional Papers**
- 4.1 The Committees and Sub-Committees referred to above operate within the Council's Constitutional Papers which includes its Standing Orders, Financial Regulations and Administrative Scheme which sets out the terms of reference of Committees and Sub-Committees copies of which have been issued under separate cover to Members.

- 4.2 Given that there have been several changes in the terms of reference of some Committees in regard to Community Development and Roads responsibilities since the Administrative Scheme was approved by the former Council it will be necessary for this and the other Papers to be reviewed at an early date.

## 5. Proposals

- 5.1 That the Council consider either:-

- (i) re-establishing the Committees established by the former Council with their individual remits and delegated powers as set out in the Administrative Scheme taking into account the subsequent decisions relating to Community Development and Roads until such time as a review of the Administrative Scheme can be undertaken; determine the membership of the Committees and appoint Chairmen.
- (ii) re-establishing the Committees/Sub-Committees established by the former Council as detailed above as modified by the possible inclusion of a Personnel Services Sub-Committee to deal with all staffing issues and a Contract Services Committee to deal with all matters relating to the DLO/DSOs which could have either (a) full delegated powers or (b) consider and make recommendations thereon to the Full Council;
- (iii) any other combination of Committees and/or Sub-Committees as the Council may determine; or
- (iv) undertake a full review of Council services and in the interim re-establish the main standing Committees established by the former Council to deal with all issues as appropriate in terms of the existing Administrative Scheme.

## 6. Financial, Staffing and Environmental Implications

- 6.1 There are no financial, staffing or environmental implications arising directly from this Report.

## 7. Consultations

- 7.1 The Chief Executive designate has been consulted and has intimated that he is in agreement with the recommendations.

## 8. Recommendation

- 8.1 That the Council agree:-

- (i) that a review of the current Committee structure of the Council be undertaken and in the interim, in order to maintain a degree of continuity, to re-establishing the Committees/Sub-Committees established by the former Council as detailed at 3.2 above;

- (ii) to the establishment of a Contract Services Committee with delegated powers to deal with all matters relating to the DLO and DSOs with a proposed membership of 11;
- (iii) the Membership of Committees and appoint Chairpersons;
- (iv) to refer appointments to Sub-Committees to the appropriate Service Committee; and
- (v) that a review be undertaken, at the earliest opportunity of the Council's Constitutional Papers i.e. Standing Orders, Financial Regulations and Administrative Scheme.

Author of Report: Ron Ritchie, Senior Administration Officer in consultation with the Depute Chief Executive (Corporate Services)

Background Papers:

Ref: RR/BR

Signature: Karen B Williams

Designation: The Depute Chief Executive (Corporate Services) Name: Karen B. Williams



**SUB-COMMITTEES**

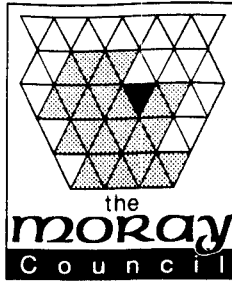
<b>Sub-Committee</b>	<b>Membership</b>
<b>Childrens' Sub-Committee</b>	5 Members
<b>Economic Development and Planning Telematics Sub-Committee</b>	6 Members
<b>Education General Purposes Sub-Committee</b>	7 Members and 2 non elected members
<b>Education Grievance Appeals Sub-Committee</b> <i>To hear and decide appeals by members of staff who have had grievances relating to their employment considered by the Education Department and remain aggrieved:-</i>	3 Elected Members to be drawn from a pool of 5 and 3 non elected members
<b>Education Disciplinary Appeals Sub-Committee</b> <i>To hear and decide appeals by members of teaching staff against final written warnings or other serious disciplinary actions short of dismissal.</i>	3 Elected Members to be drawn from a pool of 5
<b>Education Appeals Sub-Committee</b> <i>To deal with exceptional cases for leave of absence.</i>	3 Elected Members to be drawn from a pool of 5
<b>School Placings &amp; Exclusions Appeals Committee</b>	3 Elected Members to be drawn from a pool of 5 and 3 non-elected members
<b>Fleet Services Sub-Committee</b>	5 Members
<b>Housing Sub-Committee</b>	5 Members
<b>Joint Committee on Community Care</b>	5 Members plus 3 Members from Grampian Health Board 3 Members from Moray Health Trust GP Representation
<b>Landfill Tax Sub-Committee</b>	5 Members

<b>Social Work Service Level Agreements and Contract Sub-Committee</b>	5 Members
<b>Warrant Sales Sub-Committee</b>	6 Members

**MORAY COUNCIL OFFICER/MEMBER WORKING  
PARTIES/GROUPS**

<b>SUBJECT</b>	<b>MEMBERSHIP</b>
CCTV Liaison Group	9 Members plus Representatives of Committees/Councils, Traders Associations and other local bodies
Best Value Implimentation Working Party	3 Members
Long Term Financial Planning Working Party	3 Members
Performance Measurement Working Party	5 Members
Allocation of Capital Resources	3 Members
Standing Orders/Administration	7 Members
Customer Care	3 Members
Office Accommodation Working Party	5 Members
Communications Strategy (including Internal Voluntary Sector, Private Sector, Public Sector, Community Councils and the Press)	3 Members
Health and Safety	6 Members
Transport Working Party	5 Members
Older People Working Party	5 Members
Community Development Review Group	3 Members
Policy Consultation Forum	Chair and Vice-Chair of Education
Higher Still Strategy Group	Chair and Vice-Chair of Education plus 3 Head Teachers Principal Teacher chosen in consultation with the Teacher Associations A Parent Representative A Moray College Representative A Communty Education Representative A Member of the Directorate

SUBJECT	MEMBERSHIP
Safety and Security of Pupils, Learners and Staff - Policy & Guidelines: Review Group	Chair and Vice-Chair of Education
Flood Prevention Working Party	5 Members
Revenue Maintenance of Roads Section Working Party	5 Members
Tourism	5 Members plus one of the Council's representatives on GATB as an observer
Coast Protection	3 Members
Housing Management C.C.T.	3 Members
Social Exclusion Working Party	3 Members
Housing into the Millennium Working Party	Chair & Vice-chair of Housing and one other
Play Areas Priorities Working Party	5 Members
Joint Working Group with MBSE on Economic Development	Chair and Vice-Chair of ED&P, whom failing



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**REPORT TO: THE MORAY COUNCIL ON 13 MAY, 1999**

**SUBJECT: TIMETABLE OF MEETINGS**

**BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)**

**1. Reason for Report**

- 1.1 To invite the Council to agree, that in the interim, the Council's meeting cycle continue on the six weekly rota as recommended by the former Council pending the outcome of a review of the Council's Committee structure.

**2. Background**

- 2.1 At the meeting of the former Council on 17 December, 1998 it was agreed to recommend to this Council a continuation of the existing Committee cycle with Sub-Committees (with the exception of the Policy and Resources Sub-Committee) meeting on an adhoc basis. The Policy and Resources Sub-Committee meeting on a more regular basis every six weeks, if required, on the afternoon of the Social Work Committee.
- 2.2 The former Council also agreed that July should be regarded as a "holiday" month and that no meetings should be held in that month with the exception of a Vacation Committee to deal with any urgent matters which might arise.

**3. Proposed Timetable**

- 3.1 There is **ATTACHED** for consideration a timetable recommended by the former Council which is based on a six-week cycle, with the Economic Development and Planning Committee meeting every three weeks, covering the period to April, 2000.
- 3.2 The proposed timetable has been amended to include provision for a Contract Services Committee to meet on the third Tuesday of the cycle.

**4. Financial, Staffing and Environmental Implications**

- 4.1 There are no financial staffing or environmental implications arising from this Report.

5. Consultations

5.1 The Chief Executive designate has been consulted and is in agreement with the recommendation to continue with the existing cycle of meetings at least until the next meeting of the Council or until such time as a full review of the Council's Committee Structure can be completed.

6. Recommendations

6.1 **It is recommended that the Council agree to continue with a six-week cycle of meetings as recommended by the former Council amended to include provision for a Contract Services Committee until consideration can be given to a full review of the Council's Committee Structure.**

Author of Report: Ron Ritchie, Senior Administration Officer in consultation with the Depute Chief Executive (Corporate Services)

Background Papers: None

Ref: RR/BR

Signature: Karen B Williams

Designation: The Depute Chief Executive (Corporate Services) Name: Karen B. Williams

COMMITTEE DIARY

13 May 1999 – 4 May 2000

**All meetings scheduled to commence at 10 a.m except the Childrens' Services Strategy Group and Policy and Resources Sub-Committee meetings which commence at 2:15pm**

**MAY**

Thursday 13 May	Full Council
Tuesday 18 May	Housing
Thursday 20 May	Social Work Policy & Resources Sub-Committee (pm) (if required)
Tuesday 25 May	Economic Development & Planning Childrens' Services Strategy Group (pm)
Thursday 27 May	Licensing

**JUNE**

Tuesday 1 June	Contracts Services (if required)
Thursday 3 June	Technical & Leisure
Tuesday 8 June	Education
Thursday 10 June	Policy & Resources
Tuesday 15 June	Economic Development & Planning Services
Wednesday 16 June	Licensing Board
Thursday 24 June	Full Council

**Monday 28 June Start of Summer Recess**

Wednesday 7 July	Adjourned Licensing Board
Tuesday 27 July	Vacation Committee

**Friday 30 July End of Summer Recess**

**August**

Tuesday 3 August	Housing
Thursday 5 August	Social Work Policy & Resources Sub-Committee (pm) (if required)
Tuesday 10 August	Economic Development & Planning (am) Childrens' Services Strategy Group (pm)
Thursday 12 August	Licensing
Tuesday 17 August	Contract Services (if required)

Thursday 19 August	Technical & Leisure
Tuesday 24 August	Education
Thursday 26 August	Policy & Resources
Tuesday 31 August	Economic Development and Planning

**SEPTEMBER**

Thursday 9 September	Full Council
Tuesday 14 September	Housing
Thursday 16 September	Social Work Policy & Resources Sub-Committee (pm) (if required)
Tuesday 21 September	Economic Development & Planning (am) Childrens' Services Strategy Group (pm)
Thursday 23 September	Licensing
Tuesday 25 September	Contract Services (if required)
Thursday 30 September	Technical & Leisure

**OCTOBER**

Tuesday 5 October	Education
Wednesday 6 October	Licensing Board (Provisional)
Thursday 7 October	Policy & Resources

**AUTUMN RECESS MONDAY 11 OCTOBER – MONDAY 18 OCTOBER**

Tuesday 19 October	Economic Development & Planning Services
Thursday 28 October	Full Council

**November**

Tuesday 2 November	Housing
Thursday 4 November	Social Work Policy & Resources Sub-Committee (pm) (if required)
Tuesday 9 November	Economic Development & Planning (am) Childrens' Services Strategy Group (pm)
Wednesday 10 November	Adjourned Licensing Board (Provisional)
Thursday 11 November	Licensing
Tuesday 16 November	Contract Services (if required)
Thursday 18 November	Technical & Leisure
Tuesday 23 November	Education
Thursday 25 November	Policy & Resources

Tuesday 30 November Economic Development & Planning Services

## DECEMBER

Thursday 9 December Full Council

Tuesday 14 December Housing

Thursday 16 December Social Work  
Policy & Resources Sub-Committee (pm) (if required)

## CHRISTMAS RECESS MONDAY 20 DECEMBER, 1999 – FRIDAY 7 JANUARY, 2000

### JANUARY 2000

Tuesday 11 January Economic Development & Planning  
Childrens' Services Strategy Group (pm)

Thursday 13 January Licensing

Wednesday 19 January Licensing Board (Provisional)

Tuesday 18 January Contract Services (if required)

Thursday 20 January Technical & Leisure

Tuesday 25 January Education

Thursday 27 January Policy & Resources

### FEBRUARY

Tuesday 1 February Economic Development and Planning Services

Thursday 10 February Full Council

Tuesday 15 February Housing

Wednesday 16 February Adjourned Licensing Board (Provisional)

Thursday 17 February Social Work  
Policy & Resources Sub-Committee (pm) (if required)

Tuesday 22 February Economic Development & Planning  
Childrens' Services Strategy Group (pm)

Thursday 24 February Licensing

Tuesday 29 February Contract Services (if required)

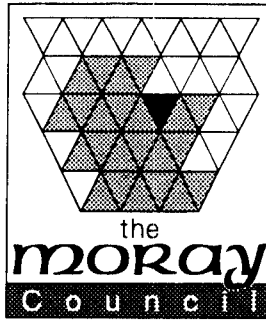
### MARCH

Thursday 2 March Technical & Leisure

Tuesday 7 March Education

Wednesday 8 March Licensing Board (Provisional)

Thursday 9 March	Policy & Resources
Tuesday 14 March	Economic Development & Planning Services
Thursday 23 March	Full Council
Tuesday 28 March	Housing
Thursday 30 March	Social Work Policy & Resources Sub-Committee (pm) (if required)
<b>APRIL</b>	
Tuesday 4 April	Economic Development & Planning (am) Childrens' Services Strategy Group (pm)
Wednesday 5 April	Adjourned Licensing Board (Provisional)
Thursday 6 April	Licensing
Tuesday 11 April	Contract Services (if required)
Thursday 13 April	Technical & Leisure
Tuesday 18 April	Education
Thursday 20 April	Policy & Resources
Tuesday 25 April	Economic Development & Planning Services
<b>MAY</b>	
Thursday 4 May	Full Council



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**REPORT TO: MORAY COUNCIL ON 13 MAY 1999**

**SUBJECT: LICENSING BOARD: APPOINTMENT OF MEMBERS**

**BY: LEGAL AND ADMINISTRATION SERVICES MANAGER**

**1. Purpose of Report**

- 1.1 To invite the Meeting to appoint Members to the Licensing Board for the New Moray Council.
- 1.2 This report is submitted by the Legal and Administration Services Manager in his capacity as Clerk to the Licensing Board.

**2. Background**

- 2.1 The Licensing (Scotland) Act 1976, as amended, provides for the administration of licensing with respect to alcoholic liquor, as well as matters under the Betting, Gaming and Lotteries Acts, by the establishment of Licensing Boards for the area of each Council within Scotland.
- 2.2 The 1976 Act further provides that the membership of a Licensing Board must consist of not less than one quarter of the Members of the Council. In no case shall a Licensing Board consist of less than 5 Members of the Council.
- 2.3 Elections of the Members of a Licensing Board require to be held at the first meeting of the Council held after each ordinary election.
- 2.4 Former Councils have thought it was preferable to have a greater number of Members on the Licensing Board than the minimum, of one quarter of the total number of Members of the Council, so as to secure a reasonable representation throughout the area.
- 2.5 Accordingly the last Licensing Board for Moray was comprised of 10 Members, there being a total of 18 Members of the Council, which allowed a sufficient representation and appears to have operated in a satisfactory manner.

**3. Disqualification of Interested Persons**

- 3.1 The 1976 Act provides that any person who is, or who is in partnership with any person as, a Brewer Malster, Distiller or Dealer in or Retailer of alcoholic liquor shall not act as a Member of a Licensing Board.

3.2 A Member of a Licensing Board who holds a disqualifying interest in a company, which means holding a beneficial interest in shares or stocks of a company which is under the control of five or fewer participators or of participators who are directors, shall not take part in any proceedings before the Board in which that company is an Applicant or an Objector.

3.3 A person who is an employee of a holder of a licence under this Act and any other person engaged in a business which deals in alcoholic liquor, including directors, officers and employees of companies so engaged shall not act as a Member of a Licensing Board.

#### 4. Other Information

4.1 The Licensing Board meets to deal with Applications for licences and certificates for licensed premises in Moray and for all other matters which fall to be dealt with in terms of the Licensing (Scotland) Act 1976.

4.2 The Board is required by the 1976 Act to meet on a quarterly basis in January, March, June and October each year with adjourned and special meetings when necessary.

4.3 Members of the Board are also involved in the carrying out of visits to premises applying for New Licences and New Children's Certificates prior to the Board Meeting at which these Applications are to be considered. Members may also, from time to time, carry out specific visits to individual premises for investigative purposes.

4.4 The term of office for Members of the Board shall begin on the date of the first meeting of the full Council after an ordinary election, in this case, 13 May 1999, and shall end on the day of the next election of Members of the Licensing Board, but any Member of the Board shall be eligible for re-election. A Member of the Licensing Board who has ceased to be a Member of the Council by whom he/she was appointed by reason of an ordinary election to that Council shall continue to be a Member of the Board until the first meeting of the Council after the election.

4.5 The Chair and Vice-Chair of the Board require to be elected at the Statutory Quarterly Meeting of the Licensing Board in June of each year.


#### 5. Recommendations

5.1 **The Meeting is invited to agree the number of members who should serve on the Moray Licensing Board for the period until May 2002 and to make appointments to the Board accordingly.**

Author of Report: Roderick D Burns, Legal and Administration Services Manager

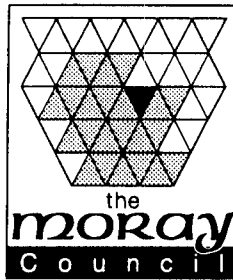
Background Papers:

Ref: LB/M/GEN/RDB/MUS

Signature: 

Designation: Legal and Administration Services Manager

Name: Roderick D Burns



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**REPORT TO: THE MORAY COUNCIL ON 13 MAY 1999**

**SUBJECT: MEMBERS' ALLOWANCES AND EXPENSES SCHEME**

**BY: DEPUTE CHIEF EXECUTIVE (FINANCE & I.T.)**

**1. Reason for Report**

1.1 To consider arrangements for review of the current scheme of Members' Allowances and Expenses .

**2. Background**

2.1 The current scheme of Members Allowances and Expenses incorporates the Council's Members' Allowances Scheme and the Travel and Subsistence Scheme.

2.2 Payment of Allowances to Members is mainly governed by the Local Authorities etc. (Allowances) (Scotland) Regulations 1995 with maximum rates of payment of travelling and subsistence allowances to Members being specified by the Secretary of State.

2.3 After an election, it is necessary to review the schemes in order to ensure that they take account of the administrative structure of the Council and to clarify discretionary matters.

2.4 A Policy and Resources Sub Committee was provisionally set for the afternoon of 20 May 1999 and Members may wish to refer the review of the current scheme to a special meeting of the Council or one of its Committees or Sub Committees at that time. This will ensure that the scheme is reviewed at the earliest possible date.

**3. Proposal**

3.1 It is proposed that the current scheme of Members Allowances and Expenses be reviewed at a special meeting on the afternoon of 20 May 1999.

**4. Financial, Staffing and Environmental Implications**

4.1 None at this stage.

5. Consultations

5.1 None

6. Recommendations

6.1 It is recommended that the current scheme of Members Allowances and Expenses be reviewed at a special meeting of the Council, a Committee or Sub Committee on the afternoon of 20 May 1999.

Report by: Alastair Keddie

Background papers: None

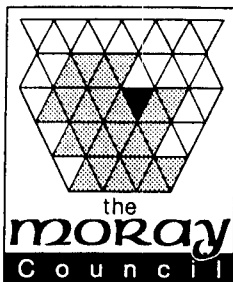
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Designation: Depute Chief Executive (Finance & I.T.)

Name: Alastair Keddie



ITEM: 8

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**REPORT TO: THE MORAY COUNCIL ON 13 MAY, 1999**

**SUBJECT: APPOINTMENTS TO OUTSIDE BODIES**

**BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)**

**1. Reason for Report**

1.1 To advise the Council of a number of "bodies" on which the Council has previously been represented and to which the Council is entitled to appoint nominees.

1.2 The Meeting is therefore invited to consider making appointments to the following bodies:-

1. ABERDEEN AND NORTH EAST DEAF SOCIETY – 1 Representative

The representative of the outgoing Council was Councillor A. Scott

2. ABERDEEN & DISTRICT POST OFFICE AND TELECOM ADVISORY COMMITTEES  
1 Representative

The representative of the outgoing Council was Councillor R. Laing

3. ABERDEEN & GRAMPIAN TOURIST BOARD – 1 Representative

The representative of the outgoing Council was Councillor T. Howe - Substitute Member  
Councillor H. Cumiskie

4. AGRICULTURAL ADVISORY COMMITTEE – 5 Representatives

The representatives of the outgoing Council were Councillors E. Aldridge, T. Howe, R. Laing,  
R. Patterson and A. Scott

5. ANDERSONS RESIDENTIAL HOME – 1 Representative

The representative of the outgoing Council was Councillor H. McDonald (*Governor*)

6. AREA COMMITTEES OF THE SCOTTISH WATER AND SEWERAGE CUSTOMERS  
COUNCIL – 1 Representative

The representative of the outgoing Council was Councillor R. Laing

7. Arts Council for Moray – 4 representatives  
The representatives of the outgoing Council were Councillors M. Anderson, H. Cumiskie, M. Howe and A. Scott
8. Arts Council for Moray Executive Committee – 2 Representatives  
The representatives of the outgoing Council were Councillors M. Anderson and M. Howe
9. ASSOCIATION OF DIRECT LABOUR ORGANISATION (ADLO) 1 Representative  
The representative of the outgoing Council was Councillor M. Anderson
10. BANFF BURSARY FUND: BOARD of GOVERNERS – 1 Representative  
The representative of the outgoing Council was Councillor M C Howe (The Moray Council 19/3/98)
11. BANFFSHIRE EDUCATIONAL TRUST SCHEME (GOVERNORS) – 3 Representatives  
The representatives of the outgoing Council were Councillors W. Jappy, R. Patterson and A. Scott
12. BUCKIE DRIFTER AND BUCKIE DRIFTER (TRADING) LTD. – 8 Representatives  
The representatives of the outgoing Council were Councillors G. McDonald (*Chairman*), W. Jappy, M. Howe, T. Howe, D. Scaife, J. Shaw, D. Crawford and J. Stewart
13. BUCKIE INITIATIVE STEERING GROUP – 2 Representatives  
The representatives of the outgoing Council were Local Members Councillors G. McDonald & W. Jappy (ED&P 11/8/98)
14. CAB MANAGEMENT COMMITTEE – 2 Representatives  
The representatives of the outgoing Council were Councillors H. McDonald and R. Patterson
15. CAIRNGORMS PARTNERSHIP – 1 Representative  
The representative of the outgoing Council was Councillor G. McDonald (The Moray Council 28/4/98)
16. COMMUNITY BUSINESSES – 1 Representative  
The representative of the outgoing Council was Councillor R. Patterson
17. CONVENTION OF HIGHLANDS & ISLANDS - 1 Representative  
The representative of the outgoing Council was Councillor G. McDonald
18. CORNERSTONE COMMUNITY CARE – 1 Representative  
The representative of the outgoing Council was Councillor J. Stewart
19. CONVENTION OF SCOTTISH LOCAL AUTHORITIES
  - (a) Appoint 3 Representatives to the Convention (the outgoing Council appointed Councillors G. McDonald, T.A. Howe and A. Farquharson) – first meeting of Convention on 18 June, 1999

- (b) Appoint 1 Representative to each of the following Committees (first meetings to be held between 28 June – 2 July 1999) :-

Education and Cultural Services (Education and Leisure Services) – (former Council was represented by Councillor M.C. Howe)

Strategy (similar to the Council's Policy and Resources) – (former Council represented by Councillor G. McDonald)

Social Affairs (Social Work and Housing issues) – (former Council was represented by Councillor J. Stewart)

Rural Affairs – (former Council was represented by Councillor R. Patterson)

Development Services (Economic Development and Planning issues) – (former Council was represented by Councillor M. Anderson)

Protective Services – (former Council represented by Cllr R Laing)

NB: in regard to the appointment to CoSLA there are numerous other groups within CoSLA in which the former Council was represented however these appointments are made from within the 6 groups referred to above and on checking with CoSLA all that is required initially is to make appointments to the Convention and the 6 Forums listed above.

CoSLA also suggest that where the opposition parties on a Council. Which is run by a political group have, collectively, more than three, in the case of Moray, then one of the places on the Convention should be allocated to the largest opposition Group.

20. DICK BEQUEST TRUST SCHEME – 1 Representative

The representative of the outgoing Council was Councillor M. Howe

21. EX OFFICIO JUSTICES OF THE PEACE – 4 Representatives

The representatives of the outgoing Council were Councillors M. Anderson, D. Scaife, J. Stewart and A.M. Scott

22. FORRES GOLF COURSE MANAGEMENT COMMITTEE – 3 Representatives

The representatives of the outgoing Council were Councillors H. Cumiskie, R.J. Laing and R. Stone, Chief Community Development Officer

23. GEORGE WINCHESTER'S TRUST – 1 Representative

The representative of the outgoing Council was Councillor M. Anderson

24. GRAMPIAN ALCOHOL LIAISON COMMITTEE – 2 Representatives

The representatives of the outgoing Council were Councillors R.J. Laing and R.L. Patterson

25. GRAMPIAN CAREER SERVICES GROUP – 1 Representative

The representative of the outgoing Council was Councillor M. Howe

26. GRAMPIAN ENTERPRISE LEADER II ACTION GROUP – 1 Representative

The representative of the outgoing Council was Councillor G. McDonald

27. GRAMPIAN FIRE BOARD – 3 Representatives and 3 substitute Representatives  
The three representatives of the outgoing Council were Councillors D. Crawford, W. Jappy, R. Laing and Councillors M. Anderson; C.D. Scaife and J. Stewart as substitutes.
28. GRAMPIAN HOUSTON ASSOCIATION  
The representative of the outgoing Council was Councillor G. McDonald (*Hon. Vice President*)
29. GRAMPIAN JAPAN TRUST – 2 Representatives and 1 substitute Representative  
The two representatives of the outgoing Council were Councillors G. McDonald (*Chairman*) and H. McDonald and Councillor J. Stewart as substitute.
30. GRAMPIAN JOINT DRUG ABUSE CENTRE – 1 Representative  
The representative of the outgoing Council was Councillor D. Crawford
31. GRAMPIAN JOINT POLICE BOARD – 3 Representatives  
Councillors M. Anderson, T. Howe and G. McDonald : Substitute Members:- Councillors R. J. Laing; R. Patterson and J. Stewart (Moray Council – 23/4/98)
32. GRAMPIAN JOINT VALUATION BOARD – 3 Representatives and 3 substitute Representatives  
The three representatives of the outgoing Council were Councillors H. McDonald (*Chairman*), T. Howe and J. Stewart and Councillors H.M. Cumiskie, R.J. Laing and G. McDonald as substitutes.
33. GRAMPIAN REGION SUPERANNUATION FUND - JOINT INVESTMENT COMMITTEE – 2 Representatives  
The two representative of the outgoing Council were Councillors T. Howe and H. McDonald
34. GRAMPIAN SERVICE BROKERAGE LTD. – 1 Representative  
Councillors J. Stewart and R. Patterson
35. GRAMPIAN SOCIETY FOR THE BLIND – 1 Representative  
The representative of the outgoing Council was Councillor P. Mann
36. GRAMPIAN VENTURE CAPITAL FUND – 3 Representatives  
The three representatives of the outgoing Council were Councillors G. McDonald, H. McDonald and T. A. Howe
37. HIGHLANDS AND ISLANDS ENTERPRISE – 1 Representative  
Councillor H.M. Cumiskie - nominated as Board Member
38. HIGHLANDS & ISLANDS FILM COMMISSION – 1 Representative  
The representative of the outgoing Council was Chair of ED&P, Councillor G. McDonald, whom failing. (ED&P 11/8/98)

39. HIGHLANDS & ISLANDS INTEGRATED TRANSPORT FORUM – 2 Representatives
- The two representatives of the outgoing Council was Councillor H. McDonald, whom failing and the Chief Roads Officer, whom failing (ED&P 30/6/98)
40. HIGHLAND TAVRA
- (a) NORTH EAST COMMITTEE – 1 Representative
- The representative of the outgoing Council was Councillor T.A. Howe
- (b) NORTHERN AREA COMMITTEE – 1 Representative
- The representative of the outgoing Council was Councillor T.A. Howe
41. JOINT COMMITTEE ON COMMUNITY CARE – 5 Representatives
- The five representative of the outgoing Council were Councillor R. Patterson, J. Stewart, G. McDonald, P. Mann, J. Shaw
42. KIMO: LOCAL AUTHORITIES INTERNATIONAL ENVIRONMENTAL ORGANISATION – 4 Representatives
- (a) *Annual General Meeting – The two representatives of the outgoing Council were Councillors M. Anderson and T. Howe*
- (b) *UK Board Meetings – The two representatives of the outgoing Council were Councillors M. Anderson and T. Howe (observer/substitute)*
- (c) *International Board Meetings – The representative of the outgoing Council was Director of Technical & Leisure Services*
- (d) *Non-Scheduled Meetings - The three representatives of the outgoing Council were Councillors M. Anderson, D. Crawford and T. Howe*
43. LANGSTANE HOUSING ASSOCIATION MANAGEMENT COMMITTEE – 1 Representative
- The representative of the outgoing Council was Councillor R. Laing
44. LINKED WORK AND TRAINING TRUST – 1 Representative
- The representative of the outgoing Council was Councillor H.M. Cumiskie
45. LOCAL AUTHORITY STANDING COMMITTEE ON OIL FABRICATION (LASCOF) – 1 Representative
- The representative of the outgoing Council was Councillor G. McDonald (*Interim Chairman*)
46. MARRIAGE COUNSELLING GRAMPIAN – 1 Representative
- The representative of the outgoing Council was Councillor R. Laing
47. MILNE'S INSTITUTE TRUST SCHEME (GOVERNORS) – 8 Representatives
- The eight representative of the outgoing Council were Councillors M. Howe, D. Crawford, E. Aldridge, A. Farquharson, W. Jappy, D. Scaife, J. Shaw and J. Stewart

48. MORAY DRUG ACTION TEAM – 4 Representatives  
The four representatives of the outgoing Council were Councillors G. McDonald, M.C. Howe, J. Shaw & J. Stewart
49. MORAY CHILDRENS PANEL ADVISORY COMMITTEE – 2 Representatives  
The two representatives of the outgoing Council were Councillors R. Laing and P. Mann.
50. MORAY CHILDRENS PANEL TRAINING ADVISORY COMMITTEE – 1 Representative  
The representative of the outgoing Council was Councillor P. Mann.
51. MORAY & NAIRN EDUCATIONAL TRUST (GOVERNORS) – 8 Representatives  
The eight representatives of the outgoing Council were Councillors M. Howe, D. Crawford, E. Aldridge, A. Farquharson, W. Jappy, D. Scaife J. Shaw and J. Stewart
52. MORAY CRIME PREVENTION PANEL – 2 Representatives  
The two representatives of the outgoing Council were Councillors M. Anderson and R.J. Laing
53. MORAY FIRTH PARTNERSHIP – 1 Representative  
The representative of the outgoing Council was ED&P Development Manager(ED&P 11/8/98)
54. MORAY LEISURE CENTRE - BOARD OF DIRECTORS – 3 Representatives  
The three representatives of the outgoing Council were Councillors M. Anderson, G. McDonald and H. McDonald
55. MORAY SOCIETY - ELGIN MUSEUM – 4 Representatives  
The four representatives of the outgoing Council were Councillors E. Aldridge, M. Anderson, T. Howe and H. McDonald
56. MORAY SPORTS COUNCIL – 4 Representatives  
The four representatives of the outgoing Council were Councillors M. Anderson, R. Patterson, D. Scaife and J. Stewart
57. MORAY SPORTS COUNCIL EXECUTIVE COMMITTEE – 2 Representatives  
The two representatives of the outgoing Council were Councillors M. Anderson and D. Scaife
58. MORAY TWINNING ASSOCIATION – 1 Representative  
The representative of the outgoing Council was Councillor H.. McDonald
59. NORTH EAST PARTNERSHIP FORUM – 3 Representatives  
The representatives of the outgoing Council were the Chair and Vice-Chair of Economic Development and Planning Committee and one other, whom failing.

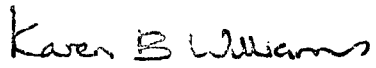
60. NORTH EAST ARTS TOURING (NEAT) EXECUTIVE COMMITTEE – 1 Representative  
The representative of the outgoing Council was Councillor A.M. Scott
61. NORTH EAST SCOTLAND FISHERIES DEVELOPMENT PARTNERSHIP – 5 Representatives  
The five representatives of the outgoing Council were Councillors D. Crawford, M.C. Howe, G. McDonald, C.D. Scaife & J. Stewart
62. NORTH EAST SCOTLAND HERITAGE TRUST – 4 Representatives  
The four representatives of the outgoing Council were Councillors M. Anderson, T.A. Howe, H. McDonald and J.M. Shaw
63. NORTH EAST SCOTLAND PRESERVATION TRUST – 1 Representative  
The representative of the outgoing Council was Councillor H. McDonald
64. NORTH OF SCOTLAND WAR PENSIONS COMMITTEE – 1 Representative  
The representative of the outgoing Council was Councillor R. Laing
65. PENSION FUND FORUM – 2 Representatives  
The two representatives of the outgoing Council were Councillors T. A. Howe and H. McDonald, whom failing.
66. RAIL TRANSPORT WORKING PARTY – 2 Representatives  
The two representatives of the outgoing Council were Councillors T.A. Howe and H. McDonald
67. REPRESENTATIVE ASSOCIATION OF ELGIN BUSINESSES – 1 Representative  
The representative of the outgoing Council was Councillor H. McDonald (*Ex-Officio*)
68. SCOTTISH AMATEUR MUSIC ASSOCIATION – 1 Representative  
The representative of the outgoing Council was Councillor R. Laing
69. SCOTTISH ACCIDENT PREVENTION COUNCIL – ROADS SAFETY COMMITTEE – 1 Representative  
The representative of the outgoing Council was Councillor D. Scaife
70. SCOTTISH ASSOCIATION FOR THE DEAF – 1 Representative  
The representative of the outgoing Council was Councillor P. Mann
71. SCOTTISH BUILDING CONTROL ORGANISATION – 1 Representative  
The representative of the outgoing Council was Councillor G. McDonald
72. SCOTTISH ENVIRONMENT PROTECTION AGENCY – 1 Representative  
The representative of the outgoing Council was Councillor M. Anderson

73. SCOTTISH LOCAL GOVERNMENT FORUM AGAINST POVERTY – 1 Representative  
The representative of the outgoing Council was Councillor T.A. Howe
74. SCOTTISH SCREEN LOCATIONS – 1 Representative  
The representative of the outgoing Council was Councillor G. McDonald
75. SHARP'S TRUST SCHEME (TRUSTEE) – 1 Representative  
The representative of the outgoing Council was Councillor D. Crawford
76. SPEY ABSTRACTION SCHEME ENVIRONMENTAL (ECOLOGY) MONITORING GROUP – 2 Representatives  
The representative of the outgoing Council was Councillors E. Aldridge (ED & P rep) and T. Howe (T & L rep)
77. SPEY DISTRICT FISHERY BOARD – 1 Representative  
The representative of the outgoing Council was Councillor T. Howe
78. TIGHRA (TENANT INFORMATION IN GRAMPIAN HIGHLAND AND RURAL AREAS) – 1 Representative  
The representative of the outgoing Council was Councillor R. Laing
79. UNIVERSITY OF THE HIGHLAND & ISLANDS FOUNDATION (UHI) – 2 Representatives  
The two representatives of the outgoing Council were Councillor M. Howe and Councillor D. Crawford
80. WRIGHT & WILSON BEQUEST – 1 Representative  
The representative of the outgoing Council was Councillor H. McDonald

## 2. **Recommendations**

- 2.1 **That the Council consider making appointments to the external bodies listed above.**

Author of Report: Ron Ritchie, Senior Administration Officer  
Background Papers: None  
Ref: RR/BR

Signature: 

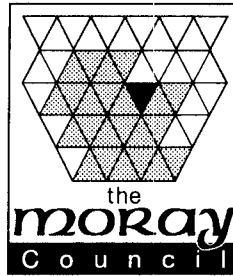
Designation: The Depute Chief Executive (Corporate Services) Name: Karen B. Williams

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**ECONOMIC DEVELOPMENT AND PLANNING –  
MINUTE OF SPECIAL MEETING DATED 29 APRIL,  
1999**

**TO FOLLOW**



**THE MORAY COUNCIL****MINUTE OF MEETING OF THE MORAY COUNCIL**

4 MAY, 1999

**COUNCIL HEADQUARTERS, ELGIN****PRESENT**

Councillors G. McDonald (Convener), H.M. Cumiskie (Vice-Convener), E. Aldridge, M. Anderson, D. Crawford, M. C. Howe, T. A. Howe, W. Jappy, A. Keith, R. J. Laing, H. McDonald, P. Mann, R.L. Patterson, C. D. Scaife, A. M. Scott, J. M. Shaw and J. Stewart.

**IN ATTENDANCE**

The Depute Chief Executive, (Corporate Services), the Depute Chief Executive (Finance & I.T.), the Director of Community Services, the Director of Economic Development and Planning, the Director of Education, the Legal and Administration Services Manager, the Chief Community Development Office, the Chief Environmental Protection Officer, the HSA, Service Development, the Public Relations Officer and R. Ritchie, Senior Administration Officer, Clerk to the Meeting.

**APOLOGIES**

An apology for absence was intimated on behalf of Councillor A. Farquharson.

**1. CHAIR**

The Chair was taken by the Convener, Councillor G. McDonald.

**2. COMMUNITY GROUPS ACHIEVEMENT AWARDS**

Prior to the commencement of the Meeting the Convener invited Sheriff Noel McPartlin to present the Community Groups Achievement Award which was designed to recognise and reward, where appropriate, the excellent work which is carried out by communities within a "self-help" approach to improve its quality of life to those within their community.

The Meeting noted that this year's winner of the Award was Hopeman Community Association with Spey Bay Hall Community and Amenities Association second and Buckie Community Council third.

The Meeting also noted that there were three highly commended awards going to Aberlour Community Association, Garmouth and Kingston Village Hall Committee and Grange Community Association with three special awards to Burghead Loyal Rangers Supporters Club, Rothes Council and Portknockie Community Council.

**3. TRIBUTE TO COUNCILLORS H.M. CUMISKIE (VICE-CONVENER) AND A.M. SCOTT**

This being the last meeting of the Council prior to the Local Government Elections on 6 May, 1999 the Meeting joined the Convener in paying tribute to Councillors H. M. Cumiskie and A. M. Scott who had been Councillors since 1988 and 1990 respectively who were retiring from Local Government and would not be seeking re-election and wished them well in their retirement. The Convener also paid a special tribute to Councillor Cumiskie and expressed his appreciation of her work, strength and support in her capacity as Vice-Convener over the past four years.

**4. VALEDICTION – THE CHIEF SOCIAL WORK OFFICER**

The Meeting, in noting that this would be the last meeting of the Council prior to the Chief Social Work Officer leaving the Council to take up a new post with Grampian Health Board, joined the Convener in paying tribute to Mr Sullivan for his work with the Local Authority in capacity as Chief

Social Work Officer for The Moray Council and previously as the Divisional Social Work Manager with Grampian Regional Council.

#### 5. TRIBUTE TO STAFF

The Meeting joined the Convener in paying tribute to all staff of The Moray Council for their endeavours through a difficult transitional period and commended them highly for their high standard of work and wished them well for the future.

#### 6. THE ROYAL INSTITUTE OF ARCHITECTS IN SCOTLAND AWARD

The Convener advised the Council that this year's recipient of The Thomas Ross Bi-annual Certificate Award for the production of a thesis or report resulting from research or study into matters pertaining particularly to Scotland and to Scottish Architecture and/or Environmental or the study of ancient Scottish Buildings or Monuments had been won by the Council's Principal Planning Officer, Environmental Strategies, Nick Brown.

The Meeting joined the Convener in congratulating Mr Brown on his achievement.

#### 7. PRESENTATION OF AWARD

Councillor T. Howe presented a "Positive About Disabled People" Award to the Convener on behalf of The Moray Council which had been presented to him as the Council's representative at a presentation on 28 April, 1999.

#### 8. ADDITIONAL BUSINESS

In terms of the relevant Standing Order, the Meeting agreed to accept as Additional Items of Business to be transacted at the Meeting, the undernoted matters on the Convener certifying that, in his opinion, they required to be considered on the grounds of urgency having regard to the relevant timescales involved.

- (i) Amendment of Staffing Structure Within Systems Administration Section of Control Services - Report by the Director of Economic Development and Planning seeking approval to return to a staff structure similar to the original which had to be adjusted to accommodate maternity leave.
- (ii) Moray Business Enterprise Scheme: Application 99/116 – Confidential Report by the Director of Economic Development and Planning in regard to an application for financial assistance in terms of the Council's Moray Business Enterprise Scheme.

#### 9. EXEMPT INFORMATION

The Meeting resolved that in terms of Section 50A(4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting during consideration of the Items of Business appearing at the relevant Paragraphs of this Minute as specified below, so as to avoid disclosure of exempt information of the class described in the appropriate Paragraphs of Part 1 of Schedule 7A of the Act.

<u>Para. No. of Minute</u>	<u>Para. No. of Schedule 7A</u>
28	9
29	1
30	4

#### 10. MINUTE OF MEETING OF POLICY AND RESOURCES SUB-COMMITTEE

The Minute of Meeting of the Policy and Resources Sub-Committee dated 23 March, 1999 was submitted and approved.

#### **11. MINUTE OF MEETING ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE**

The Minute of Meeting of the Economic Development and Planning Committee dated 23 March, 1999 was submitted and approved subject to Councillor W. Jappy's name being included in the sederunt for the Meeting.

#### **12. MINUTE OF MEETING OF EDUCATION COMMITTEE**

The Minute of Meeting of the Education General Purposes Sub-Committee dated 23 March, 1999 was submitted and approved.

#### **13. MINUTE OF MEETING OF THE MORAY COUNCIL**

The Minute of Meeting of The Moray Council was submitted and approved subject to the miss-spelling of "Skye" in para 22 being corrected.

#### **14. MINUTES OF MEETINGS OF HOUSING COMMITTEE**

- (a) The Minute of Meeting of the Housing Committee dated 30 March, 1999 was submitted and approved.
- (b) The Minute of Meeting of the Housing Sub-Committee dated 30 March, 1999 was submitted and approved.

#### **15. MINUTE OF MEETING OF SOCIAL WORK COMMITTEE**

The Minute of Meeting of the Social Work Committee dated 1 April, 1999 was submitted and approved.

#### **16. MINUTES OF MEETING OF ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE**

The Minute of Meeting of the Economic Development and Planning Committee was submitted and approved.

#### **17. MINUTE OF MEETING OF CHILDREN'S SERVICES STRATEGY GROUP**

The Minute of Meeting of the Children's Services Strategy Group dated 6 April, 1999 was submitted and approved.

#### **18. MINUTE OF MEETING OF LICENSING COMMITTEE**

The Minute of Meeting of the Licensing Committee dated 8 April, 1999 was submitted and approved.

#### **19. ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE – MINUTE OF MEETING OF TELEMATICS SUB-COMMITTEE**

The Minute of Meeting of the Economic Development and Planning Committee dated 6 April, 1999 was submitted and approved.

#### **20. MINUTE OF MEETING OF TECHNICAL AND SERVICES COMMITTEE**

The Minute of Meeting of the Technical and Leisure Services Committee dated 15 April, 1999 was submitted and approved subject to the word "Environmental" in the reference to SEPA in para 5 being corrected to "Environment".

#### **21. MINUTE OF MEETING OF EDUCATION COMMITTEE**

The Minute of Meeting of the Education Committee dated 20 April, 1999 was submitted and approved.

## 22. MINUTE OF MEETING OF POLICY AND RESOURCES COMMITTEE

The Minute of Meeting of the Policy and Resources Committee was submitted and approved.

### The Highlanders: Request for Civic Hospitality

Under reference to para 27 (ii) of the Minute the Meeting noted the further details clarifying the march arrangements as requested by The Full Council at the meeting on 4 May, 1999.

## 23. MINUTE OF MEETING OF ECONOMIC DEVELOPMENT AND PLANNING COMMITTEE

The Minute of Meeting of the Economic Development and Planning Committee dated 27 April, 1999 was submitted and approved.

## 24. POLICY AND RESOURCES COMMITTEE

The Minute of Special Meeting of the Policy and Resources Committee was submitted and approved.

## 25. STANDING ORDERS

There was submitted a Report by the Depute Chief Executive (Corporate Services) recommending, that in light of the increase in Elected Members to the new Council from 18 to 26, Standing Order 69 be suspended and Standing Orders 14, 15, 16, 46 and 48 be amended, as detailed in the Report, as an interim measure until such time as the new Council has the opportunity to review its Standing Orders.

Following consideration the Meeting agreed to suspend Standing Order 69 given the relevant and material changes to circumstances being an increase from 18 to 26 Members in the new Council and approved the proposed amendments to Standing Orders 14, 15, 19, 46 and 48 as an interim measure until such time as a full review of Standing Orders can be undertaken.

## 26. HUNTLY COMMUNITY COUNCIL: GORDON HIGHLANDERS MEMORIAL STATUE

There was submitted a Report by the Depute Chief Executive (Corporate Services) inviting the Council to consider a request from Huntly Community Council for a contribution towards the erection, by public subscription, a statue commemorating the Gordon Highlanders to be erected, subject to planning permission, on the lawn at the east side of the Simpson Building at the Gordon School, Huntly to be unveiled in May, 2000 on the 206<sup>th</sup> anniversary of the raising of the Regiment.

Following consideration the Meeting agreed to make a contribution of £500 to Huntly Community Council towards the erection, by public subscription, of a statue commemorating the Gordon Highlanders Regiment.

## 27. CHILDREN'S SERVICES DEVELOPMENT FUND

There was submitted a Report by the Director of Community Services advising the Council that the Government has indicated that additional resources will be made available to Authorities committed to taking forward actions in three broad areas of childcare provision which will be known as the Children's Development Fund and invited the Council to consider proposals as to how allocated monies should be spent.

The Meeting noted that the main components of the Children's Development Fund related to a transitional scheme for community based placements, the implementation of key proposals arising from Government response to the Kent Report and supporting families – early intervention and prevention and that the Social Work budget for 1999/2000 included a total of £95,000 in relation to the Children's Services Development Fund.

Following consideration the Meeting agreed:-

- (i) to make an additional grant of £7,000 to the Children 1<sup>st</sup> Organisation to create a Children's Rights Officer post in Moray regulating through a Service Level Agreement with Voluntary Organisations;
- (ii) to approve expenditure of £10,000 to second an existing member of staff within Community Services Development for two days per week to develop care planning under Good Parenting: Good Outcomes;
- (iii) to approve expenditure of £12,500 to appoint a temporary part-time member of staff (or seasonal staff equivalent to 18 hour Social Worker post) within the Community Services Department's Fostering and Adoption Team;
- (iv) to approve expenditure of £9,250 to part-finance a full-time Senior Practitioner post within the Mills Associated School Group New Community Schools Project;
- (v) approve a grant of £3,000 to Who Cares? Organisation to provide additional finance to part-fund Project Worker post shared with The Highland Council. The arrangement between The Moray Council and the voluntary organisation to be regulated through the Service Level Agreement: and
- (vi) to approve the allocation of £53,250 towards the further development of fee-based fostering in Moray, which will be subject to further reports to the Children's Services Strategy Group or appropriate Committee following the elections on 6 May, 1999; the Policy and Resources Committee and Full Council.

#### **28. REVIEW OF CIVIC GOVERNMENT LICENCES – SECOND HAND DEALERS LICENSING**

There was submitted a Report by the Legal and Administration Services Manager inviting the Council to consider passing a Resolution, a copy of which was appended to the Report, in respect of the categories of second-hand good for which a licence would be required in Moray as recommended by the Licensing Committee on 8 April, 1999 (para 5 of the minute refers).

Following consideration the Meeting agreed that the Council pass the Resolution in respect of the categories of second-hand goods for which a licence will be required in Moray and that it be remitted to the Legal and Administration Services Manager to undertake the appropriate statutory procedures.

#### **29. REVIEW OF CIVIC GOVERNMENT LICENSING – WINDOW CLEANERS**

There was submitted a Report by the Legal and Administration Services Manager inviting the Council to consider passing a Resolution, a copy of which was appended to the Report, in respect of the licensing of window cleaners within Moray as recommended by the Licensing Committee on 8 April, 1999 (para 6 of the minute refers).

Following consideration the Meeting agreed that the Council pass a Resolution in respect of the licensing of window cleaners within Moray and that it be remitted to the Legal and Administration Services Manager to undertake the appropriate statutory procedures.

#### **30. PRE-SCHOOL EDUCATION AND CHILDCARE PLAN**

Under reference to para 1 of the minute of the meeting of the Education Committee dated 20 April, 1999 there was submitted a Report by the Chief Community Development Officer inviting the Council to approve the Pre-school Education Childcare Plan for Moray for the period 1999 – 2000.

The Meeting noted that the Draft Plan had been a collaborative effort between the Community Development Service and the Departments of Education and Community Service and that there had been full consultation with members of the Moray Childcare Forum and the Meeting acknowledged the major part played in the drafting of the Plan by the Council's Children's Services Working Group.

Following consideration the Council agreed the terms of the Pre-school Education and Childcare Plan for Moray 1999 – 2000.

### **31. DUKE OF EDINBURGH AWARD SCHEME PRESENTATIONS**

There was submitted a Report by the Chief Community Development Officer inviting the Council to consider hosting a reception at which there will be a presentation of certificates to recognise the achievements of young people in Moray who have achieved their Duke of Edinburgh Award over the past three years.

Following consideration the Meeting agreed:-

- (i) to authorise officials in Community Development Services to organise a reception and presentation of certificates;
- (ii) that the Convener of the new Council or his/her nominee present the awards; and
- (iii) to approve expenditure of up to £850 in respect of hospitality for the award ceremony to be met from the Council's Corporate Hospitality Budget.

### **32. MORAY LOCAL PLAN 2000: OBJECTIONS (Para 9)**

Under reference to para 4 of the minute of special meeting of the Policy and Resources Committee dated 29 April, 1999 there was submitted a Report by the Director of Economic Development and Planning inviting the Council to consider, in terms of its Administration Scheme, a recommendation from the Policy and Resources Committee in regard to the Economic Development and Planning Committee's consideration in regard to objections to the Moray Local Plan 2000.

Following consideration the Council agreed to approve the recommendations of the Economic Development and Planning Committee in regard to objections to the Moray Local Plan 2000.

### **33. AMENDMENT OF STAFFING STRUCTURE WITHIN SYSTEMS ADMINISTRATION SECTION OF CONTROL SERVICES (Para 1)**

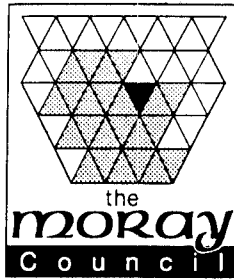
There was submitted a Report by the Director of Economic Development and Planning seeking the Council's approval to return to a staff structure within the Systems Administration Section of Control Services similar to the original which had to be adjusted to accommodate maternity leave.

Following consideration the Meeting agreed that the post of part-time Systems Administrator be created and funded from the budget available from the currently vacant post of full-time Clerical Assistant/WPO with the post of full-time Clerical Assistant/WPO remaining in the structure to allow a degree of flexibility to make changing needs in the future as and when part-time posts become vacant.

### **34. MORAY BUSINESS ENTERPRISE SCHEME – MBE/99/116**

There was submitted a Report by the Director of Economic Development and Planning seeking the Council's approval of a grant in respect of application 99/116 for financial assistance in terms of the Moray Business Enterprise Scheme.

Following consideration the Council agreed to approve the recommendations in respect to of application 99/116.



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**REPORT TO: THE MORAY COUNCIL ON 13<sup>TH</sup> MAY 1999**

**SUBJECT: NORTH EAST OF SCOTLAND FISHERIES DEVELOPMENT PARTNERSHIP**

**BY: DIRECTOR OF ECONOMIC DEVELOPMENT AND PLANNING**

**1. Reason for Report**

- 1.1 This report seeks the Council's nomination of a representative to a delegation due to meet with the Select Committee on Fishing, due to take place on 18<sup>th</sup> May 1999.

**2. Background**

- 2.1 The North East of Scotland Fisheries Development Partnership is a body formed by Aberdeen City, Aberdeenshire and Moray Councils; Grampian Enterprise Limited; Moray Badenoch and Strathspey Enterprise; Fishing Industry Representatives; Harbour Authorities. Its purpose is to discuss and progress matters and issues affecting the fishing industry given this sectors importance to the socio-economies of the North East. It meets twice per annum.
- 2.2 The Moray Council is entitled to nominate 5 members to be the Council's representatives on the Partnership, one of whom should be further nominated to be the representative on the Strategy Working Group.
- 2.3 Members of the Strategy Working Group have been invited to meet with the select Committee on Fishing, when they come to the North East of Scotland later this month. This Select Committee is part of the Commons Agricultural Committee and will be taking evidence from fishing industry representatives as part of a fact gathering exercise into current conditions within fishing.

**3. The Proposals**

- 3.1 It is proposed that this meeting take place over lunch on Tuesday 18<sup>th</sup> May, immediately after the Committee's arrival in Aberdeen.
- 3.2 Attendance is restricted to one Councillor per Local Authority, that representative to be the Council's member of the Strategy Working Group.

4. **Financial, Staffing and Sustainable Development Implications**

4.1 None

5. **Consultations**

5.1 None.

6. **Recommendations**

6.1 **It is recommended that the Council agrees to nominate the Fisheries Strategy Group member as it representative at the meeting with the Select Committee on Fishing.**

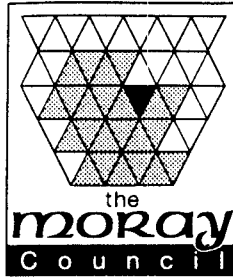
Author of Report: Mark Cross, Principal Planning Officer Ext: 3285

Background Papers: None

Ref: MMC/dhj

Signature: .....

**Designation:** Director of Economic Development & Planning **Name:** Robert Stewart



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**REPORT TO: THE MORAY COUNCIL ON 13 MAY, 1999**

**SUBJECT: INVITATION TO CONFERENCE: GRAMPIAN RACIAL EQUALITY COUNCIL**

**BY: DEPUTE CHIEF EXECUTIVE (CORPORATE SERVICES)**

**1. Reason for Report**

1.1 To invite the Council to consider an invitation to be represented at a conference being organised by Grampian Racial Equality Council, in conjunction with Grampian Police, to be held in Aberdeen on Tuesday 15 June, 1999 to discuss the implications and way ahead following the publication of the report by Sir William MacPherson into The Steven Lawrence Enquiry.

**2. Background**

2.1 At the meeting of the Policy and Resources Committee on 22 April, 1999 (para x of the minute refers) it was agreed to give a contribution of £500 towards the cost of the conference and that the invitation to attend the conference be submitted to this Meeting for consideration.

2.2 The invitation suggests that the Council consider representation from the following areas:-

- Community Development
- Economic Development
- Education (including Head Teachers Associations)
- Housing
- Planning and Strategy
- Social Work
- Environmental Health

2.3 A copy of the proposed agenda and workshops is **ATTACHED** for Members' information. A timetable and full details are to be forwarded nearer the conference date.

**3. Proposals**

- 3.1 That the Council consider the invitation to attend the conference and if so disposed to nominate delegates to attend.

**4. Financial Implications**

4. Other than transport costs to and from Aberdeen there are no other financial implications arising out of the invitation to attend.

**5. Staffing and Environmental Implications**

- 5.1 There are no staffing or environmental implications arising from this Report.

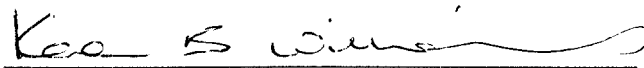
**6. Consultations**

- 6.1 None

**7. Recommendations**

- 7.1 **That the Council consider the invitation from Grampian Racial Equality Council for the Council to be represented at a conference entitled "After the Steven Lawrence Enquiry – Leading the Way Forward" to be held in Aberdeen on Tuesday 15 June, 1999 and, if so disposed, to nominate delegates to attend.**

Author of Report: Ron Ritchie, Senior Administration Officer  
Background Papers: Conference correspondence dated 15 April, 1999  
Ref: RR/BR

Signature: 

Designation: The Depute Chief Executive (Corporate Services) Name: Karen B. Williams



GRAMPIAN POLICE



GRAMPIAN RACIAL  
EQUALITY COUNCIL

**AFTER THE STEPHEN LAWRENCE INQUIRY -  
LEADING THE WAY FORWARD**

**AGENDA**

**MORNING**

**Registration  
Opening and Introduction  
Background to the Inquiry  
Conclusions and Recommendations of the Report**

**Keynote Speakers  
Response to Questions**

.....

**AFTERNOON**

**Workshops (see over)  
Feedback  
Closing Address**

.....

**Lunch and Refreshments throughout the day will be provided.  
Details of keynote speakers along with a timetable will be forwarded to all delegates closer  
to the event.**



GRAMPIAN POLICE



GRAMPIAN RACIAL  
EQUALITY COUNCIL

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## **WORKSHOPS**

### **1. Issues of Governance**

**Openness, Accountability and Public Confidence**

### **2. Racist Incidents**

**Reporting, Recording and the Investigation**

**Responsibilities and Methods**

### **3. Institutionalised Racism**

**Tackling Racism Within**

### **4. Increasing Ethnic Minority Representation in the Workforce**

**Recruitment and Retention**

**Responsibilities and Methods**

### **5. Preventing Racism**

**The Role of Education and Training**