

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 16th June 2015 at 10.00 a.m.

Present: Councillors Bill McIntosh (Chair), Bill Grant, John McDowall, Rita Miller, Robin Reid, Philip Saxton and Margaret Toner.

Attending: E. Howat, Chief Executive; V. Andrews, Executive Director – Resources, Governance and Organisation; L. Bloomer, Executive Director – Economy, Neighbourhood and Environment; D. Hutchison, Director of Educational Services; K. O'Hagan, Head of Employee and Customer Services; D. Gillies, Head of Property and Risk; M. Baker, Head of Policy and Performance; C. Monaghan, Head of Communities; D. Burns, Head of Housing and Facilities; C. Cox, Planning Manager; M. Hastings, Enterprise Manager; D. Strang, Manager (Schools and Service Support); J. Galloway, Co-ordinator (Pupil Services); J. Dunne, HR Policy and Operations Manager; J. Bradley, OD and Customer Services Manager; D. Robertson, Public Affairs Manager; C. Downie, Public Communications Officer; K. Ross, Communications Officer; A. Gibson, Committee Services Officer; and E. Moore, Clerical Assistant.

Also Attending: Pastor Ian Gall, Rev David Gemmell, and Mrs. Mairi Raeburn (for items 6 to 9 only); and S. Turner and K. Aitken, Ayrshire Roads Alliance (for item 11 only).

Apology: Miss Phil Davey.

1. Declarations of Interest.

There were no declarations of interest by Members of the Panel in terms of Council Standing Order No. 17 and the Councillors' Code of Conduct.

2. Minutes of previous meeting.

The minutes of 27th May 2015 (issued) ([link attached](#)) were submitted and approved.

3. Variation to Order of Business.

In terms of Council Standing Order No. 13.2, the Panel agreed to vary the order of business as hereinafter minuted.

Economic Development, Tourism and Leisure.

4. Wind Energy – Draft Supplementary Guidance.

There was submitted a report (issued) ([link attached](#)) of June 2015 by the Executive Director – Economy, Neighbourhood and Environment seeking agreement to publish Appendix 1 'Draft Wind Energy Supplementary Guidance for South Ayrshire' as a basis for public consultation.

The Panel

Decided:

- (1) to approve Appendix 1 of the report entitled 'Draft Wind Energy Supplementary Guidance for South Ayrshire' as a basis for public consultation; and
- (2) to agree that the finalised supplementary guidance would be considered by the Leadership Panel, scheduled to take place on 23rd September 2015.

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5. **Business Gateway – Implementing an In-house Delivery Arrangement.**

There was submitted a report (issued) ([link attached](#)) of 5th June 2015 by the Executive Director – Economy, Neighbourhood and Environment seeking approval to implement an “in-house” delivery arrangement for Business Gateway (BG), in collaboration with North and East Ayrshire Councils and in so doing, to introduce an Account Management approach to supporting priority businesses within South Ayrshire.

The Panel

Decided:

- *(1) to approve the implementation of an in-house delivery model for Business Gateway (BG) in Ayrshire, in co-operation with North and East Ayrshire Councils, with North Ayrshire Council continuing to fulfil the Lead Local Authority role, as well as hosting the Events and Marketing role. Implementation would depend on all three Councils approving the proposal;
- (2) to note that, as part of the implementation, staff would transfer to this Council's employment under TUPE regulations from the existing contractor;
- (3) to agree that this Council accepted the full indicative allocation of European Regional Development Funding (ERDF) 2015-2020, of £620,000, to be used to increase overall BG resources available to support business growth;
- (4) to agree that the Council would make full utilisation of the available BG and ERDF funding, to employ additional growth advisory resources, and implement an “account management” service for a grouping of around 100 to 120 priority businesses;
- (5) to approve that the Council would enter into a lease agreement to retain the current Business Gateway office at Heathfield, noting that the Ambition incubator space would be increased at that location; and
- (6) to delegate to the Executive Directors of Economy, Neighbourhood and Environment and Resources, Governance and Organisation to, as appropriate to each, approve the final detail of both terms of transfer and future operational arrangements of the in-house delivery model.

Lifelong Learning.

It was noted that this was the last meeting of this Panel that Mairi Raeburn would attend as she was retiring and the Panel wished her well for the future. The Panel welcomed Tom Robinson who would be taking her place at future meetings.

6. Outcome of the Statutory Consultation on the Proposed Relocation of Invergarven School.

There was submitted a report (issued) ([link attached](#)) of 26th May 2015 by the Director of Educational Services

- (1) informing the Panel of the outcome of the statutory consultation on the proposed relocation of Invergarven School which was explained in the consultation report as attached as Appendix 1 to the report; and
- (2) seeking approval of the relocation of Invergarven School to a new school that would be built within the grounds of Girvan Academy.

The Panel

Decided:

- (a) to note the outcome of the statutory consultation on the proposed relocation of Invergarven School as detailed in the consultation report attached as Appendix 1 to the report; and
- (b) to approve the relocation of Invergarven School to a new school that would be built within the grounds of Girvan Academy.

7. Proposed Changes to the Catchment Areas for Muirhead Primary School, Troon and Struthers Primary School, Troon.

There was submitted a report (issued) ([link attached](#)) of 26th May 2015 by the Director of Educational Services seeking approval

- (1) of the proposal document relating to proposed changes to the catchment areas for Muirhead Primary School and Struthers Primary School; and
- (2) to issue the proposal document for statutory consultation, in accordance with the Schools (Consultation) (Scotland) Act 2010.

The Panel, having clarified with officers the capacity of Struthers Primary School and the timescale for the consultation process,

Decided:

- (a) to approve the proposal document as detailed in Appendix 1 of the report;
- (b) to request the Director of Educational Services to issue the proposal paper for consultation; and
- (c) to request that the Director of Educational Services bring a report on the outcome of the consultation process to the Leadership Panel, scheduled to take place on 16th February 2016 for consideration and decision.

8. Devolved School Management Scheme for Schools.

There was submitted a report (issued) ([link attached](#)) of 22nd May 2015 by the Director of Educational Services seeking approval for the updated Devolved School Management Scheme for Schools.

The Panel, having heard Ms Raeburn comment on the impact and risks of 'efficiencies' referred to in the report,

Decided: to approve the updated Devolved School Management Scheme for Schools, to be implemented with immediate effect.

9. Proposed School Holiday Arrangements for 2016/17.

There was submitted a report (issued) ([link attached](#)) of 22nd May 2015 by the Director of Educational Services seeking approval

- (1) for the school holiday arrangements for 2016/17; and
- (2) to amend the previously agreed school holiday arrangements for 2015/16.

The Panel

Decided: to approve

- (a) Option 3 of the school holiday arrangements for 2016/17 as contained in Appendix 1 of the report, to be actioned by August 2015; and
- (b) the amended school holiday arrangements for 2015/16 as detailed in Appendix 2 of the report.

Housing and Customer Services.

10. South Ayrshire Housing Need and Demand Assessment 2016 - 2020.

There was submitted a report (issued) ([link attached](#)) of 1st June 2015 by the Executive Director – Economy, Neighbourhood and Environment seeking agreement to the draft South Ayrshire Housing Need and Demand Assessment 2016 – 2020.

The Panel, having clarified points in relation to supported accommodation and private sector housing,

Decided: to agree

- (1) the draft South Ayrshire Housing Need and Demand Assessment, as summarised in Appendix 1 of the report;
- (2) that the contents of the Housing Need and Demand Assessment form the evidence base for the forthcoming revised Local Housing Strategy and Strategic Development Plan; and
- (3) that at a future date, a Members Briefing be organised on this topic.

Councillor Grant left the meeting at this point.

Sustainability and Environment.

11. Parking Issues at Prestwick Toll and Newton-on-Ayr Railway Station.

There was submitted a report (issued) ([link attached](#)) of 9th June 2015 by the Executive Director – Economy, Neighbourhood and Environment providing a further update on parking issues at Prestwick Toll and Newton-on-Ayr Railway Station.

The Panel, having raised concerns regarding the level of consultation undertaken,

Decided: to agree

- (1) that no changes to the current limited waiting restrictions be introduced at this time in the vicinity of Prestwick Toll and Newton-on-Ayr Railway Station;
- (2) that further consultation should take place regarding Prestwick Toll with local Members and residents; and
- (3) that the Head of Roads contact Network Rail and Abellio on future proposals for Newton-on-Ayr Railway Station and to subsequently update the local members on the outcomes.

Resources and Performance.

12. Framework for Managing Workforce Change.

There was submitted a report (issued) ([link attached](#)) of 8th June 2015 by the Head of Employee and Customer Services seeking approval of revisions to the Managing Workforce Change Policy.

The Panel, having heard the Head of Employee and Customer Services confirm the issues on which agreement could not be reached with the Trades Unions, as set out in the Report, and with clarification of the process for matching,

Decided: to approve the Framework for Managing Workforce Change, as detailed in Appendix 1 of the report.

13. Recognition of NHS Employment Service.

There was submitted a report (issued) ([link attached](#)) of 8th June 2015 by the Head of Employee and Customer Services seeking approval for a change to the Council's Terms and Conditions of Employment relating to the calculation of continuous service.

The Panel

Decided: to agree

- (1) to recognise employment service with NHS Scotland bodies as continuous employment for entitlement to annual leave, occupational sick pay and maternity/paternity/adoption benefits (but not for statutory employment rights, notice periods or redundancy), with immediate effect and for all new appointments; and
- (2) that the Council's Terms and Conditions of Employment be amended accordingly.

14. Applications for Financial Support: Old Dailly George Todd Memorial Hall Fund.

There was submitted a report (issued) ([link attached](#)) of 28th May 2015 by the Executive Director – Economy, Neighbourhood and Environment inviting the Panel to consider an application submitted for financial support from the fund established through the sale of the George Todd Memorial Hall in Old Dailly and to make recommendations concerning this application.

The Panel

Decided: to agree to make an award of £11,836 from the George Todd Memorial Fund to Dailly Community Council towards the cost of replacing existing planters with new metal planters and concrete plinths.

15. Service Review Scopes.

There was submitted a report (issued) ([link attached](#)) of 8th June 2015 by the Executive Director – Resources, Governance and Organisation seeking agreement of the scope, including objectives, timescales and resource requirements, of the service review for Legal Services.

The Panel, it having been clarified that the Challenge Team would include officers from other services,

Decided: to approve the service review scope for Legal Services, as detailed in Appendix 1 to the report.

16. Emergency Response Team (ERT) Service Review Findings.

There was submitted a report (issued) ([link attached](#)) of 8th June 2015 by the Head of Employee and Customer Services seeking approval of the findings and recommendations of the Emergency Response Team (ERT) (traditionally referred to as SAMS) Service Review.

The Panel, having noted the importance of CCTV provision for community safety purposes,

Decided: to agree that the Head of Employee and Customer Services

- (1) would continue to refine the services the ERT provided as appropriate to reflect the outcome of client services' Service Reviews and changing operational requirements;
- (2) would work with client services to develop service level agreements and operational protocols;
- (3) would explore opportunities to undertake work on behalf of other council services during periods when there was spare staffing capacity;
- (4) in conjunction with the Head of Finance and ICT, review existing recharge arrangements with internal and external client services to ensure a fair and realistic pricing model and address the budget deficit resulting from the withdrawal of the North Ayrshire community alarm contract; and
- (5) would prepare a further report for this Panel once the work of the national CoSLA-led group was complete with options and recommendations on the further work necessary to develop a CCTV Strategy.

17. Exclusion of press and public.

The Panel resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the press and public be excluded during consideration of the remaining items of business on the grounds that they involved the likely disclosure of exempt information in terms of paragraphs 1, 8 and 9 of Part 1 of Schedule 7A of the Act.

18. Service Review of Public Affairs.

There was submitted a report (issued to members only) of 8th June 2015 by the Head of Policy and Performance seeking approval of the findings and recommendations of the service review of Public Affairs.

The Panel

Decided: to agree

- (1) the findings of the service review of Public Affairs, as outlined in Appendix 1 of the report;
- (2) to delete 1 x Marketing Co-ordinator post (Level 9) to deliver full-year savings of £40,637, with the remaining balance of £6,363 delivered from the existing administrative support budget within Public Affairs;
- (3) to revise the Public Affairs structure as detailed in Chart 2 within Appendix 1 of the report;
- (4) to maximise the use of in-house public affairs resources to focus on the public affairs support that is most important to the organisation, while making the best use of the wider external market;
- (5) to progress and implement identified 'How Good is Our Council?' areas for improvements;
- (6) to implement all improvement actions and potential ways of working smarter/better identified within the new Communications Strategy;
- (7) to monitor and review use and effectiveness of new systems and processes;
- (8) to review spending on public affairs activities across the Council;
- (9) to make better use of customer or audience 'insight' to both plan and measure the effectiveness of public affairs activities and campaigns;
- (10) to introduce better targeting of public affairs and communications activities to ensure they were efficient, effective and provided value for money; and
- (11) to explore Council Advertising Network, in conjunction with the National Communications Group, as a potential source of income for the Council.

19. Sale of Former Boatstore, 20 Doonfoot Road, Ayr.

There was submitted a report (issued to members only) of 8th June 2015 by the Executive Director – Resources, Governance and Organisation seeking approval for the disposal of the former Boatstore, Doonfoot Road, Ayr as shown on the attached plan (Appendix 1) and extending to 0.309 acres or thereby.

The Panel

Decided:

- (1) to approve the sale of land and building extending to approximately 0.309 Acres at Doonfoot Road, Ayr to South Alba Services Ltd which would result in an income to the Council of £126,116 (One Hundred and Twenty Six Thousand One Hundred and Sixteen Pounds Sterling) less professional fees; and
- (2) to delegate authority to the Executive Director – Resources, Governance Organisation to conclude the disposal on such reasonable terms and conditions as may be agreed by the Executive Director when concluding the legal transaction.

20. Rationalisation of Office Accommodation in Ayr.

There was submitted a report (issued to members only) of 8th June 2015 by the Head of Policy and Performance updating the Panel on the findings of Part 1 of the Full Business Case (FBC Part 1) for rationalisation of the Council's office accommodation in Ayr.

The Panel

Decided:

- (1) to consider the conclusions and recommendations of the FBC Part 1 and the position with regard to intervention in Ayr Town Hall and County Buildings, Ayr; and
- (2) to agree to option 4 as detailed in the report, namely that no further intervention work to increase office accommodation provision within these buildings be undertaken as part of the office rationalisation works.

21. Holmston House, Holmston Road, Ayr.

There was submitted a report (issued to members only) of 9th June 2015 by the Executive Director – Resources, Governance and Organisation seeking approval to withdraw from negotiations to dispose of Holmston House, Holmston Road, Ayr and re-advertise the property for sale.

The Panel

Decided:

- (1) to approve the withdrawal from negotiations with Mr Hugh Edward Mulgrew and Mr Laurence Smith per Inksters (Solicitors); and
- (2) to delegate authority to the Executive Director – Resources, Governance and Organisation to re-market the property as detailed in paragraph 4.6 of the report.

Housing and Customer Services.

22. 146-168 Ayr Road, Prestwick.

There was submitted a report (issued to members only) of 26th May 2015 by the Executive Director – Economy, Neighbourhood and Environment seeking agreement to carry out essential communal repair works to 146-168 Ayr Road, Prestwick subject to consultation and an overall majority agreement from property owners within the block.

The Panel

Decided: to agree

- (1) to progress the required essential repair work at 146-168 Ayr Road, Prestwick following a tender process and subject to an overall majority agreement from property owners within the block; and
- (2) to the use of HRA funding, Scheme of Assistance Mixed Tenure Grants and Missing Shares funds, as outlined in section 5.1 of the report to support this project.

23. Consideration of Disclosure of the above Confidential Reports.

Decided:

- (1) to authorise the disclosure of the following report falling under Standing Order 31.2:-
 - Service Review of Public Affairs;

- (2) to authorise the disclosure of part of the undernoted report falling under Standing Order 31.2 and that this report be redacted following consultation with the Head of Legal and Democratic Services and relevant officers and following expiry of the period for call-in or following conclusion of the call-in process, as applicable:-
 - 146-168 Ayr Road, Prestwick;
- (3) to authorise the disclosure of the part of the following report falling under Standing Order 31.2 when the related transactions had been concluded:-
 - Sale of Former Boatstore, 20 Doonfoot Road, Ayr; and
 - Holmston House, Holmston Road, Ayr; and
- (4) not to authorise the disclosure of the whole or part of any documents of the following report falling under Standing Order 31.2:-
 - Rationalisation of Office Accommodation in Ayr.

The meeting ended at 11.20 a.m.