

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 3rd November 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; R. Riddiough, Head of Legal and Democratic Services; D. Gillies, Head of Property and Risk; T. Baulk, Head of Finance and ICT; J. Cronin, Head of Enterprise, Development and Leisure; K. Leinster, Head of Community Health and Care Services; M. Baker, Head of Policy and Performance; C. Boyd, Risk and Safety Manager; G. Muir, ICT Strategy Officer; J. Esslemont, Strategic Planner; and A. Gibson, Committee Services Officer.

Also Attending: S. Turner, Ayrshire Roads Alliance.

1. Declaration of Interest.

Councillor Grant declared an interest in item 17 of this minute, namely “Ayr India, 10 Seafield Road, Ayr” as he knew the proposed purchaser and he had had meetings with him in the past and indicated that he would not participate during consideration of that item.

2. Minutes of previous meeting.

The minutes of [23rd September](#) and [30th September 2015](#) (Special) (issued) were submitted and approved.

3. Decision Log.

Decided: to note the contents of the [Decision Log](#) (issued)

Corporate, Strategic and Community Planning.

4. Strategic Risk Management.

There was submitted a [report](#) (issued) of 23rd October 2015 by the Head of Property and Risk updating the Panel on the reviewed Strategic Risk Register – September 2015 in line with the agreed reporting framework as detailed in [Appendix 1](#) of the report.

The Panel, having had confirmation regarding concerns relating to certain key risks and having noted that, in future, the comments of the Audit and Governance Panel would be included in this report

Decided: to agree the sixteen key risks and endorse the work currently being undertaken or proposed by risk owners to mitigate these risks.

5. **Communications Strategy 2015-2018.**

There was submitted a [report](#) (issued) of 23rd October 2015 by the Head of Policy and Performance seeking approval of the Communications Strategy 2015-2018.

Decided:

- (1) to approve the Communications Strategy 2015-2018, as set out in [Appendix 1](#) of the report, for publication and implementation; and
- (2) to agree to Elected Members receiving updates on the action plan, as detailed in [Appendix 2](#) of the report, by means of the Members' Bulletin at six monthly intervals.

6. **Community Empowerment (Scotland) Act 2015 – Non-Domestic Rates.**

There was submitted a [report](#) (issued) of 27th October 2015 by the Head of Finance and ICT advising of powers contained within the Community Empowerment (Scotland) Act 2015 to enable the Council to implement a scheme to reduce non-domestic rates (NDR).

The Panel having agreed that the proposals were a great opportunity to attract businesses and support inward investment to boost the local economy.

Decided:

- (1) to note the contents of this report in relation to the opportunity for changes to discretionary rates relief afforded by the new legislation; and
- (2) to request officers to further consider the options available for a new or amended scheme for relief and report back to the Leadership Panel, at its meeting scheduled to take place on 15th March 2016, with details of any proposed changes to NDR Council policy, anticipated benefits, and the associated cost to the Council.

Sustainability and Environment.

7. **Introduction of Permits for Street Cafes.**

There was submitted a [report](#) of October 2015 by the Executive Director – Economy, Neighbourhood and Environment seeking formal approval for the introduction of permits for Street Cafes and associated Guidance and Conditions, including permits and permissions granted under the terms of the Roads (Scotland) Act 1984.

The Panel

Decided: following concerns raised regarding the proposed conditions for any permit granted, to continue consideration of the report to a future meeting of this Panel to allow for further information to be provided from Environmental Health officers.

Economic Development, Tourism and Leisure.

8. Wind Energy – Supplementary Guidance.

There was submitted a [report](#) (issued) of October 2015 by the Executive Director – Economy, Neighbourhood and Environment seeking approval to submit ‘Wind Energy Supplementary Guidance for South Ayrshire’ (attached as [Appendix 1](#) to the report) to the Scottish Ministers with the intention to adopt as statutory supplementary guidance dealing with wind energy developments.

The Panel, having welcomed the report,

Decided: to approve Appendix 1 of the report, ‘Wind Energy Supplementary Guidance for South Ayrshire’ for submission to the Scottish Ministers for intention to adopt.

Resources and Performance.

9. ICT Support and Maintenance Contracts.

There was submitted a [report](#) (issued) of 23rd October 2015 by the Head of Finance and ICT seeking agreement of the ongoing contractual obligations in respect of the support and maintenance of key computer systems for the 2016/17 financial year.

Having received clarification regarding cashless catering in schools, and payment of licence fees, and having noted the likely impact of the ICT review for future years, the Panel

Decided: in accordance with paragraph 23.1 of Standing Orders relating to Contracts, to approve the annual renewal of the support and maintenance contracts for 2016/17 which were necessary to access support, maintenance and, in some instances, system upgrades of ICT systems, as detailed in Appendix 1 of the report.

10. SPSO Consultation: Scottish Welfare Funds Independent Review Process.

There was submitted a [report](#) (issued) of 23rd October 2015 by the Executive Director – Resources, Governance and Organisation seeking approval for the submission of the Council’s response to the Scottish Public Services Ombudsman (SPSO) consultation on the Scottish Welfare Funds Independent Review Process.

The Panel

Decided: to approve the response attached as [Appendix 1](#) to the report for submission to the SPSO.

11. Chief Social Work Officer's Annual Report 2014-15.

There was submitted a [report](#) (issued) of 20th October 2015 by the Head of Community Health and Care Services seeking approval for the Chief Social Work Officer Annual Report, which covered the period 1st April 2014 to 31st March 2015.

The Panel

Decided: to note and approve the contents of the Chief Social Work Officer Annual Report Financial Tear 2014-15, as detailed in [Appendix1](#) of the report, subject to a revised version of the report incorporating the correct figures on page 9 (Table).

12. Variation on Order of Business.

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

13. 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 3, 5, 8 and 9 of Part 1 of Schedule 7A of the Act.

Resources and Performance.

14. Database Administration Contractual Agreement.

There was submitted a report (issued to Members only) of 23rd October 2015 by the Head of Finance and ICT seeking approval to enter into a fixed term contract with Applications DBA Ltd. without going to market with a competitive tender exercise.

The Panel

Decided: in accordance with paragraph 23.1 of the Standing Orders relating to Contracts, to approve the extension of the current short term contractual arrangement for database administrator support services with Applications DBA Ltd until March 2017 (inclusive of a call off arrangement) in order to continue to support the implementation of the Oracle HR/ Payroll project and to maintain progress and integration with Oracle e-Financials.

Health and Social Care.

15. Outcome of Complaints Review Committee: 28th August 2015.

There was submitted a report (issued to members only) of 23rd October 2015 by the Head of Legal and Democratic Services outlining the outcome of the Complaints Review Committee which took place on 28th August 2015.

Decided: to note the conclusions reached by the Complaints Review Committee following the Hearing on 28th August 2015 as detailed in Appendix 1 of the report.

16. Outcome of Complaints Review Committee: 28th September 2015.

There was submitted a report (issued to members only) of 23rd October 2015 by the Head of Legal and Democratic Services outlining the outcome of the Complaints Review Committee which took place on 28th September 2015.

Decided: to approve the recommendation made by the Complaints Review Committee, following the hearing on 28th September 2015, namely that the Social Work Service create a Guidance Note for Birth Parents and other relevant persons on timescales in Child Protection Investigations.

Resources and Performance.

Councillor Grant, having previously declared an interest in the following item of business, left the meeting at this point.

17. Ayr India, 10 Seafield Road, Ayr.

There was submitted a report (issued to members only) of 23rd October 2015 by the Executive Director – Resources, Governance and Organisation seeking approval to declare surplus to requirements and to dispose of the premises at 10 Seafield Road, Ayr (Ayr India).

The Panel

Decided: to delegate authority to the Executive Director – Resources, Governance and Organisation to secure a lease for the said premises for a period of up to ten years and on such other reasonable terms and conditions as may be agreed when concluding the transaction.

Councillor Grant re-joined the meeting at this point.

18. Holmston House, Holmston Road, Ayr.

There was submitted a report (issued to members only) of 27th October 2015 by the Executive Director – Resources, Governance and Organisation seeking approval to conclude the sale of Holmston House, Holmston Road, Ayr.

The Panel

Decided:

- (1) to approve the sale of Holmston House (as shown on the plan attached as Appendix 1 of the report) to James Aitken Associates Ltd on behalf of Advance Construction (Scotland) Ltd for the sum of £1,575,000 (One million five hundred and seventy five thousand pounds) Sterling; and
- (2) to delegate authority to the Executive Director – Resources, Governance and Organisation to conclude the legal transaction on such reasonable terms and conditions as may be agreed when concluding the transaction.

19. Consideration of Disclosure of the above Confidential Reports.

Having heard the Executive Director – Resources, Governance and Organisation, the Panel decided not to authorise the disclosure of the whole or part of any of the following reports falling under Standing Order 31.2 of the Standing Orders relating to Meetings:-

- Database Administration Contractual Agreement;
- Outcome of Complaints Review Committee: 28th August 2015;
- Outcome of Complaints Review Committee: 28th September 2015;
- Ayr India, 10 Seafield Road, Ayr.; and
- Holmston House, Holmston Road, Ayr.

The meeting ended at 11.15 a.m.