

## **LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr  
on 20th January 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; T. Eltringham, Director of Health and Social Care Partnership; D. Gillies, Head of Property and Risk; R. Riddiough, Head of Legal and Democratic Services; M. Newall, Head of Planning and Enterprise; C. Monaghan, Head of Communities; D. Burns, Head of Housing and Facilities; J. Cronin, Head of Community, Enterprise and Development; T Baulk, Head of Finance and ICT; M. Baker, Head of Policy and Performance; B. Gray, Project Planning and Performance Manager; C. Cox, Planning Manager, T. Burns, Asset Manager; C. Downie, Communications Officer; A. Gerrish, Committee Services Officer; and E. Wyllie, Committee Services Officer.

### **1. Declarations of Interest.**

Councillors McDowall and Grant

- (1) declared an interest in Agenda Item 5(b) – Projects Funded by Community Planning as Councillor McDowall was a Director of Ailsa Horizons and Councillor Grant was a Director of Access to Employment; and
- (2) indicated that as there were no conflict of interest, they would remain in the meeting during consideration of this matter.

### **2. Minutes of previous meeting.**

The minutes of 2nd December 2014 (issued) ([link attached](#)) were submitted and approved.

## **Social Services.**

### **3. Health and Social Care Integration : Draft Integration Scheme.**

There was submitted a report (issued) of 13th January 2015 ([link attached](#)) by the Director of Health and Social Care seeking approval of the draft Integration Scheme for the South Ayrshire Health and Social Care Partnership as prepared by this Council and the Board of NHS Ayrshire and Arran.

The Project Planning and Performance Manager advised of minor amendments to the Draft Integration Scheme as follows:-

- (1) Page 6, paragraph 1.2 – 2.3.3 should read **2.4.3**; and para 4.1.1 may be taken out;
- (2) Page 27, after paragraph 10.2 – Additional sentence to be added as follows:-  
**The Parties will invite the Integration Joint Board to ratify the Protocol;**
- (3) Page 53 heading - should read Health and Social Care Partnership **Clinical** and Care Governance Structure; and
- (4) Page 53 last line – remove Governance and insert **Provision of Advice**.

Members requested to be kept informed when clarification was received of which Housing Functions were to be delegated by the Council to the Joint Board and the Chair intimated that the Project Planning and Performance Manager would keep members informed.

A question in relation to staff and how the Council would be taking them forward into the future was raised and the Director of Health and Social Care Partnership advised that there had been a number of engagement meetings with both staff and trade union representatives and that there had been a high degree of willingness to engage in this process.

A concern was raised by a Member of the Panel in relation to the Dispute Resolution mechanism particularly as it might apply to Budget issues and the Director of Health and Social Care Partnership advised that there was still ongoing discussion with the Scottish Government regarding this and the Panel

**Decided:**

- (a) to approve the Integration Scheme as contained in Appendix 1 of the report subject to minor amendments as detailed above; at paragraph (1);
- (b) to jointly agree to submit the Scheme to Scottish Ministers for approval with NHS Ayrshire and Arran once it had been agreed by the NHS Board and to note that no further authority would be sought from the Panel, or the Council, in relation to the establishment of the Integration Joint Board;
- (c) to agree that those services detailed at Annex 3 of the report of the Integration Scheme should be hosted by the Lead Health and Social Care Partnership as described in the Integration Scheme;
- (d) to agree that authority be delegated to the Chief Executive to agree such further changes as might be required to enable Scottish Ministers to approve the Scheme, in consultation with the Health Board and the other two Ayrshire Councils where relevant; and
- (e) to note that a further report would be submitted to the Council at its meeting on 5th March 2015, setting out the changes to the South Ayrshire Council's Scheme of Delegation that would be necessary following the establishment of the Integration Joint Board early in 2015-16.

## **Economic Development, Tourism and Leisure**

### **4. Supplementary Planning Guidance: Housing Allocations Design Guidance, Redevelopment Opportunities and Repair and Replacement of Windows and Doors.**

There was submitted a report (issued) of 15th December 2014 ([link attached](#)) by the Executive Director – Economy, Neighbourhood and Environment seeking approval to consult the public on the draft supplementary guidance documents to support the provisions of the South Ayrshire Local Development Plan.

Clarification was sought and provided regarding the transition from the previous Local Plan to the Local Development Plan and the impact on Supplementary Guidance.

Concerns were raised in relation to keeping Local Members updated and the Chair reminded Officers of the need to consult with Local Members where appropriate, and the Panel

#### **Decided:**

- (1) to approve the draft supplementary guidance on design briefs for LDP housing allocations and redevelopment opportunities for public consultation, as set out in Appendix 1 of the report;
- (2) to request that a report relating to approval and adoption of the finalised guidance, as referred to in the report, be submitted to this Panel on 28th April 2015; and
- (3) to approve the adoption of the Addendum to Historic Environment Supplementary Guidance; Repair and Replacement of Windows and Doors, as set out in Appendix 3 of the report.

## **Corporate, Strategic and Community Planning.**

### **5. Targeted Best Value Audit Work 2015.**

There was submitted a report (issued) of 8th January 2015 ([link attached](#)) by the Chief Executive seeking approval of actions resulting from the consideration of the Audit Scotland Best Value Follow Up Report by the Accounts Commission.

The Panel, having noted that further development of the Plan was required to include responsible parties and dates for actions,

#### **Decided:**

- (1) to note
  - (a) the report prepared by Audit Scotland and the actions already taken by the Council;
  - (b) the findings of the Accounts Commission following consideration of the Audit Scotland report; and

- (c) the requirements placed on the Council by the Accounts Commission;
- (2) to approve the draft Action Plan as contained in Appendix 1 of the report; and
- (3) to remit consideration of the action plan to the Audit and Governance Panel prior to consideration by the Council on 5th March 2015.

## **6. Projects Funded by Community Planning.**

There was submitted a report (issued) of 9th January 2015 ([link attached](#)) by the Head of Communities inviting the Panel to agree the way forward for projects funded by the Council that had been previously overseen by the Community Planning Partnership.

Clarification was sought and provided in relation to the Community Support and Development Fund and concerns expressed by various Members regarding the absence of consultation with Members and the Panel

**Decided:** to agree that funding for these projects be taken forward as set out in paragraph 4 of the report.

## **Resources and Performance.**

### **7. Service Review Scopes.**

There was submitted a joint report (issued) of 9th January 2015 ([link attached](#)) by Executive Director – Economy, Neighbourhood and Environment and Executive Director – Resources, Governance and Organisation seeking approval to agree the scopes, including objectives, timescales and resource requirements, of the service reviews for the Fleet Management, ICT and Corporate Procurement Services.

The Panel, having sought and been provided with further detail on the Fleet Management Review.

**Decided:** to approve the service review scopes for:

- (1) the Fleet Management Service (as contained in Appendix 1 of the report);
- (2) the ICT Service (as contained in Appendix 2 of the report); and
- (3) the Corporate Procurement Service (as contained in Appendix 3 of the report).

**8. Audit Committee Handbook.**

There was submitted a report (issued) of 9th January 2015 ([link attached](#)) by Executive Director – Resources, Governance and Organisation seeking approval of a revised Audit Committee handbook.

The Panel

**Decided:** to approve the updated Audit Committee Handbook as contained in Appendix 1 of the report.

**9. Audit Scotland Charges.**

There was submitted a report (issued) of 9th January 2015 ([link attached](#)) by the Head of Finance and ICT advising Members of the proposed external audit fee for 2014/15.

The Panel

**Decided:** to agree the proposed fee level of £274,275 for 2014/15 and payment of this fee in three instalments in February, May and September 2015.

**10. Write-off of Sundry Debtors' Balances.**

There was submitted a report (issued) of 9th January 2015 ([link attached](#)) by the Head of Finance and ICT seeking approval to write-off of two sundry debtors' account balances in accordance with Council policy.

Concerns were raised by a Member of the Panel in relation the level of debt being written-off relating to a common roof repair and the Executive Director – Resources and Governance intimated that this was an historic issue in relation to a mixed tenure block and that she would circulate a detailed note to Members outlining current processes in place to avoid similar bad debts occurring for their information, and the Panel

**Decided:** to approve the write-off of the sundry debtors' accounts outlined in Appendix 1 of the report totalling £10,695.22.

**11. Asset Management Plan.**

There was submitted a report (issued) of 9th January 2015 ([link attached](#)) by the Executive Director – Resources, Governance and Organisation seeking approval of the Council's Asset Management Plan.

The Chair referred to the clarity of timescales for the Capital Asset Management Planning Process in relation particularly to new projects being brought forward.

**Decided:** to approve the Asset Management Plan as detailed in Appendix 1 of the report, with a list of potential projects being submitted to the Portfolio holders on a regular basis with the first report being presented in March 2015.

**12. 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 8 and 9 of Part 1 of Schedule 7A of the Act.

**13. Disposal : Sale of Land at Greenfield Avenue, Alloway, Ayr.**

There was submitted a report (issued) of 9th January 2015 by the Head of Property and Risk seeking approval for the disposal of land at Greenfield Avenue, Alloway, Ayr, extending to approximately 0.53 Acres or thereby.

The Panel

**Decided:**

- (1) to approve the sale of land (extending to approximately 0.53 acres at Greenfield Avenue, Alloway, Ayr to MCL (Ayrshire);
- (2) to delegate authority to the Executive Director – Resources, Governance and Organisation to conclude the disposal on such reasonable terms and conditions as might be agreed when concluding the legal transaction; and
- (3) to grant authority to the Executive Director – Resources, Governance and Organisation to re-advertise the land for sale on the open market if the recommended transaction with MCL (Ayrshire) should fall.

**14. Extension of Contract for use of Agency Workers in Facilities Management.**

There was submitted a report (issued) of 13th January 2015 by the Executive Director – Economy, Neighbourhood and Environment seeking agreement to extend a contract, without prior advertisement, for temporary agency workers through to conclusion of the ongoing recruitment process within Facilities Management and the Panel

**Decided:** to agree the extension of contract to continue to provide temporary agency workers within Facilities Management pending completion of the ongoing recruitment process, expected by 31st March 2015.

**15. Consideration of the Disclosure of the above Confidential Reports**

Having heard the Executive Director – Resources, Governance and Organisation in explanation, the Panel

**Decided:**

- (1) to authorise the disclosure of part of the undernoted report falling under Standing Order 31.2 when the related transaction had been concluded:-
  - Land at Greenfield Avenue, Ayr; and

- (2) to authorise the disclosure of part of the undernoted report falling under Standing Order 31.2 subject to redaction of any commercially confidential information contained in it, in consultation with the Executive Director – Resources, Governance and Organisation and Executive Director – Economy, Neighbourhood and Environment and following expiry of the period for call-in or following conclusion of the call-in process, as applicable -
- Extension of Contract for use of Agency Workers in Facilities Management.

The meeting ended at 11.15 a.m.