

PUBLIC PROCESSES PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 23rd June 2015 at 10.00 a.m.

Present: Councillors Brian McGinley (Chair), Alec Clark, Peter Convery, Ian Douglas, Helen Moonie and Alec Oattes.

Apology: Councillor Hugh Hunter.

Also present: Councillors Bill Grant and Bill McIntosh, Portfolio Holders.

Attending: V. Andrews, Executive Director – Resources and Governance; C. Monaghan, Head of Communities; W. Carlaw, Democratic and Governance Manager; C. McGarva, Community Engagement Officer; and L. Sands, Committee Services Officer.

1. Declarations of Interest.

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

2. Items for Call-in.

The Panel noted that there had been no call-ins from the Leadership Panel meeting which had taken place on Tuesday 16th June 2015.

3. Minutes of previous meeting.

The Minutes of the Public Processes Panel of 6th May 2015 (issued) ([link attached](#)) were submitted and approved.

4. Action Log and Work Programme.

There was submitted the Action Log and Work Programme (issued) ([link attached](#)) as a guide for the Panel.

Cllr Clark arrived during discussion of this item.

The Executive Director – Resource, Governance and Organisation advised the follow up to the previously heard Petitions was now complete and that the Complaints Report within the Work Programme would be moving to the Service and Performance Panel, subject to approval at the Council meeting this week.

Decided: to note the Action Log and the Work Programme and the Complaints would be picked up at the Service and Performance Panel, subject to Council approval.

5. Petitions Received but not Accepted.

There was submitted a report (issued) ([link attached](#)) of 16th June 2015 by the Head of Legal and Democratic Services providing a report on petitions that had been submitted but did not meet the criteria of the Council's Petitions Protocol and therefore would not be brought to Panel.

Decided: to note the contents of the report.

6. Records Management Plan.

There was submitted a report (issued) ([link attached](#)) of 16th June 2015 by the Head of Legal and Democratic Services providing a report of the steps the Council should take in relation to the Public Records (Scotland) Act 2011 ('the Act').

The Democratic and Governance Manager provided an update on the work plan, particularly making reference to Elements, 9. Data Protection and 12. Competency Framework for Records Management Staff. In relation to Data Protection, it was explained that targeted face to face training was being developed and carried out. In order to standardise the process in Data Protection, Freedom of Information (F.O.I.) processes were being extended to Subject Access Requests. Since the last Panel it had been agreed that the departmental representatives for F.O.I. would now include Data Protection within their responsibilities.

With regard to Element 12, the Democratic and Governance Manager informed the Panel that the Records and Data Officer had applied to undertake a Post Graduate Diploma in Information and Records Management at Northumbria University.

The Democratic and Governance Manager updated the Panel on an ongoing query from the last meeting of the Panel regarding how the Ayrshire Roads Alliance and Health and Social Care Partnerships would operate in relation to the Records Management Plan. The Ayrshire Roads Alliance position was still being resolved and in the circumstances it may be expected that East Ayrshire Council, as lead authority, would submit a Records Management Plan. It was suggested that Councillors Clark and Convery may wish to seek confirmation on this point at the next meeting of the Ayrshire Shared Services Joint Committee.

With regard to the Health and Social Care Partnership the Panel were advised that the Co-ordinator for Registration and Records Information had been involved in discussions with the Partnership from an early stage. The management of records would be addressed once the structure became clearer.

Decided:

- (1) to note the contents of the report; and
- (2) to request a further report to a future meeting of this Panel on 30th September providing an update on the work plan.

Councillor Convery left the meeting during discussion of the next item.

7. Tracking of Council/Panel Decisions.

There was submitted a report (issued) ([link attached](#)) of 16th June 2015 by the Head of Legal and Democratic Services allowing the Panel consideration of and seeking

approval of the active scrutiny of the performance of officers in delivering agreed Council and Leadership Panel decisions.

A discussion took place regarding the new way in which the decisions of the Council and Leadership Panel were proposed to be tracked (subject to approval at the Council meeting this week) with positive feedback from the Panel in relation to the information being more transparent.

The Panel agreed it was of the view that there remained a role for the Audit and Governance Panel to have a strategic overview of implementation of decisions as a part of its wider governance remit. The Panel asked Officers to consider this. *

Decided: to consider and agree the active scrutiny of the performance of officers in delivering agreed Council and Leadership Panel decisions.

**Note that following the meeting the Executive Director – Resources, Governance and Organisation was able to clarify for the Panel that the report to Council relating to the Review of Scrutiny Panels did propose an annual report to the Audit and Governance Panel regarding decision tracking as part of that Panel’s wider governance remit.*

8. A Strategic Approach to Community Engagement: Update Report.

There was submitted a report (issued) ([link attached](#)) of 4th June 2015 by the Head of Communities providing an update on the Council’s work on Community Consultation and Engagement.

The Head of Communities highlighted significant updates that had taken place since the report was written, particularly mentioning that the Community Empowerment Bill had been passed on Wednesday 17th June.

A discussion on the Community Engagement Update Report then followed focussing on Community Asset Transfer and the timescale for the policy to be finalised and brought into effect.

Decided:

- (1) to note the report;
- (2) to agree that the Head of Communities would provide Members with a note of follow up dates on the progress of the Health and Social Care Integration; and
- (3) to agree that the Head of Communities would enquire about Elected Members’ Community Planning skills training with Democratic Services.

The meeting ended at 11:37 a.m.