

PUBLIC PROCESSES PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 6th May 2015 at 10.00 a.m.

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

Apology: Councillor Peter Convery.

Attending: V. Andrews, Executive Director – Resources and Governance; R. Riddiough, Head of Legal and Democratic Services; C. Monaghan, Head of Communities; G. Collins, Community Engagement Manager; C. McGarva, Community Engagement Officer; and A. Gerrish, Committee Services Officer.

Also Attending: Councillors Bill McIntosh, Bill Grant and John McDowall.

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 28th April 2015.

3. Minutes of previous meetings.

The Minutes of the Public Processes Panel of [25th February](#) and [26th March \(Special\)](#) 2015 (issued) 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.

Clarification was sought and provided in relation to informing Petitioners of the outcome of their Petition and a suggestion was made that the Action Log should contain what communication had been made.

Decided: to note the Action Log and Work Programme.

5. **Petitions.**

There was submitted a report (issued) ([link attached](#)) of 28th April 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 28th April 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 Head of Legal and Democratic Services provided an update on the Work plan. Clarification was requested and provided in relation to:-

- the categorisations of e-mails; and
- how the Ayrshire Roads Alliance and the Health Service Integration Board would operate.

Decided:

- (1) to note the terms of the report; and
- (2) to request a further report to a future meeting of this Panel on 23rd June 2015 providing an update on the work plan.

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7. **Review of Scrutiny Panels.**

There was submitted a report (issued) ([link attached](#)) of 28th April 2015 by the Executive Director – Resources and Governance seeking Members' input to a review of current scrutiny arrangements as a result of the Best Value Action Plan, including proposed changes to Panel remits and related procedures.

The Executive Director – Resources, Governance and Organisation

- (1) clarified the basis for bringing the report to Members informing that, in order for her to prepare a report for Council on 25th June 2015, she required input from all four Scrutiny Panels Members on how they thought the Scrutiny Panels were working and ran through a number of questions the Panel might like to consider (as detailed in paragraph 4.2 of the report); and
- (2) explained the different roles each of the Scrutiny Panels had to play.

A full discussion took place in relation to the review of scrutiny panels and Members were mindful that the Scrutiny Panels were still in their infancy and that they were still developing as they progressed.

The Panel

Decided: to agree that the proposed changes specified in paragraph 4.3 be recommended to Council for approval.

8 A Strategic Approach to Community Engagement: Update Report.

There was submitted a report (issued) ([link attached](#)) of 20th April 2015 by the Head of Communities providing an update on the Council's work on Community Consultation and Engagement.

The Head of Communities further updated the Panel on the various Community Consultation and Engagement Activities/Issues that had taken place.

A full discussion took place in relation to Community Engagement. Members were encouraged that the Community Engagement issue was still on the corporate agenda and that it was making steady progress, building on what had been done in the past. The importance of the Council linking into the Community Planning Partnership in terms of social care was noted, as was the importance of Link Officers to Community Councils.

Decided:

- (1) to note the report; and
- (2) to request a report be submitted to the next meeting of this Panel due to be held on 23rd June 2015.

The meeting ended at 12.10 p.m.