

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 16th February 2016 at 10.00 a.m.

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

Apology: Councillor John McDowall.

Attending: E. Howat, Chief Executive; L. Bloomer, Executive Director – Economy, Neighbourhood and Environment; D. Hutchison, Director of Educational Services; T. Eltringham, Director of Health and Social Care; R. Riddiough, Head of Legal and Democratic Services; K. O’Hagan, Head of Employee and Customer Services; T. Baulk, Head of Finance and ICT; D. Gillies, Head of Property and Risk; C. Monaghan, Head of Communities; M. Newall, Head of Neighbourhood Services; D. Burns, Head of Housing and Facilities; C. Cox, Planning Manager; and A. Gibson, Committee Services Officer.

Also

Attending: D. Bell, Managing Director, Ayr Renaissance (for item 25 only); Miss Phil Davey, Rev. David Gemmell and Mr Tom Robinson (for items 4 to 7 only).

Apologies: Pastor Ian Gall and Miss Abigail McGradey.

1. Declarations of Interest.

Councillor Grant declared an interest in item 23 – Formalisation of Occupation of Office Space at the John Pollock Centre, Mainholm Road, Ayr as he was a Board Member of Access to Employment.

2. Minutes of previous meeting.

The minutes of 19th January 2016 ([issued](#)) were submitted and approved.

3. Decision Log.

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

Lifelong Learning.

4. Outcome of the Statutory Consultation on Proposed Changes to the Catchment Areas for Muirhead Primary School, Troon and Struthers Primary School, Troon.

There was submitted a report ([issued](#)) of 1st February 2016 by the Director of Educational Services

- (1) informing on the outcome of the statutory consultation on proposed changes to the catchment areas for Muirhead Primary School and Struthers Primary School which was explained in the consultation report, as attached as Appendix 1 to the report, and
- (2) requesting the Panel to consider the outcome of the consultation and approve the new catchment areas, as detailed in Appendix 2 to the report.

The Panel

Decided: to approve the new catchment areas, as detailed in Appendix 2 of the report, with immediate implementation.

5. Educational Services Standards and Quality Report 2014/15.

There was submitted a report ([issued](#)) of 22nd December 2015 by the Director of Educational Services detailing the contents of the Educational Services Standards and Quality Report, which covered the academic session August 2014 to June 2015.

After the Director of Educational Services responded to a concern relating to looked after children at home, the Panel

Decided: to approve the content of the Educational Service Standards and Quality Report for 2014/15, as appended to the report ([Appendix 1](#)).

6. Funding of contract with NHS Ayrshire and Arran for Speech and Language Therapy Services.

There was submitted a report ([issued](#)) of February 2016 by the Director of Educational Services identify funding for Speech and Language Therapy services in schools.

The Panel

Decided: to agree the redirection of funding from within the overall educational services budget in order to maintain the additional contracted level of staffing in speech and language therapy services, as agreed on an annual basis by a minute of agreement between the Council and NHS Ayrshire and Arran.

7. **Setting Maximum Capacities for Special Schools and Bases.**

There was submitted a report ([issued](#)) of 11th January 2016 by the Director of Educational Services seeking approval to establish a consistent approach to determining the capacity of special schools and bases across South Ayrshire.

Following a question from a Member, reassurances were given that capacities could be reviewed if required and, the Panel

Decided: to agree the following capacities for undernoted special schools and bases:-

Dalmilling Primary School – Extended Learning Facility	30
Doonfoot Primary School – Language and Communication Base	24
Girvan Primary School – Extended Learning Facility	30
Girvan Academy – Supported Learning Centre	40
Invergarven School	24
Southcraig School	93
Queen Margaret Academy – Supported Learning Centre	50

Economic Development, Tourism and Leisure.

8. **Supplementary Planning Guidance: Housing Allocations Design Guidance.**

There was submitted a report ([issued](#)) of 3rd February 2016 by the Executive Director – Economy, Neighbourhood and Environment

- (1) seeking approval of the finalised “Housing Site Design Brief - Monkton” ([Appendix 1](#)), which provided design guidance for the Local Development Plan (LDP) housing allocation at Monkton for submission to Scottish Ministers as supplementary guidance; and
- (2) advising that three representations had been submitted late on the Monkton site and on other sites at Coylton and Symington.

The Executive Director – Economy, Neighbourhood and Environment and the Planning Manager gave assurances relating to concerns with the commercial activities at the Glasgow Prestwick International Airport and possible conflict with housing developments in the area and how the proposals would link into the ten year housing land supply proposals, and the Panel

Decided:

- (a) to approve the design brief for the LDP housing allocation 'MON 1 Monkton' for submission to Scottish Ministers with the intention to adopt as supplementary guidance to the LDP; and
- (b) to agree that, having considered late representation, no change be made to the already approved Design Briefs for the housing sites at Coylton (COY 3) and Symington (SYM 1).

Sustainability and Environment.**9. Savings Proposals for Trading Standards and Environmental Health Service.**

With reference to the Minutes of South Ayrshire Council of 25th June 2015 (Page 9, paragraph 17) when it had been agreed not to proceed with any further work on the development of a business case for a formal shared service for Trading Standards and Environmental Health with East Ayrshire Council, there was submitted a report ([issued](#)) of 8th February 2016 by the Executive Director – Economy, Neighbourhood and Environment advising

- (1) on the proposals for achieving the savings target of £123,983; and
- (2) of the results of the examination of further collaboration with East Ayrshire Council for Trading Standards and Environmental Health.

Following a question from a Member of the Panel, the Head of Neighbourhood Services advised how the how the necessary changes in the Service would be mitigated, and the Panel

Decided:

- (a) to agree the proposals as detailed in paragraphs 4.3 to 4.13 of the report for achieving the savings target of £123,983 by a combination of reducing the Service complement by 4 FTE (10.6%) and by reducing the supplies and services budgets; and
- (b) that severance costs would be met corporately, as detailed at section 5.1 of the report.

Corporate, Strategic and Community Planning.**10. Communities Service Review Findings.**

With reference to the Minutes of the Service and Performance Panel of 26th January 2016 (Page 3, paragraph 7) there was submitted a report ([issued](#)) of 5th February 2016 by the Executive Director – Economy, Neighbourhood and Environment setting out the findings of the Service Review of Grants.

The Panel

Decided:

- (1) to approve the deletion of the LEADER budget line (£30,000);
- (2) to approve the deletion of the Learning Bus budget line (£25,000);
- (3) that funding for capacity building in rural areas be reduced by £43,000;
- (4) that the funding to support Wallacetown and Newton Regeneration Forum be reduced by £20,000 with increased support from Communities staff;
- (5) to approve the removal of £50,000 from community planning general budgets;
- (6) that the Lochside Learning Co-ordinator post, currently funded by the Council but based in Access to Employment, be brought into Council;
- (7) that community associations meet utility bills prior to receiving income from lets;
- (8) that a community asset transfer be progressed for Barrhill Community Hall yielding a saving of £14,000;
- (9) that running costs for Tarbolton Community Centre be taken as a saving;
- (10) that vacancies totalling £145,000 be removed;
- (11) that literacy funding for external partners be removed, yielding a saving of £37,000 with some of this work to be undertaken by Communities staff; and
- (12) that there be a reduction in the Community Safety programme budget of £37,000.

Resources and Performance.

11. Integration of the Former North Ayr Resource Centre (NARC) and Formation of a South Ayrshire Information and Advice Hub.

There was submitted a report ([issued](#)) of 8th February 2016 by the Head of Employee and Customer Services outlining the arrangements that had been made to integrate the former North Ayr Resource Centre ('NARC') activities with Council Services to form a new South Ayrshire Information and Advice Hub.

Having noted that the services currently provided at the Centre would continue, the Panel

Decided:

- (1) to note that arrangements were underway for the TUPE transfer of staff by 31st March 2016;
- (2) to agree to the proposed delivery arrangements for the next twelve months; and
- (3) to request that the Head of Employee and Customer Services carry out a review of these areas of service delivery and report back to Leadership Panel in March 2017.

12. General Services Capital Programme 2015/16 – Monitoring Report as at 31st December 2015.

There was submitted a report ([issued](#)) of 8th February 2016 by the Head of Property and Risk updating on the actual capital expenditure and income, together with progress made on the General Services Capital Programme projects as at 31st December 2015.

Having noted that progress would be made by the end of the current year, the Panel

Decided:

- (1) to note the progress made on the delivery of the General Services Capital Programme to 31st December 2015; and
- (2) to agree to the adjustments as set out in [Appendix 1](#), Table 2, of the report.

13. Housing Capital Programme 2015/16 – Monitoring Report as at 31st December 2015.

There was submitted a joint report ([issued](#)) of 8th February 2016 by the Head of Property and Risk and the Head of Housing and Facilities updating on the actual capital expenditure and income, together with progress made on the Housing Capital Programme projects as at 31st December 2015.

Having heard the Head of Housing and Facilities respond to a question from a Member of the Panel regarding component replacement and having noted with pleasure that works at the Lochside Development were ahead of schedule, the Panel

Decided:

- (1) to note the progress made on the delivery of the Housing Capital Programme to 31st December 2015; and
- (2) to agree to the adjustments as set out in [Appendix 1](#), Table 2, of the report.

14. Budget Management – Revenue Budgetary Control 2015/16 – Position Statement at 31st December 2015.

There was submitted a report ([issued](#)) of 9th February 2016 by the Head of Finance and ICT detailing a financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2015/16 as at 31st December 2015.

The Director of Health and Social Care responded to concerns raised relating the projected overspend within Social Care, and the Panel

Decided:

- (1) to note the revised Directorate budgets, following the budget movements as outlined in paragraphs 3.4 to 3.10 of the report;
- (2) to approve the virement as outlined in the Directorate financial performance reports at [Appendix 1](#) and summarised in 4.1 (3) of the report; and
- (3) to approve the requested earmarking, as detailed in paragraph 4.1(4) of the report and thereafter that the earmarked budgets be transferred to contingency to be held in general reserves for utilisation in future years.

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15. Discretionary Housing Payments Policy Update.

There was submitted a report ([issued](#)) of 9th February 2016 by the Head of Finance and ICT providing options for consideration in terms of a revised policy in respect of the award of Discretionary Housing Payments (DHP) for 2016/17.

The Panel

Decided:

- (1) to agree that option 3 of the report be chosen for amending the current DHP policy, namely “if the current policy of £7 per week is to be maintained this would require additional funding and would be considered as part of the 2016/17 budget setting process”; and
- (2) to request the Head of Finance and ICT
 - (a) to amend the DHP policy as appropriate;
 - (b) to amend the DHP policy to reduce the maximum period of award from twelve months to six months;
 - (c) to amend the policy eligibility to DHPs for claimants who were entitled to housing benefit or housing costs within their Universal Credit award to reflect the continued rollout of Universal Credit within South Ayrshire;

- (d) to undertake a review after three months, to determine the impact of the revised policy and the quantum of claims being made; and
- (e) to incorporate the impact of the revised DHP policy in the 2016/17 revenue budget setting process.

16. Write-off of Housing Benefit Overpayments.

There was submitted a report ([issued](#)) of 8th February 2016 by the Head of Finance and ICT seeking approval to write-off housing benefit overpayments in accordance with Council policy.

The Panel

Decided: to approve the write-off of housing benefit overpayments amounting to £7,124.41, as detailed in Appendix 1 of the report.

17. Write-off of Non-Domestic Rates.

There was submitted a report ([issued](#)) of 8th February 2016 by the Head of Finance and ICT seeking approval to write-off Non-Domestic Rates relating to specific cases for 2013/14 and 2014/15, in accordance with Council Policy.

The Panel

Decided: to approve the write-off of rates amounting to £216,869.44 for 2013/14 and £204,553.54 for 2014/15.

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18. Service Review of Grants.

With reference to the Minutes of the Service and Performance Panel (Page 3, paragraph 6) there was submitted a report ([issued](#)) of 5th February 2016 by the Executive Director – Economy, Neighbourhood and Environment detailing the findings of the Service Review of Grants.

Following concerns raised by a Member of the Panel relating to Elected Member involvement in the approval process, the Panel

Decided: to agree

- * (1) that the Rural Panel's scheme of grants and associated budget of £30,000 be ceased with effect from 31st March 2016, subject to final confirmation by Council;
- * (2) that the Rural Panel be replaced by a South Ayrshire Rural Forum, subject to final confirmation by Council;
- * (3) that the General Purposes Panel scheme of grants and associated budget of £125,791 be ceased with effect from 31st March 2016, subject to final confirmation by Council;
- (4) that the Community Development Fund and associated budget of £65,322 be ceased with effect from 31st March 2016;
- (5) that the existing grants process be replaced with a Participatory Budgeting (PB) approach operating via the six Locality areas;
- (6) that six monthly reporting on participatory budgeting should be made to a Panel of Council, as determined by Council;
- (7) that national organisations would no longer be supported outwith the proposed Participatory Budgeting approach via Locality Areas;
- (8) that the future usage of the funds released from the proposals above arising from the grants review be considered as part of the 2016/17 budget approval process;
- (9) that the External Funding Officer's post be temporary; and
- (10) that further consideration by officers be given to Elected Members involvement on the South Ayrshire Rural Forum and in relation to participatory budgeting and that a report should be brought to South Ayrshire Council, at its meeting scheduled to take place on 3rd March 2016.

19. Variation in Order of Business.

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

Housing and Customer Services.

20. Houdston Travelling Persons Site, Girvan.

There was submitted a report ([issued](#)) of 5th February 2016

- (1) advising of actions taken under delegated authority to support residents of the Houdston Travelling Persons site following Storm Frank; and
- (2) seeking agreement to investigate long term alternatives to site reinstatement.

Having commended the relevant officers of the Council and the Girvan community for their support, the Panel

Decided:

- (a) to note the current circumstances faced by the Travelling community following flood damage to the Houdston site, Girvan;
- (b) to note the actions taken under delegated authority in this emergency situation as detailed in sections 4.1 and 4.6 of the report;
- (c) to agree to further investigations being carried out to identify possible long term relocation of the Travelling Persons Site; and
- (d) to agree that feasibility works and the emergency relocation be funded from the Repairs and Renewal Fund.

21. 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 it involved the likely disclosure of exempt information in terms of paragraphs 1, 6 and 9 of Part 1 of Schedule 7A of the Act.

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22. Service Review of Democratic Support.

With reference to the Minutes of the Service and Performance Panel of 26th January 2016 (Page 4, paragraph 9) there was submitted a report (issued to members only) of 8th February 2016 by the Head of Legal and Democratic Services setting out the proposals arising from the service review of the Democratic Support Service.

After the Head of Legal and Democratic Services provided responses to Members relating to issues raised regarding the cost effectiveness of changes to the reception area in the County Buildings, the security of the County Buildings and the costs of providing a civic car, the Panel

Decided:

- (1) to agree
 - (a) that further work be undertaken by officers and Elected Members to consider the support required by Elected Members, including the Provost, in preparation for a new administration in 2017, and to consider changes in working practices accordingly;
 - (b) that further work be undertaken by officers under operational delegated authority to consider the physical layout of reception in County Buildings and the possibility that the print room and the mail room be moved closer to reception, as part of the Office Accommodation project – upgrade works to County Buildings;

- (c) subject to alternative arrangements being made for those who currently make use of County Buildings in the evenings, that the standard opening hours of County Buildings be shortened as determined by the Executive Director – Resources, Governance and Organisation;
 - *(d) that the entire civic budget be delegated to officers (subject to final approval by full Council); and
 - (e) that new guidelines for civic recognition be developed and implemented by the Executive Director –Resources Governance and Organisation in line with the principles set out at paragraph 3.10.4 (iii) of the report presented to the Service and Performance Panel as set out in Appendix 1; and
- (2) to note the changes to the structure within the Committee Services team that had been approved by the Chief Executive under her delegated powers, as detailed in Appendix 2 of the report.

Councillor Grant, having previously declared an interest in the following item of business, did not participate in its consideration.

23. Formalisation of Occupation of Office Space at the John Pollock Centre, Mainholm Road, Ayr.

There was submitted a report (issued to members only) of 8th February 2016 by the Head of Property and Risk seeking approval to put in place legal agreements with the external organisations currently occupying space on a permanent basis at John Pollock Centre, Mainholm Road, Ayr.

Decided:

- (1) to approve a two year lease to Access to Employment (Ayr) for the occupation of 668 sqm at the John Pollock Centre at a rent of £3,000 per annum plus running costs commencing on 1st April 2016 and a two year lease to Barnado's for the occupation of 25 sqm at the John Pollock Centre at a rent of £250 per annum plus running costs commencing on 1st April 2016; and
- (2) to delegate authority to the Executive Director – Resources, Governance and Organisation to conclude the leases on suitable terms and conditions.

24. Tarbolton Community Campus and Dailly Primary School Projects.

There was submitted a report (issued to members only) of 11th February 2016 by the Executive Director – Resources, Governance and Organisation

- (1) informing on the outcome of the South West Hub (SWHub) Stage 2 design development exercise for the Tarbolton Community Campus and Dailly Primary School projects; and

- (2) seeking authority from the Council for either the Executive Director - Resources, Governance and Organisation or (in her absence) the Head of Legal and Democratic Services to execute the necessary documents on behalf of the Council at Financial Close as noted in Appendix 1 of the report.

The Panel

Decided:

- (a) to approve the outcome of the SWHub Stage 2 detailed design phase for the Tarbolton Community Campus and Dailly Primary School projects; and
- (b) to grant authority to the Executive Director - Resources, Governance and Organisation and (in her absence) the Head of Legal and Democratic Services to execute the necessary documents on behalf of the Council at Financial Close, as noted in Appendix 1 of the report.

Economic Development, Tourism and Leisure.

25. Ayr Townscape Heritage Initiative: 9 Fort Street, (Dansarena).

There was submitted a report (issued to members only) of 16th February 2016 by the Executive Director – Economy, Neighbourhood and Environment seeking approval to award additional grant funding under the Townscape Heritage Initiative (THI) which fell outwith the delegated authority of the Executive Director – Enterprise, Neighbourhood and Environment.

The Panel

Decided: to approve an additional award of £10,328.45 (equating to £2,511.36 South Ayrshire Council contribution) from the approved Small Grant Scheme common fund for the works to 9 Fort Street, Ayr; based on the receipt of satisfactorily completed and certified drawdown applications.

26. 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 Democratic Support;
- (2) not to authorise the disclosure of the whole or part of any documents of the following reports falling under Standing Order 31.2:-

- Formalisation of Occupation of Office Space at the John Pollock Centre, Mainholm Road, Ayr; and
 - Ayr Townscape Heritage Initiative: 9 Fort Street (Dansarena); and
- (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:-
- Tarbolton Community Campus and Dailly Primary School Projects.

The meeting ended at 11.25 a.m.