

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 24th May 2016 at 10.00 a.m.

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

Apology: Councillor Margaret Toner.

Attending: E. Howat, Chief Executive; V. Andrews, Executive Director – Resources, Governance and Organisation; L. Bloomer, Executive Director – Economy, Neighbourhood and Environment; T. Baulk, Head of Finance and ICT; D. Gillies, Head of Property and Risk; R. Riddiough, Head of Legal and Democratic Services; D. Burns, Head of Housing and Facilities; C. Boyd, Risk and Safety Manager; B. Mulgrew Business Improvement Team Member; and A. Gibson, Committee Services Officer.

Also Attending: K. Aitken and S. Greig, Ayrshire Roads Alliance.

1. Declaration of Interest.

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

2. Minutes of previous meeting.

The minutes of 26th April 2016 ([issued](#)) were submitted and approved.

3. Decision Log.

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

Economic Development, Tourism and Leisure.

4. Resourcing Prestwick Aerospace Development.

There was submitted a report ([issued](#)) of 16th May 2016 by the Executive Director – Economy, Neighbourhood and Environment seeking approval for a dedicated resourcing package for Prestwick Aerospace Development for a period of two years, under Section 171 of the Local Government etc (Scotland) Act 1994 match funded by Scottish Enterprise (SE) and with in-kind support from Glasgow Prestwick Airport (GPA).

The Panel, having welcomed the report

Decided:

- (1) to approve grant funding of £60,000 per annum for two years to support a dedicated Programme Manager and development budget for progressing Prestwick Aerospace work;
- (2) to approve earmarking of £120,000 from Economy, Neighbourhood and Environment 2015/16 underspend to fund this work, noting that the sum would be held in reserves to be drawn down as required; and
- (3) to note that Scottish Enterprise would contribute funding of £60,000 per annum for two years conditional on Council approval of these proposals.

Sustainability and Environment.

5. Ayrshire Flood Risk Management Action Plan.

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

- (1) seeking approval of the draft Ayrshire Flood Risk Management Plan for submission to Scottish Government and to approve implementation of actions contained with the plan; and
- (2) advising that North Ayrshire Council and East Ayrshire Councils would also require to approve the draft plan prior to submission to Scottish Government.

Having welcomed the report and noted that there were a number of areas in South Ayrshire prone to flood risk, the Panel

Decided:

- (a) to approve the draft Flood Risk Management Plan for Ayrshire which required to be submitted to Scottish Government for approval by 22nd June 2016;
- (b) to approve the transfer of £64,000 for 2016-17, allocated by Scottish Government to the Council for the purpose of undertaking works required by the Flood Risk Management (Scotland) Act 2009, to Ayrshire Roads Alliance (East Ayrshire Council) to commence implementation of actions relevant to locations in South Ayrshire over the period 2016-2021; and
- (c) to note that the Plan was subject to final revisions by the Scottish Government to ensure consistency between the Plans produced by all Local Plan Districts, however the substantive content would remain the same.

Resources and Performance.

6. Payroll and HR Business and Resourcing Service Review.

With reference to the minutes of the Service and Performance Panel of 26th April 2016 (Page 2, paragraph 6) there was submitted a report ([issued](#)) of 16th May 2016 by the Head of Employee and Customer Services seeking approval of the findings and recommendations of the service review of Payroll and HR Business and Resourcing (PHRBR).

Having welcomed the report and thanked staff for their work and having being been given reassurances regarding security and how savings would be achieved, the Panel

Decided: to agree

- (1) that the following action was taken at the earliest opportunity, for completion by December 2016:-
 - (a) that existing Payroll and HR Business Resourcing (PHRBR) systems and processes were streamlined and automated to reduce the reliance on stand-alone database and spreadsheet record systems and to improve and automate mechanisms to communicate and engage with employees;
 - (b) that the revised roles and remits, required for the integrated HR/Payroll system and for the revised working arising from this review, were finalised and implemented;
 - (c) that the necessary refinements to the Oracle HR system were completed in preparation for the implementation of the Oracle Payroll System, and beyond;
 - (d) that the necessary steps were taken which would enable and require operational services to directly input information relating to sickness absence, timesheets, and PDR, with further roll-out of the remaining Learning Management System functionality as part of the OD service review;
 - (e) that, subject to a positive outcome to the current pilot exercise, the online booking system for supply staff was fully implemented, and, where feasible from an ICT perspective, extended to other services that use supply staff and casual workers; and
 - (f) that the alternative model to administer the occupational health service was reviewed at the end of the current pilot exercise and the recommendations of that exercise implemented;
- (2) that the following further actions be progressed, through the SIP process, over the next twelve to eighteen months:-
 - (a) that the PHRBR team work with ICT and other relevant Council services to help establish the most appropriate arrangements for hosting and supporting the Oracle system, including the legacy Cyborg requirements;
 - (b) that work be undertaken to introduce electronic payslips in a way which ensured accessibility and ease of access for all individuals paid through the Council's payroll;

- (c) that the PHRBR team continue to work with ICT and operational services to identify other opportunities to rationalise or streamline systems (such as the Flexi System) to achieve efficiencies at central and/or local/service level; and
 - (d) that the PHRBR team continue to work with the Property and Risk and Information and Governance teams to find a solution to the filing/accommodation issues that had been identified through this review;
- (3) that, at the appropriate time, steps be taken to realise the reduction in staffing resources resulting from the recommendations to contribute to the £350,000 savings required from Employee and Customer Services which were approved by Council in December 2014 and June 2015; and
 - (4) that an interim report be presented to the Service and Performance Panel in November 2016 to report progress in relation to the actions outlined above and the financial savings that had been realised.

7. 2015/16 Accounting Policies.

There was submitted a report ([issued](#)) of 16th May 2016 by the Head of Finance and ICT seeking approval of the revised accounting policies applicable to 2015/16 and to raise Members awareness of an impending material change in policy for the valuation of Highways Network Assets for 2016/17.

Following clarification being provided to Members that the costs detailed in Appendix 2 of the report reflected the cost to the Council of bringing the Highway Network to an acceptable standard, the Panel

Decided:

- (1) to approve the accounting policies ([Appendix 1](#)) to be used in preparing the 2015/16 Annual Accounts; and
- (2) to note the forthcoming changes to the basis of valuation of Highway Network Assets ([Appendix 2](#)).

8. Council Tax Write off – Irrecoverable Debt.

There was submitted a report ([issued](#)) of 16th May 2016 by the Head of Finance and ICT seeking approval to write-off Council tax during 2015/16 relating to specific cases in accordance with Council policy.

Decided: to approve the write-off of Council Tax amounting to £69,505.80 during 2015/16.

9. **Strategic Risk Management.**

There was submitted a report ([issued](#)) of 16th May 2016 by the Head of property and Risk advising on the reviewed Strategic Risk Register – March 2016 (Appendix 1) in line with the agreed reporting framework.

After it had been agreed that the Executive Director – Economy, Neighbourhood and Environment provide a briefing note to Members regarding governance for Sustainability Partnership and its link into Community Planning, the Panel

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

10. **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 6 and 8 of Part 1 of Schedule 7A of the Act.

11. **Use of Council Reserves to Fund the Multi-Functional Device Contract.**

There was submitted a report (issued to members only) of 16th May 2016 by the Head of Legal and Democratic Services seeking approval of funding for the purchase of equipment and associated software for the renewal of the Multi-Functional Device contract for all Council establishments.

Following reassurances given regarding the maintenance of printers, the drive in the Council to using less paper, the value of the equipment at the end of the five year contract, the use of printers in schools and that progress in achieving savings and delivering benefits under the new contract would be reported to Members' on a six monthly basis by way of the Members' Information Bulletin, the Panel

Decided: to approve the use of the Council's uncommitted reserves up to a maximum of £440,000 for the purchase of Multi-functional Devices and associated software, as detailed in the report.

Housing and Customer Services.

12. **Housing Development at Citadel Place, Ayr.**

There was submitted a joint report (issued to members only) of 3rd May 2016 by the Executive Director – Economy, Neighbourhood and Environment and Executive Director – Resources, Governance and Organisation seeking agreement to purchase land at Citadel Place in Ayr for development of core and cluster supported accommodation for adults with learning disabilities and up to five amenity bungalows via the Council's house building contractor framework.

Councillor Saxton, seconded by Councillor McDowall, moved the following:-

- (1) that this report superseded decisions made by the Leadership Panel on May 27th 2015 in relation to a new Council housing development at Citadel Place, Ayr.
- (2) to provide delegated authority to the Executive Director – Resource, Governance and Organisation to negotiate and conclude the purchase of a site at Citadel Place (Appendix 1), Ayr subject to obtaining planning consent;
- (3) to the construction of an eight unit block of flats to be used as core and cluster supported accommodation for people with learning disabilities (7 x 1 bed flats and 1 support base), and up to five amenity bungalows through the Council's affordable house building contractor framework; and
- (4) that there be an amendment to the funding package for the larger development, with a further £150,000 being drawn from the Efficiency and Improvement Fund, thus reducing funding from HRA Borrowing by £150,000.

By way of an amendment, Councillor Miller, seconded by Councillor Reid, moved to agree

- (a) that this report superseded decisions made by the Leadership Panel on May 27th 2015 in relation to a new Council housing development at Citadel Place, Ayr.
- (b) to provide delegated authority to the Executive Director – Resource, Governance and Organisation to negotiate and conclude the purchase of a site at Citadel Place (Appendix 1), Ayr subject to obtaining planning consent;
- (c) to the construction of an eight unit block of flats to be used as core and cluster supported accommodation for people with learning disabilities (7 x 1 bed flats and 1 support base), and up to five amenity bungalows through the Council's affordable house building contractor framework;
- (d) to a revised funding package for this larger development;
- (e) that the amount of the revised funding package to be met from HRA Borrowing be reduced by £150,000 with the additional monies coming from an alternative source to be reported back to the Panel for approval in early course; and
- (f) that further consideration be given to the proportion of the revised funding package to be met from the Efficiency and Improvement Fund, with a report back to the Panel for approval in early course.

On a vote being taken by a show of hands, four Members voted for the Amendment and two for the Motion. The Amendment was accordingly declared to be carried.

Decided: by a majority, to agree:-

- (i) that this report superseded decisions made by the Leadership Panel on May 27th 2015 in relation to a new Council housing development at Citadel Place, Ayr.
- (ii) to provide delegated authority to the Executive Director – Resource, Governance and Organisation to negotiate and conclude the purchase of a site at Citadel Place (Appendix 1), Ayr subject to obtaining planning consent;
- (iii) to the construction of an eight unit block of flats to be used as core and cluster supported accommodation for people with learning disabilities (7 x 1 bed flats and 1 support base), and up to five amenity bungalows through the Council's affordable house building contractor framework;
- (iv) to a revised funding package for this larger development;
- (v) that the amount of the revised funding package to be met from HRA Borrowing be reduced by £150,000 with the additional monies coming from an alternative source to be reported back to the Panel for approval in early course; and
- (vi) that further consideration be given to the proportion of the revised funding package to be met from the Efficiency and Improvement Fund, with a report back to the Panel for approval in early course.

13. Consideration of Disclosure of the above Confidential Reports.

Decided:

- (1) not to authorise the disclosure of the whole or part of any documents of the following report falling under Standing Order 31.2:-
 - Use of Council Reserves to Fund the Multi-Functional Device Contract.
- (2) to authorise the disclosure of the part of the following report falling under Standing Order 31.2 when the related transactions had been concluded:-
 - Housing Development at Citadel Place, Ayr.

The meeting ended at 11.20 a.m.