

PUBLIC PROCESSES PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 10th May 2016 at 10.00 a.m.

Present: Councillors Brian McGinley (Chair), Alec Clark, Peter Convery, Ian Douglas, and John Wallace.

Apologies: Councillors Hugh Hunter and Helen Moonie.

Attending: V. Andrews, Executive Director – Resources, Governance and Organisation; C. Monaghan, Head of Communities; G. Collins, Community Engagement Manager; W. Carlaw, Democratic and Governance Manager; P. Wilkes, Co-ordinator (Registration, Records and Information) and L. Sands, Committee Services Officer.

1. Chairs Remarks.

The Chair referred to previous changes to the date and time of this Panel in an effort to achieve a suitable time for all Panel members and stated that all scheduled Panel meetings should take priority in members' and officers' diaries.

2. 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.

3. Call-ins from Leadership Panel.

The Panel noted that there had been no call-ins from the Leadership Panel meeting which had taken place on 26th April 2016.

4. Minutes of previous meeting.

The Minutes of the Public Processes Panel of 24th February 2016 (issued) ([link attached](#)) were submitted and approved.

5. Action Log and Work Programme.

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

The Panel heard that there had been a number of petitions anticipated, however these had not been received.

Decided: to note the current status of the Action Log and Work Programme.

6. Records Management Plan.

There was submitted a report (issued) ([link attached](#)) of 3rd May 2016 by the Head of Legal and Democratic Services providing Members with an update on steps the Council must take in relation to the Public Records (Scotland) Act 2011 ('the Act').

The Democratic and Governance Manager advised the Panel that the Records Management Team had been formally invited by the keeper to submit the Council's Records Management Plan in March 2017. The Co-ordinator (Registration, Records and Information) then provided an update to the Panel on progress made since the last meeting of this Panel.

A member of the Panel raised a question relating to timescales for moving the Council's archives from its current location and the Executive Director – Resources, Governance and Organisation advised that a new site had not been identified yet, however, it was expected that this would be identified in the next 2 to 3 months once the outcome of the final options appraisal was known. A discussion then followed on the Council's document management system, how any new system might operate and how records would be stored in the future, including the continuing role of Ayrshire archives as a shared archive service.

Decided:

- (1) to note the contents of the report; and
- (2) to request that a further report be submitted to the next meeting of this Panel providing an updated work plan.

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

There was submitted a report (issued) ([link attached](#)) of 29th April 2016 by the Head of Communities providing an update on the Council's work on Community Consultation and Engagement.

The Head of Communities advised the Panel that the method in which the information within this report was presented had been amended to reflect the localities focus of the Communities Service. She further advised that the first of the Participatory Budgeting events had taken place in Maybole and had been very successful.

A member of the Panel raised concerns relating to the withdrawal of community transport in the Carrick area resulting in residents having problems commuting to and from work and the Community Engagement Manager advised that this matter was being investigated and that he had a forthcoming meeting on the possible provision of a replacement service.

An issue was raised in relation to the lack of pharmacists and doctors on the Locality Groups and the Community Engagement Manager advised that he was aware of this ongoing issue.

The Panel thanked the Communities Team for their help and hard work on Community Consultation and Engagement.

Decided: after scrutinising the report, to note the contents of the report.

The meeting ended at 10.55 a.m.