

PUBLIC PROCESSES PANEL.

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

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

Attending: R. Riddiough, Head of Legal and Democratic Services; C. Monaghan, Head of Communities; G. Collins, Community Engagement Manager; P. Wilkes, Co-ordinator (Registration, Records and Information) (part) 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. 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 16th February 2016.

3. Minutes of previous meeting.

The Minutes of the Public Processes Panel of 9th December 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.

A member of the Panel raised a question relating to training for Elected Members in relation to the Community Empowerment Bill. The Head of Communities advised that there would be training, however, Communities were still awaiting guidance on the Bill in order to provide this.

A member of the Panel asked for a date by which the Records Management Plan would be completed. The Head of Legal and Democratic Services advised that work on the plan would continue until it had to be submitted, the date for which would be confirmed to the Council on at least 3 months' notice.

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

5. Records Management Plan.

There was submitted a report (issued) ([link attached](#)) of 15th February 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 Head of Legal and Democratic Services introduced the Co-ordinator (Registration, Records and Information) to the Panel. He also advised that the Digital Transformation

Manager would be starting on Monday 7th March 2016, which would assist with certain elements.

Clarification was sought and provided on information relating to various elements within the Work Plan.

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.

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

There was submitted a report (issued) ([link attached](#)) of 12th February 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 Communities Review was now complete and that a new reporting structure would be brought to the next meeting of this Panel.

A member of the Panel raised concerns that the report did not include a progress update relating to Participatory Budgeting not in the context of Locality Planning and asked the reason for this and if an update could be provided. The Head of Communities advised that there are two types of Participatory Budgeting and that the Communities Service only dealt with the type that related to small grant allocations. She advised that as the other type related to the budget of the Council the question the member of the Panel raised should be directed to the Head of Finance and ICT.

A discussion then followed regarding the need for clarification on the type of Participatory Budgeting relating to the Council Budget as it was felt it was unclear where responsibility for this element lay within the Council's staff structure.

A motion was moved by Provost Moonie and seconded by Councillor Hunter as follows:-

"Having been advised by the Head of Communities that elements of participatory budgeting do not fall within her remit or responsibility, the Panel requests that the Chief Executive considers how such elements of participatory budgeting may be considered and implemented by the Council".

The Panel welcomed the news that South Ayrshire had been chosen as a 'test site' for the new National Standards for Community Engagement as it was felt this reflected well on the Council.

A question was raised relating to the Corporate Working Group and how it did not seem to have any links with Community Councils. The Head of Communities advised that once Communities had received guidance the Working Group would be more involved with Community Councils.

Decided:

- (1) to agree unanimously the motion as outlined above; and
- (2) after scrutinising the report, to note the contents of the report.

The meeting ended at 10.55 a.m.