

**LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr,  
on 13th September 2011 at 10.00 a.m.

Present: Councillors Bill McIntosh (Chair), Douglas Campbell, Peter Convery, Hywel Davies, Nan McFarlane, Robin Reid and Margaret Toner.

Attending: E. Howat, Executive Director – Corporate Services; H. Garland, Executive Director – Children and Community; L. Bloomer, Executive Director – Development and Environment; V. Andrews, Head of Legal and Administration; A. Wilson, Head of HR and Organisational Development; C. Monaghan, Head of Policy, Performance and Communication; M. Williamson, Head of Service (Curriculum and Service Improvement); M. Newall, Head of Planning and Enterprise; D. Alexander, Head of Corporate Resources; A. Greenwood, Asset Co-ordinator; M. Hastings, Enterprise Manager; C. Bradshaw, Assistant Public Communications Officer; D. Knight, Committee Services Officer; and A. Gerrish, Committee Administrative Officer.

Also Present: Mrs. Mairi Raeburn (in attendance for items 1 to 6 only).

Apologies: Miss Phil Davey, Rev. David Gemmell and Pastor Alastair Simmons.

**Community Services - Lifelong Learning.****1. Scottish Qualifications Authority Examination Results 2011.**

There was submitted a report (issued) of 10th August 2011 by the Executive Director – Children and Community

- (1) detailing the Scottish Qualifications Authority (SQA) examination results for 2010/11 which were pre-appeal figures and therefore, might be subject to slight changes; and
- (2) advising
  - (a) that in five out of the eight national measures, the performance in South Ayrshire was the highest (or in line with the highest) for the last eight years and that at this stage local authority comparator data and national data was not yet available;
  - (b) that within Children and Community, the SQA examination results were analysed and reports provided for Head Teachers, Quality Improvement Officers and Heads of Service with this information being used to inform the SQA school visits which would take place in the first term and third terms;

- (c) that these reports were made available for schools through the school improvement area in Glow, the Scottish schools' intranet site and were used to inform schools' own self-evaluations, improvement planning and standards and quality reporting with this information analysing trends over time and providing comparator data (national and local authority); and
- (d) that SQA examination data had also been collated, analysed and provided for individual secondary schools.

**Decided:** having recorded their appreciation of the work undertaken by pupils and teachers, to note the contents of this report and its Appendix and to approve the use of the data as outlined in the report.

## 2. **HMIe School Inspections 2010/11.**

There was submitted a report (issued) of 10th August 2011 by the Executive Director – Children and Community

- (1) advising
  - (a) that each year, HM Inspectorate of Education (HMIe) inspected and reported on the quality of education in schools;
  - (b) that quality indicators were used to help inspectors judge what was good and what needed to be improved in the work of a school;
  - (c) that schools which had received evaluations in the three core quality indicators of satisfactory or better were judged to have received positive inspections; and
  - (d) that in 2010/11 seven pre-school centres and seven primary schools had been inspected and that all of them had received positive inspection reports; and
- (2) reporting that this information was used to inform the actions and deployment of central staff throughout the session, to provide appropriate support and challenge to individual schools and to inform the Validation of Self Evaluation (VSE) programme in schools and to inform the Directorate's self-evaluation, Directorate planning and public performance reporting.

**Decided:** having recorded their appreciation of the work undertaken by Headteachers, to note the contents of the report and to approve the use of the data as outlined in the report.

### 3. **Pupil Attendance for 2010/11.**

There was submitted a report (issued) of 10th August 2011 by the Executive Director – Children and Community

- (1) advising that within Children and Community, pupil absence and attendance was monitored and analysed and termly reports were provided for Head Teachers, Quality Improvement Officers and Heads of Service;
- (2) outlining the position in relation to pupil attendance in South Ayrshire schools for the 2010/11 session; and
- (3) reporting
  - (a) that this information was used to inform the actions and deployment of central staff throughout the session, to provide appropriate support and challenge to individual schools and to inform the Validation of Self Evaluation (VSE) programme in schools and to inform the Directorate's self-evaluation, Directorate planning and public performance reporting;
  - (b) that termly and annual reports were made available for schools through the school improvement area in Glow, the Scottish schools' intranet site and were used to inform schools' own self-evaluations, improvement planning and standards and quality reporting; and
  - (c) that schools should use the SEEMIS Click & Go management information system to record and code information related to individual pupils' attendance and absence and to alert parents to any incident of non-attendance at school which had not been authorised by them or where attendance had fallen below expected levels and schools should work with parents and use the information provided to bring about improvements in the attendance of the pupil.

A question was raised by a Member of the Panel in relation to what constituted an authorised absence and the Head of Service (Curriculum and Service Improvement) responded accordingly.

**Decided:** to note the contents of the report and its Appendix and to approve the use of the data as outlined in the report.

### 4. **Pupil Exclusions for 2010/11.**

There was submitted a report (issued) of 10th August 2011 by the Executive Director – Children and Community

- (1) advising that within Children and Community, pupil exclusions were monitored and analysed and termly reports were provided for Head Teachers, Quality Improvement Officers and Heads of Service;

- (2) outlining the position in relation to pupil exclusions in South Ayrshire schools for the 2010/11 session; and
- (3) reporting
  - (a) that this information was used to inform the actions and deployment of central staff throughout the session, to provide appropriate support and challenge to individual schools and to inform the Validation of Self Evaluation (VSE) programme in school and to inform the Directorate's self-evaluation, Directorate planning and public performance reporting; and
  - (b) that termly and annual reports were made available for schools through the school improvement area in Glow, the Scottish schools' intranet site and were used to inform schools' own self-evaluations, improvement planning and standards and quality reporting.

Questions were raised by Members of the Panel in relation to whether pupils who had been excluded were educated elsewhere, what measures and support were in place to deal with pupils who had been excluded and whether the decrease in the number of pupils being excluded was as a result of the Campus Police Officers being situated in Schools and the Head of Service (Curriculum and Service Improvement) responded accordingly.

**Decided:** to note the contents of the report and its Appendix and to approve the use of the data as outlined in the report.

## **5. Curriculum for Excellence Assessment 2010/11.**

There was submitted a report (issued) of 10th August 2011 by the Executive Director – Children and Community

- (1) advising that the start of the 2010/11 session marked a milestone in the Curriculum for Excellence (CfE) programme, when every school was expected to be fully engaged with the new Curriculum and that by the end of the session 2011/12, the expectation was that every school would be able to assess its pupils and describe how they were benefiting from teaching and learning, based on the experiences and outcomes set out in Curriculum for Excellence;
- (2) outlining the information about pupil CfE assessment levels in 2010/11; and
- (3) reporting
  - (a) that within Children and Community, primary pupil assessment information was analysed and reports provided for Teachers, Headteachers, Quality Improvement Officers and Heads of Service with this information being to provide appropriate support and challenge for schools and that Headteachers were expected to analyse the data to ensure high standards were achieved in all areas of the school; and

- (b) that these reports were made available for schools through the school improvement area in Glow, the Scottish schools' intranet site and were used to inform schools' own self-evaluations, improvement planning and standards and quality reporting.

Questions were raised by Members of the Panel in relation to whether the data analysed by Headteachers was validated, would the practice of transporting children by taxis between schools to attend different classes cease and would the use of technology increase as a teaching option and the Head of Service (Curriculum and Service Improvement) responded accordingly.

**Decided:** to note the contents of the report and to approve the use of the data as outlined in the report.

## 6. **South Ayrshire's Cultural Programme for Young People.**

There was submitted a report (issued) of 26th August 2011 by the Executive Director – Children and Community

- (1) advising that funding of £191,309 had been received from Creative Scotland and Education Scotland for cultural activity in schools and that this programme would be known as the Cultural Rucksack and would provide cohesion between all the activities and funding streams set aside for such developments;
- (2) proposing that the three external funding streams under consideration be used as elements of Cultural Rucksack provision as follows:-
  - Youth Music Initiative 9: Formal Sector Funding: £179,588 – this funding would meet specific Youth Music Initiative targets by enhancing and increasing provision in the areas of Brass, Singing, Lower Strings, Percussion and Guitar instruction, Rock/Pop and Music Therapy and that a music teacher would devote 0.1fte to work with the Cultural Co-ordinators to provide training in performing and visual arts for South Ayrshire staff as part of Cultural Rucksacks which would have a major bearing on sustainability beyond the allocation of Youth Music Initiative 9 funding;
  - Youth Music Informal Sector Funding: £4,521 - this funding would contribute to the Cultural Rucksack by increasing the number of choirs from two to four, thereby completing the Council's choral structure; and
  - Creative Learning Network Funding: £7,200 - this funding, by linking schools to the wider arts community, would create an infrastructure of informed personnel whose knowledge, interests and skills would enable the development of broader areas of arts and culture in schools whilst ensuring sustainability and continuity and would also provide an opportunity for network members to visit and engage with local cultural venues such as libraries, Rozelle House and the Town Hall; and

- (3) reporting
- (a) that the reopening of the Gaiety Theatre would enable exciting opportunities to be explored which would enhance the Cultural Rucksack, including:-
- staff development activities relating to drama, theatre and performance;
  - understanding of costume, lighting and technical production;
  - observing, listening and participating in productions;
  - potential opportunities to meet and work with professional performers; and
  - activities relating to events management; and
- (b) that the Implementation Plan for the Cultural Rucksack Programme would be implemented over three years.

**Decided:**

- (i) to approve the proposals for the expenditure of funding as outlined in the report; and
- (ii) to note how this funding would be used to progress Cultural Rucksacks within schools.

**Development and the Environment - Sustainability and the Environment.**

**7. Variable Lighting in Urban Traffic Routes.**

Reference was made to the Minutes of 18th January 2011 (Page 47, paragraph 3) when it had been decided

- (1) to approve the installation of five trial street / road lighting installations employing new variable lighting technology at the following locations, each being representative of a type of route:-
- Holmston Road in Ayr (urban traffic route with limited frontage) and Main Street in Barrhill (rural traffic route);
  - Shawfarm Industrial Estate, Prestwick (industrial estate roads);
  - St. Meddans Street, Troon, (urban/town centre street with mixed usage); and
  - Weston Avenue, Annbank (minor rural traffic route); and
- (2) that following consultation with the various stakeholders, the results of the trials would be reported to a future meeting of this Panel, and

there was submitted a report (issued) of 31st August 2011 by the Executive Director – Development and Environment

- (a) detailing the outcome of the trial variable road lighting scheme in Holmston Road, Ayr and the results of the questionnaire as outlined in Appendix II of the report;

- (b) proposing
  - (i) that whilst it might appear preferable to conclude the trial on all five trial sites before embarking on rolling-out installation, given the success of this first trial installation in Holmston Road and the scale of the savings achievable in such installations (estimated at £3,202 at current energy prices and over 20 tonnes CO<sub>2</sub> annually on Holmston Road), that a programme to install variable lighting on other such urban traffic routes be commenced forthwith ahead of the conclusion of the trial across the other four types of routes as detailed in the list of urban traffic routes as set out in Appendix I of the report;
  - (ii) that prior to installation, all properties along the affected routes would be notified of the changes, a public notice would be placed in relevant newspapers and in addition key stakeholders, such as the police, would also be advised in advance of installation;
  - (iii) that the roll out of variable lighting across the sites listed in Appendix I would include work which was part of the Council's ongoing maintenance regime or where it was part of other approved programmes and that it could also be extended to include new opportunities to expand existing programmes where new initiatives such as through the Carbon Trust Fund or through other spend to save initiatives as they arose; and
  - (iv) that a trial be extended to Barrhill as the existing lanterns were in need of replacement and that there would also be benefit in terms of the close proximity to the Galloway Forest Dark Sky Park and that it would be opportune to conduct a trial of variable lighting in Gowlands Terrace (minor rural traffic route) and Wallace Terrace (rural residential area) in Barrhill in conjunction with the previously approved trial installation in Main Street, Barrhill;
- (c) intimating that design work to commence the next trial location at St. Meddans Street, Troon was well advanced and it was intended to follow this with a trial at Barrhill and that the remaining trials at Shawfarm Road and Annbank would follow thereafter with the intention being that all trials would be substantially completed this financial year; and
- (d) reporting
  - (i) that installation of variable lighting in urban traffic routes would be contained within existing and future budgets for the maintenance, replacement and installation of such lighting, supplemented where appropriate by other external funding opportunities which would accelerate the programme;
  - (ii) that where a complete lighting unit (column and luminaire) or simple luminaire was being replaced, the additional cost to install the simplest and most reliable version of this technology was around £20 per unit and was very small in percentage terms and that the additional cost would be recovered very quickly through reduced energy usage, which at current prices was estimated to be £57 per unit per annum for the highest output lanterns; and

- (iii) that the extent of saving would vary in each instance depending upon particular circumstances, but in all cases a saving would arise and that while this proposal would generate efficiencies, it was anticipated that these would be partly offset by increases to energy prices from April 2012 onwards.

**Decided:**

- (A) to note the results of the public consultation on the trial variable lighting scheme in Holmston Road, Ayr;
- (B) to approve the installation of variable lighting on main urban traffic routes where appropriate as listed in Appendix I of the report,
- (C) to approve the extension of the proposed trial variable lighting installation in Main Street, Barrhill into Gowlands Terrace and Wallace Terrace, Barrhill; and
- (D) to note that in due course the outcome of the other ongoing trial locations would be reported to this Panel together with appropriate recommendations based on the results of the trials.

**8. Monkton Park and Ride – Potential Land Acquisition.**

There was submitted a report (issued) of 5th September 2011 by the Executive Director – Development and Environment

- (1) seeking approval to progress the Monkton Park and Ride project; and
- (2) proposing
  - (a) that a focus group be established to advance the legal proceedings associated with purchase of an area of land (approximately 5.6ha) to the south west of Dutch House roundabout for this purpose; and
  - (b) that the group would comprise legal representatives from both this Council and Strathclyde Partnership for Transport along with the appropriate Directors / Heads of Service from both organisations and that following the conclusion by the focus group of agreement on key legal principles, a further report would be forthcoming to this Panel seeking approval for the land acquisition and basis for delivery of the project and providing a full appraisal of resource implications and risk to the Council from this potential land acquisition.

A question was raised by a Member of the Panel in relation to the surface material that would be used on the site and environmental impact of the proposals and the Head of Planning and Enterprise responded accordingly.

**Decided:** to agree, in principle, to progress the land acquisition to enable the Monkton Park and Ride project as shown in the plan attached as Appendix A of the report.



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## 9. Winter Service Policy and Operational Plan 2011/12.

There was submitted a report (issued) of 25th August 2011 by the Executive Director – Development and Environment

(1) advising

- (a) that under the Roads (Scotland) Act 1984, Clause 34, South Ayrshire Council had a duty to “take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”;
- (b) that a Winter Service Policy and Operational Plan for South Ayrshire Council had been drawn up using the guidance within the ‘Well Maintained Highways’ Code of Practice;
- (c) that minor changes have been made to the Winter Service Policy and Operational Plan for 2011/2012 the most substantive of which was:-
  - if salt resilience levels fell below 2,000 tonnes, salt conservation methods would be introduced as recommended by the Well Maintained Highways - Code of Practice for Highway Maintenance Management Complementary Guide;

(2) recommending

- (a) that to permit preparations to take place, that standby for winter crews would commence at 16.00 hours on 7th October 2011 and would continue until midnight on 6th April 2012; and
- (b) that as the Winter Plan was substantively an operational plan, the Executive Director - Development and Environment be granted delegated powers to approve the operational plan in future years and that any proposed changes to policy would require to be submitted to this Panel for approval; and

(3) reporting

- (a) that the Revenue Budget for Winter Road Maintenance for 2011/2012 was £708,489 including an allowance for the purchase of salt and weather forecasting costs and that the anticipated expenditure on Winter Road Maintenance depended entirely on weather conditions and that a fixed budget could only be achieved during a severe winter by reducing service levels; and

- (b) that the expenditure on Winter Road Maintenance in the four previous financial years had been as detailed below:-

Financial Year	Winter Road Maintenance Expenditure
2010/11	£593,860
2009/10	£727,136
2008/09	£854,247
2007/08	£474,343

A question was raised by a Member of the Panel in relation to the proposed communication leaflet about driving in winter conditions and snow and the Head of Planning and Enterprise responded accordingly.

**Decided:** having recorded their appreciation of the work undertaken by the staff within the Roads Section,

- (i) to approve the South Ayrshire Council Winter Service Policy and Operational Plan 2011/2012 as detailed in Appendix 1 of the report; and
- \* (ii) to grant delegated powers to the Executive Director - Development and Environment to approve the Winter Service Plan for subsequent years.

## **Development and the Environment – Economic Development, Tourism and Leisure.**

### **10. Management of the Historic Environment.**

There was submitted a report (issued) of 1st September 2011 by the Executive Director – Development and Environment

- (1) advising
  - (a) that Scottish Ministers expected Planning Authorities and Historic Scotland to work in partnership to deliver their objectives for the historic environment as part of their commitment to supporting the modernisation of the planning system;
  - (b) that following the approval of the Leadership Panel on 9th February 2010 (Page 95, paragraph 11), the Council entered a Joint Working Agreement with Historic Scotland, in respect of statutory casework and consultation;
  - (c) that the Agreement's aims were, *inter alia*, to manage the historic environment more effectively and efficiently; to improve performance in handling statutory casework; and to empower the Council, as Planning Authority, to provide advice and make decisions locally; and

- (d) that Officers were currently in preliminary discussion with Historic Scotland on the matter of a revised Scheme of Delegation which would allow the Council to determine more listed building consent applications without reference to Historic Scotland and that it should be noted that under the current Scheme of Delegation, the Council had authority to deal with applications affecting Category C(S) listed buildings without reference to Historic Scotland (except where the Council itself was the applicant);
- (2) indicating that efficiency savings of £5,000 in respect of the operation of the development management system within the historic environment, identified in a report entitled Revenue Budget 2011/12, were considered and approved by the Council at its meeting of 7th October 2010 and that it was anticipated that these changes proposed would realise the efficiency savings identified and that further savings could arise from changes to work programmes;
- (3) outlining the current and anticipated changes in the management of South Ayrshire's historic environment; and
- (4) reporting on the financial, legal and human resources implications of working with Historic Scotland to alter the requirements to notify applications affecting Category B listed buildings.

**Decided:**

- (i) to authorise Officers to agree a new Scheme of Delegation with Historic Scotland, in respect of the notification of applications affecting Category B listed buildings, with a target implementation date of 31st March 2012; and
- (ii) to note the planned changes to working practice as outlined in Section 4 of the report.

**Corporate and Community Planning - Corporate, Strategic and Community Planning.**

**11. Annual Statutory Reporting of Performance Information.**

There was submitted a report (issued) of 31st August 2011 by the Head of Policy, Performance and Communication

- (1) detailing the Council's performance to 31st March 2011 against the indicators selected for statutory reporting purposes;
- (2) highlighting the global picture and issues to consider; and
- (3) indicating the next steps in relation to reporting.

**Decided:**

- (a) to note the work undertaken by the Standing Scrutiny Panels in reviewing the Council's performance during 2010/11; and
- (c) to agree to the publication of this performance information prior to 30th September 2011 as required by the legislation.

**12. Community Planning Programme – Stepping Stones for Families.**

There was submitted a report (issued) of 4th September 2011 by the Head of Policy, Performance and Communication

- (1) advising
  - (a) that Stepping Stones for Families – Girvan Connections was a holistic service for children and families which operated in the Girvan area and surrounding village and that it had historically been funded with Council and Community Planning funds with £132,240 coming from the current Community Planning Programme and £158,000 from the Council;
  - (b) that following the Children and Family Services' review, it had been agreed that the Stepping Stones project funded through the Children and Community Directorate would be tendered with the new arrangements becoming effective from April 2012 and on a three year cycle and that the intention for the services currently provided by Stepping Stones was to issue a tender for a three year term giving certainty of service provision for a sustained period of time;
  - (c) that the Community Planning Programme budget allocations were agreed on an annual basis with the Council and that whilst that situation could persist, it would mean a fragmented approach to service provision and the loss of a holistic response which could be maintained if the Community Planning budget provision for the Stepping Stones project was brought together with the budget currently provided through Children and Families within the Council and the services tendered as one package; and
  - (d) that the Community Planning Board at its meeting on 24th August 2011 were advised that it was proposed to seek the Leadership Panel's permission to take this step and that no concerns were raised; and
- (2) recommending that funding for the Stepping Stones for Families – Girvan project should be transferred to the Children and Community Directorate's budget to allow a competitive tender for the continued provision of a holistic service.

**Decided:** to agree that the Community Planning Budget provision for Stepping Stones for Families – Girvan Connections be transferred into the Children and Community Directorate budget to allow a competitive tendering exercise to be undertaken for the future provision of a holistic service for three years from April 2012.

**Corporate and Community Planning - Resources and Performance.**

# C-I

**13. Diamond Jubilee 2012.**

There was submitted a report (issued) of 5th September 2011 by the Head of HR and Organisational Development advising of the arrangements to celebrate the Queen's Diamond Jubilee on 5th June 2012 and seeking approval for proposed working arrangements on that date.

Questions were raised by Members of the Panel in relation to the costs to the Council of granting an additional day's leave on 5th June 2012 and whether other Councils had approved this additional day and the Head of HR and Organisational Development responded accordingly.

Councillor McIntosh, seconded by Councillor Toner, moved that the Panel should

- (1) agree that one additional day's paid leave be granted to all employees to be taken on Tuesday, 5th June 2012, or as a day in lieu of leave for those who were required to work on that day; and
- (2) note that the bank holiday on Friday, 28th May 2012 would be moved to Monday, 4th June 2012.

By way of Amendment, Councillor Campbell, seconded by Councillor McFarlane, moved that the Panel should not agree that one additional day's paid leave be granted to all employees on Tuesday, 5th June 2012, or as a day in lieu of leave for those who were required to work on that day.

A Member of the Panel requested a roll call vote.

The Head of Legal and Administration then took the vote by calling the roll as follows:-

Bill McIntosh	Motion
Douglas Campbell	Amendment
Peter Convery	Motion
Hywel Davies	Motion
Nan McFarlane	Amendment
Robin Reid	Motion
Margaret Toner	Motion

Two members voted for the Amendment and five members for the Motion which was accordingly declared to be carried.

**Decided:**

- (a) to agree that one additional day's paid leave be granted to all employees to be taken on Tuesday, 5th June 2012, or as a day in lieu of leave for those who were required to work on that day; and
- (b) to note that the bank holiday on Friday, 28th May 2012 would be moved to Monday, 4th June 2012.

## C-I

### 14. Corporate Asset Management Plan.

There was submitted a report (issued) of 2nd September 2011 by the Executive Director – Development and Environment

- (1) outlining the progress being made towards the production of a Corporate Asset Management Plan; and
- (2) recommending approval of the Interim Property Asset Management Plan for the Council, as updated at May, 2011 and that a number of actions be approved as detailed in Section 9 of the Plan as follows:-
  - (a) an options appraisal would be carried out throughout all office accommodation (as detailed in Section 5.13 of the Plan) which would highlight the difficult decisions that faced the Council on the long term future of buildings that have been associated with Local Government in this area for many years and that in the rationalisation of building use for best and efficient service, equal consideration should be given to all properties including Burns House, County Buildings, Newton House and the John Pollock Centre;
  - (b) a detailed review of current use of accommodation within the County Buildings in order to determine the most effective and efficient use of the property (as detailed in Section 5.2.29 of the Plan);
  - (c) the provision of Customer Service Centres within Ayr and Prestwick (as detailed in Section 5.16 of the Plan);
  - (d) the rationalisation of Service Depots within the Troon area (as detailed in Sections 5.18.7 and 5.19.3 of the Plan);
  - (e) the review of the usage at Walker Road Depot and development of a Plan to support service delivery (as detailed in Section 5.18.3 of the Plan);

- (f) the revision of current space standards across all staffed accommodation (as detailed in Section 5.2.10 of the Plan); and
- (g) an options appraisal being carried out to determine the best long term option available to the Council in accommodating the Archives Service (as detailed in Section 5.26.1 of the Plan).

**Decided:**

- (i) to note the progress being made towards the development of a Corporate Asset Management Plan; and
- (ii) to approve the Interim Property Asset Management Plan and the recommendations contained within Table 11 of the Plan and summarised in Section 4.2 of the report

**15. 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 from the meeting during consideration of the remaining items of business on the grounds that they involved the likely disclosure of exempt information in terms of paragraphs 1, 8 and 9 of Part 1 of Schedule 7A of the Act.

**16. Financial Update - Property Services.**

There was submitted a report (issued to Members only) of 1st September 2011 by the Executive Director – Development and Environment

- (1) providing an update on the financial position and on planned improvement actions of Property Services; and
- (2) recommending that the Panel
  - (a) note the financial position in relation to the Property and Design Trading Operation;
  - (b) approve additional funding of £170,000 for work at Maidens Primary School; and
  - (c) approve the key actions identified for progression by 31st March 2012.

**Decided:**

- (i) to note the need to undertake a significant review of the Internal Trading Organisation in view of the loss of contracts as described in Section 3.2 of the report and to assess the financial position for 2012/13 as stated in 4.7 of the report;

- (ii) to agree that a single Trading Account should be retained and that consideration should be given as to whether there should be a requirement for a Property and Design Trading Account for 2012/13;
- (iii) to recognise that the replacement of the Trading Account would be on the basis of recharging on a cost basis only and that a review of options would be required to provide property maintenance and asset management to allow the Housing Service to meet the Scottish Housing Quality Standard by 2015 with a similar service to be provided for General Services;
- (iv) to request that Officers submit appropriate reports during the 2012/13 budget process for the consideration of Elected Members;
- (v) to note the financial position in relation to the Property and Design Trading Operation; and
- (vi) to approve additional funding of £170,000 for work at Maidens Primary School.

## C-I

### 17. Replacement of Audio Speaker System within Ayr Town Hall.

There was submitted a report (issued to Members only) of 29th August 2011 by the Executive Director – Development and Environment seeking approval to replace and upgrade the audio speaker system within Ayr Town Hall to be funded by Ayr Common Good.

Questions were raised by Members of the Panel in relation to whether various groups using the Town Hall would be authorised to operate this system and requesting details of the consultation process that had taken place and the Executive Director – Children and Community responded accordingly.

**Decided:** to agree to the installation of a new Pro Audio speaker system within Ayr Town Hall at a cost of £19,180 to be funded by Ayr Common Good fund capital resources.

### 18. Proposed sale of land at 11 Kilnford Drive, Dundonald.

There was submitted a report (issued to Members only) of 29th August 2011 by the Executive Director – Development and Environment seeking approval to declare a small triangle of ground adjacent to Dundonald Park, extending to 85.5sqm (0.02 acre) or thereby as identified on the plan attached as an Appendix of the report, surplus to requirements.

**Decided:** to declare land extending to 85.5sqm (0.02 acre) or thereby adjacent to Dundonald Park surplus to requirements and available for sale to Mr. Luke Cobbett for £3,000.



**19. Opportunities in Retirement – Lease of Premises at 61 Main Street, Ayr.**

Reference was made to the Minutes of 9th February 2010 (Page 109, paragraph 25) and there was submitted a report (issued to Members only) of 12th August 2011 by the Executive Director – Development and Environment seeking approval to grant Opportunities in Retirement (OIR) the existing tenants at 61 Main Street, Ayr a renewal of their lease under revised terms adopted by the Council's policy of concessionary tenancies.

A question was raised by a Member of the Panel in relation to the ownership of a neighbouring property and the Asset Co-ordinator responded accordingly.

**Decided:** to authorise the Executive Director - Development and Environment to conclude with OIR a lease of 21 years of 61 Main Street, Ayr at a nominal rent of £1 per annum and on other terms adopted under the concessionary leases policy which had been agreed by the Leadership Panel on 9th February 2010.

**20. Cottage No. 2 Carnqillan, Tarbolton.**

There was submitted a report (issued to Members only) of 25th August 2011 by the Executive Director – Development and Environment seeking approval for the sale of Cottage No. 2, Carnqillan, Tarbolton.

A question was raised by a Member of the Panel in relation to the area of land and the Asset Co-ordinator responded accordingly.

**Decided:** to approve the sale of No. 2, Carnqillan, Tarbolton to Miss Deborah Lorimer for £60,000, subject to entry by 27th September 2011, survey and on such other terms and conditions as might be agreed by the Executive Director - Development and Environment, when concluding the legal transaction.

**21. Sale of Former Library Headquarters, Ayr.**

There was submitted a report (issued to Members only) of 29th August 2011 by the Executive Director – Development and Environment seeking approval to dispose of the Former Library Headquarters and Community Education Offices at 26 Green Street / 9 Green Street Lane, Ayr comprising two buildings on a plot approximately 1,551m<sup>2</sup> (0.38acre) or thereby, as shown in the plan attached as an Appendix of the report.

**Decided:** to approve the disposal of 26 Green Street and 9 Green Street Lane, Ayr to Mr. and Mrs. McLaughlin for the sum of £85,250 plus fees, on terms and conditions to be approved by the Executive Director - Development and Environment under delegated authority, whom failing, to the next highest offer from Mr. Mitchell and Mrs. Holloway.

**22. Sale of 15 Links Road, Prestwick.**

There was submitted a report (issued to Members only) of 25th August 2011 by the Executive Director – Development and Environment approve the disposal of the former Council office at 15 Links Road, Prestwick, extending to approximately 1,445m<sup>2</sup> (0.357acres) or thereby, shown on the plan attached as an Appendix of the report

A question was raised by a Member of the Panel in relation to the future use of this property and the Asset Co-ordinator responded accordingly.

**Decided:** to approve the disposal of 15 Links Road to Klin Holdings Limited for the sum of £315,000 plus fees and to grant delegated authority for Missives to be concluded on that basis and on such other reasonable terms and conditions as might be approved by Executive Director - Development and Environment.

**23. Organisational Change – Proposals for Corporate Services Directorate Structures.**

There was submitted a report (issued to Members only) of 5th September 2011 by the Head of Legal and Administration recommending a further phase of the modernisation proposals for the Corporate Services Directorate.

The Head of Legal and Administration advised Members that there was ongoing consultation in relation to one post.

A question was raised by a Member of the Panel in relation to the proposals and the Head of Legal and Administration advised that she would circulate the summary of proposed structural changes to Elected Members.

**Decided:** to approve the proposed structures as outlined in the report.

**Community Services - Housing and Customer First.**

**C-I**

**24. Customer Services.**

There was submitted a joint report (issued to Members only) of 5th September 2011 by the Head of HR and Organisational Development and Head of Property and Neighbourhood Services outlining the current progress across the various work streams within the customer services project.

**Decided:**

- (1) to note the content of the report and progress to date;
- (2) to approve the following proposals:-
  - (a) to grant delegated authority to the Executive Director – Development and Environment to conclude negotiations and purchase the property for Ayr Customer Service Centre as detailed in the report;
  - (b) the use of Ayr Common Good funds to purchase the property and, in turn, letting the property to the Council;
  - (c) the submission of a proposed workforce structure to a future Leadership Panel in spring 2012; and
  - (d) that the Head to HR and Organisational Development and the Head of Property and Neighbourhood Services submit progress reports to future meetings of this Panel.

**Development and the Environment - Economic Development, Tourism and Leisure.****25. Application for loan funding from West of Scotland Loan Fund Ltd.**

There was submitted a report (issued to Members only) of 31st August 2011 by the Executive Director – Development and Environment seeking approval to award a loan from this Council's funds held within the West of Scotland Loan Fund Ltd.

**Decided:**

- (1) to approve the application from a Company for funding from the West of Scotland Loan Fund Ltd. for a loan of £100,000 repayable over 60 months at 5% interest, conditional on satisfactory securities being agreed; and
- (2) to note that the West of Scotland Loan Fund Board had approved an increase in funding limits from a maximum of £50,000 to £100,000 per applicant and that applications between these limits required approval by both the relevant Council and a West of Scotland Loan Fund Officer.

The meeting ended at 11.20 a.m.