

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 14th June 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: D. Anderson, Chief Executive; 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; J. McQuillan, Head of Property and Neighbourhood Services; B. McInroy, Head of Service and School Management; M. Williamson, Head of Service (Curriculum and Service Improvement); J. Cronin, Strategic Service Planning Manager; M. Newall, Head of Planning and Enterprise; M. Hastings, Enterprise Manager, B. Wyllie, Supervisory Engineer Traffic; D. McNeill, Treasury Manager; D. Robertson, Public Relations Manager; C. Bradshaw, Assistant Public Communications Officer; D. Knight, Committee Services Officer; and A. Gerrish, Committee Administrative Officer.

Also Present: Mrs. Mairi Raeburn and Pastor Alastair Simmons (in attendance for items 1 to 10 only).

Apologies: Miss Phil Davey and Rev. David Gemmell.

Chair's Remarks.

Having heard the Chair in relation to the report on the Authority to Enter into Contract for the Provision of a Supported Living Service for Adults with Enduring Mental Illness by the Executive Director – Children and Community, the Chair proposed

- (1) that this report should be dealt with under the Resources Portfolio and that additional information would be tabled on this matter which was confidential and accordingly, should be dealt with in terms of paragraph 9 of Section 50(A)(4) of the Local Government (Scotland) Act 1973; and
- (2) that the order of business should be varied.

Decided: to agree, as proposed that the additional information to be tabled on Authority to Enter into Contract for the Provision of a Supported Living Service for Adults with Enduring Mental Illness should be confidential and to vary the order of business as hereinafter minuted.

Community Services - Lifelong Learning.**1. Curriculum for Excellence in South Ayrshire Schools.**

There was submitted a report (issued) of 20th May 2011 by the Executive Director – Children and Community outlining the third annual update in relation to the continuing implementation of the Curriculum for Excellence in South Ayrshire Schools.

A question was raised by a Member of the Panel in relation to the continuing delivery of Curriculum for Excellence and of its communication to parents and staff and the Head of Service (Curriculum and Service Improvement) responded accordingly.

Decided: to note the information contained in the report.

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2. **16+ Learning Choices Co-ordinator – External Funding.**

There was submitted a report (issued) of 23rd May 2011 by the Executive Director – Children and Community

- (1) informing
 - (a) that the 16+ Learning Choices was a new way to encourage more young people to continue learning up to the age of 18 and that the 16+ Learning Choices model assisted all young people who were eligible to leave school to find a suitable opportunity to continue their learning;
 - (b) that the role of 16+ Learning Choices Co-ordinator had been funded by the Scottish Government in all local authorities from 2009 to 2011 and that in South Ayrshire this grant had been used to second a member of staff to take on the duties of the 16+ Learning Choices Co-ordinator;
 - (c) that the Scottish Government had agreed to extend the funding for one further year to continue to develop the 16+ Learning Choices model and establish systems to support the delivery of the new Activity Agreements; and
 - (d) that the Activity Agreements were subject to a separate report to this Panel as detailed in the following item;
- (2) advising that as part of the conditions of the funding, the 16+ Learning Choices Co-ordinator would have increased responsibilities from 2011/12 associated with monitoring the delivery of Activity Agreements;
- (3) that from 2009 to 2011, the 16+ Learning Choices Co-ordinator had been externally funded by the Scottish Government and that the extension of this grant of £40,788 would partly fund this post for the period 2011/12 and that the balance of £7,169 for 2011/12 and the recurring funding from 2012/13 onwards would be funded from the budget for Determined to Succeed; and
- (4) seeking approval to accept the Scottish Government's grant of £40,788 for the period April 2011 to March 201 in order to continue to fund the 16+ Learning Choices Co-ordinator.

Decided: to accept the funding of £40,788 for the 16+ Learning Choices Co-ordinator in order to embed the 16+ Learning Choices model within the Senior Phase of the Curriculum for Excellence and the roll-out of Activity Agreements within South Ayrshire.

3. **Activity Agreements – External Funding.**

There was submitted a report (issued) of 23rd May 2011 by the Executive Director – Children and Community

- (1) informing of the external funding grant provided by the Scottish Government to support the development of Activity Agreements within South Ayrshire;
- (2) advising
 - (a) that an Activity Agreement was an agreement between a young person and an advisor that the young person would take part in a programme of learning and activity which would help them become ready for formal learning or employment and that the young person might receive an educational maintenance allowance in return for complying with this agreement;
 - (b) that Activity Agreements had been piloted in ten Scottish local authority areas over an eighteen month period during 2009 to 2011 and that South Ayrshire was not part of the pilot but had been recognised as already practicing the Activity Agreements model through the work of the Council's Skills Towards Employment Project (STEP); and
 - (c) that this Council had been selected to be one of the comparator authorities for the pilot and that an evaluation of the pilot programme had been carried out by an independent research consultancy, however, while this evaluation had not yet been published, early indications were that the Activity Agreement model was having a very positive impact on the lives of young people;
- (3) reporting that the Activity Agreement grant provided for 2011/12 would be used to develop a sustainable model for Activity Agreements in South Ayrshire within existing Council and Community Planning Partnership budgets; and
- (4) seeking approval to further develop and extend the range of activities provided by STEP and partners in order to engage and sustain young people in learning through Activity Agreements.

Decided: to approve the use of the specific grant of £93,177 from the Scottish Government to develop Activity Agreements in South Ayrshire in accordance with the terms and conditions detailed by them.

4. **Extension of Entitlement to Free School Transport.**

Reference was made to the Minutes of 8th June 2010 (Page 306, paragraph 3), there was submitted a report (issued) of 20th May 2011 by the Executive Director – Children and Community

- (1) advising
 - (a) that South Ayrshire Council's transport policy provided free school transport to those secondary pupils who lived more than three miles safe walking distance from their catchment secondary school;

- (b) that following the closure of Mainholm Academy in 2007, all pupils had been transferred to either Ayr Academy, Belmont Academy or Kyle Academy and that as part of the closure process, the Council had approved free school transport to all the affected pupils for a period of three years; and
 - (c) that the majority of former Mainholm Academy pupils lived within the top 20% most educationally deprived communities in Scotland and that concerns had been raised by the Head Teachers of the Ayr secondary schools relating to sustaining good attendance and attainment levels if the free transport were to be withdrawn and that for this reason, an extension to the entitlement for free school transport for these pupils for a further year had been agreed by the Leadership Panel on 8th June 2010 to allow the Executive Director – Children and Community to undertake a more detailed analysis of Scottish Index of Multiple Deprivation (SIMD) statistics and the provision of free school transport for former Mainholm Academy pupils;
- (2) reporting
- (a) that the SIMD methodology used a combination of measures to identify the most deprived communities in South Ayrshire and that following analysis of SIMD statistics relating to educational deprivation of the 597 pupils residing within the former Mainholm catchment, 81% had been identified as living within the top 20% of the most educationally deprived communities in Scotland;
 - (b) that under this proposal any pupil who lived within the former Mainholm catchment area and attended their new catchment secondary school would be entitled to free school transport if they lived more than two miles safe walking distance from the school;
 - (c) that application of this proposal would result in 268 pupils being entitled to receive free school transport to their catchment school; 241 pupils would no longer be entitled to receive free transport, 161 as the result of making a Placing Request to another school of their choice and 80 as a result of living less than two miles from their new catchment school and that these pupils would require either to make their own way to school or to make an application for a spare seat on the transport;
 - (d) that applying the SIMD statistics in an equitable way to the former Mainholm Academy catchment area would also result in free transport being provided to a small number of pupils living in the catchment area who attended Queen Margaret Academy resulting in an additional 11 pupils receiving free school transport; and
 - (e) that the current cost of providing transport to pupils affected by the Mainholm Academy closure was £180,000 with the anticipated cost of the new arrangement being £168,000 and that £12,000 would be used to contribute to the Council's savings target for school transport; and
- (3) seeking approval to provide free school transport for those pupils living within the former Mainholm Academy catchment area who attended their catchment secondary school and who lived more than two miles safe walking distance from the school.

Questions were raised by Members of the Panel in relation to the further review of free school transport and whether it would include monitoring attendance at the schools involved and the implications if pupils did not attend school and whether free transport applied only to secondary school pupils and the Head of Service and School Management responded accordingly.

Decided: having recorded their appreciation of the work undertaken by the Head of Service and School Management and his staff,

- (i) to approve the proposal to provide free school transport to those pupils residing within the former Mainholm Academy catchment area who attended their catchment secondary school and lived more than two miles safe walking distance from the school; and
- (ii) to request the Executive Director - Children and Community to undertake a further review of transport arrangements for children and their families who lived in the 20% most educationally deprived areas of South Ayrshire as identified in the SIMD statistics and to submit a report to this Panel by June 2012.

5. **Appointment of Additional Teachers.**

There was submitted a report (issued) of 20th May 2011 by the Executive Director – Children and Community

- (1) advising
 - (a) that as part of the Scottish Joint Negotiating Committee for Teachers' agreement on pay and conditions for teachers, an additional £15m had been made available by the Scottish Government for the employment of additional teachers; and
 - (b) that this Council would receive £337,000 as its share of the allocation to assist in maintaining teacher numbers;
- (2) seeking approval for the appointment of eight additional teachers in response to the increased funding from Scottish Government made available through the pay and conditions agreement reached at the Scottish Joint Negotiating Committee for Teachers; and
- (3) proposing that funding awarded for the employment of additional teachers should be used to support the continuation of Nurture Groups in Newton, Braehead, Heathfield and Girvan Primary Schools, extending the programme within these schools and to other primary schools as funding allowed.

Decided:

- (i) to approve the appointment of eight additional teachers; and
- (ii) to agree the deployment of the additional teachers to support the continuation of Nurture Groups in schools serving areas of deprivation as identified through application of SIMD statistics.

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6. Scheme of Delegation for Schools.

There was submitted a joint report (issued) of 1st June 2011 by the Head of Corporate Resources and Head of Service and School Management

- (1) advising that the Scheme of Delegation had been updated to reflect the following:-
 - the current Council structure e.g. removal of any reference to former Departments;
 - updated post titles;
 - updated secondary school promoted post structure;
 - the transfer of facilities management to Development and Environment;
 - the 2011/12 budget as approved by Elected Members on 10th February 2011;
 - creation of a Depute Head Teacher post at Invergarven School;
 - an increase to the basic staffing for primary schools with 19 or less pupils to 2.0 fte; and
 - the introduction of Depute Head Teacher management time at stand alone special schools;

- (2) reporting
 - (a) that the creation of a Depute Head Teacher post at Invergarven School would be funded from deleting a current unpromoted post with the balance of £13,852 being met from the roll adjustment budget;
 - (b) that the increase to the basic staffing for primary schools with 19 or less pupils to 2.0 fte equated to 1.2 fte and would be funded by a permanent virement from the rural schools budget which had 1.2 fte of funding available; and
 - (c) that the introduction of Depute Head Teacher management time (0.3fte) at stand alone special schools would cost £11,703 and would be funded by a permanent virement from the roll adjustment budget; and

- (3) seeking approval for the revised Scheme of Delegation for Schools as contained in the Appendix of the report.

A question was raised by a Member of the Panel enquiring whether any support mechanisms were in place to help Head Teachers and their staff with increased workloads to support Looked After Children and preparing reports for Children's Panels, etc. and the Head of Service and School Management responded accordingly.

Decided: to approve

- (i) the revised Scheme of Delegation for Schools;
- (ii) the associated funding implications and budget virement; and
- (iii) the associated human resource implications.

7. Whole Systems Approach Funding.

There was submitted a report (issued) of 31st May 2011 by the Executive Director – Children and Community

- (1) advising of additional funding of £190,277 that had been received from the Scottish Government for the Whole Systems Approach; and
- (2) detailing proposals on the use of this funding taking into consideration the outcome of the Review of Commissioned Services to Young People.

Decided: having recorded their appreciation of the work undertaken by the Acting Head of Children's Services and her staff, to approve

- (a) the expenditure of funding of £190,277 as follows:-

Action for Children, Crossover Project	£44,000
Pan Ayrshire Diversion from Prosecution	£86,000
SACRO Diversion from Prosecution	£37,000
Individual Programmes and Access to Respite	£23,277
TOTAL	£190,277

- (b) an extension to the contract for one year for South Ayrshire Befriending Service to provide support to young people in the local community;
- (c) the decommissioning of the contract with Action for Children for Mentoring Services;
- (d) the decommissioning of the contract with Barnardos for the Youth Offending Project; and
- (e) investment in services with a focus on Early Intervention within schools.

8. Contract with Centre for Evaluation and Monitoring.

There was submitted a report (issued) of 27th May 2011 by the Executive Director – Children and Community

- (1) seeking approval to enter into a contract with the Centre for Evaluation and Monitoring (CEM) to provide adaptive computerised assessments of literacy and numeracy for P1, P3, P5 and P7 pupils and analysis thereof which would provide performance trend data which could be benchmarked against; and
- (2) advising that these assessment resources were part of the range of assessments developed by CEM based at Durham University and were not available from any other organisation.

A question was raised by a Member of the Panel in relation to the assessments in literacy and numeracy of primary school children and the Head of (Curriculum and Service Improvement) responded accordingly.

Decided:

- (a) to endorse the use of the sole provider CEM as the only organisation which was able to supply adaptive computerised assessments for literacy and numeracy in accordance with Section 20.1 of the Council's Standing Orders Relating to Contracts; and
- (b) to approve the proposal to enter into a three year contract with CEM.

9. Heathfield Primary School.

There was submitted a report (issued) of 8th June 2011 by the Executive Director – Development and Environment

- (1) advising that the total budget provision of £4.5m had been allocated to extend Heathfield Primary School during 2010/11 to 2011/12 to renew the dining hall, extend the school and address fire safety issues and that this budget had included a sum to upgrade the remainder of the school, however, the original tender did not include required upgrade works to the remainder of the school; and
- (2) proposing
 - (a) that this upgrade work should now be carried out during the holiday period to minimise disruption to the operation of the school and that this work was consistent with the principles of the School Estate Management Plan; and
 - (b) that as the existing contractor, Mansells Construction Ltd., would still be on site during this period that authority be granted to negotiate with the existing contractor using the competitively tendered rates from the original extant contract where possible, and benchmarking other rates to ensure value for money.

Decided: to authorise the Head of Property and Neighbourhood Services to negotiate the award of these additional works with Mansells Construction Ltd., in accordance with Section 20.1 of the Council's Standing Orders Relating to Contracts.

10. School Estate Management Plan June 2011.

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

- (1) advising
 - (a) that the updated School Estate Management Plan reflected the outcome of the fundamental review and was a key component of the Council's Asset Management Strategy; and

- (b) that a copy of the updated School Estate Management Plan was attached as Appendix 1 and detailed the progress made to date; and
- (2) reporting
- (a) that good progress had been made in improving the condition and suitability of the school estate such as the new Primary School at Colmonell, the modernisation of Symington Primary School and the upgrade of the Home Economic rooms at Kyle Academy;
 - (b) that some progress had been made in rationalising the school estate with the closure of Whitletts Primary School;
 - (c) that the Council's commitment to community engagement through consultation had continued to be at the centre of the development of the school estate and that a good example of this was the ongoing consultation relating to the future development of secondary education provision in the Troon area; and
 - (d) that surplus capacity in schools had been used to accommodate other groups and examples of this were the Instrumental Service, Peripatetic Support and Care and Learning moving into Queen Margaret Academy, Braehead Primary School and Kincaidston Primary School and that this use of school accommodation had helped to facilitate the closure of Holmston House with the relocation of the Adult Resource Centre to the annexe at St. John's Primary School.

Questions were raised by Members of the Panel in relation to the preferred site for the proposed replacement of Ayr Academy and the financial implications, the use of the Grammar Primary School Lodge by the School, the demolition of Mainholm Academy, the timescales for the delivery of the new Ayr Academy project through Hubco and whether the car park at Ayr Academy could be used when events were being held at the Town Hall and the Head of Service and School Management responded accordingly.

Decided: having recorded their appreciation of the work undertaken by the Head of Service and School Management and his staff,

- (i) to approve the updated School Estate Management Plan as contained in Appendix 1 of the report; and
- (ii) to note that a detailed report on the future of Ayr Academy would be submitted to a future meeting of this Panel.

Corporate and Community Planning - Resources and Performance.

11. Corporate Asset Management Planning : Progress Update.

Decided: to continue this matter to a future meeting of the Leadership Panel.

Community Services - Housing and Customer First.

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12. Review of Housing Options for Older People.

There was submitted a report (issued) of 7th April 2011 by the Executive Director – Children and Community

- (1) intimating that the Review of Housing Options for Older People had been carried out to assess what the impact of increased care in the community would have on housing in the local area, and to identify what housing models would be required to meet future demand;
- (2) advising of the findings of the Review of Housing Options for Older People as contained in Appendix 1 of the report which would form part of a wider Directorate approach to services for older people and would contribute to the wider corporate agenda to re-shape the balance of care; and
- (3) seeking approval for the implementation of its key recommendations.

Questions were raised by Members of the Panel in relation to sheltered housing communal areas, and the role of caretakers and the Head of Service and School Management responded accordingly.

Decided: to agree the implementation of the key recommendations of the Review of the Housing Options for Older People, namely:-

- (a) to review the Sheltered Housing allocations process to adopt a more integrated assessment of housing and care needs;
- (b) to identify mainstream properties which have been adapted and could be designated as Amenity Housing;
- (c) to review the remit of Sheltered Housing Wardens and that the role of caretakers be included in this review;
- (d) to develop housing options advice and information for older people;
- (e) to work with the Private Sector to develop private housing which would meet the needs of an ageing population; and
- (f) to explore the use of sheltered housing communal facilities to provide day care and community services.

13. Housing Allocations at McConnell Square, Girvan.

Reference was made to the Minutes of 14th September 2010 (Page 470, paragraph 12) and there was submitted a report (issued) of 7th April 2011 by the Executive Director – Children and Community

- (1) seeking approval to suspend the allocation of sheltered housing at McConnell Square, Girvan and to award priority re-housing to all existing tenants;
- (2) advising
 - (a) that the property did not currently meet with the Scottish Housing Quality Standard, were of very low demand and some allocations had been made to applicants with no care, support or age related needs;
 - (b) that a recent survey of the building highlighted a need for significant investment both internally and externally;
 - (c) that to allow McConnell Square to be vacated by 2015, there was a need to suspend allocations at this point and that this would mean that no further new tenants have to be transferred from this accommodation at a future date;
 - (d) that there were 27 existing households residing at McConnell Square who would require to be re-housed and it was recommended that each household be given priority for a transfer to accommodation most suitable to their individual needs and as part of this process, a full Housing Options discussion would take place with each individual to ensure that their needs and aspirations were considered;
 - (e) that it was anticipated that the identification of suitable property would take longer than the recent closure of Elba Gardens as the majority of tenants would wish to remain in Girvan and therefore an early decision to suspend allocations and award priority re-housing would support the required timescales; and
 - (f) that the long term aim would be to clear the site completely and that the decision for any new development or restructure at this site would be incorporated into the regeneration Masterplan for Girvan; and
- (3) intimating that an update on progress regarding the adjoining Hillcrest Care Home would be submitted to a future meeting of the Leadership Panel.

Decided:

- (i) to agree to suspend the allocation of housing at McConnell Square sheltered housing complex in Girvan;
- (ii) to agree to priority re-housing status being awarded to each of the existing tenants in McConnell Square; and
- (iii) to approve the virement of funds from the programmed maintenance budget to fund the home loss and disturbance payments as detailed in paragraph 5.1 of the report.

Development and the Environment - Sustainability and the Environment.

14. Introduction of £25 Fine for Stray Dogs.

There was submitted a report (issued) of 26th May 2011 by the Executive Director - Development and Environment

- (1) advising
 - (a) that the Council had a legal duty to uplift stray dogs by virtue of the Environmental Protection Act 1990 with this duty being discharged by Environmental Health Dog Wardens and if the stray dog had an ID tag or an electronic chip, the wardens would normally return the dog to the owner at no charge with the remaining strays being taken to kennels; and
 - (b) that historically this Council had not levied a fine on the owner when they collected their dog from the kennels though a £25 fine was permitted in terms of the Environmental Protection (Stray Dogs) Regulations 1992 and that the fine was an additional charge to kennelling fees collected by the kennel operators (fees were currently £15 for the first day and £7 each day thereafter);
- (2) proposing
 - (a) to levy a fine of £25 on irresponsible dog owners who allowed their dog to stray and did not have it tagged or chipped with the fine being payable to the Council and would be in addition to kennelling charges payable to the kennel operator;
 - (b) that the fine would be collected on the Council's behalf by the kennel operator; and
 - (c) to introduce this fine as soon as practicable; and
- (3) reporting that last year 50 of the dogs that had been taken to the kennels were subsequently claimed by their owners and that based on that figure, this proposal would result in a modest increase in annual income of £1,250 to the Council and would help offset some of the administration and operating costs of the dog warden service and would be built into the 2012/13 budget.

Decided: to approve the introduction of a £25 fine on owners of stray dogs picked up by the Dog Warden.

15. Parking Strategy 2011 to 2020.

There was submitted a report (issued) of 26th May 2011 by the Executive Director - Development and Environment

(1) advising

- (a) that the South Ayrshire Local Transport Strategy (2009-2014) included a parking strategy that would manage parking supply and demand in order to achieve an efficient use of available parking spaces and that in September 2010, this Council had commissioned Colin Buchanan and Partners to provide support to help prepare a draft Parking Strategy with the finalised strategy contained in Appendix A of the report;
- (b) that the Strategy stated the Council's vision for parking as to ensure that roads users can find suitable parking spaces which enhance the economic health and vitality of South Ayrshire;
- (c) that it outlines the current parking provision, explains how national, regional and local transport policies influence parking availability, sets objectives and identifies actions to be taken in our towns, including the introduction of decriminalised parking enforcement (DPE) and the removal of voucher parking in Ayr; and
- (d) that some of the measures of the Strategy were already being carried out within existing resources and where additional resources were required for specific measures, such as DPE or Pay & Display machines, separate reports would be submitted to future meetings of this Panel;

(2) indicating

- (a) that Section 55 of the Road Traffic Regulation Act 1984 ring fenced any parking income for parking, public transport or road management purposes; and
- (b) that the Council currently employed only 1.5 full-time equivalent members of staff dedicated to car park enforcement and that subject to the implementation of DPE, a team dedicated to the enforcement of parking would be established; and

(3) reporting

- (a) that public consultation on the proposed strategy included an on-line questionnaire that asked respondents to list their priorities with regard to the strategy objectives, parking concerns and the method of parking payment with a total of 217 people responding, the results of which showed:-
 - that improvement in safety, accessibility and economic growth was the highest priority of the respondents;
 - that parked vehicles blocking junction sightlines and traffic flows was considered to be the greatest parking problem;
 - Pay and Display machines were the preferred method of payment; and

- 38% of respondents were from a KA7 postcode (Ayr); and
- (b) that in addition to the on-line questionnaire, 135 people or organisations also submitted comments which showed the greatest support for residents parking (44%), cheaper parking (16%) and more effective parking enforcement (15%).

Questions were raised by Members of the Panel in relation to Pay and Display machines, the financial implications of the strategy, disabled bays being used by non-disabled drivers, parking for residents, and discussions with Strathclyde Police and the Head of Planning and Enterprise responded accordingly.

Decided: having recorded their appreciation of the work undertaken by the Head of Planning and Enterprise and his staff, to approve the South Ayrshire Council Parking Strategy for 2011 to 2020 as detailed in Appendix A of the report.

Welcome to meeting.

The Chair, on behalf of the Panel, welcomed Mark Hastings, Enterprise Manager to his first meeting of the Leadership Panel.

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

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16. Draft Tourism Strategy for Ayrshire and Arran to 2016 for Industry Consultation.

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

- (1) advising
 - (a) that The Ayrshire Economic Partnership (AEP) comprising representatives from the three Ayrshire Councils, Scottish Enterprise, Ayrshire Chamber of Commerce and Industry and representatives from the private sector had identified five priority sectors for a pan-Ayrshire approach to sector development, including preparation of a sector strategy and action-plans for each with different organisations having been assigned lead responsibility for each sector, as follows: Tourism (South Ayrshire Council), Engineering (South Ayrshire Council), Marine and Coastal (North Ayrshire Council), Food and Drink (East Ayrshire Council), and Renewable Energies (Scottish Enterprise); and
 - (b) that feedback on the draft had been sought to date from the Chief Executives of the three Ayrshire Councils, and from members of the AEP and that the draft Strategy was being submitted to each of the Councils during June, prior to release / launch for consultation by the AEP at its meeting on 29th June 2011; and

- (2) indicating
- (a) that the consultation phase during July and August would involve a wide range of industry and stakeholder interests, including communities and national industry agencies such as VisitScotland and EventScotland;
 - (b) that the consultation would be used to secure industry engagement and ownership of the strategy, as well as to refine important components such as the strategic objectives and the priorities for action; and
 - (c) that a further report would be submitted to the Leadership Panel in autumn, to provide an update on the outcomes of the consultation phase, and to address important considerations around governance, implementation and resources.

Questions were raised by Members of the Panel in relation to the marketing of the strategy and the work being undertaken with the Partners and the Head of Planning and Enterprise and the Enterprise Manager responded accordingly.

Decided: having recorded their appreciation of the work undertaken by the Head of Planning and Enterprise and his staff,

- (i) to approve the draft Tourism Strategy for Ayrshire & Arran until 2016 as detailed in Appendix 1 of the report; and
- (ii) to authorise the Chief Executive to finalise the draft for industry and stakeholder consultation during July and August, with the aim of finalising the strategy by end of September 2011.

Councillor McFarlane left the meeting during consideration of the foregoing item, the time being 11.05 a.m.

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17. Decision-making on Subvention Support for Political Conferences.

There was submitted a report (issued) of 3rd June 2011 by the Executive Director - Development and Environment

- (1) clarifying
 - (a) the Council's decision-making process when considering subvention support to attract political Conferences to the South Ayrshire area; and
 - (b) that "political" meant Conferences whose organisers had an explicit political purpose or stated affiliation to any political party;

- (2) advising
 - (a) that there were very few requests to provide Conference subvention support and although Ayr did offer an attractive general location for the Conferences, South Ayrshire lacked Conference facilities which were competitive at the UK or international levels, with a limited number of venues able to take delegate groups in excess of 300; and
 - (b) that subvention support for Conferences was managed by the Enterprise Service and was funded from within Events Development, which had a maximum annual budget of £30,000 with these funds being primarily aimed at supporting new / developing events within South Ayrshire that were believed to offer sustainable economic benefits over the medium-term, often taking a number of years to develop;
- (3) outlining the attributes of Conferences that would be considered in assessing the case for subvention support; and
- (4) proposing
 - (a) that the Leadership Panel confirm that the assessment of political Conferences for subvention support should be on the same basis as presently used for events development support generally and would focus on potential for economic benefits to South Ayrshire; and
 - (b) that for all Conferences whose organisers had an explicit political role or affiliation to any particular political party, the decision-making on any proposals for subvention support should be delegated to the Executive Director - Development and Environment.

A question was raised by a Member of the Panel in relation to the procedures for assessing requests for subvention and the Enterprise Manager responded accordingly.

Decided:

- (i) to agree that the assessment of the case for subvention support should be on the same basis as for any other Conference, i.e., the economic benefits it would attract to South Ayrshire; and
- * (ii) to delegate decision-making on subvention support for all political Conferences to the Executive Director - Development and Environment, thereby removing the potential for political influence from the decision-making process.

18. Remit from General Purposes Panel - Review of Voluntary Organisations Grants Scheme.

Reference was made to the Minutes of 1st June 2011 (Page 356, paragraph 2) when that Panel, having considered a report of 25th May 2011 by the Executive Director - Development and Environment outlining the key findings of the Review of Grant Schemes, had decided

- (1) to note the key findings of the review as outlined in Appendix 1 of the report;
- (2) to agree that the individual award of £150 should be included in the existing standard awards;
- (3) to request that the Senior Enterprise Project Development and Funding Officer include an extract from the evaluation report on how the grants were used in future application reports; and
- (4) to agree that this matter be referred to the next Leadership Panel on 14th June 2011 for approval of the key findings and consideration of proposals in respect of a wider review of grants and support for social enterprises.

Thereon, there was submitted a report (issued) of 1st June 2011 by the Executive Director - Development and Environment

- (a) advising that the key findings of the review were summarised in Appendix 1 of the report;
- (b) summarising the proposals to improve the operation of the Voluntary Organisations Grant scheme only and that a full review of all grants operated by the Council had not yet been undertaken in detail, and that a clearly defined scope and terms of reference would be submitted to the next meeting of the Leadership Panel on 16th August 2011 for its consideration, after which the review would be completed and reported upon later in the 2011/12 year; and
- (c) reporting that the absence of financial development support for social enterprise noted in this review was considered to be a service gap and that further consideration of support mechanisms for social enterprise organisations was recommended, as a component part of the wider review of grants referred to at (2) above.

Decided:

- (i) to approve the key findings of the Review as outlined in Appendix 1 of the report; and
- (ii) to note the proposal in respect of a wider review of grants as detailed at paragraph 4.1 in the report, including support for social enterprises as detailed at paragraph 4.11 in the report.

Councillor McFarlane rejoined the meeting at this point, the time being 11.10 a.m.

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

19. Progress against the Council's Corporate Plan to 31st March 2011.

There was submitted a report (issued) of 6th June 2011 by the Head of Policy, Performance and Communication

- (1) detailing the progress achieved to 31st March 2011 against the Council's Corporate Plan aim and objectives;
- (2) advising
 - (a) that the progress as set out in Appendix 1 of the report showed a positive picture of achievement with all eighty Directorate objectives being assessed as on target;
 - (b) that the performance information together with supporting detail at task level had been scrutinised by the Standing Scrutiny Panels and had included a detailed examination of the seventeen tasks that had been assessed as being on amber (out of 370 in total), consideration of a number of the percentages of progress achieved where these seemed out of line with the description of progress and / or the timescales for completing the work; and required Officers to clarify a number of issues and to expand on how particular initiatives and developments were being taken forward with the main questions and comments made by each Panel were detailed in Appendix 2 of the report;
 - (c) that overall there were three tasks where the Officers' assessments of progress were found to be inconsistently applied as follows:-
 - DE02b01.02 - Manage and maintain the road network - where the work programme for the year was 100% completed, but the actual condition of the roads was still recognised to be of concern;
 - CC03c01.05 - Delivery of the Scottish Housing Quality Standard - where the reported progress of 53% reflected the performance to 31st March 2010, the figures to 31st March 2011 being awaited following a validation process; and
 - CC06a02.02 - Assist Community Associations to identify sustainable models for the future operation of Community Centres as appropriate - where an amber was felt to be more appropriate in view of the 20% progress and the challenging nature of this work; and
- (3) reporting that the scrutiny process appeared to be helpful and informative for Elected Members, and that the structure of the reports prepared by Officers was felt to be very clear and well presented.

Decided: to approve the progress being achieved during the past six months to 31st March 2011 as detailed in Appendix 1 of the report.

20. Advertising Guidelines.

There was submitted a report (issued) of 6th June 2011 by the Head of Policy, Performance and Communication

(1) advising

- (a) that as part of its income generation activity, the Council currently accepted advertising on certain types of Council property / assets including (but not restricted to) designated roundabouts, lampposts in designated areas and Council vehicles;
- (b) that Supplementary Planning Guidance: Design Guidelines for Advertisement and Commercial Signage had been approved by the Leadership Panel at its meeting on 17th August 2010 (Page 397, paragraph 5) which aimed to ensure advertisements requiring consent were sensitive to the character and appearance of their streetscape location and character of the building to which they might be attached, especially in a conservation area and areas of special architectural or historic interest;
- (c) that this Supplementary Planning Guidance considered the acceptability of advertisements / signage for commercial premises in so far as amenity and safety were considered and also set out where there would be restrictions in relation to the types of acceptable advertising in specific areas such as conservation areas or specified heritage areas, however, it did not attempt to set out what constituted acceptable forms of advertising in terms of content; and
- (d) that the draft Advertising Guidelines were designed to address this while taking full consideration of the Supplementary Planning Guidance which continued to apply at all times;

(2) reporting

- (a) that the proposed draft Advertising Guidelines were designed to ensure there were clear guidelines on acceptable content for advertising on Council property / assets;
- (b) that the Guidelines did not set out to specify a definitive list of acceptable advertising, but rather to define the principles that all adverts should comply with and that these were based on the principles, rules and guidance provided by the Advertising Standards Authority and the UK Code for Non-broadcast Advertising, Sales Promotions and Direct Marketing, produced by the Committee of Advertising Practice and the UK Code for Broadcast Advertising;
- (c) that the Guidelines also set out the 'prohibited' categories that defined the types of advertising that would be deemed unacceptable; and
- (d) that the Guidelines provided the framework for acceptable content of advertising hosted on Council property / assets only and apply in conjunction with the Supplementary Planning Guidance: Design Guidelines for Advertisement and Commercial Signage at all times; and

- (3) indicating that further work was required to refine the specific Council property / assets where advertising would be accepted and to harmonise the operational procedures that applied in relation to advertising schedules, pricing and booking processes.

Decided: to approve the draft Advertising Guidelines as outlined in Appendix 1 of the report.

Corporate and Community Planning - Resources and Performance.

21. Council Tax Collection Statistics Cash at 31st May 2011.

There was submitted a report (issued) of 3rd June 2011 by the Executive Director - Corporate Services advising

- (1) of the collection levels which had been achieved in respect of Council Tax to 31st May 2011 and the action which had been taken to achieve Best Value in the collection thereof;
- (2) that the collection rate had been 19.38 per cent against the target collection of 19.20 per cent which equated to a positive variation of £115,148; and
- (3) that in order to address increased customer demand due to the economic recession, Corporate Services staff were working controlled periods of overtime to ensure accurate benefit awards together with the prompt rebilling and recovery of Council Tax and that, in the event of non-payment, Council Tax arrears were now being passed earlier to Stirling Park Sheriff Officers, to maximise recoveries.

Decided:

- (a) to approve the contents of the report; and
- (b) to request the Executive Director - Corporate Services to provide updated figures to the next meeting of this Panel.

22. Treasury Management Quarter 4 Report.

There was submitted a report (issued) of 3rd June 2011 by the Executive Director – Corporate Services providing an update in relation to Treasury Management for the fourth quarter of the financial year 2010/11 and

- (1) presenting
 - (a) an update of the economic background from January to March 2011; and
 - (b) a forecast for interest rates (Sector Treasury Services);
- (2) outlining the following within the Treasury Management Investment Strategy:-
 - (a) investments;
 - (b) credit ratings definition;
 - (c) borrowing;

- (d) borrowing in advance of need; and
 - (e) prudential indicators; and
- (3) detailing the resource implications for General Services and Housing Revenue Account.

Decided: having recorded their appreciation of the work undertaken by the Executive Director – Corporate services and her staff, to approve the contents of the report.

23. Earmarking 2010/11.

There was submitted a report (issued) of 2nd June 2011 by the Executive Director – Corporate Services

- (1) advising
 - (a) that the accounts for the year to 31st March 2011 were currently being finalised for submission to Audit Scotland by 30th June 2011; and
 - (b) that there were a number of specific projects and initiatives previously approved which required to be completed during 2011/12 and that it was, therefore, necessary to carry forward funding to 2011/12 to match this expenditure; and
- (2) reporting
 - (a) that the budget management report submitted to the Leadership Panel on 19th April 2011 (Page 255, paragraph 21) had outlined a projected accumulated surplus of £12.359m at 31st March 2011 after carry forward of £1.389m with approval for carry forward of a further £0.025m being approved by the Leadership Panel on 17th May 2011 (Page 316, paragraph 4);
 - (b) that the Executive Officer Group had considered a number of requests for the carry forward of funding, and proposed that £2.019m be carried forward as outlined in Appendix 1 of the report; and
 - (c) that approval of the carry forward of funding would reduce the uncommitted general fund balance at 31st March 2011.

Decided:

- (i) to approve the earmarking of £2.019m from the 2010/11 surplus as detailed in Appendix 1 of the report and that the further £60,000 that had been awarded for flood prevention be carried forward into 2011/12; and
- (ii) to request the Executive Director – Corporate Services to reflect this earmarking in the annual accounts.

24. Information Classification and Protection Procedure.

There was submitted a report (issued) of 6th June 2011 by the Head of Policy, Performance and Communication

- (1) advising
 - (a) that South Ayrshire Council were committed to preserving the confidentiality, integrity and availability of the physical and electronic information assets used throughout the Council to ensure effective, efficient delivery and development of the Council's services and to maintain citizen's confidence that the Council respected and handled information in a responsible, open, ethical and safe manner;
 - (b) that not all information had the same value to an organisation and not all information required the same level of protection for storing, privacy, alteration, destruction and from unauthorised disclosure and that an information classification scheme would allow the Council to organise information into classes based on sensitivity with each requiring a different level of management and protection and that most organisations have now adopted some form of classification; and
 - (c) that if adopted, this Information Classification Procedure would be applicable to information in all its forms, generated, accessed, transmitted or stored by South Ayrshire Council and that this document was part of a group of policies and standards produced as part of the on-going development of the Council's Information Security Management System;
- (2) indicating that the procedure would be:-
 - to define a small range of classification descriptions which could be applied to all Council information;
 - to implement classifications which aligned with the Government Protective Marking Scheme; and
 - to support the introduction and maintenance of a range of storage, handling and disposal requirements for each class of information;
- (3) highlighting that responsibility for the application of information classification would lie with anyone who handled information on behalf of the Council with Executive Directors and Heads of Service being responsible for ensuring that employees adhered to this procedure which would be reviewed and updated as required by the ICT Strategy Group;

- (4) intimating that the four proposed information classifications to be adopted by the Council would be as follows:-

Classification	Description
SAC UNCLASSIFIED	Information which is available to everybody and requires no specific security protection for access and handling.
SAC PROTECT	Information accessible by Council employees which requires a measure of protection to limit access to it. SAC PROTECT information (and higher classifications) may be subject to the Data Protection Act, and its loss could incur fines and/or prosecution. Limitations are imposed on aspects of its storage, handling and destruction.
SAC RESTRICTED	This class of information is available only on a functional need-to-know basis and accessibility is limited to a small group of people. Exposure of this type of information would be damaging to the Council or its reputation. SAC RESTRICTED information is due a high degree of security protection and will have strong limitations placed on aspects of its storage, handling and destruction.
SAC CONFIDENTIAL	This refers to information of the most sensitive nature, only accessible by a very small or senior group of staff. The nature of the content of this information mandates that it requires the most careful handling and the strongest controls to protect its privacy and integrity. Exposure of this type of information would be very damaging to the Council or its reputation. It is likely that only on very rare occasions will information be classified at this level.

- (5) proposing that to enable the Council to determine the most appropriate method of embedding the controls outlined in the procedure, that pilot implementation projects be conducted in a few areas of the organisation, Organisational Development, Child Protection and Policy, Performance and Communications which would inform the wider roll-out of the procedure and identify the support required for staff and Elected Members.

Questions were raised by Members of the Panel in relation to documents requiring protection and carrying sensitive electronic information outside of the office and the Head of Policy, Performance and Communications responded accordingly.

Decided:

- (i) to approve the adoption of the Information Classification and Protection Procedure as outlined in Appendix A of the report; and
- (ii) to agree that the Head of Policy, Performance and Communication submit a progress report to a future meeting of this Panel.

25. Recruitment and Selection Policy.

There was submitted a report (issued) of 31st May 2011 by the Head of HR and Organisational Development

- (1) advising
 - (a) that with the introduction of the Protecting Vulnerable Groups Scheme together with changes to Equalities legislation, the introduction of the Council's Competence Framework and the increased use of technology in recruitment, the current Recruitment and Selection policies and procedures, which have been in place for some considerable time, have been reviewed; and
 - (b) that the revised Recruitment and Selection Policy was attached as Appendix 1 of the report with the key points being to note as follows:-
 - the policy was in line with requirements of the Equality Act 2010;
 - the Council would continue to promote the importance of attracting and retaining a positive, motivated workforce focusing on key attitudinal and behavioural competencies including customer services;
 - a range of competence based selection events would be used to select applicants e.g. interview, assessment centres and competence testing, designed around the Council's Competence Framework;
 - additional measures would apply for posts which were regulated in terms of the Protecting Vulnerable Groups Scheme; and
 - policy supported by a Handbook for Managers which provided greater detail, clarity and guidance; and
- (2) proposing that it was intended to implement the revised policy with immediate effect which would be notified through various communication methods including HR Managers / Employee Circulars, team briefing across Directorates, weekly email communication and JCCs.

Decided: to approve the revised Policy as outlined in Appendix 1 of the report.

26. 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 paragraph 9 of Part 1 of Schedule 7A of the Act.

27. Council Wide Wireless Network Implementation.

There was submitted a report (issued to members only) of 2nd June 2011 by the Head of Policy, Performance and Communication seeking approval for the award of a contract for the implementation of a wireless network to replace the existing leased line arrangements.

Questions were raised by Members of the Panel in relation to how this report would relate to the report on Information Classification and Protection Procedure, security issues, whether WiFi could be installed in the County Hall and reducing the number of paper reports issued and the Chief Executive and the Head of Policy, Performance and Communications responded accordingly.

Decided:

- (1) to award the contract to Capita/Synetrix for the provision of a wireless network; and
- (2) to approve the transfer of £0.213m funding from ICT Network Improvement and £0.050m from ICT Education Improvement from within the 2011/12 Capital Programme to Wireless Connectivity.

C-I

28. Belleisle Estate, Doonfoot Road, Ayr.

Reference was made to the Minutes of 19th April 2011 (Page 263, paragraph 29) and of 17th May 2011 (Page 320, paragraph 12) and there was submitted a report (issued to members only) of 3rd June 2011 by the Executive Director – Development and Environment seeking the Panel's approval of the disposal of Belleisle Hotel and associated land.

Questions were raised by Members of the Panel in relation to boundary issues, access and parking arrangements for the Hotel and golfers, discussions with Historic Scotland and planning matters and the Head of Property and Neighbourhood Services and the Head of Legal and Administration responded accordingly.

Decided:

- (1) to approve the Heads of Terms for the sale of Belleisle Hotel and associated land, extending to 0.853 hectares (2.107 acres), as outlined on the plan attached to the report, as agreed with Campbell Inns Ltd. as purchasers on the terms set out in paragraph 4 of the report; and
- (2) to authorise the Executive Director - Development and Environment
 - (a) to further negotiate and agree the detailed terms and conditions of missives and sale;
 - (b) to request the Council's solicitors to conclude missives on the basis of the agreed detailed terms as outlined within the report; and
 - (c) to negotiate terms of an agreement for the construction of a replacement clubhouse facility with Campbell Inns Ltd., in accordance with Section 20.1 of the Council's Standing Orders Relating to Contracts.

C-I**29. Former School, St. Quivox, Ayr.**

There was submitted a report (issued to members only) of 6th June 2011 by the Executive Director – Development and Environment seeking the Panel's approval to declare the former St. Quivox School surplus to requirements and available for disposal as identified on the attached plan of the report.

Decided: to declare the former St. Quivox School surplus to requirements and available for disposal to Edward O'Neil, failing which the next highest offer from Allanvale Land Investments, on terms and conditions to be agreed by the Executive Director - Development and Environment.

30. Authority to Enter into Contract for the Provision of a Supported Living Service for Adults with Enduring Mental Illness.

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

- (1) advising
 - (a) that the existing contract for the provision of a supported living service for adults with enduring mental illness in South Ayrshire was due to terminate on 31st July 2011; and
 - (b) that a tender process had been undertaken in order to comply with EU directives and the Council's Standing Orders Relating to Contracts and that ten submissions had been received;

- (2) seeking approval to enter into a contract with Renfrew Association for Mental Health (RAMH) for the provision of a supported living service for adults with enduring mental illness in South Ayrshire; and
- (3) reporting that the cost of this service would be £475,000 per annum, achieving an annual saving of £44,500 and that this would be set against the procurement saving target included in the 2011/12 budget.

There was submitted a note (tabled to members only) providing an assessment of the tenders that had been received in relation to the contract.

A question was raised by a Member of the Panel enquiring whether the report should have been issued and dealt with as a confidential matter and the Head of Legal and Administration advised the Panel that only the tabled note was confidential and accordingly, should be dealt with in terms of paragraph 9 of Section 50(A)(4) of the Local Government (Scotland) Act 1973.

Decided: to approve the appointment of RAMH as provider of a supported living service for adults with enduring mental illness until 31st July 2014 with the option to extend for two further periods of one year thereafter.

The meeting ended at 11.45 p.m.