

## **LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr  
on 1st November 2016 at 10.00 a.m.

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

Apology: Councillor Margaret Toner.

Attending: E. Howat, Chief Executive; V. Andrews, Executive Director – Resources, Governance and Organisation; L. Bloomer, Executive Director – Economy, Neighbourhood and Environment; D. Hutchison, Director of Educational Services; T. Baulk, Head of Finance and ICT; D. Gillies, Head of Property and Risk; J. Cronin, Head of Enterprise, Development and Leisure; C. Monaghan, Head of Communities; D. Burns, Head of Housing and Facilities; M. Newall, Head of Neighbourhood Services; K. Leinster, Head of Community Health and Care Services; P. Godfrey, Head of Children’s Services and Criminal Justice; S. Turner, Head of Ayrshire Roads Alliance; C. Boyd, Risk and Safety Manager; N. Feggans, Planning Co-ordinator; and A. Gibson, Committee Services Officer.

Also Attending: Miss Sarah Cosslett, Miss Phil Davey, Pastor Ian Gall, Rev. David Gemmell and Mr Tom Robinson (for items 5 to 10 only).

### 1. **Chair’s Remarks.**

The Chair welcomed Sarah Cosslett, Pupil Council representative, to her first meeting of this Panel.

### 2. **Declaration of Interest.**

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

### 3. **Minutes of previous meeting.**

The minutes of 21st September 2016 ([issued](#)) were submitted and approved.

### 4. **Decision Log.**

#### **Decided:**

To note the contents of the Decision Log ([issued](#)).

### **Lifelong Learning.**

#### **5. Report on the outcome of the statutory consultation relating to the proposed relocation of Ayr Grammar Primary School and establishment of Early Learning and Childcare Provision.**

There was submitted a report ([issued](#)) of 21st September 2016 by the Director of Educational Services

- (1) advising on the outcome of the statutory consultation on the proposed relocation of Ayr Grammar Primary School and establishment of Early Learning and Childcare Provision, as detailed in Appendix 1 of the report;
- (2) to request the Leadership Panel to consider the outcome of the consultation and approve the proposals; and
- (3) proposing to declare the existing Ayr Grammar Primary School building surplus to the requirements of Educational Services once staff and children had moved to the Ayr Academy building.

The Panel, having welcomed the report,

#### **Decided:**

- (a) to approve the proposed relocation of Ayr Grammar Primary School and establishment of Early Learning and Childcare Provision, as detailed in the report; and
- (b) to agree that the Ayr Grammar Primary School was surplus to the requirements of Educational Services and to request the Council's Property and Risk Service to explore options for the future of the building and thereafter submit a report to this Panel for consideration.

#### **6. Policy on Religious Observance/Time for Reflection in Schools.**

There was submitted a report ([issued](#)) of 6th October 2016 by the Director of Educational Services seeking approval of a policy on religious observance/time for reflection in schools.

The Panel, having welcomed the report,

**Decided:** to approve the policy on religious observation/time for reflection in schools, as detailed in Appendix 1 of the report.

**7. Interim Management Guidelines on Child Protection for Educational Services.**

There was submitted a report ([issued](#)) of 9th September 2016 by the Director of Educational Services seeking approval to agree the interim Management Guidelines on Child Protection for Educational Services.

The Panel, having welcomed the report,

**Decided:** to agree the content of the interim Management Guidelines on Child Protection for Educational Services, as detailed in Appendix 1 of the report.

**8. Appointment of Manager at Cherry Tree Early Years Centre.**

There was submitted a report ([issued](#)) of 21st September 2016 by the Director of Educational Services seeking agreement on the appointment of a centre manager at Cherry Tree Early Years Centre.

The Panel, having welcomed the report and having noted the difference in the role of a Head Teacher to that of a Centre Manager,

**Decided:** to agree to appoint a centre manager (grade4/level14) and the deletion of the existing head teacher post (HT grade 5) at Cherry Tree Early Years Centre.

**9. Pilot Management Structure Ayr Academy and Kyle Academy.**

There was submitted a report ([issued](#)) of 10th October 2016 by the Director of Educational Services seeking approval to pilot a revised senior management structure involving Ayr Academy and Kyle Academy.

The Panel, having welcomed the report as a sensible way forward to address attainment concerns and having heard concerns which were addressed by officers, including monitoring, the additional attainment funds being invested in Ayr Academy, the preparedness of primary school children transitioning to secondary schools and pastoral care, the Panel

**Decided:** to approve

- (1) a temporary shared head teacher arrangement between Kyle Academy and Ayr Academy to be undertaken by the current head teacher of Kyle Academy;
- (2) the transfer of the current head teacher of Ayr Academy to a vacant quality improvement officer post;
- (3) the reconfiguration of the management structure in Kyle Academy to include a senior depute head teacher;
- (4) the transfer of a QIO from central team to Ayr Academy to carry out the duties of a senior depute head;

- (5) the expenditure for one additional full time unpromoted teacher in Kyle Academy; and
- (6) the pilot for the remainder of the current school session and for the whole of the school session 2017-2018, with a report back to this Panel thereafter assessing the pilot.

**10. Joint Inspection of Services for Children and Young People in South Ayrshire.**

There was submitted a report ([issued](#)) of 10th October 2016 by the Director of Educational Services advising of the findings of the Joint Inspection of Services for Children and Young People in South Ayrshire and to agree actions in response to this.

The Panel, having welcomed the report and considered the findings of the Joint Inspection, noted the importance of partnership working, and

**Decided:** to agree

- (1) that the Director of Educational Services would lead on responding to the inspection;
- (2) that the Integrated Children's Services Planning Group should prepare an action plan by end of December 2016;
- (3) that the action plan be approved by the Service and Performance Panel, Integration Joint Board and Community Planning Executive;
- (4) that progress against the action plan should be reported quarterly to the Integration Joint Board Performance and Audit Committee and the Community Planning Executive and six monthly to the Service and Performance Panel over the next eighteen months; and
- (5) to further consultation with all relevant parties on a draft vision for services for children and young people with a final vision statement by February 2017 to be agreed by Leadership Panel, Integration Joint Board and Community Planning Partnership Board.

**Sustainability and Environment.**

**11. Annual Report on Climate Change 2015-16.**

There was submitted a report ([issued](#)) of 10th October 2016 by the Head of Neighbourhood Services advising of the South Ayrshire Council Annual Progress Report 2015-16 in relation to public sector climate change duties which came into force on 1st January 2011, as introduced by the Climate Change (Scotland) Act 2009.

The Panel, having welcomed the report,

**Decided:**

- (1) to approve the South Ayrshire Council Annual Report on Climate Change 2015-16, as contained in Appendix 1 of the report; and
- (2) to agree that the report was made publicly available via submission to Sustainable Scotland Network.

**12. Repairs to Pend in Smith Street, Ayr.**

There was submitted a report ([issued](#)) of 7th October 2016 by the Head of Neighbourhood Services seeking a draw of up to £42,000 from uncommitted reserves to carry out essential repair works in the Smith Street pend in the interests of public safety.

The Panel, having welcomed the report as it was important, in the interests of safety to make this building safe, but emphasising the need to pursue repayment by the responsible owners,

**Decided:** to approve a draw of up to £42,000 from uncommitted reserves to carry out essential repairs to the Smith Street pend in Ayr, with officers taking all available steps to seek to recover the costs from the owners.

**13. Ayr Active Travel Hub.**

There was submitted a report ([issued](#)) of 24th October 2016 by the Head of Neighbourhood Services seeking the support of this Panel for the continuing development of an Active Travel Hub in Ayr.

The Panel, having noted that, if approved, the Active Travel Hub would be operational by the end of November 2016,

**Decided:** to support the Active Travel Hub being developed at Ayr Railway Station and approve an allocation of £30,000 per annum from the Paths for All (Smarter Choices, Smarter Places) budget to operate the unit from June 2017 for a two year period.

## **Economic Development, Tourism and Leisure.**

### **14. Proposed New Conservation Areas.**

There was submitted a report ([issued](#)) of 5th October 2016 by the Head of Enterprise, Development and Leisure seeking approval to designate new Conservation Areas at Prestwick and Tarbolton.

The Panel, having noted that approval would not lead to any retrospective requirement for planning permission for alterations already carried out, and that new applications would be judged on their own merits, and having noted the effective public consultation exercise undertaken in relation to this matter,

**Decided:** to agree

- (1) to designate a Conservation Area at Prestwick Cross/Links Road, Prestwick;
- (2) to designate a Conservation Area at Tarbolton;
- (3) to proceed to hold public information/drop in sessions at Prestwick and Tarbolton, prior to formal notification of these Conservation Areas; and
- (4) not to designate a Conservation Area at Barrhill.

### **15. Support for Prestwick Business Improvement District Proposal.**

There was submitted a report ([issued](#)) of 4th October 2016 by the Head of Enterprise, Development and Leisure seeking approval for the Leader of the Council to write to Ian Davidson Porter, Project Director, Business Improvement District Scotland, expressing support for Prestwick Civic Pride Partnership and Prestwick Business Association in development of proposals for a Business Improvement District in Prestwick Town Centre.

The Panel, having welcomed the report,

**Decided:** to agree that the Leader of the Council write to Ian Davidson Porter, Project Director, Business Improvement District Scotland, expressing the Council's support for the Prestwick Civic Pride Partnership/Business Association's Business Improvement District (BIDs) proposal.

**16. Prestwick Aerospace Site - District Energy Network Project Study.**

There was submitted a report ([issued](#)) of 6th October 2016 by the Head of Enterprise, Development and Leisure seeking approval to provide support towards the cost of preparing an Investment Grade Business Case (IGBC) to facilitate investment in a district energy network (DEN) at the Prestwick Aerospace site. The total funding cost for the preparation of the IGBC will come from the Council, Scottish Enterprise (SE) and a number of the companies located at the Prestwick Aerospace site.

The Panel, having welcomed the report, received confirmation of the location of the site and clarification as to its operation, and noted the potential to expand use of the model to social housing,

**Decided:** to approve a contribution of funds to a maximum value of £50,000 drawn from the Invest South Ayrshire budget towards overall costs of £204,000 for an IGBC for a District Energy Network at the Prestwick Aerospace site.

**Corporate, Strategic and Community Planning.**

**17. Strategic Risk Management.**

There was submitted a report ([issued](#)) of 24th October 2016 by the Head of Property and Risk updating the Panel on the reviewed Strategic Risk Register – September 2016, as detailed in [Appendix 1](#) of the report in line with the agreed reporting framework.

The Panel, having clarified that tracking of Child Protection risks would be undertaken by the Director of Educational Services and the Council's Service and Performance Panel and that the operation of the Child Protection Committee was currently being examined,

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

**18. Public Petitions.**

There was submitted a report ([issued](#)) of 24th October 2016 by the Head of Legal and Democratic Services updating the Panel on decisions taken by the Public Processes Panel in relation to two Public Petitions.

The Panel, having considered the outcomes from the two Petitions heard by the Public Processes Panel, and having noted the urgency of providing public access to wi-fi in Coylton, as a result of the closure of Coylton Library,

**Decided:** to agree

- (1) that in relation to the petition regarding utility charges for Community Associations, the Council will, in accordance with the recommendation from the Public Processes Panel, work closely with the community to provide advice to promote the viability of the facilities; and

- (2) that in relation to the petition regarding the closure of Coylton Library further consideration should be given to the recommendations from the Public Processes Panel as follows:-
- (a) in relation to internet/wifi access, officers to investigate the options for provision for internet/wifi access being made available in Coylton on an interim or permanent basis as a priority with a report back to this Panel at an early date; and
  - (b) in relation to the frequency of the mobile library service, officers to carry out consultation with the community and consideration to be given to the operational management of the service as to whether the service could be improved within the community with a report back to this Panel in due course.

### **Health and Social Care.**

#### **19. National Involvement Network – Charter for Involvement.**

There was submitted a report ([issued](#)) of 13th October 2016 by the Head of Community Health and Care Services seeking agreement for adoption of the National Involvement Network Charter for Involvement by the Council.

The Panel, having declared their support for this Charter,

**Decided:** to agree to support the adoption of the National Involvement Network Charter for Involvement, previously agreed by the Integration Joint Board and request officers to arrange a joint signing event with NHS and the Integration Joint Board.

### **Resources and Performance.**

#### **20. Maybole Community Council Heritage Lottery Fund Application.**

There was submitted a report ([issued](#)) of 10th October 2016 by the Head of Communities seeking support by the Council

- (1) to provide a letter of support for the Phase 1 bid which had been submitted by Maybole Community Council to the Heritage Lottery Fund; and
- (2) to agree that in the event of the Phase 1 bid being successful, then a maximum of £50,000 match funding be provided by the Council to support the development of the Phase 2 bid.



The Panel, having welcomed the report, and recognised the success of the earlier Charrette process and the role of the Community Council in developing the bid,

**Decided:** to agree

- (a) that a letter of support be provided from the Chief Executive for the Phase 1 bid that has been submitted by Maybole Community Council to the Heritage Lottery Fund;
- (b) that in the event of the Phase 1 bid being successful, then a maximum of £50,000 match funding be provided by the Council to Maybole Community Council from unallocated reserves to support the development of the Phase 2 bid; and
- (c) that any funding contribution to phase 2 would be brought to elected members for a decision once the detailed development work has been undertaken and it would be for elected members at that time and in light of other demands to determine what the Council could fund.

## **21. Proposed Scheme to Administer the Communities Hall Fund.**

There was submitted a joint report ([issued](#)) of 25th October 2016 by the Head Property and Risk and the Head of Communities setting out the proposed scheme to administer the Communities Hall Fund.

The Panel, having welcomed the report and having noted that applications for funding would be reported to this Panel; and the position regarding the Council investing in the Halls,

**Decided:** to agree the proposed scheme to administer the Communities Hall Fund, as contained in Appendix 1 of the report.

## **22. Discretionary Housing Payments Policy Update – Impact of Benefit Cap Changes.**

There was submitted a report ([issued](#)) of 24th October 2016 by the Head Finance and ICT providing an update on

- (1) the implications of the revised Discretionary Housing Payments (DHP) policy as at 30th September 2016 to determine the impact and the quantum of claims being made; and
- (2) the impact of forthcoming changes to the Benefit Cap on the Council's Discretionary Housing Payments (DHP) Policy.

Having noted that, when this matter was next reported to the Panel, it would be helpful to have information comparing the number of Council tenants who claimed this payment, compared to tenants of private landlords, the Panel

**Decided:**

- (a) to agree that the current DHP policy be maintained for a further six months until 31st March 2017 at a cost of £113,358 to allow the Welfare Reform Steering Group to consider what possible mitigating action could be taken to reduce the requirement for DHP in future years;
- (b) to note the anticipated overspend of £70,332 resulting from maintaining the current DHP policy based on the current information provided by DWP; and
- (c) to agree that the Head of Finance and ICT report back to this Panel in February 2017 with further recommendations.

**23. ICT Support and Maintenance Contracts.**

There was submitted a report ([issued](#)) of 24th October 2016 by the Head Finance and ICT requesting agreement for the ongoing contractual obligations in respect of the support and maintenance of key computer systems for the 2017/18 financial year.

The Panel, having noted the high costs associated with these contracts,

**Decided:** in accordance with paragraph 23.1 of Standing Orders relating to Contracts, to approve the annual renewal of the support and maintenance contracts for 2017/18 which were necessary to access support, maintenance and, in some instances, system upgrades of ICT systems, as detailed in Appendix 1 of the report.

**24. Service Review Scopes.**

There was submitted a report ([issued](#)) of 24th October 2016 by the Executive Director - Resources, Governance and Organisation requesting agreement of the scope, including objectives, timescales and resource requirements, of the service review for the Revenues service.

The Panel, having welcomed the report

**Decided:** to approve the service review scope for the Revenues service, as detailed in Appendix 1 of the report.

**25. Transform South Ayrshire Programme – Update.**

There was submitted a report ([issued](#)) of 25th October 2016 by the Executive Director-Resources, Governance and Organisation providing an update on progress towards implementing the Council's transformation programme - 'Transform South Ayrshire' (TSA) and seeking formal approval for an amended governance arrangement.

The Panel, having noted that the post of Digital Transformation Manager had recently been filled and the successful applicant would be in post before the end of this month,

**Decided:**

- (1) to agree the updated governance arrangements for the TSA programme for Members; and
- (2) to request the TSA Board through the Executive Director – Resources, Governance and Organisation to provide update reports to the Service and Performance Panel at quarterly intervals, commencing in December 2016.

**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 during consideration of the remaining items of business on the grounds that they involved the likely disclosure of exempt information in terms of paragraphs 3, 8 and 9 of Part 1 of Schedule 7A of the Act.

**Health and Social Care.**

**27. Outcome of Complaints Review Committee.**

There was submitted a report (issued to members only) of 24th October 2016 by the Head of Legal and Democratic Services informing of the outcome of the Complaints Review Committee which had taken place on 10th August 2016.

The Panel, having commented on a need to improve procedural issues relating to complaints handling,

**Decided:** to note the conclusions reached by the Complaints Review Committee following the Hearing on 10th August 2016, as detailed in Appendix 1 of the report.

**Housing and Customer Services.**

**28. Purchase of Two Properties for use as Council Housing.**

There was submitted a report (issued to members only) of 1st September 2016 by the Head of Housing and Facilities seeking agreement to purchase two properties for use as Council housing.

**Decided:** to agree

- (1) to submit an offer to purchase two properties in Ayr, as detailed in the report, for use as Council housing; and
- (2) to delegate authority to the Executive Director – Resources, Governance and Organisation to conclude the legal transaction on such reasonable terms and conditions as was appropriate.

**Corporate, Strategic and Community Planning.**

**29. Insurance Options – Review of Arrangements.**

There was submitted a report (issued to members only) of 25th October 2016 by the Head of Property and Risk advising on the recent review of insurance options and seeking support for a potential change in approach if financial benefits could be gained through the forthcoming tender exercise.

**Decided:**

- (1) to agree that the tender for insurance provider include options for an approach to increase levels of self-insurance by agreeing higher deductibles on the three main classes of insurance - liability, property and motor – on the basis that premium savings may be substantial;
- (2) to request a report back to this Panel following the tender exercise and evaluation with options for further consideration and decision; and
- (3) to agree that, an actuarial review was commissioned to determine the adequacy of future Insurance Fund provision.

**30. Consideration of Disclosure of the above Confidential Reports.**

- (1) not to authorise the disclosure of the whole or part of any documents of the following reports falling under Standing Order 31.2 of the Standing Orders relating to Meetings:-
  - Outcome of Complaints Review Committee; and
  - Insurance Options – Review of Arrangements; and
- (2) to authorise the disclosure of the following report falling under Standing Order 31.2 of the Standing Orders relating to Meetings when the sales had been concluded and published:-
  - Purchase of 2 properties for use as Council Housing.

The meeting ended at 12 noon.