

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 13th June 2017 at 10.00 a.m.

Present: Councillors Douglas Campbell (Chair), Ian Cochrane, Julie Dettbarn, William Grant, Peter Henderson, Brian McGinley and Philip Saxton.

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. Eltringham, Director of Health and Social Care; D. Gillies, Head of Property and Risk; K. O’Hagan, Head of Employee and Customer Services; R. Riddiough, Head of Legal and Democratic Services; 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; C. Boyd, Risk and Safety Manager; M. Douglas, Team Leader (Licensing); R. Hannah, Acting Fleet Supervisor; H. Butchart, Head Teacher, Annbank Primary and Early Years Centre, Ayr; M. Ingram, Head Teacher, St. Cuthbert’s Primary School, Maybole and A. Gibson, Committee Services Officer.

Also

Attending: P. Davey, I. Gall, D. Gemmell and T. Robinson (for items 3 to 5 only).

Apology: S. Cosslett.

1. Chair’s Opening Remarks.

The Chair advised:-

- (1) that the Administration of the Council would, in due course, publish its political direction to administer this Council over the next five years;
- (2) that the refreshed Council direction would include a commitment to protect those most in need;
- (3) that there would be discussions with Ayr Renaissance to consider a wider remit;
- (4) that the Administration would prioritise the needs of rural communities;
- (5) of the difficult times ahead for this Council with regard to budgeting;
- (6) of the need to continue to consult with Portfolio Holders and Trade Unions in the preparation of Council reports; and
- (7) of the importance of officers acting diligently when Elected Members make enquiries on behalf of their constituents.

2. **Declarations of Interest.**

In terms of Council Standing Order No. 17 and the Councillors' Code of Conduct, Councillor Saxton declared an interest in Items 12 and 13 of this Minute entitled 'Equality Act 2010 and Wheelchair Accessible Taxis' and 'Taxi and Private Hire Standards' as he operated a private hire car vehicle, however he advised that, as he did not perceive there was a conflict of interest, he would not leave the room when these items were being considered and would take part in discussions on these matters.

3. **Decision Log.**

Decided:

- (1) to note the contents of the Decision Log ([issued](#)); and
- (2) to request the Chief Executive to take steps to have the outstanding items updated by the next Meeting and take on board comments from Members on how the Log could be developed.

Lifelong Learning.

4. **Inspection of Annbank Primary and Early Years Centre – Education Scotland Report.**

There was submitted a report ([issued](#)) of 2nd May 2017 by the Director of Educational Services advising of the Education Scotland Report on Annbank Primary School and Early Years Centre.

The Panel, having considered the contents of the report by Education Scotland as contained in Appendix 1 of the report; noting with pleasure the outcome of this Inspection; and having noted that the main points for action were underway,

Decided: to agree that the main points for action would be addressed by the Head Teacher and quality improvement officers.

5. **Inspection of St. Cuthbert's Primary School – Education Scotland Report.**

There was submitted a report ([issued](#)) of 25th April 2017 by the Director of Educational Services advising of the Education Scotland Report on St. Cuthbert's Primary School. Maybole.

The Panel, having considered the contents of the report by Education Scotland as contained in Appendix 1 of the report; having noted that the key points for action were being implemented; and noting with pleasure the outcome of this Inspection,

Decided: to agree that the main points for action would be addressed by the Head Teacher and quality improvement officers.

6. Proposed School Holiday Arrangements for 2018/19.

There was submitted a report ([issued](#)) of 10th April 2017 by the Director of Educational Services seeking approval for the school holiday arrangements for 2018/19.

The Panel

Decided:

- (1) to approve Option 2 of the school holiday arrangements for 2018/19, as contained in Appendix 1 of the report, with the proviso that, if necessary, the 2018 September weekend would automatically be changed to align with the date of the Ayr Gold Cup; and
- (2) to agree that the Chief Executive would, when reviewing the Council's Scheme of Delegation, consider the future delegation of these arrangements to the Director of Educational Services.

Corporate, Strategic and Community Planning.

7. Draft Local Fire and Rescue Plan for South Ayrshire.

There was submitted a report ([issued](#)) of June 2017 by the Head of Communities

- (1) inviting the agreement of this Panel to the points to be made in response to the draft Local Fire and Rescue Service Plan for South Ayrshire; and
- (2) requesting that this Panel remit consideration of the draft plan and draft response to the Partnerships Panel for further consideration.

The Panel

Decided: to agree

- (a) the Council's response to the draft Local Fire and Rescue Service Plan for South Ayrshire, as outlined in paragraph 4.4 of the report; and
- (b) that the draft plan and proposed response also be considered at the Partnerships Panel on 27th June 2017 and that the Council response would be thereafter finalised by the Head of Communities in consultation with the Council Leader as Portfolio Holder and Chair of the Community Planning Partnership and submitted to the Scottish Fire and Rescue Service by 2nd July 2017.

8. **Strategic Risk Management.**

There was submitted a report ([issued](#)) of 2nd June 2017 by the Head of Property and Risk updating the Panel on the reviewed Strategic Risk Register – March 2017 (Appendix 1) in line with the agreed reporting framework.

The Panel, having sought and received clarification in respect of a number of the proposed Risk mitigations and confirming that members would wish to consider further the issues around risk and mitigations in more detail, and it being confirmed that a note on the roll-out of Universal Credit would be provided to members after the meeting,

Decided: to agree

- (1) the seventeen key risks and endorse the work currently being undertaken or proposed by risk owners to mitigate these risks; and
- (2) that a workshop relating to the review of the Strategic Risk Register be organised for the Elected Members after summer recess.

9. **Free Meals During School Holidays: Follow up to a Public Petition.**

There was submitted a report ([issued](#)) of June 2017 by the Head of Communities seeking agreement to undertake a pilot to make some free lunch provision during the summer holidays in North Ayr and Girvan working with third sector partners to be funded by a drawdown of £10,000 community benefit monies from the Lintel Trust.

The Panel, having welcomed the report, and commented on their desire to expand the scheme in future through mainstreaming alongside education services, and working with external funding and communities,

Decided:

- (1) to agree to a pilot for free lunch provision being included for all participants in summer holiday activity programmes being delivered by the Council and by third sector partners in North Ayr and Girvan;
- (2) to agree that an application should be made by the Council to the Lintel Trust to draw down £10,000 community benefit monies to fund the associated costs; and
- (3) to request that a report on the holiday free lunch provision pilot be presented for consideration at the Leadership Panel scheduled to take place in September 2017.

Sustainability and the Environment.

10. Service Review - Building Standards.

There was submitted a report ([issued](#)) of 6th June 2017 by the Head of Neighbourhood Services seeking approval of the findings of the Building Standards Service Review.

The Panel, having welcomed the report's approach to succession planning,

Decided: to approve the findings and recommendations of the Building Standards service review, as detailed in Appendix 2 of the report, as follows:-

- (1) to approve the deletion of two Building Surveyor posts at Grade 3, Level 10 saving £79,000;
- (2) to approve the creation of two Assistant Building Surveyor posts at Grade 2, Level 7 at a cost of £67,326, to reduce staffing costs by £11,674.00 overall; and
- (3) to transfer 3.21 Full Time Equivalent (FTE) administration posts from Facilities Management to Building Standards.

11. Boat Hire Licences.

There was submitted a report ([issued](#)) of 2nd June 2017 by the Head of Legal and Democratic Services seeking approval for the updating of conditions for boat hire licences.

The Panel, having sought and received clarification relating to how enforcement would be carried out; the cost of the Licence and that a Licence would last three years,

Decided: to approve new conditions for boat hire licences, as contained in Appendix 1 of the report.

12. Equality Act 2010 and Wheelchair Accessible Taxis.

There was submitted a report ([issued](#)) of 5th June 2017 by the Head of Legal and Democratic Services advising of the obligations imposed by sections 165-167 of the Equality Act 2010.

The Panel, having noted the position as set out in the report,

Decided: to designate all South Ayrshire Council licensed taxis as wheelchair accessible vehicles and include them on the list it required to publish on the Council website.

13. Taxi and Private Hire Standards.

There was submitted a joint report ([issued](#)) of 5th June 2017 by the Head of Legal and Democratic Services and Head of Neighbourhood Services advising of the position in relation to licensing of certain taxi and private hire vehicles.

The Panel, having sought clarification regarding the previous review of the Standards,

Decided:

- (1) to confirm the existing standards for taxi and private hire vehicles under the Fleet Management Policy, Guidelines and Code of Conduct Applicable to the Licensing, Operation and Testing of Taxis and Private Hire Cars but permit those vehicles which currently did not meet the standards to remain licensed for the remainder of their licensable life (being seven years for private hire vehicles and eleven years for taxis); and
- (2) to agree that a review of the specification for all taxi and private hire vehicles be undertaken with a report back to the Panel thereafter.

Housing and Customer Services.

14. Care Inspectorate Report – Viewfield Gate Housing Support Service.

There was submitted a report ([issued](#)) of 19th May 2017 by the Head of Housing and Facilities advising of the recent findings of an inspection of the Viewfield Gate Housing Support Service.

The Panel, having considered the contents of the report by the Care Inspectorate, as detailed in Appendix 1 of the report and having asked that the staff be commended on the care they provided,

Decided: to agree that the main points for action would be addressed by the Team Leader (Hostels and Supported Accommodation), directed by the Head of Housing and Facilities, with the outcome reported back to Members through a future information bulletin by 31st March 2018.

Health and Social Care.

15. Girvan Opportunities Support Services Care Inspectorate Report.

There was submitted a report ([issued](#)) of 31st May 2017 by the Head of Community Health and Care Services advising of the Care Inspectorate Report in relation to Girvan Opportunities Support Services for adults with learning disabilities.

The Panel, having considered the inspection report in relation to Girvan Opportunities Support Services as detailed in Appendix 1 of the report and having asked that management and staff be commended on the service they provided,

Decided: to note that no recommendations or requirements were requested.

Resources and Performance.

16. Approvals under Delegated Authority during Period of Recess.

There was submitted a report ([issued](#)) of 2nd June 2017 by the Executive Director – Resources, Governance and Organisation advising of matters determined under delegated authority during recess.

The Panel

Decided:

- (1) to acknowledge the matters determined under delegated authority during recess; and
- (2) to agree that the Chief Executive would, when reviewing the Council's Scheme of Delegation, review the current process in relation to delegated decisions during recess.

17. Service Review – Fleet Management.

There was submitted a report ([issued](#)) of 6th June 2017 by the Head of Neighbourhood Services seeking approval of the findings of the Fleet Management service review.

The Panel, having welcomed the report and having sought and received clarification regarding the Council's use of electric vehicles, the opportunities for joint working with neighbouring authorities re provision of charging points, and the extent to which mileage is claimed by Council staff and the potential for use of home working to limit this,

Decided: to approve the findings and recommendations of the Fleet Management service review set out in Appendix 2 of the report as follows:-

- (1) to replace the Corporate Occupational Road Risk Policy with the Fleet, Travel and Transport Policy;
- (2) that a business case be developed to consider whether the introduction of a Car Club service presented any efficiencies to the Council's business travel needs and to review the internal 'Hire on the Wire' (HOTW) vehicle booking system to determine if further efficiencies and improvements could be delivered; and
- (3) that a business case be developed to determine the economic and environmental benefits of the installation of additional electric rapid charging points on the eastern landward boundary of the Council and in South Carrick to complete the electric vehicle charging infrastructure within the Council area.

18. 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 1, 3, 4, 6, 8 and 9 of Part 1 of Schedule 7A of the Act.

19. Public Conveniences, Harbour Road, Maidens.

There was submitted a report (issued to members only) of 2nd June 2017 by the Head of Property and Risk seeking approval to conclude the sale of the public conveniences at Harbour Road, Maidens.

The Panel

Decided:

- (1) to approve the sale of the public conveniences at Harbour Road, Maidens extending to 124 sq m or thereby to Peter Childe and Rosemary Robertson; and
- (2) to grant authority to the Executive Director – Resources, Governance and Organisation to conclude the sale and legal transaction on the terms specified in the report and such other reasonable terms and conditions as may be agreed when concluding the transaction, with a deadline of 31st March 2018 for completion of the sale.

20. New Archive Centre and Ayr Grammar Project.

There was submitted a report (issued to members only) of 6th June 2017 by the Head of Property and Risk seeking approval to include the new Archive Facility within the new Ayr Grammar Primary School.

The Panel

Decided:

- (1) to approve the inclusion of the New Archive Facility within the Ayr Grammar Primary, Nursery and Community Project to be delivered by SWHub; and
- (2) to request the Head of Property and Risk to submit a further report to the Leadership Panel in October 2017 updating on scheme design and costs and with a final report to be provided seeking approval in advance of financial close of the project.

21. Staffing Changes within Employee and Customer Services Teams.

There was submitted a report (issued to members only) of 7th June 2017 by the Head of Employee and Customer Services seeking approval for changes to staffing arrangements within the Employee and Customer Services Section of the Council.

The Panel, having welcomed the format of the report and the detailed information provided regarding consultation with the Trades Unions, and having sought and received clarification regarding the application of flexible working practices, and agreeing that the Portfolio holder for Resources and Performance would monitor the implementation of the review,

Decided: to approve the revised staffing arrangements as outlined in the Appendices attached to the report.

Corporate, Strategic and Community Planning.

22. Review of Internal Audit Structure.

There was submitted a report (issued to members only) of 1st June 2017 by the Chief Executive seeking approval for revisions to staffing structures within the Internal Audit service to reflect operational changes and to achieve the budget saving included in 2016/17 Revenue Budget.

The Panel

Decided:

- (1) to approve the deletion of 1 FTE post of Auditor, graded Level 10;
- (2) to approve the re-designation of Programme Review Manager as Chief Internal Auditor;
- (3) to approve the creation of a training budget of £2,000;
- (4) to note that the post of Chief Internal Auditor would be advertised internally and externally; and
- (5) to note that day to day management of the Internal Audit team would be undertaken by the Head of Policy and Performance with the Chief Internal Auditor having direct and unequivocal access to the Chief Executive.

Housing and Customer Services.

23. Affordable Housing Site Acquisitions.

There was submitted a joint report (issued to members only) of 17th May 2017 by the Head of Housing and Facilities and the Head of Property and Risk seeking agreement to progress with negotiations and thereafter acquire two sites for affordable housing development, subject to maximum offer values and successful planning consent.

The Panel

Decided: to delegate authority to the Executive Director – Resources, Governance and Organisation:-

- (1) to submit an offer to acquire the site at 72-76 Dalblair Road, Ayr for a value not exceeding the District Valuer valuation, conditional on obtaining ground condition reports and planning consent, both on satisfactory terms, for new affordable Council housing;

- (2) to submit an offer to acquire the site at Culzean Road, Maybole, for a value not exceeding the District Valuer Valuation conditional on obtaining ground condition reports and planning consent, both on satisfactory terms, for new affordable Council housing;
- (3) to negotiate and conclude the legal transactions on these and such other reasonable terms and conditions as deemed appropriate, reporting back to Members in due course through the Members' Bulletin by 31st March 2018;
- (4) to agree to £100,000 feasibility and design costs being met from the Housing Revenue Account; and
- (5) to agree that the Chief Executive would, when reviewing the Council's Scheme of Delegation, review what matters relating to property acquisitions and disposals required to be reported to this Panel.

24. Sale of 6 Residential Dwellings – Templehill, Troon.

There was submitted a joint report (issued to members only) of 5th June 2017 by the Head of Property and Risk and the Head of Housing and Facilities seeking approval to conclude the sale of 6 flatted dwellings located on Templehill, Troon known as 34B,36A,36B,40B,46B and 50B Templehill, Troon.

The Panel, having sought and received clarification regarding the other properties within the block,

Decided:

- (1) to approve the sale of 6 flatted dwellings located in Templehill, Troon (34B,36A,36B,40B,46B and 50B) to Mr Ross Helliwell; and
- (2) to grant authority to the Executive Director – Resources, Governance and Organisation to conclude the sale and the legal transaction on the terms specified in paragraph 4 of the report and such other reasonable terms and conditions as may be agreed when concluding the transaction, with a deadline of 31st March 2018 for completion of the sale.

Health and Social Care.

25. Outcome of Complaints Review Committee.

There was submitted a report (issued to members only) of 2nd June 2017 by the Head of Legal and Democratic Services advising of the outcome of the Complaints Review Committee which took place on 22nd March 2017.

The Panel

Decided: to note the conclusions reached by the Complaints Review Committee following the Hearing on 22nd March 2017.

26. Consideration of Disclosure of the above Confidential Reports.

Decided:

- (1) to authorise the disclosure under Standing Order 32.4 of the following reports:-
 - Staffing Changes within Employee and Customer Services Teams; and
 - Review of Internal Audit Structure;
- (2) to authorise the disclosure under Standing Order 32.4 of the following reports when the transactions had been completed:-
 - Public Conveniences, Harbour Road, Maidens; and
 - Affordable Housing Site Acquisitions;
- (3) not to authorise the disclosure under Standing Order 32.4. of the whole or part of the following report but that appropriate public communication of the decision would be made:-
 - New Archive Centre and Ayr Grammar Project; and
- (4) not to authorise the disclosure under Standing Order 32.4 of the whole or part of the following reports:-
 - Sale of 6 Residential Dwellings – Templehill, Troon; and
 - Outcome of Complaints review Committee.

The meeting ended at 12.15 p.m.