

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 14th March 2017 at 10.00 a.m.

Present: Councillors Bill McIntosh (Chair), Bill Grant, John McDowall, Rita Miller, Robin Reid, Philip Saxton and 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; R. Riddiough, Head of Legal and Democratic Service; T. Baulk, Head of Finance and ICT; D. Gillies, Head of Property and Risk; K. O’Hagan, Head of Employee and Customer Services; M. Baker, Head of Policy and Performance; M. Newall, Head of Neighbourhood Services; J. Cronin, Head of Enterprise, Development and Leisure; S. Turner, Head of Ayrshire Roads Alliance; A. O’Neill, Digital Transformation Manager; Z. Fance, Procurement and Transformation Programme Office Manager; E. Roy, Senior Manager (Service Hubs); and A. Gibson, Committee Services Officer.

1. Declarations of Interest.

With regard to:-

- (1) item 4 of this minute entitled “Agency Agreement with Strathclyde Partnership for Transport”, Councillor Grant advised that he was a member on the Strathclyde Partnership Transport Board but felt that as there was no conflict of interest he would participate in this item; and
- (2) item 21 of this minute entitled “Rozelle House – Offer of Funding from the David Elder Edward Trust”, Councillor Grant advised that he was a Trustee of the Trust but felt that as there was no conflict of interest he would participate in this item.

2. Minutes of previous meeting.

The minutes of 14th February 2017 ([issued](#)) were submitted and approved.

3. Decision Log.

Decided: to note the contents of the Decision Log ([issued](#)).

Lifelong Learning.

4. Agency Agreement with Strathclyde Partnership for Transport.

There was submitted a report ([issued](#)) of 13th February 2017 by the Director of Educational Services seeking the approval of this Panel to exempt from the application of Standing Orders Relating to Contracts a proposed agency arrangement between the Council and Strathclyde Partnership for Transport (SPT) for the planning and delivery of transport solutions for mainstream school transport across South Ayrshire.

The Panel

Decided: to agree

- (1) that the proposed agency agreement between South Ayrshire Council and SPT was exempt from the application of the Council's Standing Orders relating to Contracts, under Standing Order No. 4.2.2; and
- (2) that authority be delegated to the Director of Educational Services to negotiate and agree the terms of the agency agreement with SPT.

5. Children's Service Plan.

There was submitted a report ([issued](#)) of 28th February 2017 by the Director of Educational Services seeking approval for the South Ayrshire Children's Service Plan, 2017-2020.

Having welcomed the report and following assurances being given that consultation was already underway, the Panel

Decided:

- (1) to approve the draft South Ayrshire Children's Service Plan, 2017-2020 for further consultation;
- (2) to delegate authority to the Director of Educational Services, in consultation with the relevant Portfolio Holders, to finalise the plan following consultation and thereafter publish the Children's Services Plan by 1st April 2017 and submit a copy to Scottish Ministers by 30th April; and
- (3) to request the Director of Educational Services to provide an annual progress report on the plan to this Panel.

Sustainability and Environment.

6. Renewed Support for Fairtrade.

There was submitted a report ([issued](#)) of 27th February 2017 by the Head of Neighbourhood Service seeking approval of a renewed Council commitment to support the local Fairtrade Partnership through the Council's Procurement Strategy.

Having welcomed the report, the Panel

Decided: to agree that the Council renew its commitment to support the local Fairtrade Partnership by the procurement of fairly and ethically traded goods and services in line with the fulfilment of sustainable procurement duties, as set out in the Council's Procurement Strategy.

7. Roads Improvement Plan 2017/18.

There was submitted a report ([issued](#)) of 13th February 2017 by the Executive Director – Economy, Neighbourhood and Environment seeking approval for the 2017/18 Roads Improvement Plan which covered carriageways, footways, street lighting and other related infrastructure improvements.

Having welcomed the improvement to the roads in recent years and having been given assurances that the Plan was achievable and that if there were to be any variations to the Plan, the Portfolio Holder and the relevant Ward Members would be informed, the Panel

Decided: to approve the Roads Improvement Plan for 2017/18, as contained in Appendix 1 of the report.

Economic, Tourism, Development and Leisure.

8. Enterprise – Service Review.

There was submitted a report ([issued](#)) of 3rd March 2017 by the Head of Enterprise, Development and Leisure seeking approval of the findings and recommendations of the Enterprise Service Review.

Having considered the summary information contained in Appendix 1 of the report; having welcomed the report; having noted that the Town Centre Officer would have a wider remit to cover all the towns in South Ayrshire and that there would be a close working relationship with the Council's Planning Section, the Panel

Decided: to approve the findings and recommendations of the Enterprise Service Review, as detailed in Appendix 2 of the report.

9. Update on Mobile Library and PC access in Coylton.

There was submitted a report ([issued](#)) of 28th February 2017 by the Head of Enterprise, Development and Leisure updating the Panel on progress on providing PC/internet access and consultation on the availability of the mobile library within Coylton.

Having heard concerns expressed as to the time taken to complete the installation of a broadband internet connection to Claude Hamilton Memorial Hall, Coylton, the Panel

Decided: to note the content of the report and to agree that no further action was required, subject to the completion of the installation of broadband internet connection to Claude Hamilton Memorial Hall, Coylton by the Community Association.

10. Operation of the High Hedges (Scotland) Act 2013: Response to call for Evidence.

There was submitted a report ([issued](#)) of 15th February 2017 by the Head of Enterprise, Development and Leisure seeking approval of the proposed response to the Committee's Call for Evidence on the effectiveness of the High Hedges (Scotland) Act 2013 (the Act).

Having welcomed the report, the Panel

Decided: to agree to submit the comments set out in Appendix 1 of this report, to the Scottish Parliament's Local Government and Communities Committee as this Council's response to the Committee's Call for Evidence on the effectiveness of the High Hedges (Scotland) Act 2013.

Health and Social Care.

11. Care at Home Management Structure Re-design.

There was submitted a report ([issued](#)) of 6th March 2017 by the Director – Health and Social Care seeking agreement on the proposed re-design of the Care at Home Service which would enable the Care at Home management structure to support a Home Care Service focused on reablement and prevention.

Having welcomed the report and having heard reassurances that management of quality assurance in private sector provision would be improved, the Panel

Decided: to approve the implementation of the new care at home management structure.

Housing and Customer Services.

12. South Ayrshire Information and Advice Hub.

There was submitted a report ([issued](#)) of 6th March 2017 by the Head of Employee and Customer Services

- (1) providing progress made to integrate the activities of the former North Ayr Resource Centre (NARC) with Council services to form the South Ayrshire Information and Advice Hub ; and
- (2) setting out proposals for further consideration of the Council's Information and Advice services.

Having welcomed the report and received reassurance that the facility had been refurbished and now offered improved personal safety for staff and that information could be provided by other organisations where appropriate through use of the Signpost system, the Panel

Decided:

- (a) to note the progress made; and
- (b) to agree that further work should be undertaken to review all Council information and advice services and develop a future delivery model to be progressed and reported through the Transform South Ayrshire programme.

Resources and Performance.

13. 2016/17 Accounting Policies.

There was submitted a report ([issued](#)) of 6th March 2017 by the Head of Finance and ICT seeking approval of the revised accounting policies applicable to 2016/17.

Having welcomed the report, the Panel

Decided: to approve the accounting policies, as contained in Appendix 1 of the report, to be used in preparing the 2016/17 Annual Accounts.

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14. ICT Strategy 2017-2020.

There was submitted a report ([issued](#)) of 6th March 2017 by the Executive Director – Resources, Governance and Organisation seeking approval of the updated ICT Strategy covering the period 2017 to 2020.

Having welcomed the report and having noted that training would be provided for members; that the increased use of video conferencing was being examined; and that a new ICT Risk Register was currently being compiled, the Panel

Decided: to approve the Information Communication and Technology (ICT) Strategy 2017-2020, as contained in Annex 1 of the report.

15. Strategic Procurement - Service Review.

There was submitted a report ([issued](#)) of 6th March 2017 by the Head of Legal and Democratic Services seeking approval of the findings of the service review of Procurement.

Having considered the summary information as contained in Appendix 1 of the report and having received reassurance that the Council's Graduate Internship Programme would work with the service as appropriate in place of the dedicated Procurement Graduate post, the Panel;

Decided:

- (1) to approve the findings and recommendations of the Service Review of Strategic Procurement as set out in Appendix 2 of the report, including the following proposals:-
 - (a) the temporary funding for a Grade 3 Level 9 for a 2 year period to allow further additional support to be assigned directly to Social Care contracts at a cost of £41,953 per year to be met from the Efficiency and Improvement fund;
 - (b) the permanent funding for a Grade 3 Level 9 Procurement Officer post to support the delivery of the capital programme and housing projects at a cost of £41,953 per year, split equally between the general services capital programme and the housing capital programme;
 - (c) the deletion of two existing posts, namely, 0.82 FTE Level 11 Solicitor post when it becomes vacant in March 2017 and deletion of the Level 3 Procurement Graduate post when it becomes vacant in March 2017, achieving savings of £60,265 in order to enable permanent funding for a Grade 2 Level 7 Procurement Assistant Post at a cost of £32,808 to support the delivery of contract and supplier management, Community Benefits and purchase to pay and related compliance work; and

- (d) the permanent funding for two Grade 2 Level 5 Procurement Support Assistants to support low value procurements, at a cost of £51,278 per year with costs being met 50% from a Budget Transfer Request from Property Maintenance to Strategic Procurement, with a corresponding recharge to Property Maintenance through central support allocations and 50% from the balance of the saving, as outlined in the report; and
- (2) to agree that future updates on progress were included in a single report covering the implementation of all service reviews, commencing March 2017 and six monthly thereafter.

16. Equality Outcomes and Mainstreaming Progress Reports 2016-2017.

There was submitted a report ([issued](#)) of 6th March 2017 by the Head of Policy and Performance seeking agreement to delegate authority to the Chief Executive to approve the Council's 'Equality Outcomes and Mainstreaming Progress Reports 2016-2017'.

Having welcomed the report, the Panel

Decided: to agree to delegate authority to the Chief Executive to approve the Council's Equality Outcomes and Mainstreaming Progress Reports 2016-2017, following consultation with the Portfolio Holder for Health and Social Care, by 30th April 2017.

17. 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, 8 and 9 of Part 1 of Schedule 7A of the Act.

18. ICT Staffing Changes and Restructure.

There was submitted a report (issued to members only) of 6th March 2017 by the Executive Director – Resources, Governance and Organisation

- (1) seeking
 - (a) approval for a restructure of the ICT function in support of the recommendations from the 2015 SOCITM ICT Service Review; and
 - (b) to establish the ICT Foundations for the Council's digital transformation agenda; and

- (2) advising
- (a) that this involved the creation of some new posts to establish a sustainable ICT capability in Governance, Technical Support and Service Delivery, with management of the ICT function redirected to the Digital Transformation Manager while that was being established; and
 - (b) that the restructure included the corresponding removal of some existing ICT posts to offset the costs of the new functions and reflect the new model.

Having noted that there would be no compulsory redundancies and that the Council's Managing Workforce Change Policy would operate in relation to the restructure; and that a survey of Members had been undertaken to assess their future requirements, the Panel

Decided: to approve the restructure, as set out in paragraph 4 of the report, specifically:-

- (i) deleting five existing posts, releasing £310,126 of permanent funding;
- (ii) creating eight new permanent posts costing £432,555 resulting in a required balance of £122,431 permanent funding from the additional £150,000 revenue budget approved by Council on 2 March 2017;
- (iii) creating four temporary posts to manage ICT Foundations projects for an additional £198,324 per annum for a period not exceeding two years funded from the £1,900,000 budget for the Transform South Ayrshire programme; and
- (iv) any voluntary severance or redundancy costs arising from the structural changes and the application of the Council's Managing Workforce Change Policy would be met from the Workforce Change Fund.

19. Lease for Proposed Joint Equipment Store, Units 2B and 2C McNee Drive, Prestwick.

There was submitted a report (issued to members only) of 6th March 2017 by the Executive Director – Resources, Governance and Organisation seeking consent for the Council to enter into a new ten year lease with Glasgow Prestwick Airport for Units 2B and 2C, Bravo Freight Centre, Prestwick Airport for the planned Joint Equipment Store covering Ayrshire.

Having welcomed the report, the Panel

Decided:

- (1) to agree that, once appropriate cost sharing indemnities in relation to the lease were in place amongst the Council, East Ayrshire Council, North Ayrshire Council and NHS Ayrshire and Arran, the Council enter into a new ten year lease with Glasgow Prestwick Airport for Units 2B and 2C McNee Drive, Prestwick, which would be used as a Joint Equipment Store; and

- (2) to grant delegated authority to the Executive Director – Resources, Governance and Organisation to conclude the cost sharing indemnity and lease on reasonable terms and conditions.

20. Riverside Office Project.

There was submitted a report (issued to members only) of 7th March 2017 by the Head of Property and Risk seeking approval for next steps in relation to the office project at Riverside, Ayr

Having welcomed the report, the Panel

Decided:

- (1) having considered the outcome of the SWHub Strategic Support Services (SSS) design development for the office development on the Riverside Site including stakeholder engagement, to approve final out-turn costs;
- (2) to approve the submission of a New Project Request (NPR) form to SWHub who would deliver the project, to progress the project up to the Financial Close stage;
- (3) to request the Head of Property and Risk to submit a Final Report on the Scheme and Cost of Project in February 2018 seeking approval for Financial Close of the project and formal commencement of the works;
- (4) to approve the extension of the duration of the temporary Project Manager post to 31st December 2019; and
- (5) to approve continuation of site acquisition negotiations with Ayr Renaissance with a report back to the Leadership Panel in due course.

21. Rozelle House – Offer of Funding from the David Elder Edward Trust.

There was submitted a report (issued to members only) of 6th March 2017 by the Head of Property and Risk seeking consent for the Council to accept an offer of funding from the David Elder Edward Trust and to allow the scope of works to be undertaken at Rozelle House, Ayr.

Having welcomed the report, the Panel

Decided: to agree to accept funding of up to £175,000 (One Hundred and Seventy Five Thousand Pounds) from the David Elder Edward Trust to carry out the scope of works at Rozelle House, on the specific conditions related to clawback as outlined in the report.

22. Purchase of Land at Coylton Smithy.

There was submitted a report (issued to members only) of 7th March 2017 by the Head of Property and Risk seeking approval to purchase an area extending to approximately 1,365 sq m (0.34 acres) of land adjacent to the A70 trunk road for the construction of a cycle lane.

Having welcomed the report, the Panel

Decided:

- (1) to approve the purchase of 1,365 m² (0.34 acres) of land as shown on the plan in Appendix 1 adjacent to the A70 on the terms and conditions as outlined in the report; and
- (2) to grant delegated authority to the Executive Director – Resources, Governance and Organisation to conclude the purchase on these and such other reasonable terms and conditions as appropriate.

23. Consideration of Disclosure of the above Confidential Reports.

Decided:

- (1) to authorise the disclosure under Standing Order 32.4 of the following report:-
 - ICT Staffing Changes and Restructure;
- (2) to authorise the disclosure under Standing Order 32.4 of the following report on completion of the lease agreement:-
 - Lease for Proposed Joint Equipment Store, Units 2B and 2C McNee Drive, Prestwick;
- (3) not to authorise the disclosure under Standing Order 32.4 of the whole or part of the following reports:-
 - Riverside Office Project; and
 - Rozelle House – Offer of funding from the David Elder Edward Trust; and
- (4) to authorise the disclosure under Standing Order 32.4 of the following report after conclusion of the purchase:-
 - Purchase of Land at Coylton Smithy.

The meeting ended at 11.02 a.m.