

**LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr  
on 31st October 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; T. Baulk, Head of Finance and ICT; D. Gillies, Head of Property and Risk; K. O’Hagan, Head of Employee and Customer Services; D. Burns, Head of Housing and Facilities; M. Newall, Head of Neighbourhood Services; K. Leinster, Head of Community Health and Care Services; K. Dalrymple, Manager (Neighbourhood Services); J. Bradley, Organisational Development and Customer Services Manager; N. Gemmell, Revenues Officer; and A. Gibson, Committee Services Officer.

**1. Declarations 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.

**2. Minutes of previous meeting.**

The minutes of 19th September 2017 ([issued](#)) were submitted and noted.

**3. Decision Log.****Decided:**

- (1) to approve the contents of the Decision Log ([issued](#)); and
- (2) to agree that the Chief Executive would discuss issues raised at the meeting relating to the Decision Log with the Leader of the Council.

**4. Variation in Order of Business.**

In terms of Council Standing Order No. 13.2, the Panel agreed to vary the order of business as hereinafter minuted.

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

### **5. Golf Development Academy.**

There was submitted a report (issued) of 27th October 2017 by the Executive Director – Economy, Neighbourhood and Environment seeking agreement in principle to develop finalised proposals, in partnership with Ayrshire Golf Trust, for a Golf Development Academy in South Ayrshire located within Belleisle Park.

The Panel

**Decided:** that this report be continued to the next meeting of South Ayrshire Council, scheduled to take place on 14th December 2017.

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

### **6. Education Governance.**

There was submitted a report ([issued](#)) of 24th October 2017 by the Chief Executive providing an update on the establishment of the South West Improvement Collaborative in line with the timescale set out by the Deputy First Minister.

Having noted that this report recognised the important role of education in local government and concerns raised regarding consultation with Portfolio Holders on reports, the Panel

**Decided:**

- (1) to endorse the actions taken and agreements reached so far to progress implementation of the South West Improvement Collaborative; and
- (2) to agree that authority be delegated to the Chief Executive, in consultation with the Leader of the Council and the Portfolio Holder for Lifelong Learning, to make appropriate arrangements with the other three local authorities within the South West Improvement Collaborative to comply with the timescales agreed with the Scottish Government.

### **7. Interim Ayrshire Development Board – Membership and Remit.**

There was submitted a report ([issued](#)) of 13th October 2017 by the Executive Director – Economy, Neighbourhood and Environment proposing that the membership and terms of reference of the Interim Ayrshire Development Board be agreed.

Having noted the benefits that this structure would provide and that the duty of this Council was to maximise opportunities for the South Ayrshire economy, the Panel

**Decided:**

- (1) to appoint three Councillors to serve on the Interim Ayrshire Development Board, namely, Douglas Campbell, Brian McGinley and a Conservative Member\*; and
- (2) to approve that the Board's remit should focus on the development of an Ayrshire Economic Strategy including consideration of overcoming barriers to Inclusive Growth; the development and governance of the Ayrshire Growth Deal and the Regional Partnership for Economic Development Services; and also approve that if the Board felt it appropriate, it may further develop its own remit within the context of that area of focus.

\* it was subsequently confirmed that the Conservative Member would be Councillor Martin Dowey.

**Sustainability and the Environment.**

**8. Annual Report on Climate Change 2016-17.**

There was submitted a report ([issued](#)) of 16th October 2017 by the Head of Neighbourhood Services detailing the South Ayrshire Council Annual Progress Report 2016-17 in relation to this Council's public sector climate change duties which came into force on 1st January 2011, as introduced by the Climate Change (Scotland) Act 2009.

Having noted the need to invest where appropriate to reduce climate change impact, and that this Council did consider environmental impact both in relation to new buildings and its fleet policy, the Panel

**Decided:** to approve the South Ayrshire Council Annual Report on Climate Change 2016-17, as contained in Appendix 1 of the report, and agree that the report be made publicly available via submission to the Sustainable Scotland Network (SSN).

**Housing and Customer Services.**

**9. Strategic Housing Investment Plan (SHIP) – 2017/18 to 2022/23.**

There was submitted a report ([issued](#)) of 7th October 2017 by the Head of Housing and Facilities seeking approval for the content of the draft Strategic Housing Investment Plan (SHIP) for submission to the Scottish Government on 31st October 2017.

The Panel, having noted that other sites could be added once the Plan was agreed, the need for more housing in rural areas and how this was being addressed, the importance of housing being a strategic objective of this Council, the work that was being carried out with organisations to support the local communities and that oil heating was no longer installed in Council houses in South Ayrshire as it was not cost efficient, the Panel

**Decided:** to agree

- (1) the Strategic Housing Investment Plan (SHIP) as detailed in Appendix 1 of the report;
- (2) to give approval for submission in draft format, to the Scottish Government by 31st October 2017 (subject to final clearance at the conclusion of any call in process);
- (3) that the Head of Housing and Facilities be requested to ask all Elected Members to provide him with suggested possible sites in their Ward for the provision of affordable housing; and
- (4) to note that, in a report the Chief Executive would present to the next meeting of South Ayrshire Council, consideration would be given to officer delegations relating to acquisition and disposal of properties.

**Health and Social Care.****10. South Lodge Care Home Care Inspectorate Report.**

There was submitted a report ([issued](#)) of 12th October 2017 by the Head of Community Health and Care Services advising of the Care Inspectorate Report in relation to South Lodge Care Home and the plan of action and activity following the inspection.

Having considered the contents of the inspection report issued by the Care Inspectorate in respect of South Lodge Care Home and expressed their serious concerns as to the issues identified and lack of action to date, the Panel intimated the need for early updates to be given to the Panel due to the concerns arising from this report; noted how the management structure worked at the Care Home; raised concerns that it appeared that on two occasions no assessments had been made during inspections and, having heard the positive actions that were being taken to improve matters at the Home, and the Panel

**Decided:**

- (1) to approve the action plan which had been put in place following the inspection, and agree the adequacy of the actions proposed to address the issues identified;
- (2) that further updates on progressing the actions be presented to the Leadership Panel in November 2017 and to the meeting of South Ayrshire Council in December 2017; and
- (3) that the Head of Community Health and Care Services is to provide Members with information relating to two inspections that were carried out at the Home where it was indicated that no assessments had been undertaken.

## **Resources and Performance.**

### **11. Discretionary Housing Payments Policy – Six Month Review.**

There was submitted a report ([issued](#)) of 23rd October 2017 by the Head of Finance and ICT

- (1) providing a six month review of the Discretionary Housing Payments Policy (as amended in February 2017); and
- (2) seeking approval to revise the Discretionary Housing Payments (DHP) Policy based on the outcome of the review.

Having considered the current DHP case load information and projected underspend on budget in 2017/18 and noted the impact of the impending introduction of Universal Credit, the Panel

**Decided:** to agree that the current DHP policy should be revised to allow DHP awards to be granted for a maximum of 26 weeks, and otherwise confirmed the terms of the existing policy.

### **12. 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, 6, 8 and 9 of Part 1 of Schedule 7A of the Act.

### **13. New Archive and Registration Centre and Ayr Grammar School Project.**

There was submitted a report (issued to Members only) of 23rd October 2017 by the Head of Property and Risk providing an update on scheme design and cost for the Ayr Grammar Primary, Nursery and Community Project and including the New Archive Facility and Registration Service within the development.

The Panel, having welcomed this development

**Decided:**

- (1) to note the progress made in design development and agree that the Ayr Grammar project should progress to financial close incorporating the new Archive and Registration Facility;
- (2) to request that the Head of Property and Risk submit a further report to this Panel seeking approval in advance of financial close of the project;
- (3) to approve the financial adjustments to the Capital Programme as noted in this report;

- (4) to approve the expenditure of up to £750,000 of the project allocated funding on early enabling works in advance of full financial close for the project; and
- (5) to note the further work to be undertaken around Art storage at Rozelle and use of vacated space at Ayr Town Hall.

### **Sustainability and the Environment.**

#### **14. Household Recycling Charter – Strategic Operating Model.**

There was submitted a report (issued to Members only) of 16th October 2017 by the Head of Neighbourhood Services seeking approval for a strategic change to the Council's Waste Management collection services and frequencies which would meet the aspirations of the Household Recycling Charter and Code of Practice for Household Recycling in Scotland.

Having noted that the proposals were ambitious, that the Council's recycling target required to be improved and the importance of public consultation with regard to the proposals, the Panel

#### **Decided:**

- (1) to approve the preferred collection option 3e, in Appendix 1 of the report, to be implemented with effect from April 2019; and
- (2) to agree that a Members Briefing on this matter be organised next year prior to the summer recess and thereafter, only if required, a further update be presented to this Panel.

### **Housing and Customer Services.**

#### **15. Staffing Changes within the Information and Advice Hub.**

There was submitted a report (issued to Members only) of 23rd October 2017 by the Head of Employee and Customer Services

- (1) updating on progress to establish an Information and Advice Hub; and
- (2) seeking approval to change staffing arrangements to provide an enhanced, comprehensive and holistic information and advice service for customers.

Having noted that home visits in rural areas would continue if necessary, the importance of partnerships with other bodies to make the proposals work and the effect that the introduction of Universal Credit would have on the delivery of this service, the Panel

**Decided:**

- (a) to note the transfer of 1 FTE post of Income Maximiser (graded Level 7) and 1 FTE post of Information and Advice Assistant (graded Level 8) from the Health and Social Care Partnership to the Information and Advice Hub;
- (b) to approve the proposed staffing arrangements as outlined in the report; and
- (c) to agree that staffing levels should be reviewed in December 2018, or earlier if required, to reflect the volume and complexity of service demand following the introduction of Universal Credit.

**16. Additional Homelessness Funding – Temporary Accommodation.**

There was submitted a joint report (issued to Members only) of 13th October 2017 by the Head of Housing and Facilities and the Head of Finance and ICT seeking agreement to the allocation of additional Scottish Government homelessness prevention funding.

The Panel, having noted that no Bed & Breakfast accommodation had been used by this Council for homeless presentations since 2015, and that rent account adjustments may be required, within existing delegated powers, to retrospectively meet weekly management fee costs since 1st April 2017,

**Decided:** to agree to the allocation of additional Scottish Government homelessness prevention funding for three specific purposes, namely

- (1) to meet the £60 weekly management fee subsidy loss associated with temporary accommodation from 1st April 2017 to 31st March 2018;
- (2) to reconfigure Viewfield Gate to provide emergency standby accommodation and shared facilities; and
- (3) to temporarily increase the home maker starter pack budget to support those moving from temporary to permanent accommodation by 31st March 2018.

**17. Riverside High Flats.**

There was submitted a report (issued to Members only) of 13th October 2017 by the Head of Housing and Facilities seeking agreement to improvement works at the Riverside High Flats, Ayr.

Having discussed the need for charging points for disabled scooters, the Panel

**Decided:**

- (1) to agree the appointment of a design team by 30th November 2017 to carry out improvement works to the Riverside High Flats, Ayr; and
- (2) to approve a programme of upgrade work to the High Flats as detailed in Appendix 1 of the report, funded from the uncommitted surplus within the Housing Revenue Account.

**18. Consideration of Disclosure of the above Confidential Reports.****Decided:**

- (1) to authorise the disclosure of the following report falling under Standing Order 32.4 following expiry of the period for call-in or following conclusion of the call-in process, as applicable:-
  - Staffing Changes within the Information and Advice Hub;
- (2) to authorise the disclosure of part of the undernoted reports falling under Standing Order 32.4 and that these reports be redacted following consultation with the Head of Legal and Democratic Services and relevant officers and following expiry of the period for call-in or following conclusion of the call-in process, as applicable:-
  - New Archive and Registration Centre and Ayr Grammar School Project;
  - Additional Homelessness Funding – Temporary Accommodation; and
  - Riverside High Flats, Ayr; and
- (3) to authorise the disclosure, following conclusion of the required contract with Zero Waste Scotland, of part of the undernoted report, falling under Standing Order 32.4, and that this report be redacted following consultation with the Head of Legal and Democratic Services and relevant officers:-
  - Household Recycling Charter – Strategic Operating Model.

The meeting ended at 12 noon