

AYRSHIRE SHARED SERVICES JOINT COMMITTEE

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 7 December 2018 at 10.00 a.m.

- Present: Councillors Ian Cochrane (Chair), Alec Clark, Bob Pollock and Philip Saxton (all South Ayrshire Council); Councillor Tom Cook, John McGhee and Douglas Reid (all East Ayrshire Council); and Councillor Marie Burns (North Ayrshire Council).
- Apologies: Councillor Jim Roberts (East Ayrshire Council); Councillors Joe Cullinane, Scott Gallacher and Alex Gallagher (all North Ayrshire Council).
- Attending: Kevin Carr, Executive Manager, Place Directorate; Carol Boyd, Service Lead - Risk and Safety; (both South Ayrshire Council); Katie Kelly, Depute Chief Executive: Safer Communities; and John Davidson, Senior Accountant (both East Ayrshire Council); Jane McGeorge, Ayrshire Civil Contingencies Co-ordinator (Ayrshire Civil Contingencies Team); Stewart Turner, Head of Roads, (Ayrshire Roads Alliance); and Eillen Wyllie, Committee Services Officer (South Ayrshire Council).

1. Declarations of Interest.

There were no declarations of interest by Members in terms of the Joint Committee's Order No. 25 and the Councillors' Code of Conduct.

2. Minutes of previous meeting.

The Minutes of 15 June 2018 ([issued](#)) were submitted and approved.

Matters Arising.

The Head of Roads, Ayrshire Roads Alliance provided an update in relation to the South West Scotland Transport Study which looked at developing the A77 and A76 roads as well as railway corridors. Also, he commented on the Ayrshire Growth Deal, involving the three Ayrshire authorities and of the transport appraisal work planned for early 2019 to be carried out by Transport Scotland but which would fully involve the three Ayrshire Councils with the aim to improve transport links throughout the area.

Decided: to note

- (1) that both studies described above would overlap to a certain degree and in particular in the southern areas of East Ayrshire and South Ayrshire;
- (2) the positive outcome from the recent meeting on 3 December 2018 with Transport Scotland, members and other stakeholders; and
- (3) that the Head of Roads, Ayrshire Roads Alliance would circulate slides from the South West Scotland Transport Study.

3. Calendar of Meetings 2019.

There was submitted a report ([issued](#)) of 27 November 2018 by the Head of Regulatory Services, South Ayrshire Council, seeking approval of a proposed calendar of Joint Committee meetings for 2019.

Having heard the Chair suggest an amendment to the proposed pre-agenda meeting on 31 May 2019 and that this should now take place on Thursday 30 May 2019 instead to avoid a conflict of meetings, the Joint Committee

Decided: to approve

- (1) the calendar of meetings for 2019 as outlined in Appendix 1 of the report, subject to a pre-agenda meeting now taking place on 30 May instead of 31 May 2019 and any other amendments as required throughout the year; and
- (2) the charring arrangements as detailed in Section 4.2 to 4.4 of the report.

AYRSHIRE CIVIL CONTINGENCIES TEAM

4. Ayrshire Civil Contingencies Team.

There was submitted a report ([issued](#)) of 13 November 2018 by the Head of Regulatory Services, South Ayrshire Council, seeking approval for the Ayrshire Civil Contingencies Team Service Plan for 2019/2020 as detailed in Appendix 1 of the report.

A Member of the Joint Committee raised a question in relation to Brexit arrangements. The Ayrshire Civil Contingencies Co-ordinator commented on working with multi-agency partners and passing information onto the Chief Executives of the three Ayrshire authorities. The Depute Chief Executive: Safer Communities (East Ayrshire Council) provided an update in terms of the workforce and of a questionnaire being completed for the Scottish Government. She would be able to share this information with colleagues in North and South Ayrshire Councils and also a high level meeting would be arranged between the three Ayrshire Councils on planning for Brexit.

A Member of the Joint Committee commented on the availability of a Citizen Aid app which provided some good basic safety advice. The Ayrshire Civil Contingencies Co-ordinator advised that she would have a look at this in conjunction with IT services.

In response to a question by a Member of the Joint Committee in relation to self-evaluation processes of the Ayrshire Civil Contingencies Team Service Plan, the Service Lead – Risk and Safety (South Ayrshire Council) advised that the service plan was subject to audit and that she would look within the civil contingencies network to ascertain what other teams did in relation to self-evaluation processes.

In relation to a question by a Member of the Joint Committee, the Ayrshire Civil Contingencies Co-ordinator commented on the multi-agency incident response guide for sporting stadiums.

The Joint Committee

Decided: to approve the Ayrshire Civil Contingencies Team Service Plan for 2019/20 in its current form, acknowledging that there might be additional requests for support added as the wider services from across the three Ayrshire Councils plan their own service delivery for 2019/20.

Councillor Marie Burns left the meeting at this point.

AYRSHIRE ROADS ALLIANCE

5. Minutes of previous meeting.

The Minutes of 9 November 2018 ([issued](#)) were submitted and approved.

Matters Arising.

(1) Update on Performance Scorecard (Page 1, paragraph 2(1)).

The Head of Roads, Ayrshire Roads Alliance confirmed that the letter from both Leaders of East and South Ayrshire Councils regarding a request for capital investment for the roads due to the adverse weather conditions affecting the west of Scotland had now been sent to the Scottish Government.

(2) APSE Awards (Page 3, paragraph 6(1)).

The Head of Roads, Ayrshire Roads Alliance announced that South Ayrshire Council won the APSE award for Roads, Highways and Winter Maintenance Best Performer at the event on the previous evening, 6 December 2019 with colleagues from Ayrshire Roads Alliance present to receive this award. It was noted that in respect of APSE, the Councils' roads services were considered separate as each authority was still classified as the Roads Authority in terms of the Roads (Scotland) Act.

Decided: to note the above information and also to congratulate South Ayrshire Council on receiving its award and that this good news should be widely publicised.

6. 2018/2019 Service Plan Update.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made to date against the 2018/19 Ayrshire Roads Alliance Plan as outlined in Appendix 1 of the report.

A discussion took place in relation to the current position with the introduction of 20mph speed restrictions in some South Ayrshire villages and whether this could be expedited. The Head of Roads, Ayrshire Roads Alliance commented on the community engagement process which had taken place and advised that Police Scotland would only be able to support self-supporting approaches to maintaining speed. It was noted that work with communities was ongoing to try and find consensus around the best approach in implementing 20mph restrictions. The Depute Chief Executive: Safer Communities (East Ayrshire Council) suggested a strategic approach in terms of costs and what was effective and this could help consolidate what was being offered to communities.

In relation to new housing developments etc, it was noted that roads were now designed in such a way that there was little requirement for 20mph initiatives. Also, in response to a question from a Member of the Joint Committee, the Head of Roads advised that if a community had any speeding issues, it should contact the Ayrshire Roads Alliance for advice. A Member of the Joint Committee suggested the installation of a pedestrian crossing instead of speed bumps and the Head of Roads advised that this could be an option for some areas and he would further investigate.

In terms of speed restrictions and the use of a red traffic light approach being trialled on the A75 in Springholm in Dumfries and Galloway, it was noted that the Head of Roads would share the outcome of this pilot with members in due course.

In relation to communities undertaking training on the use of speed guns, it was noted that there was a mixed response to this approach as some people could be reluctant to volunteer in case of any reprisals within the community. The Depute Chief Executive: Safer Communities (East Ayrshire Council) commented on East Ayrshire Council's Transformation Strategy which would empower employees to become a more flexible workforce and, although in its early stages, this approach could provide opportunities as part of a place based scheme.

In response to a question around flooding and its impact, the Head of Roads, Ayrshire Roads Alliance advised of the all Ayrshire Flood Risk Management group and its aim to mitigate the risks of potential flooding. He added that SEPA contributed to this Plan and that it had identified a new coastal flooding threat due to high winds. It was noted that the Met Office and SEPA provided input and studies were also undertaken to identify schemes to reduce flooding into homes. SEPA also issued flood warnings.

In relation to the significant improvement in repairing potholes, a question was asked if this approach would withstand this winter and the Head of Roads, Ayrshire Roads Alliance indicated that the Alliance was now in a much better position to deal with adverse winter weather conditions. Additionally, the Depute Chief Executive: Safer Communities (East Ayrshire Council) commented on the use of new equipment such as the hotbox which stored hot blacktop for several days and of new technology (WDM) which provided more dynamic working arrangements, both of which contributed to the service's resilience.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the progress against the 2018/19 Service Plan presented in Appendix 1 of the report; and
- (2) to continue to receive progress updates.

7. Draft Service Plan 2019/20.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, seeking approval for the draft Ayrshire Roads Alliance Service Plan for 2019/20 attached as Appendix 1 of the report.

A discussion took place in relation to any potential savings that could be made with the capital investments and the Head of Roads explained that this could be difficult to achieve significant savings. He also commented on additional monies obtained by the Operations Manager through the timber transport scheme.

In terms of the strategic context for both East Ayrshire Council and South Ayrshire Council, it was noted that East Ayrshire's was based on its Community Plan and South Ayrshire's on its Local Outcomes Improvement Plan and Local Place Plans. It was noted that South Ayrshire's appeared light in content as these plans were currently being developed. The Depute Chief Executive: Safer Communities (East Ayrshire Council) suggested that she would discuss this with the Director – Place (South Ayrshire Council) at their next meeting to see how this could be connected to the emerging Place Plans. Also, the Head of Roads advised that the draft Service Plan for 2019/20 would be adapted throughout the year as and when required.

In relation to the implementation of a car parking strategy for South Ayrshire, it was noted that there was an opportunity to share East Ayrshire Council's approach once it had been approved. A discussion took place in relation to car parking charges and the need for a balanced approach around this.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to approve the draft Ayrshire Roads Alliance Service Plan for 2019/20;
- (2) to request officers to circulate the confirmed finance budgets for 2019/20 to Members of the Joint Committee following release of the final settlement figures; and
- (3) to request that a six month progress update was provided to a future meeting of the Joint Committee.

8. Update on Performance Scorecard.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made to date against the Performance Scorecard as outlined in Appendix 1 of the report.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the performance scorecard presented in this report; and
- (2) to continue to receive performance scorecard updates.

9. Risk Report and Register.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the management of risk associated with the Ayrshire Roads Alliance as outlined in Appendix 1 of the report.

In response to a question by a Member of the Joint Committee, the Head of Roads explained that there was a zero tolerance approach should an employee encounter any form of abuse from the public.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the risk register presented in the report; and
- (2) to continue to receive updates on progress.

10. Revenue Financial Monitoring Report.

There was submitted a report ([issued](#)) of November 2018 by the Depute Chief Executive and Chief Financial Officer, Economy and Skills, East Ayrshire Council, providing an update on the revenue budget monitoring position for the year to 14 October 2018 for the Ayrshire Roads Alliance.

A Member of the Joint Committee asked a question in relation to income from timber transport for South Ayrshire and officers explained that the variance was due to carry over issues at the start of the financial year. It was noted that once all timber transport work was completed this should show a favourable position at the financial year end.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the financial management position of the Ayrshire Roads Alliance; and
- (2) to request a further financial update at the next meeting of the Joint Committee.

11. Roadworks Programme 2018/19.

There was submitted a report ([issued](#)) of 16 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress being made with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2018-2019.

The Chair commented on the new format within the report which outlined the percentage variances of the programme costs. A question was asked by a Member of the Joint Committee in relation to how estimates were derived. It was noted that a general measurement of sites was taken to estimate work, but until the works commenced and the quality of the underlying ground conditions were established, there was always the possibility of variations in scheme cost.

Various questions were raised by Members of the Joint Committee and the Head of Roads advised that he would provide an update in due course to relevant members.

The Joint Committee, having considered the usefulness of additional detail around variances and having otherwise noted the content of the report

Decided: to note

- (1) the Ayrshire Roads Alliance works progress for 2018/19; and
- (2) that the Head of Roads would submit a major variance report to each meeting and that this would highlight those schemes that were either under or over 50% variance costs with a narrative explaining the reasons for this position.

12. Well Managed Highway Infrastructure - Code of Practice.

Reference was made to the Minutes of 7 September 2018 (Pages 3/4, paragraph 4) and the Minutes of South Ayrshire Council's Partnerships Panel of 21 November 2018 (Pages 6/7, paragraph 6) and there was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance advising of the recommendation from that Panel to adopt the Well Managed Highway Infrastructure – Code of Practice.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to approve the adoption of the Well Managed Highway Infrastructure - A Code of Practice;
- (2) to approve the adoption of the Road Inspection Policy to fulfil the requirements of the Code of Practice in implementing a risk based approach; and
- (3) to duly note that the recommendations from the new national Code of Practice and guidance produced by SCOTS had enabled the Ayrshire Roads Alliance to implement a risk based approach for road safety inspections and categorise any necessary repairs identified. It was anticipated that this would:-
 - (a) minimise the exposure of danger or serious inconvenience to users of the network or the wider community;
 - (b) mitigate the Council's exposure to risk and enable a robust defence to claims of loss;
 - (c) ensure compliance with Statutory requirements;
 - (d) increase best value by reducing the number of defects requiring emergency responses and increasing the number of permanent repairs; and
 - (e) approve the departure from the guidance.

The meeting ended at 11.35 a.m.