

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 12th June 2018 at 10.00 a.m.

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

Apology: Councillor Julie Dettbarn.

Attending: E. Howat, Chief Executive; D. Hutchison, Depute Chief Executive and Director - People; D. Gillies, Director – Place; T. Eltringham, Director of South Ayrshire HSCP; T. Baulk, Head of Finance and ICT; K. O’Hagan, Head of Employee and Customer Services; D. Burns, Executive Manager – People Directorate; K. Briggs, Service Lead – Legal and Licensing; K. Dalrymple, Service Lead - Neighbourhood Services; C. Boyd, Service Lead – Risk and Safety; A. O’Neill – Service Lead Digital Transformation; P. Bradley – Service Lead – Professional Design Services; M. Alexander, Service Lead – Housing Services; K. Anderson, Service Lead - Corporate and Housing Policy; C. Monaghan, Service Lead – Community Services and Facilities; D. Strang, Quality Improvement Manager; K. MacDonald, Quality Improvement Officer; V. Stewart, Co-ordinator (Community Planning); N. Feggans, Planning Co-ordinator; G. Hoey, Children and Wellbeing; S. Pye, Curriculum Support Officer; D. Hashagen, Co-ordinator (Employability and Skills), J. Galloway, Co-ordinator (Pupil Services); Chief Inspector G. I’Anson, Police Scotland; and A. Gibson, Committee Services Officer.

Also

Attending: P. Davey, .I Gall, D. Gemmell, T. Robinson and E. Terras (for items 4 to 8 only).

1. Declarations of Interest.

Councillor McGinley declared an interest in Item 3 of this minute entitled “Decision Log” as he was a member of the David Elder Edwards Trust and advised that he would leave the room when this item was being considered.

2. Minutes of previous meeting.

The minutes of 22nd May 2018 ([issued](#)) were submitted and approved.

Councillor McGinley, having previously declared an interest in the following item, withdrew from the meeting at this point.

3. Decision Log.

The Panel

Decided:

- (1) to approve the list of overdue actions, subject to updates advised by a member of the Panel; and
- (2) to note the recently completed actions.

Councillor McGinley re-joined the meeting at this point.

Lifelong Learning.

4. Free Access to Sanitary Products in Schools.

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director – People seeking approval to introduce arrangements to provide all children and young people access to free sanitary products all year round.

The Panel,

Decided: to approve the proposal to introduce arrangements to provide all children and young people access to free sanitary products all year round.

5. Children’s Services Plan Annual Report 2017/18.

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director – People seeking agreement to the draft Children’s Services Plan Annual report 2017/18.

Having noted the successful working relationship between the Council and the Community Planning Partnership, the importance of havng a clear vision and strategy, that the Service Plan helped to focus on key managerial responsibilities and that details of children from this Authority cared for outwith this Authority be given to Members by way of a Briefing Note, the Panel

Decided: to agree the content of the draft Children’s Services Plan Annual Report 2017/18, attached as Appendix 1 to the report.

6. **Primary School Capacities.**

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director – People seeking approval to increase the number of reserved spaces at Alloway Primary, Struthers Primary, Dalmilling Primary and Forehill Primary.

Following a question from a Member of the Panel regarding placements at Struthers Primary and having noted that no child who lived in the Struthers Primary catchment area would be detrimentally affected by these proposals, the Panel

Decided: to approve the proposals to increase the number of reserved spaces at Alloway Primary (from 1 to 3), Struthers Primary (from 1 to 3), Dalmilling Primary (from 1 to 2) and Forehill Primary (from 1 to 2).

7. **Progress Report on the Expansion of Early Learning and Childcare.**

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director – People providing an update on the Council's progress with preparing for provision of 1,140 hours of early learning and childcare (ELC) to children aged three and four and eligible children aged two by 2020.

Having noted that there was a training programme underway to support this expansion, the position with regard to the provision of school meals, that the current staff could choose to take on new positions and that those on part-time hours had been offered the opportunity to increase their hours, the Panel

Decided: to agree the direction of travel in preparing for, and implementing, 1,140 hours of early learning and childcare across South Ayrshire.

8. **Campus Police Officers – Request for Two Additional Posts.**

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director – People seeking agreement to the joint funding of two additional campus Police Officers with Police Scotland, to be located at Queen Margaret and Girvan Academies.

Having noted the success of campus police officers, that officers would learn their role while in post and that these officers provided value for money, the Panel

Decided: to agree

- (1) to a 50% contribution towards the creation of two new Campus Police Officers, funded from uncommitted reserves in 2018/19, and jointly funded by Police Scotland;
- (2) to increase the Council's standard contribution towards Community Police Officers by £15,741 per annum to reflect a 50% contribution to the initiative, funded from uncommitted reserves in 2018/19;

- (3) that the additional recurring revenue requirement of £54,988 to fund 50% of the costs of 8 Campus Police Officers be built in to the budget from 2019/20; and
- (4) to provide one-off funding of £8,000 to Police Scotland for the acquisition of ICT hardware to increase the time spent on school sites by Campus Police Officers funded from existing People Directorate budget lines.

Economic Development, Tourism and Leisure.

9. Extending the Access to Leisure Card Scheme to the Quayzone in Girvan.

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director – People seeking agreement to progress the steps required for the Access to Leisure Card scheme to be recognised at the Quayzone in Girvan.

The Panel

Decided:

- (1) to agree that officers should seek the formal agreement of South Carrick Community Leisure (SCCL) to recognise the full range of concessions now provided by the Access to Leisure Card; and
- (2) to delegate authority to the Depute Chief Executive and Director - People to negotiate a formal agreement between the Council and SCCL.

10. Draft Maybole Conservation Area Management Plan.

There was submitted a report ([issued](#)) of 4th June 2018 by the Director – Place

- (1) seeking authority to publish, for public consultation, a draft Conservation Area Management Plan (CAMP) for Maybole; and
- (2) outlining the process to adopt the CAMP as a material consideration in the determination of applications for planning permission and historic environment consents within Maybole Conservation Area (CA).

The Panel

Decided:

- (a) to note the measures set out in the draft Maybole CAMP for managing the special character of Maybole CA;
- (b) to approve the publication of the CAMP for public consultation; and
- (c) to delegate power to the Director - Place to adopt the CAMP as a material consideration in the determination of applications for planning permission and statutory historic environment consents within Maybole Conservation Area, should no objections be received to the draft document.

Sustainability and the Environment.

11. Review of Beach Classification.

There was submitted a report ([issued](#)) of 5th June 2018 by the Director – Place advising of a petition to the Partnerships Panel requesting that a review of the classification of South Ayrshire Council beaches was undertaken.

The Panel, having considered the merits of this request

Decided: to reject the request from the Partnerships Panel for a review of the classification of South Ayrshire Council beaches.

Corporate, Strategic and Community Planning.

12. Strategic Risk Management.

There was submitted a report ([issued](#)) of 4th June 2018 by the Chief Executive

- (1) seeking approval for the revised Corporate Risk Management Strategy; and
- (2) providing an update on the reviewed Strategic Risk Register (May 2108) in line with the agreed reporting framework.

The Panel, having had clarification provided on one of the identified Risks

Decided: to agree

- (a) the revised Corporate Risk Management Strategy as detailed in Appendix 1 of the report with the summary of changes detailed in Appendix 2 of the report;
- (b) the ten key risks and endorse the work currently being undertaken or proposed by risk owners to mitigate these risks; and
- (c) that a Member/Officer Working Group be established to deal with forthcoming external factors, such as Brexit, that would affect this Council, with the names of Members of this Group being provided at the meeting of South Ayrshire Council, scheduled to take place on 28th June 2018.

13. Directorate Planning to Deliver the Council Plan.

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director - People seeking agreement on the approach to Service Improvement Planning following the revised directorate structure.

The Panel

Decided: to agree

- (1) to the Council Plan being delivered through three Directorate Improvement Plans, covering People, Place and Corporate and Regulatory Services, with a separate Educational Services Improvement Plan, alongside the Health and Social Care Partnership's Strategic Plan for 2018-21; and
- (2) to the Directorate Improvement Plans for People, Place and Corporate and Regulatory Services being presented to Leadership Panel for approval on 18th September 2018.

14. Holiday Lunches Programme for Summer 2018.

There was submitted a report ([issued](#)) of 5th June 2018 by the Depute Chief Executive and Director - People providing an update on the Holiday Lunches programme including the proposed programme for summer 2018.

Having praised the staff and volunteers involved in this project and noting that the recently approved Council Volunteering Policy would be examined to see if it could be integrated into this Programme, the Panel

Decided:

- (1) to note the feedback from the three most recent holiday programmes; and
- (2) to agree the proposed programme for Summer 2018.

Health and Social Care.

15. Equality Outcomes and Mainstreaming Progress Reports 2017-18.

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director - People seeking agreement to the South Ayrshire Council Equality Outcomes and Mainstreaming Progress Reports 2017-2018.

The Panel

Decided: to agree the Equality Outcome and Mainstreaming Progress Reports for the Council as a Service Provider, Employer, Education Authority and Licensing Board, as detailed in Appendix 1 of the report.

16. Report on Improvement Actions from Inspection of Glenriddle Road Children's House.

There was submitted a report ([issued](#)) of 22nd May 2018 by the Head of Community Health and Care Services advising of the inspection findings following the unannounced inspection by the Care Inspectorate on 21st February 2018 of Glenriddle Road Children's House and the improvement activities undertaken in response to the report.

The Panel, having noted their disappointment at the findings of the Report

Decided:

- (1) to note the findings of the unannounced inspection; and
- (2) to endorse the improvement activity in response to the report.

Housing and Customer Services.

17. Housing Needs of the Health and Social Care Partnership.

There was submitted a report ([issued](#)) of 4th June 2018 by the Depute Chief Executive and Director – People seeking endorsement for the approach to meeting the housing needs of Health and Social Care Partnership (HSCP) service users as agreed by the Integration Joint Board (IJB) on 15th May 2018.

Having noted that progress required to be monitored and the need for quality housing to be provided, the Panel

Decided:

- (1) to endorse a joint approach with the Health and Social Care Partnership to meet the housing needs of specific service users as outlined in Appendix 1 of the report;
- (2) to request that officers consider the housing needs of HSCP service users in the update to the Strategic Housing Investment Plan.; and
- (3) that an update be provided to this Panel in November 2018.

Resources and Performance.

18. Budget Management – Revenue Budgetary Control 2017/18 - Out-turn Statement at 31st March 2018.

There was submitted a report ([issued](#)) of 5th June 2018 by the Head of Finance and ICT detailing a financial overview of the General Services Revenue Account, Housing Revenue Account and Common Good Account for 2017/18 as at 31st March 2018.

The Panel

Decided:

- (1) to note the out-turn position for each Directorate/service for 2017/18, as detailed in Appendix 1 of the report;
- (2) to approve the new earmarking of funds of £1.920m across all Directorates/services to be carried forward for utilisation in 2018/19, as outlined in Appendix 2 of the report;
- (3) to approve the £0.123m employee related provision, returned to revenue in 2017/18, be earmarked to provide additional funding to support workforce change;
- (4) to approve the earmarking of £0.728m of additional General Revenue Grant funding received from the Scottish Government in 2017/18 but allocated to fund 2018/19 expenditure plans; and
- (5) to request that the Head of Finance and ICT undertake a review of the 2017/18 underspends contained in the service out-turn reports and report back to the Leadership Panel in August 2018.

19. Financial Strategy 2018 to 2022 (3 Year).

There was submitted a report ([issued](#)) of 4th June 2018 by the Head of Finance and ICT seeking approval of the Council's 3 Year Financial Strategy covering the period 2018 to 2022.

Having considered the three Year Financial Strategy for 2018 to 2022 in light of the level of uncertainty around the extent of grant reductions, the Panel

Decided: to approve the Council's 3 Year Financial Strategy for 2018 to 2022, as detailed in Appendix 1 of the report.

20. Idox Contract – Planning and Buildings Standards System Upgrade.

There was submitted a report ([issued](#)) of 4th June 2018 by the Head of Finance and ICT requesting agreement for the direct award of a contract to upgrade and provide ongoing support and maintenance of the Council's IDOX planning and building standards system.

The Panel

Decided: to approve the direct award of a contract to IDOX Group to upgrade and provide five years support and maintenance for IDOX systems to a total value of £500,000.

21. Employability and Skills Funding.

There was submitted a report ([issued](#)) of 4th June 2018 by the Head of Employee and Customer Services seeking approval for the continuation of match funding for phase 2 of the Council's employability activity funded through the Scottish Government's 2014-2020 ESIF (European Structural and Investment Funds) programme.

Having noted the reported success of the Council's employability activity and having thanked officers involved for their work in this area, the Panel

Decided: to agree

- (1) the submission of an application to Scottish Government to deliver phase 2 of the European Social Fund (ESF) pipeline programme to December 2022;
- (2) the submission of an application to the Poverty and Social Inclusion funding strand to support the delivery of a Targeted Family Support project;
- (3) to access £150,000 funding from Welfare Reform Fund for the duration of phase 2; and
- (4) to set aside funding that will not be matched to ESIF to support non-ESF eligible participants and the Environmental Trainee Squad.

22. General Services Capital Programme 2017/18 – Monitoring Report as at 31st March 2018.

There was submitted a report ([issued](#)) of 4th June 2018 by the Director - Place updating on the actual capital expenditure and income, together with progress made on the General Services Capital Programme projects as at 31st March 2018 (Period 12) and to agree the changes to budgets in 2018/19 and future years.

The Panel

Decided:

- (1) to note the progress made on the delivery of the General Services Capital Programme to 31st March 2018, resulting in spend of £25,963,264 or 95.09%, as detailed in Appendix 1 of the report; and
- (2) to approve the adjustments, as contained in Appendix 2 of the report; and
- (3) to approve the revised budget for 2018/19 at £50,765,785 and 2019/20 at £46,320,453, as highlighted in Appendix 2 of the report.

23. Housing Capital Programme 2017/18 – Monitoring Report as at 31st March 2018.

There was submitted a report ([issued](#)) of 4th June 2018 by the Director – Place advising on the actual capital expenditure and income, together with progress made on the Housing Capital Programme projects as at 31st March 2018 (Period 12) and to agree the budgets in 2018/19 and future years.

The Panel, having received clarification on amounts contained in the report

Decided:

- (1) to note the progress made on the delivery of the Housing Capital Programme to 31st March 2018, resulting in spend of £14,885,547 or 101.38%, as detailed in Appendix 1 attached; and
- (2) to approve the adjustments, as contained in Appendix 2 of the report; and
- (3) to approve the revised budget for 2018/19 at £28,983,649, and 2019/20 at £20,252,000, as highlighted in Appendix 2 of the report.

At this point, the Chair advised that the responsibility of the Portfolio Holders would be reviewed at a future meeting of South Ayrshire Council.

24. 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, 6 and 9 of Part 1 of Schedule 7A of the Act.

25. Land at Ladywell Avenue, Girvan.

There was submitted a report (issued to Members only) of 4th June 2018 by the Director – Place requesting that the area of land extending to approximately 650 sq metres be declared surplus to the Council's requirements and sold

The Panel

Decided:

- (1) to agree that the land at Ladywell Avenue, Girvan, was surplus to the Council's requirements and should be sold; and
- (2) to delegate authority to the Director – Place to request Legal Services to conclude this transaction on such other terms and conditions as may be required.

26. Proposed Sale of Shop at 7-9 Mount Oliphant Crescent, Ayr.

There was submitted a report (issued to Members only) of 5th June 2018 by the Director – Place seeking approval to sell the shop at 7-9 Mount Oliphant Crescent, Ayr.

The Panel

Decided:

- (1) to agree the sale of the shop at 7-9 Mount Oliphant Crescent, Ayr; and
- (2) to delegate authority to the Director – Place to request Legal Services to conclude this transaction on such other terms and conditions as may be required.

Economic Development, Tourism and Leisure.

27. Hangar Facility Proposal at Glasgow Prestwick Airport (GPA).

There was submitted a report (issued to Members only) of 5th June 2018 by the Director – Place advising of demand for a new 28,000ft² hangar at Glasgow Prestwick Airport (GPA) to enable growth of aircraft maintenance repair and operations activity in South Ayrshire.

The Panel

Decided:

- (1) to note the requirement for a new 28,000ft² hangar at Glasgow Prestwick Airport; and
- (2) to delegate authority to the Director - Place, in consultation with the Portfolio holder for Economic Development, Tourism and Leisure to:-
 - (a) develop design and costings for a hangar to provide workshop and training space;
 - (b) negotiate ground lease terms with Glasgow Prestwick Airport for the new hangar;

- (c) enter discussions with training providers and Maintenance, Repair and Overhaul (MRO) companies to develop a European Aviation Safety Agency (EASA) Part 147 approved vocational training facility;
- (d) negotiate with MRO operators and training providers to develop a sustainable business model and delivery vehicle; and
- (e) bring forward a further report to Leadership Panel in September 2018 detailing the full costs and financial package for this project to allow Council to commit to the project and identify appropriate funding.

Housing and Customer Services.

28. Proposed Lease Extension – Women’s Refuge, Ayr.

There was submitted a report (issued to Members only) of 4th June 2018 by the Director – Place

- (1) seeking consent to grant a lease extension to give an unexpired term of twenty-six years effective from 28th November 2018 to South Ayrshire Women’s Aid in relation to its refuge in Ayr; and
- (2) requesting a financial contribution from the Housing Revenue Account (HRA), as building owners, to the proposed reconfiguration and upgrading work.

The Panel

Decided:

- (a) to agree the lease extension in favour of South Ayrshire Women’s Aid for an unexpired term of twenty-six years from 28 November 2018;
- (b) to grant delegated authority to the Director – Place to request Legal Services to extend the lease on for the above period on the same terms and conditions;
- (c) to commit a maximum contribution of £100,000 towards the proposed reconfiguration and upgrading work from the uncommitted reserves within the Housing Revenue Account, subject to Women’s Aid raising the remainder of the funds required to meet the cost of the project; and
- (d) to agree a rent abatement for a maximum period of six months while the work was undertaken

Health and Social Care.

29. Creation of New Council Provisions.

There was submitted a report (issued to Members only) of 4th June 2018 by the Head of Finance and ICT requesting the creation of a prudent provision to meet the potential costs that may result from known and potential historic abuse claims against the Council relating to Coylton Children's home.

The Panel

Decided:

- (1) to approve the creation of a financial provision to be met from the 2017/18 Council in year surplus; and
- (2) to note that, with reference to International Accounting Standard 37, this amount will not be disclosed separately within the 2017/18 annual accounts on the grounds that it could be expected to prejudice seriously the outcome of the proceedings.

Corporate, Strategic and Community Planning.

30. Review of Management Structure.

There was submitted a report (issued to Members only) of 8th June 2018 by the Chief Executive

- (1) outlining proposals for revised fourth tier (and below) structural arrangements to reflect the changes at Chief Officer level (agreed by Council on 14 December 2017) and at third tier level (agreed by Leadership Panel on 13 March 2018);
- (2) providing an update on the review of procurement, contract and commissioning activities within the Health and Social Care Partnership relative to the Council's procurement service;
- (3) outlining proposals to address current gaps in staffing resource relating to the Children's Service Plan and Community Asset Transfer;
- (4) outlining proposals to create additional staffing resource to improve housing asset management and the Council's housing upgrade and new build programmes; and
- (5) amending the job title of the Managing Director, Ayr Renaissance LLP (which transferred into the Council on 1 April 2018) to reflect the revised operating arrangements that now exist.

The Panel

Decided:

- (a) to approve the revised fourth tier (and below) structural arrangements, as outlined in the report;
- (b) to note that further work was required, as part of the wider structural review of the Health and Social Care Partnership to evaluate the benefits of integrating procurement, contract and commissioning services from the Health and Social Care Partnership (HSCP) with the Council's Procurement team, the findings of which would be reported to Leadership Panel in August 2018;
- (c) to approve the additional staffing resource in relation to the Children's Service Plan and Community Asset Transfer, as outlined in the report;
- (d) to approve additional staffing resource to
 - (i) improve housing asset management, and
 - (ii) to progress the Council's housing upgrade and new build programmes, as outlined in the report; and
- (e) to approve a change of job title for the Managing Director, Ayr Renaissance LLP to Service Lead – Regeneration.

Health and Social Care.

31. Health and Social Care Management Structure Review.

There was submitted a report (issued to Members only) of 8th June 2018 by the Director of Health and Social Care

- (1) detailing an update on the review of Health and Social Care Partnership (HSCP) structural and operational arrangements; and
- (2) outlining proposals for the early retirement of the Head of Health and Care Services in the interests of the efficiency of the service.

Following discussion regarding the requirement to appoint a new Chief Social Work Officer for this Council, the Panel

Decided:

- (a) to note the work ongoing to develop proposals for the review of management structures within the HSCP and agree that the findings and recommendations of the completed review be reported to Leadership Panel in August 2018; and
- (b) to approve the early retirement of the Head of Health and Care Services in the interest of the efficiency of the service.

32. Consideration of Disclosure of the above Confidential Reports.

Decided:

- (1) to authorise the disclosure under Standing Order 32.4 of the following report after conclusion of the transaction:-
 - Land at Ladywell Avenue, Girvan;
 - Proposed Sale of Shop at 7-9 Mount Oliphant Crescent, Ayr; and
 - Proposed Lease Extension – Women’s Refuge, Ayr (agreement also given to publicise this Council’s contribution to the project);

- (2) not to authorise the disclosure under Standing Order 32.4 of the whole or part of the following reports:-
 - Hangar Facility Proposal at Glasgow Prestwick Airport (GPA);
 - Creation of New Council Provisions; and
 - Health and Social Care Management Structure Review; and

- (3) to authorise the disclosure under Standing Order 32.4 of the following report:-
 - Review of Management Structure.

The meeting ended at 12.15 p.m.