

## **LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr  
on 13th February 2018 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, Head of Health and Social Care; T. Baulk, Head of Finance and ICT; D. Gillies, Head of Property and Risk; R. Riddiough, Head of Legal and Democratic Services; F. Mullen, Planning Manager; E. White, Manager (Culture and Sports); M. Alexander, Manager (Housing Operations); C. Boyd, Risk and Safety Manager and A. Gibson, Committee Services Officer.

Also

Attending: T. Robinson and E. Terras (for items 4 to 9 only).

Apologies: O. Campbell, P. Davey, I Gall and D. Gemmell.

### **1. Declaration 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 16th January 2018 ([issued](#)) were submitted and approved.

### **3. Decision Log.**

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

### **Lifelong Learning.**

#### **4. Inspection of Ballantrae Primary and Early Years Centre: Education Scotland Report.**

There was submitted a report ([issued](#)) of 4th December 2017 by the Director of Educational Services advising of the Education Scotland Report on Ballantrae 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; having heard from Yvonne Templeton, Head Teacher; and having congratulated her and the school on an excellent Inspection Report

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

**5. Inspection of Braehead Primary and Early Years Centre: Education Scotland Report.**

There was submitted a report ([issued](#)) of 9th January 2018 by the Director of Educational Services advising of the Education Scotland Report on Braehead Primary School and Early Years Centre.

Having considered the contents of the report by Education Scotland as contained in Appendix 1 of the report; having heard Fiona McAvoy, Acting Head Teacher; and having noted that the recent concerns were a result of leadership rather than resources, the Panel

**Decided:** to agree that the main points for action would be addressed by the acting headteacher and the quality improvement officer and that progress would be monitored on a monthly basis and reported back to the quality improvement manager.

**6. Statutory Consultation on the Proposed Shared Educational Campus, Prestwick.**

There was submitted a report ([issued](#)) of 27th January 2018 by the Director of Educational Services seeking approval of the proposal document relating to

- (1) the proposed creation of a shared educational campus incorporating Glenburn Primary and St Ninian's Primary, and
- (2) the proposed closure and amalgamation of Glenburn Primary Early Centre and St Ninian's Primary Early Years Centre to create a new standalone early years centre as part of the new shared educational campus.

Having noted that this was the start of the process on this matter, the Panel

**Decided:**

- (a) to approve the proposal document as detailed in Appendix 1 of the report; and
- (b) to request the Director of Educational Services to issue the proposal document for consultation, and
- (c) to request the Director of Educational Services to submit a report on the outcome of consultation process to the meeting of South Ayrshire Council on 28th June 2018 for consideration and a decision.

**7. Statutory Consultation on the Proposed Maybole Community Campus.**

There was submitted a report ([issued](#)) of 27th January 2018 by the Director of Educational Services seeking approval of the proposal document relating to

- (1) the proposed Maybole Community Campus;
- (2) the proposed closure and amalgamation of Cairn Primary and Gardenrose Primary, and associated early years provision, and
- (3) the proposed relocation of St Cuthbert's Primary.

The Panel, having noted concerns raised regarding the possible location of a swimming pool and 52 week early learning provision in the proposed Maybole Community Campus

**Decided:**

- (a) to approve the proposal document, attached as Appendix 1 to the report, subject to paragraph (b) below;
- (b) that with regard to inclusion of a swimming pool and 52 week early learning provision in the proposed Maybole Community Campus, the Director of Educational Services be given delegated authority, in consultation with the Portfolio Holder for Lifelong Learning, to amend the proposal document to clarify these elements, prior to issuing for consultation; and
- (c) to request the Director of Educational Services to issue the proposal document (as amended) for consultation; and
- (d) to request the Director of Educational Services to submit a report on the outcome of the consultation process to the meeting of South Ayrshire Council on 28th June 2018 for consideration and decision.

**8. Educational Services Standards and Quality Report 2016/17.**

There was submitted a report ([issued](#)) of 19th January 2018 by the Director of Educational Services

- (1) advising of the Educational Services Standards and Quality Report, which covered the academic session August 2016 to June 2017; and
- (2) requesting that account is taken of the legislative requirements so that the future educational services improvement planning would run from September to August rather than March to April.

The Panel, having noted that, in the context of this report, staff in Educational Services within South Ayrshire were above the national average

**Decided:**

- (a) to approve the content of the Educational Service Standards and Quality Report for session 2016/17, as detailed in the report; and
- (b) to agree that, in line with the requirements of the Standards in Scotland's Schools (etc) Act 2000 as amended, planning for Educational Services would run from September to August each year rather than following the corporate service improvement planning timescales which runs from April to March.

**9. Proposed Changes to the Structure and Timing of the School Day in Secondary Schools.**

There was submitted a report ([issued](#)) of 17th January 2018 by the Director of Educational Services seeking approval for changes to the timing and structure of the school day in secondary schools in South Ayrshire.

Following questions from Members of the Panel when it was noted that the reduction of the lunch break would not affect children doing extra-curricular activities and that the schools would be able to cope with the extra demand on school canteens with healthier food options being provided compared to many of those outside of school grounds, the Panel

- **Decided:**

- (1) to reintroduce a ten minute personal support period at the start of each day in the non-denominational secondary schools;
- (2) to reduce the lunch hour in secondary schools from fifty minutes to forty minutes and continue to monitor the impact of this on pupils; and
- (3) to reduce the length of the school day on a Wednesday by fifty minutes.

**Economic Development, Tourism and Leisure.**

# CI

**10. Golf Development Academy.**

There was submitted a report ([issued](#)) of 6th February 2018 by the Head of Enterprise, Development and Leisure 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:**

- (1) to agree in principle with the preferred location within Belleisle Park identified for the Golf Development Academy; and
- (2) to request that the Ayrshire Golf Trust submit their finalised proposals and Business Plan which would form the basis of a report to the Panel for consideration in May 2018.

**11. Planning Enforcement Charter.**

There was submitted a report ([issued](#)) of 29th January 2018 by the Head of Enterprise, Development and Leisure seeking approval of an update to the South Ayrshire Planning Enforcement Charter, which required to be reviewed and updated biennially under the terms of the Planning etc. (Scotland) Act 2006.

Following questions from Members of the Panel regarding planning enforcement action, when it was noted that there were powers in some circumstances to have structures removed once erected, the Panel

**Decided:** to approve the updated Planning Enforcement Charter, as set out in Appendix 1 of the report.

**Corporate, Strategic and Community Planning.**

**12. Strategic Risk Management.**

There was submitted a report ([issued](#)) of 2nd February 2018 by the Head of Property and Risk advising of the reviewed Strategic Risk Register in line with the agreed reporting framework.

Having congratulated the officers involved for the clear format of this report, the Panel

**Decided:** to agree the ten key risks and to endorse the work currently being undertaken or proposed by risk owners to mitigate these risks.

**Health and Social Care.**

**13. Progress Report on Improvement Actions from the Inspection of Supported and Continuing Care Service Adult Placement Service completed on the 7th June 2017.**

There was submitted a report ([issued](#)) of 22nd January 2018 by the Head of Children's Services and Criminal Justice advising on the improvement activity and steps taken to raise standards to support young people in continuing care placements, following the inspection report of 2017.

The Panel

**Decided:**

- (1) to endorse improvement activity and steps taken to raise standards across the service to support young people in continuing care placements; and
- (2) to agree that an update be reported back to this Panel in April 2018.

**Resources and Performance.**

**14. Budget Management – Revenue Budgetary Control 2017/18 – Position Statement at 31st December 2017.**

There was submitted a report ([issued](#)) of 7th February 2018 by the Head of Finance and ICT advising on the financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2017/18, as at 31 December 2017.

The Panel, having commended the work of all Council staff in continuing to deliver within budgets throughout the year,

**Decided:**

- (1) to note the revised Directorate budgets following the budget movements, as outlined in the report;
- (2) to approve the budget transfers as outlined in the Directorate financial performance reports in Appendix 1, as summarised in the report; and
- (3) to approve the new requested earmarking for carry forward of resources to 2018/19, as outlined in the report.

**15. General Services Capital Programme 2017/18: Monitoring Report as at 31st December 2017.**

There was submitted a report ([issued](#)) of 6th February 2018 by the Head of Property and Risk advising on the actual capital expenditure and income, together with progress made on the General Services Capital Programme projects as at 31st December 2017 (Period 9).

The Panel

**Decided:**

- (1) to note the progress made on the delivery of the General Services Capital Programme to 31st December 2017, resulting in spend of £20,264,951, or 65.85%, as detailed in Appendix 1 the report; and
- (2) to approve the adjustments, contained in Appendix 2 of the report, leading to a revised in year budget of £27,365,189.

**16. Housing Capital Programme 2017/18: Monitoring Report as at 31st December 2017.**

There was submitted a joint report ([issued](#)) of 5th February 2018 by the Head of Housing and Facilities and the Head of Property and Risk advising on the actual capital expenditure and income, together with progress made on the Housing Capital Programme projects as at 31 December 2017 (Period 9).

Following questions from Members of the Panel, when it was noted that an application for the proposed traveller site in Girvan had been permitted, an update on the modernisation project spend being £2.292m less than the budget allocated and that the monies allocated for energy efficiencies were being used, the Panel

**Decided:**

- (1) to note the progress made on the delivery of the Housing Capital Programme to 31st December 2017, resulting in spend of £9,340,204, or 50.39%, as detailed in Appendix 1 of the report; and
- (2) to approve the adjustments contained in Appendix 2 of the report, leading to a revised in year budget of £14,682,788.

**17. Variation to Oder of Business.**

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

**18. Confidential Reports.**

In terms of Council Standing Order No. 13.1(12) in view of the urgency involved and having heard the Chief Executive advise that, due the recent number of leaks of confidential reports to the press, it was her intention to take a report on this matter to the next meeting of this Council's Audit and Governance Panel and that, in the meantime, all confidential reports for any meeting of this Council would now be issued only a day or two prior to that meeting, with a view to preventing unauthorised disclosure of confidential and exempt information, Panel Members concurred in this course of action.

**19. 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.

**20. Proposed Lease of Gas Governor Sites at Craigie Way, Ayr and Fullarton Drive, Troon.**

There was submitted a report (issued to members only) of 6th February 2018 by the Head of Property and Risk seeking consent to renew the lease for the site at Craigie Way, Ayr and Fullarton Drive, Troon for a period of 30 years.

The Panel

**Decided:** to grant authority to the Executive Director - Resources, Governance and Organisation

- (1) to agree both leases in favour of Scottish Gas Networks for a period of thirty years; and
- (2) to instruct Legal Services to conclude this transaction.

**21. Proposed Lease of Playing Fields at Winehouse Yett, Dundonald.**

There was submitted a report (issued to members only) of 2nd February 2018 by the Head of Property and Risk seeking consent to enter into a new twenty-five year lease with Dundonald Community, Sports, Recreation and Heritage Association for use as playing fields.

The Panel

**Decided:** to grant authority to the Executive Director - Resources, Governance and Organisation

- (1) to agree the lease in favour of Dundonald Community, Sports, Recreation and Heritage Association for a period of twenty-five years; and
- (2) to instruct Legal Services to conclude this transaction.

# C

**22. Proposed Acquisition of Land at Craigie Way, Craigie Park, Ayr.**

There was submitted a report (issued to members only) of 7th February 2018 by the Head of Property and Risk seeking approval to purchase the area of land, extending to approximately 4.7 hectares (11.61 acres), at Craigie Way, Ayr.

The Panel

**Decided:** to grant authority to the Executive Director – Resources, Governance and Organisation

- (1) to purchase an area extending to approximately 4.7 hectares (11.61 acres) at Craigie Way from the University of the West of Scotland on the terms outlined in the report; and
- (2) to request Legal Services to conclude this transaction.

### **23. ICT Security Health Check – Update.**

There was submitted a report (issued to members only) of 5th February 2018 by the Head of Finance and ICT

- (1) providing an update over progress to the remediation activities following the May 2017 ICT Security Health Check; and
- (2) seeking approval of the funding necessary to undertake additional critical remediation.

The Panel

**Decided:**

- (a) to note progress towards completing the remediation activities approved by Leadership Panel in September 2017;
- (b) to note the requirement to include the replacement of legacy ICT equipment and systems in the council's future-looking capital programme;
- (c) to approve additional expenditure of £252,000 in 2017/18 to be met from projected underspends within Resources, Governance and Organisation to purchase Oracle software licences; and
- (d) to approve the direct contract award of the Oracle software licences, in accordance with paragraph 23.1 of Standing Orders Relating to Contracts.

### **24. Authority to Accept Tenders.**

There was submitted a report (issued to members only) of 2nd February 2018 by the Head of Legal and Democratic Services seek approval to accept Tenders that were not the lowest priced Tenders.

The Panel

**Decided:** to grant authority to the Executive Director – Economy, Neighbourhood and Environment, in terms of Standing Order 18.2.3 of the Council's Standing Orders Relating to Contracts, to accept the Tender submitted by Radbury Double Glazing Ltd – Ayr, for the supply and installation of PVC windows, doors and associated products.

**25. Democratic Support – Revised Staffing Structure.**

There was submitted a report (issued to members only) of 5th February 2018 by the Head of Legal and Democratic Services seeking approval for the proposed changes within the Democratic Support staffing structure following completion of the Service Review of Democratic Support.

The Panel

**Decided:**

(1) to approve the deletion of the following posts within Democratic Support:

- 1 x Council/ Civic Officer Level 8 post;
- 1 x Assistant Senior Council/ Civic Officer Level 6 post;
- 2 x Council/ Civic Officer Level 4 posts;
- 1 x Members Services Officer Level 4 post; and
- 1 x 0.5 Clerical Assistant Level 4 post; and

(2) to approve the creation of the following posts within Democratic Support:

- 1 x Senior County Buildings Officer Level 7 post;
- 2 x County Buildings Officer Level 4 posts;
- 1 x Civic Driver/ County Buildings Officer Level 4 post; and
- 1 x 0.43 FTE Clerical Assistant (Messenger) Level 1 post.

**26. Consideration of Disclosure of the above Confidential Reports.**

**Decided:**

(1) to authorise the disclosure under Standing Order 32.4 of the following reports:-

- Proposed Lease of Gas Governor Sites at Craigie Way, Ayr and Fullarton Drive, Troon;
- Proposed Lease of Playing Fields at Winehouse Yett, Dundonald; and
- Democratic Support – Revised Staffing Structure;

(2) not to authorise the disclosure under Standing Order 32.4 of the whole or part of the following reports:-

- ICT Security Health Check – Update; and
- Authority to Accept Tenders; and

(3) to authorise the disclosure under Standing Order 32.4 of the following report after conclusion of the transaction:-

- Proposed Acquisition of Land at Craigie Way, Craigie Park, Ayr.

The meeting ended at 11.35 a.m.