

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 18th September 2018 at 10.00 a.m.

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

Attending: E. Howat, Chief Executive; T. Eltringham, Director of Health and Social Care; C. Caves, Head of Regulatory Services; T. Baulk, Head of Finance and ICT; D. Burns, Executive Manager, People Directorate; K. Carr, Executive Manager, Place Directorate; T. Simpson, Service Lead, Corporate Accounting; M. Baker, Service Lead - Corporate Planning and Improvement, C. Monaghan, Service Lead – Community Services and Facilities; K. Anderson, Service Lead - Corporate and Housing Policy; D. Yuille, Service Lead – Special Property Projects; P. Bradley, Service Lead - Professional Design Services; N. Gemmell, Acting Service Lead - Revenues and Benefits; R. Kingisepp, Capital Planning Co-ordinator, M. Burns, Community Learning Co-ordinator; F. McDougall, Quality Improvement Manager; J. Wilson, Quality Improvement Officer; J. Galloway, Co-ordinator (Pupil Services); B. Mcpherson, Head Teacher, Maidens Primary School, L. Gray, Head Teacher, St. John's Primary School; S. Turner and K. Braidwood, Ayrshire Roads Alliance; E. Savory, NHS, Ayrshire and Arran; and A Gibson, Committee Services Officer.

Also

Attending: S. Butchart, I Gall, D. Gemmell, T. Robinson and E. Terras (for items 5 to 10 only).

Apology: P. Davey.

1. **Chair's Remarks.**

The Chair welcomed Sam Butchart, pupil representative, to his first meeting of this Panel.

2. **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.

3. **Minutes of previous meeting.**

The minutes of 21st August 2018 (issued) were submitted and approved.

4. Decision Log.

Having heard various further updates to the Log, the Panel

Decided:

- (1) to approve
 - (a) the list of overdue actions and that an update on the Council's single use plastic pledges be provided to Members; and
 - (b) the actions listed with revised due dates; and
- (2) to note the recently completed actions.

Lifelong Learning.

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

There was submitted a report (issued) of 10th September 2018 by the Depute Chief Executive and Director – People in respect of the Education Scotland report on Maidens Primary School and Early Years Centre.

Having heard the Head Teacher, Maidens Primary School and following a question from a Member, the Panel noted that children are treated as individuals and their specific needs catered for in order to keep them motivated and

Decided: to agree that the main point for action would be addressed by the Head Teacher and Quality Improvement Officer.

6. Inspection of St John's Primary: Education Scotland Report.

There was submitted a report (issued) of 10th September 2018 by the Depute Chief Executive and Director – People in respect of the Education Scotland report on St. John's Primary School, Ayr.

Having heard the Head Teacher, St. John's Primary School, Ayr and following a question from a Member, the Panel noted the need for engagement with families and how this has improved over the years and

Decided: to agree that the main points for action would be addressed by the Head Teacher and Quality Improvement Officer.

7. Outcome of the Statutory Consultation relating to the Proposed Amendments to South Ayrshire Council's Primary School Admissions, P7-S1 Secondary School Transfers and Placing Request Arrangements.

There was submitted a report (issued) of 10th September 2018 by the Depute Chief Executive and Director – People seeking agreement to amend primary school admissions criteria and P7-S1 secondary school transfers and placing request arrangements following the recent conclusion of a statutory consultation.

Having heard clarity be given on the rights of children to be placed in schools where their siblings attended, the Panel

Decided: to agree

- (1) that where there were more catchment children entering primary school at P1 or S1 in a secondary school, the placing request criteria would be used to determine which children were allocated a space;
- (2) that the placing request criteria should be amended to give priority to Roman Catholic children or young people who wished to attend their denominational catchment school and who had a Roman Catholic baptismal certificate; and
- (3) that the actions in paragraphs 2.1.2 and 2.1.3 of the report would take effect from commencement of the P1 enrolment and S1 transfer process from session 2019/20.

8. An Update on Breakfast Clubs in South Ayrshire Schools.

There was submitted a report (issued) of 10th September 2018 by the Depute Chief Executive and Director – People detailing an update on breakfast clubs in schools across South Ayrshire.

Having noted that Carrick Academy did have a breakfast Club; that the relevant officer would provide Members with further detail on the Clubs run in South Ayrshire to include a breakdown of Clubs run by schools and those run by private companies; that Clubs run by private companies should be asked if they could reduce their costs; and having acknowledged the work being undertaken by staff, parents and food suppliers to facilitate these Clubs, the Panel

Decided:

- (1) to approve the contents of the report; and
- (2) to request the Depute Chief Executive and Director – People to provide an annual update via the Members' Bulletin.

9. South West Educational Improvement Collaborative Phase 2 Plan.

There was submitted a report (issued) of 10th September 2018 by the Depute Chief Executive and Director – People seeking approval for the South West Education Improvement Collaborative (SWEIC) Phase 2 plan which had been submitted as a draft to Education Scotland on 3rd September 2018.

Following questions from Members and having discussed partnership working and that this Plan would go forward to closing the attainment gap in schools, the Panel

Decided:

- (1) to approve the SWEIC Phase 2 plan, as detailed in Appendix 1 of the report; and
- (2) to delegate authority to the Chief Executive and the Depute Chief Executive and Director – People, as collaborative leads, to create such posts as determined by the workforce plan, Appendix 2 and within the additional resource made available by Scottish Government.

Rev. Gemmell left the meeting at this point.

10. Community Learning and Development Plan 2018-21.

There was submitted a report (issued) of 10th September 2018 by the Depute Chief Executive and Director – People inviting the Panel to approve the South Ayrshire Community Learning and Development (CLD) Plan 2018-2021.

Following questions from Members and having noted that there was a close working relationship with partners, including South Carrick; and that rural accessibility was an issue which would continue to be examined, the Panel

Decided: to approve the South Ayrshire Community Learning and Development Plan 2018 - 2021.

Sustainability and the Environment.

11. Bridge of Coyle.

There was submitted a report (issued) of 12th September 2018 by the Director – Place detailing further information regarding the options available to manage the deterioration of the Bridge of Coyle.

Having reviewed the previous decision not to approve proceeding with the replacement of this bridge as detailed previously in the Ayrshire Roads Alliance 2018/19 Service Plan and as included in the South Ayrshire Council General Services Capital Programme and following discussion regarding the proposed option of strengthening/replacement of this bridge and how it was felt this money could be better utilised, the Panel

Decided:

- (1) to note the contents of this report;
- (2) to impose a weight limit on the bridge and to combine this with continued monitoring of the bridge; and
- (3) to agree that the resources that would be released from not proceeding with the replacement of the bridge be instead invested in roads, in line with the agreed matrix.

12. Alloway to Burton Underpass Link.

There was submitted a report (issued) of 13th September 2018 by the Director – Place providing additional information in respect of the proposed Alloway to Burton underpass link project which had initially been included within the Ayrshire Roads Alliance Road Improvement Plan.

Following discussion with Members regarding consultation that had been undertaken and the consultation with Members, the Panel

Decided: to agree

- (1) to consult with Ward 7 Members of this Authority, community councils and local businesses on this proposal, prior to any further agreement on the Underpass Link and that subsequently external grant award monies to undertake this project in 2018/19 could no longer be utilised; and
- (2) that an update be reported to this Panel prior to the end of this year.

13. Footway Improvement Plan 2018-19.

There was submitted a report (issued) of 10th September 2018 by the Director – Place seeking approval for the Footway Improvement Plan to be introduced in addition to the current Road Improvement Plan for 2018/19.

Having noted that a similar report would be presented to Panel next year, when the Capital Budget had been agreed, the Panel

Decided: to approve the Footway Improvement Plan for 2018/19, as contained in Appendix 1 of the report.

14. Ayrshire Shoreline Management Plan.

There was submitted a report (issued) of 11th September 2018 by the Director – Place advising of the Ayrshire Shoreline Management Plan.

Following questions from Members and having noted that the costings of the detailed coastal flooding and erosion feasibility study between Ardrossan to Troon would be split pro-rata between South Ayrshire Council and North Ayrshire Council and that some parts of the shoreline were under private ownership, the Panel

Decided:

- (1) to approve the Ayrshire Shoreline Management Plan and its associated Strategic Environmental Assessment and Habitats Regulations Assessment; and
- (2) to note that regular progress updates were provided to the Ayrshire Shared Services Joint Committee.

15. Transport (Scotland) Bill – Call for Evidence.

There was submitted a report (issued) of 10th September 2018 by the Director – Place requesting agreement to a Council response to the Scottish Parliament consultation on the Transport (Scotland) Bill.

Following questions from Members of the Panel and having noted that any costs with financing the changes would be funded by central government, that with the introduction of the Bill there should be more powers available to the Roadworks Commissioner to have roads re-instated where utility companies have been working, the issue of bus services, the Panel

Decided:

- (1) to approve the proposed responses to the Transport (Scotland) Bill for submission to the Scottish Parliament: the Rural Economy and Connectivity Committee and the Finance and Constitution Committee;
- (2) to request the Head of Roads to make the responses to the Scottish Parliament within the timescales stated in this report; and
- (3) to request the Head of Roads to continue engagement with the Scottish Parliament on this matter.

Economic Development, Tourism and Leisure.

16. Progress with the Development of a Golf Academy.

There was submitted a report (issued) of 13th September 2018 by the Depute Chief Executive and the Director – People

- (1) providing an update on progress with developing a Golf Academy in South Ayrshire; and
- (2) seeking agreement on the next steps.

The Panel

Decided:

- (a) to note the ongoing work to refine the draft business plan with relevant officers;
- (b) to note the specific work now being done to crystallise the implications for the Council of the preferred location at Belleisle Park and the Old Racecourse and that a report detailing these would be reported to Leadership Panel in November 2018; and
- (c) to agree that the Ayrshire Golf Trust could apply for capital funding without prejudice to the Council.

Corporate, Strategic and Community Planning.

17. Consideration of Confidential/Exempt Information.

There was submitted a report (issued) of 12th September 2018 by the Chief Executive

- (1) providing an update on the adequacy of current arrangements for the distribution/consideration of reports containing confidential/exempt information; and
- (2) seeking approval for implantation of the additional actions proposed.

The Panel

Decided:

- (a) to approve the contents of this report;
- (b) to request that the Chief Executive arrange for provision of mandatory training and implementation of the action proposed, as detailed in paragraph 4.2 of the report; and
- (c) to agree that, at political briefings, where confidential reports were to be discussed prior to the Leadership Panel/Council meeting, the relevant officer provide Members with a copy of that report but that it be collected from them at the conclusion of the briefing.

18. Approval of Directorate Plans to Deliver the Council Plan 2018–2022.

There was submitted a report (issued) of 12th September 2018 by the Depute Chief Executive and Director – People presenting the Directorate Plans for approval and to agree the next steps of the Performance Management Framework.

The Panel

Decided:

- (1) to approve the Directorate Plans for People, Educational Services, Place and Governance and Corporate Support, as attached at Appendices 1a, 2 and 3 of the report;
- (2) to agree to a revised Performance Management Framework being presented to this Panel on 27th November 2018 for approval;
- (3) to agree to relevant performance measures for the People, Place and Governance and Corporate Support Plans be presented to this Panel for approval on 27th November 2018; and
- (4) to remit the scrutiny of performance against the above plans to the Service and Performance Panel on a phased six monthly basis.

19. Ayrshire Shared British Sign Language (BSL) Local Plan.

There was submitted a report (issued) of 12th September 2018 by the Depute Chief Executive and Director – People providing details of the Ayrshire British Sign Language (BSL) Local Plan.

The Panel

Decided:

- (1) to note the requirement for public bodies in Scotland to publish a BSL Local Plan every six years, showing how they would promote and support BSL;
- (2) to approve the Ayrshire Shared British Sign Language Plan, as detailed in Appendix 1 of the report; and
- (3) to agree that progress on the associated action plan be included within the annual Equalities Mainstreaming and Outcomes report.

20. Care at Home Service Care Inspectorate Report.

There was submitted a report (issued) of 28th August 2018 by the Director of Health and Social Care advising of further details of their improvements made within the care at Home Service in relation to the last Care Inspectorate report in respect of South Ayrshire Care and Home Service dated 28th December 2017.

The Panel, having noted that there had been an informal meeting with the Care Inspectorate and that progress was proceeding well,

Decided: to note the actions that had been taken to effectively address the issues and gaps within the Service.

Housing and Customer Services.

21. Housing First Pilot Project.

There was submitted a report (issued) of 10th September 2018 by the Depute Chief Executive and Director – People detailing proposals to establish a Housing First pilot project in South Ayrshire to deliver a targeted response to repeat homelessness among people with complex needs.

Following questions from Members and having noted that the two proposed posts would be advertised internally and the complex issue of allocation and how this would be conducted, the Panel

Decided:

- (1) to agree to the delivery of a Housing First pilot project to provide accommodation and intensive, person-centred support to homeless people with complex needs;
- (2) to agree to allow for allocations to Housing First clients to be made under Special Circumstances arrangements;
- (3) to authorise officers to proceed with the recruitment of two temporary, full-time staff members to deliver and facilitate access to appropriate wraparound support for Housing First clients ; and
- (4) to agree that for the posts detailed at (3) above, the possibility of making these posts permanent be examined when future budgets were being compiled.

Resources and Performance.

22. Budget Management – Revenue Budgetary Control 2018/19 – Position at 31st July 2018.

There was submitted a report (issued) of 11th September 2018 by the Head of Finance and ICT detailing a financial review of the General Services revenue account, Housing Revenue account and Common Good Accounts for 2018/19 as at 31st July 2018.

Following a question from a Member when it was noted that there was a requirement for a Recovery Plan with regard to over spend within the Health and Social Care Partnership, the Panel

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, as detailed in Appendix 1 and summarised in the report;
- (3) to approve the requested earmarking of resources to be carried forward to 2019/20 as summarised in the report and the commitment of the £0.223m. Change Fund from uncommitted reserves, as identified in the report; and
- (4) to note the significant £4.030m. projected over spend in the Health and Social Care Partnership and further note that a recovery plan required to be developed and approved by the Integration Joint Board as soon as possible and thereafter the Council should seek direction from the Integration Joint Board as to what action was required to be taken.

23. Service Review – Revenues and Corporate Accounting.

There was submitted a report (issued) of 12th September 2018 by the Head of Finance and ICT seeking approval of the findings of the service review of Revenues team (within the Revenues and benefits service) and the Corporate Accounting service.

Following a question from a Member and having noted that all steps were being taken to ensure that residents in South Ayrshire were accessing all the benefits available to them, the Panel

Decided: to approve the findings and the following proposals, as detailed in Appendix 1 of the report:-

- (1) to combine the existing separate teams (Council Tax and Non Domestic Rates (NDR/Other Income/System Admin) into one Revenues Team;
- (2) to re-focus the Corporate Accounting function around the core business support needs through four focused support teams;
- (3) to transfer the Health and Social Care operational front-facing activity to sit within the Revenues and Benefits service;
- (4) to transfer the Accounts Payable activity to Procurement, operating within the Place Directorate; and
- (5) to combine the Treasury and Cashiers activity within the newly created Corporate Finance team.

24. General Services Capital Programme 2018/19: Monitoring Report as at 31st July 2018.

There was submitted a report (issued) of 11th September 2018 by the Director – Place advising on the actual capital expenditure and income, together with progress made on the General Services capital programme projects as at 31st July 2018 (Period 4) 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 July 2018, resulting in spend of £10,707,704 or 21.09%, as detailed in Appendix 1 of the report;
- (2) to approve the adjustments, as contained in Appendix 2 of the report; and
- (3) to approve the revised budget for 2018/19 at £42,620,947, as highlighted in Appendix 2 of the report.

25. Housing Capital Programme 2018/19: Monitoring report as at 31st July 2018.

There was submitted a report (issued) of 11th September 2018 by the Director – Place providing an update on the actual capital expenditure and income, together with progress made on the Housing capital programme projects as at 31st July 2018 (Period 4) and to agree the changes to budgets in 2018/19 and future years.

Following a question from a Member and after the detail of the adjustments to the Programme were reported, the Panel

Decided:

- (1) to note the progress made on the delivery of the Housing Capital Programme to 31st July 2018, resulting in spend of £4,606,986 or 15.9%, 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 £22,434,854, as highlighted in Appendix 2 of the report.

26. Northgate Revenues and Benefits System Upgrade.

There was submitted a report (issued) of 11th September 2018 by the Head of Finance and ICT requesting that the Panel agree the direct award of a contract to upgrade the Council's Revenues and benefits Northgate software system.

The Panel

Decided: to agree, in accordance with paragraph 22.1 of the Standing Orders Relating to Contracts, to approve the direct award of a contract to Northgate to upgrade the current document management and workflow module that was being de-supported as of 31st March 2019.

27. 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 and 6 of Part 1 of Schedule 7A of the Act.

28. Integration of the Contracts and Commissioning Team into the Council's Procurement Service.

There was submitted a report (issued to Members only) of 14th September 2018 by the Director - Place seeking approval to transfer two full-time equivalents (FTEs) from the Health and Social Care Partnership (HSCP) Contracts and Commissioning team into the Council's Procurement service.

The Panel

Decided:

- (1) to approve the transfer of two FTEs from the HSCP Contracts and Commissioning team into the Council's Procurement Service by 31st December 2018; and
- (2) to request that a further review be undertaken within a year.

Health and Social Care.

29. Health and Social Care Management Structure Review.

There was submitted a report (issued to Members only) of 12th September 2018 by the Director of Health and Social Care detailing an update on the review of Health and Social Care Partnership (HSCP) structural and management arrangements.

Following a question from a Member and having noted that the Structure would be implemented as soon as possible, the Panel

Decided:

- (1) to approve the proposed management restructure within the Health and Social Care Partnership;
- (2) to request the Chief Executive and Director of Health and Social Care to report to Leadership Panel in October 2018 on proposals of the role of the Chief Social Work Officer; and
- (3) to note the range of actions being undertaken by the HSCP to deliver service change and redesign.

Economic Development, Tourism and Leisure.

30. Hangar Proposal at Glasgow Prestwick Airport (GPA).

There was submitted a report (issued) of 14th September 2018 by the Director – Place seeking approval to progress with the design development and procurement of lease negotiations for a new 28,000ft hangar at Glasgow Prestwick Airport to enable growth of aircraft maintenance repair and operations (MRO) activity specifically with Company A in South Ayrshire.

Having noted the jobs that would be created with this proposal, the Panel

Decided:

- (1) to approve the submission of a New Project Request (NPR) to HubSW for the procurement and delivery of the proposed new hangar at Glasgow Prestwick Airport;
- (2) to grant authority to the Director – Place to finalise ground lease terms with Glasgow Prestwick Airport and heads of terms with Company A; and
- (3) to request that the Director – Place bring forward a further report to Leadership Panel prior to Financial Close with details of the agreed final costs, programme and financial package for the hangar for approval prior to construction.

31. Consideration of Disclosure of the above Confidential Reports.

Decided:

- (1) to authorise the disclosure under Standing Order 32.4 of the following reports:-
 - Integration of the Contracts and Commissioning Team into the Council's Procurement Service; and
 - Health and Social Care Management Structure Review; and

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

- Hangar Proposal at Glasgow Prestwick Airport (GPA).

The meeting ended at 12.25 p.m.