

## **LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr  
on 22nd May 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; D. Hutchison, Depute Chief Executive and Director - People; D. Gillies, Director – Place; K. Leinster, Head of Community Health and Care Services; T. Baulk, Head of Finance and ICT; K. O’Hagan, Head of Employee and Customer Services; W. Carlaw, Service Lead – Democratic Governance; C. Monaghan, Service Lead – Community Services and Facilities; D. Yuille, Service Lead – Special Property Projects; G. Farrell, Acting Service Lead – Organisational Development; A. Wilson, Co-ordinator (Registration, Records and Information); G. l’Anson, Chief Inspector, Police Scotland; and E. Wyllie, 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 24th April 2018 (issued) were submitted.

In relation to Page 6, paragraph 14 of these Minutes relating to the report ‘*Approvals under Delegated Authority during Period of Recess*’ and, more specifically, the acquisition of land at Craigie detailed within that report, the Director - Place had been given authority to seek and accept more favourable terms. He advised that more favourable terms had been negotiated on the terms agreed as follows:-

- 1 – 2 years, clawback of 75% of profit;
- 2 - 10 years clawback of 60% of profit; and
- no buyback provision.

#### **Decided:**

- (1) to approve the Minutes of the meeting of 24th April 2018, subject to amendment in that provision be made to allow the Director – Place to continue negotiations in relation to the acquisition of land at Craigie with a view to reaching more favourable terms; and
- (2) to note the update provided by the Director – Place in relation to the outcome of these further negotiations as outlined below with a view to these being concluded by 25th May 2018:-
  - 1 – 2 years, clawback of 75% of profit;
  - 2 - 10 years clawback of 60% of profit; and
  - no buyback provision.

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

Following a question in relation to the current status of the overdue action relating to the proposed acquisition of land at Craigie Way, Craigie Park, Ayr, it was noted that this should be completed in the near future. It was also noted that there was an error in one of the Portfolio-holders listed against an action.

The Panel

#### **Decided:**

- (1) to approve
  - (a) [the list of overdue actions](#) subject to amending the Portfolio-holder against one of the reports; and
  - (b) [the actions listed with revised due dates](#); and
- (2) to note [the recently completed actions](#).

#### **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.

### **Health and Social Care.**

#### 4. **Care at Home Service Care Inspectorate Report.**

There was submitted a [report](#) (issued) of 1st May 2018 by the Head of Community Health and Care Services advising of the Care Inspectorate Report in relation to South Ayrshire Care at Home Service and the plan of action and activity following the inspection.

Concerns were raised by Members of the Panel and assurances sought that the proposed actions would effectively address issues and gaps in processes identified by the Care Inspectorate to make the necessary improvements. Specifically, questions were asked in relation to the management restructure; staffing matters relating to recruitment, training, supervision and appraisal; performance; private sector provision and inspection; and any lessons learned which could be replicated in other parts of the service.

The Head of Community Health and Care Services explained the reasons for the time it took to implement the changes to the management structure following the Leadership Panel's decision at its meeting of 14th March 2017. It was noted that the management structure to deliver the action plan was now in place and focussed on undertaking these improvement activities.

The Panel, having considered the contents of the Inspection Report issued by the Care Inspectorate in respect of the Care at Home Service and having enquired into the position of some partially completed actions

**Decided:**

- (1) to approve the action plan which had been put in place following the inspection;
- (2) to agree the adequacy of the actions proposed to address the issues identified; and
- (3) to request the Head of Community Health and Care Services to provide an update report to this Panel at its meeting on 21st August 2018 on the review of the Care at Home Improvement Plan particularly those actions shown as partially completed at this time.

**5. Improvement Actions from Inspection of Cunningham Place Children's House.**

There was submitted a [report](#) (issued) of 16th April 2018 by the Head of Community Health and Care Services outlining the outcomes of an unannounced inspection by the Care Inspectorate on 6th February 2018 of Cunningham Place Children's House.

Questions were asked by Members of the Panel in relation to the management structure, training, the planning and introduction of a young person into the House and the group dynamics; and risk assessments. It was noted that the management of the three Care Houses was being looked at since each House met a different need. In terms of training, a calendar was being put in place for all social work services which covered care at home and residential care. Also, the Head of Community Health and Care Services commented on the planning which was in place to introduce new children to a House and this considered the needs of the group as well as the young person although, sometimes planning could be difficult as a result of a decision made by the Children's Reporter. It was noted that monitoring and risk assessments were undertaken to meet the needs of the young person as well as external advocacy support being in place to work with young people.

Following consideration of the requirements and recommendations made by the Care Inspectorate, the Panel,

**Decided:** to endorse the improvement activity.

**Corporate, Strategic and Community Planning.**

**6. South Ayrshire Local Policing Plan 2018-21.**

There was submitted a [report](#) (issued) of 15th May 2018 by the Depute Chief Executive and Director – People inviting the Panel to agree the South Ayrshire Local Policing Plan 2018-21.

Following a question in relation to the diverse nature of South Ayrshire and the ability to support both urban and rural areas, the Chief Inspector referred to the action plan and gave examples of how Police Scotland delivered a range of activities across South Ayrshire. In relation to increasing School Campus Police Officers, it was noted that a report would be submitted to the next meeting of this Panel.

A further question was asked in relation to community policing and the visibility of police officers on the streets and the Chief Inspector commented that he had a finite resource so the focus was on areas of greater risk although this area was being worked on.

The Panel, following consideration,

**Decided:**

- (1) to approve the South Ayrshire Local Policing Plan 2018-21 with the inclusion of Carrick villages within Diagram 1 of the Plan relating to the policing structure in South Ayrshire and community policing; and
- (2) to note that a report on the potential for increasing School Campus Police Officers would be submitted to the next meeting of the Leadership Panel on 12th June 2018.

**Resources and Performance.**

**7. Data Protection Policy 2018.**

There was submitted a [report](#) (issued) of 15th May 2018 by the Chief Executive seeking approval of the updated Data Protection Policy 2018 to replace the Data Protection Policy 2016.

The Panel

**Decided:**

- (1) to approve the Data Protection Policy 2018 (attached as Appendix 1 to the report) to replace the Data Protection Policy 2016; and
- (2) to agree that the Policy would be further reviewed following implementation of the Data Protection Act 2018.

**8. Council Tax and Housing Benefit Overpayment Write-Off.**

There was submitted a [report](#) (issued) of 15th May 2018 by the Head of Finance and ICT seeking approval to write-off Council Tax arrears and Housing Benefit Overpayments which had been recovered by a Proceeds of Crime Act (POCA) Confiscation Order.

A question was asked in relation to whether a request could be made to the Scottish Government for the monies recovered as a result of the POCA Confiscation Order and it was noted that any request was unlikely to be successful however the Council do likely benefit through Cashback to Communities initiatives from the Scottish Government.

The Panel

**Decided:** to approve the write-off of Council Tax debt amounting to £1,840.81 and Housing Benefit Overpayments debt amounting to £14,603.60.

**9. South Ayrshire Way – Employee Volunteering Policy.**

There was submitted a [report](#) (issued) of 15th May 2018 by the Head of Employee and Customer Services seeking approval to introduce an Employee Volunteering Policy, to be linked to other charitable and fundraising activities under a single banner – South Ayrshire Supports – as part of The South Ayrshire Way.

The Panel, having welcomed this approach

**Decided:**

- (1) to approve the introduction of an Employee Volunteering Policy; and
- (2) to agree to link the Policy with other charitable and fundraising activities under a single banner – South Ayrshire Supports – as part of The South Ayrshire Way.

**10. Enhancements to Special Leave Policy.**

There was submitted a [report](#) (issued) of 15th May 2018 by the Head of Employee and Customer Services seeking approval to amend and enhance the Special Leave Policy with regard to Community Emergency Service and Cases of Premature Birth.

The Panel, having welcomed this approach

**Decided:** to approve the proposals outlined in the report.

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**11. Office Rationalisation.**

There was submitted a [report](#) (issued) of 16th May 2018 by the Director – Place seeking approval to carry out further work to explore the options available to the Council in relation to the rationalisation of its office accommodation.

The Panel

**Decided:**

- (1) to note the update on the planning process for the new office;
- (2) to approve the proposals to initiate a workstream to explore the options now available to the Council in relation to the rationalisation of its office accommodation; and
- (3) to request the relevant Officers to submit a further report to Leadership Panel for consideration at its meeting on 21st August 2018 on the output of the workstream.

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## 12. **Participatory Budgeting 2017/18.**

There was submitted a [report](#) (issued) of 16th May 2018 by the Depute Chief Executive and Director – People

- (1) providing an update on participatory budgeting activity during 2017/18;
- (2) inviting agreement that Council monies allocated at future small grant participatory budgeting events should support delivery of the priorities set out in the Council Plan; and
- (3) outlining that work was underway to consider options to deliver against the requirement from the Scottish Government that by 2020, a minimum of 1% of Council budget allocation should involve participatory processes and to advise of any points that they wished considered as that work was taken forward.

The Panel

### **Decided:**

- (a) to note the information provided on how Participatory Budgeting had been taken forward during 2017/18;
- (b) to agree that Council monies allocated at future small grant participatory budgeting events should support delivery of the priorities set out in the Council Plan 2018-22;
- (c) to note that work was underway to consider options to deliver against the requirement from the Scottish Government that by 2020, a minimum of 1% of Council budget allocation should involve participatory processes; and
- (d) to request that Officers submit a paper to a future meeting of Leadership Panel prior to 31st May 2019 setting out options for participatory processes to influence a minimum of 1% of Council budget allocation.

## 13. **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 item of business on the grounds that it involved the likely disclosure of exempt information in terms of paragraph 9 of Part 1 of Schedule 7A of the Act.

## 14. **Ayr Grammar Project – Update and Advanced Works.**

There was submitted a report (issued to members only) of 16th May 2018 by the Director – Place providing an update on progress for the Ayr Grammar Project and seeking approval to instruct SWHub to carry out advanced works prior to Financial Close.

Following questions from Members of the Panel in relation to the projection of early years provision, the Depute Chief Executive and Director – People confirmed the process in place to estimate demand and the ongoing need to use partner providers to ensure the Council can meet the demand.

The Panel

**Decided:**

- (1) to note the progress made in procurement and design development together with an update on the overall project costs and programme;
- (2) to approve an increase to the already approved early works package from the allocated funding for advanced works by £150,000 and to approve the recommendation to instruct SWHub to carry out these works; and
- (3) to grant authority for the Director - Place to execute the necessary documents for the advanced works on behalf of the Council.

**15. Consideration of Disclosure of the above Confidential Report.**

**Decided:** having noted that publicity surrounding the project would be generated in due course, not to authorise the disclosure under Standing Order 32.4 of the whole or part of the following report:-

- Ayr Grammar Project – Update and Advanced Works;

The meeting ended at 11.20 a.m.