

## **AYRSHIRE SHARED SERVICES JOINT COMMITTEE**

Minutes of meeting in County Buildings, Wellington Square, Ayr,  
on 25 April 2019 at 10.00 a.m.

- Present: Councillors Ian Cochrane (Chair), Bob Pollock, Alec Clark and Philip Saxton (all South Ayrshire Council); and Councillors Tom Cook, John McGhee, Douglas Reid and Jim Roberts (all East Ayrshire Council).
- Attending: Catriona Caves, Head of Regulatory Services; and Kevin Carr, Executive Manager – Place Directorate (both South Ayrshire Council); Stewart Turner, Head of Roads, and Kerr Chalmers, Traffic and Road Safety Manager (both Ayrshire Roads Alliance); and Eillen Wyllie, Committee Services Officer (South Ayrshire Council).

### **Opening Remarks**

It was noted that the APSE Award photo call which had been scheduled to take place at the start of the meeting had been cancelled due to two of the award winners undertaking an exam today. The photo call would be re-arranged at another time.

#### **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 February 2019 ([issued](#)) were submitted and approved.

### **Matters arising.**

In relation to the use of drone technology to undertake bridge inspections, it was noted that this technology had now been used successfully on a number of bridge sites with its use being continued on future inspections.

#### **3. Risk Report and Register.**

There was submitted a report ([issued](#)) of 27 March 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the management of risk associated with the Ayrshire Roads Alliance.

The Head of Roads advised that the Register had been updated as per the discussion at the previous meeting on 15 February 2019. He commented on the ongoing discussions with Transport Scotland in relation to Britain exiting the EU. A full discussion took place around the exit from the EU including matters such as potential queuing at ports and congestion on road networks. In terms of staffing matters and obtaining goods and products such as fuel, salt and vehicle parts, it was noted that there should be little risk to the ARA. Any road impacts on the trunk roads were the responsibility of Transport Scotland. In terms of the Scottish Transport Strategy, it was asked whether there was scope to strengthen the case around the road networks in light of Britain leaving the EU.

The Head of Roads would further discuss any impacts emerging from the Ports, including the Port of Ayr, with Transport Scotland although it was thought that the risk could be minimal. Members would be updated at a future meeting as the leaving date and exit situation became clearer.

A question was asked by a Member of the Joint Committee in relation to whether risks associated with grass / forest fires should be incorporated within the Risk Register and the Head of Roads advised that he would include this within the Register.

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

**Decided:**

- (1) to note the risk register presented in the report;
- (2) to continue to receive updates on progress including a new risk associated with grass / forest fires; and

**4. Business Case Update.**

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the progress being made against the Ayrshire Roads Alliance Business Case.

The Head of Roads presented the report and gave an overview of progress made at the half way stage of the Business Case which had another five years to run. He commented that although budgets had reduced over the time of the ARA, performance had been improving partly due to the introduction of new technology and sharing arrangements.

Following various questions by Members of the Joint Committee, the Head of Roads responded as follows:-

- (1) in relation to the sharing of equipment and whether the savings from this arrangement could be used, for example, to cut hedge growth around signage, the Head of Roads commented that savings were utilised for a prioritised work programme and that there was also a sign cleaning programme in place. It was noted that other / additional pieces of equipment were being reviewed for purchase leading to greater effectiveness as well as further efficiencies. It was suggested that resultant savings should be re-invested into ARA;
- (2) in respect of the purchase of new equipment / replacements and whether this was part of the Business Case, the Head of Roads advised that fleet was contained within the Business Case and that the service were currently reviewing a move to the use of electric vehicles. It was noted that there was a Fleet Management Business Plan. In terms of plant / machinery, this came from revenue budgets. Although included within reports, future reporting would highlight these matters;
- (3) in terms of community work locations to boost local economies, the Head of Roads commented on the concept of smarter and flexible working which would support this approach;

- (4) in relation to signage, sandbags etc. left on site once contractors had completed work and, as this was not the fault of ARA, could uplift costs be recouped. The Head of Roads advised that this was a problem not only with contractors but also with other public bodies / utilities, possibly through forgetting to uplift signage. It was noted that the charging approach could be undertaken but currently was not due to resources. It was suggested that a 'sign-off' approach by a Clerk of Works could assist in this matter and the Head of Roads would investigate this option; and
- (5) in terms of self-promotion and publicity to celebrate the winning of awards and other good news stories, it was noted that efforts were made to publicise and officers would try to be more proactive in this regard.

Further questions were asked about the white lining and hot box vehicles and the Head of Roads responded on the current provision.

A discussion took place in relation to the replacement LED lighting programme and the progress being made by the Project Manager with each design conforming to the British Standard.

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

**Decided:**

- (a) to request further updates at a future stage in relation to the delivery of the Ayrshire Roads Alliance Business Case;
- (b) to note the significant progress made to deliver the Business Case which had been presented to both Councils on 27 June 2013;
- (c) to note, from a financial perspective, that the budgets had been realigned to ensure the Business Case savings targets of £8.634 million would be achieved; and
- (d) to note that regular progress updates would continue to be provided to the Joint Committee on Works Programmes; Service Performance; Risk Issues; and progress against the Service Plan.

**5. Update on Transport (Scotland) Bill.**

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made on the Transport (Scotland) Bill.

A full discussion took place in relation to Part 4 of the Bill relating to Pavement Parking and Double Parking and how could this be implemented in practice and who would enforce it. It was noted that some residential streets were narrow and it would be difficult for a bus / bin lorry to negotiate around parked cars, otherwise. The Traffic and Road Safety Manager commented that similar concerns had been raised with the Parking Standards Group and that further detail on this matter would be sought over the next month.

Comments were made in relation to Part 5 – Road Works regarding roadwork inspections and the quality of works with a view to recovering charges where works have not been completed satisfactorily. Further comments were made in respect of Council employees exposed to roadside dangers when uplifting rubbish from verges and, if this was as a result of work undertaken by Transerve, then would it have responsibility for uplift.

Concerns were made in respect of Part 2 – Bus Services and whether local councils might have to subsidise routes where bus companies were not providing an adequate service.

It was noted that Officers would keep the above comments and concerns in mind as discussions evolved with the Scottish Parliament on the next stages of the Bill.

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

**Decided:**

- (1) to instruct the Head of Roads to continue engagement with the Scottish Parliament on this matter; and
- (2) to request further updates as the position on the developing Transport (Scotland) Bill became clearer.

**6. Roadworks Programme 2018/19.**

There was submitted a report ([issued](#)) of 9 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the final position with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2018-2019.

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 on matters raised. He would also circulate details around the costs associated with the LED programme.

Following a question, it was noted that white lining requirements were not included in this programme as this was undertaken by sub-contractors and, therefore, classed as revenue expenditure. The Head of Roads asked members to advise him though of any white lining issues.

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

**Decided:** to note the Ayrshire Roads Alliance works progress for 2018/19.

**Councillor Saxton left the meeting during consideration of the above item**

**7. Update on Performance Scorecard.**

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the progress made to date against the Performance Scorecard.

A question was asked about complaint tracking within the WDM system and the Head of Roads responded that this element was to be installed and the system was work in progress.

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.

**8. Development Control Update – Road Bonds.**

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance providing an update on the position regarding road bonds held by the Ayrshire Roads Alliance on behalf of East Ayrshire Council and South Ayrshire Council as outlined within the appendices to the report.

A discussion took place in relation to various road bonds and the Traffic and Road Safety Manager advised of a number of legacy issues associated with some of these bonds which were being actively pursued. He commented on a key change to the procedures whereby the road construction consent would no longer be issued to a developer until the associated road bond security was lodged with ARA.

A question was asked about damage to existing road infrastructures by developers. The Head of Roads commented on additional monies. Also, it was noted that there were planning and transport protocols around site obligations by developers as per the Roads (Scotland) Act 1984.

In terms of governance arrangements and following a request from the Head of Regulatory Services, the Head of Roads advised that he would include her in future information sharing between officers from ARA and both internal audit sections for East and South Ayrshire Councils.

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

**Decided:** to note

- (1) the position regarding road bonds currently held by the Ayrshire Roads Alliance on behalf of East Ayrshire Council and South Ayrshire Council;
- (2) the recommendations from the internal audit of road bonds;
- (3) the updated development control and road bond procedures put in place to address the matters raised in the internal audit report;
- (4) that progress updates would be provided to future meetings of the Joint Committee on an annual basis.

The meeting ended at 12 noon.