

## **LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr  
on 12 February 2019 at 10.00 a.m.

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

Apology: Councillor William Grant.

Attending: E. Howat, Chief Executive; D. Hutchison, Depute Chief Executive and Director - People; D. Gillies, Director – Place; T. Eltringham, Director of Health and Social Care; C. Caves, Head of Regulatory Services; T. Baulk, Head of Finance and ICT; K. O'Hagan, Head of Employee and Customer Services; W. Carlaw, Service Lead – Democratic Governance; P. Bradley – Service Lead – Professional Design Services; K. Anderson, Service Lead - Corporate and Housing Policy; M. Houston, Service Lead - Trading Standards and Environmental Health; N. Gemmell, Service Lead – Revenues and Benefits; G. Farrell, Service Lead - Organisational Development; C. Monaghan, Service Lead – Community Services and Facilities; D. Yuille, Service Lead - Special Property Projects; L. Miller, Chief Internal Auditor; R. Kingisepp, Capital Planning Co-ordinator; C. Gardner, Senior Strategic Planning and Performance Officer, F. MacDonald, Co-ordinator - Specialist Services for Children; L. Clarkson, Headteacher, Brassie Primary School and Early Years Centre; E. Candlish, Headteacher, Straiton Primary School and Early Years Centre; D. Parker, Champions Board; and A. Gibson, Committee Services Officer .

Also

Attending: P. Davey, I. Gall, D. Gemmell, T. Robinson and E. Terras (for items 4 and 5 only).

Apology: S. Butchart.

### **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 [27 November](#), [11 December](#) (Special) and [19 December](#) (Special) 2018 (issued) were submitted and approved.

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

#### **Decided:**

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

## **Children and Young People.**

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

There was submitted a report ([issued](#)) of 5 February 2019 by the Depute Chief Executive and Director – People advising of the Education Scotland Report on Barassie Primary School and Early Years Centre.

Having considered the contents of the report by Education Scotland and having heard from the Headteacher, the Panel

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

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

There was submitted a report ([issued](#)) of 5 February 2019 by the Depute Chief Executive and Director – People advising of the Education Scotland Report on Straiton Primary School and Early Years Centre.

Having considered the contents of the report by Education Scotland, having heard from the Headteacher and noted the part the local community played in this school, the Panel

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

### **6. Prestwick Shared Educational Campus.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Director – Place providing an update on the options study and seeking approval to submit a New Project Request (NPR) to HubSW for the procurement and delivery of the Prestwick Shared Educational Campus Project.

Having considered the content and conclusions of the Options study, having noted that in the report to this Panel in June 2019 there also be an update on access to the Glenburn Primary site and having discussed the future use of the St. Ninians site for social housing, the Panel

**Decided:**

- (1) to approve the recommendation to develop the new shared educational campus on the Glenburn Primary site;
- (2) to approve the proposal to submit a New Project Request (NPR) to HubSW for the procurement and delivery of the new facility;

- (3) to approve the revised funding package, noting that the revised budget for the project would be incorporated into the 2019/20 budget setting process;
- (4) to request a further report to Leadership Panel from the Director - Place for approval in advance of financial close for the project; and
- (5) to request a further report to Leadership Panel from the Director – Place in June 2019 with the outcome of an options study on the future use of St Ninians site.

### **Economy and Culture.**

#### **7. All-Weather Sports Pitch at Girvan.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Depute Chief Executive and Director – People advising on the outcome of the consultation on developing an all-weather sports pitch in Girvan and invite agreement to officers taking the next steps in relation to a preferred site within Victory Park.

The Panel

#### **Decided:**

- (1) to note the outcome of the consultation on the development of an all-weather pitch in Girvan; and
- (2) to agree that officers should proceed to undertake the necessary work in relation to ground condition surveys of the proposed site and planning permission and a petition to the Sheriff Court.

### **Environment.**

#### **8. Proposed New Fees for Mobile Home Sites with Permanent Residents.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Regulatory Services seeking approval for the instruction of a new fee for mobile home sites with permanent residents.

Having discussed how the policing of this this would be undertaken, the Panel

#### **Decided:** to agree

- (1) to the introduction of a fee of £600 for a five year licence covering caravan sites with permanent residents; and
- (2) that, due to concerns raised, the issue of identifying owners of caravans who use them as a permanent residence be raised with the Assessor and Electoral Registration Officer and reported back to this Panel thereafter.

**Corporate.**

**9. Updated Delivering Good Governance Framework.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Regulatory Services advising on the refinement of the Council's Delivering Good Governance Framework for 2018/19.

Having noted the area where there was still further work and update required, the Panel

**Decided:** to approve the updated version of the Delivering Good Governance Framework.

**10. Integration Joint Board Recovery Plan.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Chief Executive providing a further update on the projected financial position of the Integration Joint Board (IJB) as at 31 March 2019, progress in agreeing a recovery plan and the implications for 2019/20 budget.

Having considered the request from the Chief Officer and Leader's response in light of the terms of the Integration Scheme and the Chief Executive's previous response and having heard a number of concerns expressed by Members, the Panel

**Decided:** to agree

- (1) to fund one-third of the projected overspend for the Integrated Joint Board Budget as of 31 March 2019 and that the other two-thirds should be funded by NHS Ayrshire and Arran;
- (2) to recognise in terms of the Council's financial regulations, officers cannot incur expenditure beyond the budgeted level and therefore funding up to the total projected overspend is required to allow the Director of Health and Social Care to deliver services until 31 March 2019;
- (3) that the additional funding required to be repaid over a four year period;
- (4) that the provision of additional funding did not set a precedent for future years
- (5) that mediation be sought in line with Paragraph 14 (c) of the Integration Scheme to agree the percentage contribution of interim funds between this Council and the Health Board; and
- (6) that, when service requests came from the IJB for draws on future budgets, they be scrutinised by the Chief Executive and reported to the Leadership Panel, should this be deemed appropriate.

**11. Update on Improving Housing Outcomes for Care Experienced Young People.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Depute Chief Executive and Director – People updating the Panel on the action plan for improving housing outcomes for young people leaving care.

Having noted the support from young people for this action plan, the Panel

**Decided:**

- (1) to note the progress made to date on the action plan and priority areas;
- (2) to request that the action plan be further progressed and reported via Directorate/service planning processes; and
- (3) to agree that a Members' Briefing be arranged to take place in six months time to allow an update to be given and more detail provided to Members.

**Adults' Health and Social Care.**

**12. Care Inspectorate Report – Hillcrest Residential Unit Care Home Service.**

There was submitted a report ([issued](#)) of 22 January 2019 by the Head of Community Health and Care Services providing a summary of the outcome of the Care Inspectorate Report following the unannounced inspection of Hillcrest Residential Unit Care Home Service on 11 September 2018.

Having asked the Director of Health and Social Care to thank the staff at Hillcrest residential Care Home for this excellent report, the Panel

**Decided:** to note

- (1) the high standard of care being delivered by the team at Hillcrest; and
- (2) that the one area for improvement had been addressed.

**Housing and Community Wellbeing.**

**13. Draft Rapid Rehousing Transition Plan 2019-2024.**

There was submitted a joint report ([issued](#)) of 5 February 2019 by the Depute Chief Executive and Director - People and Director – Place seeking approval for South Ayrshire Council's draft Rapid Rehousing Transition Plan.

Having discussed the issue of available housing not meeting demand, the Panel

**Decided:**

- (1) to approve the draft Rapid Rehousing Transition Plan 2019-2024 and its Action Plan;
- (2) to delegate authority to the Depute Chief Executive and Director – People to amend the Rapid Rehousing Transition Plan, including staffing requirements, based on the feedback received from the Scottish Government; and
- (3) to agree that a Members Briefing be arranged to take place in six months time, in conjunction with the Members Briefing requested at item 11 above, to allow an update to be given and more detail provided to Members.

**Resources and Performance.**

**14. Budget Management – Revenue Budgetary Control 2018/19 – Position at 31 December 2018.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Finance and ICT providing a financial overview of the General Services Revenue Account, Housing Revenue Account and Common Good Accounts for 2018/19 as at 31 December 2018.

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 and requested earmarking of resources as outlined in the Directorate financial performance reports, as detailed in Appendix 1 of the report and summarised in paragraphs 4.1.6 and 4.1.7 of the report (noting the intended year-end review of all earmarking approvals, as detailed in paragraph 4.1.8 of the report); and
- (3) to note the significant £3.891m. projected over spend in the Health and Social Care Partnership and to note that a further update on the projected financial position of the Integration Joint Board (IJB) as at 31 March 2019 was considered within the Integration Joint Board Recovery Plan report, shown elsewhere in this minute.

**15. General Services Capital Programme 2018/19: Monitoring Report as at 31 December 2018.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Director - Place providing an update on the actual capital expenditure and income, together with progress made on the General Services capital programme projects as at 31 December 2018 (Period 9) 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 31 December 2018, resulting in spend of £22,222,660 or 59.30%, as detailed in Appendix 1 of the report;
- (2) to approve the adjustments contained in Appendix 2 of the report; and
- (3) to approve the revised budget for 2018/19 at £33,075,885, 2019/20 at £67,586,922, and 2020/21 at £44,659,125 as highlighted in Appendix 2 of the report.

**16. Housing Capital Programme 2018/19: Monitoring report as at 31 December 2018.**

There was submitted a report ([issued](#)) of 5 February 2019 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 31 December 2018 (Period 9), 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 Housing Capital Programme to 31 December 2018, resulting in spend of £13,653,870 or 68.78%, as detailed in Appendix 1 of the report;
- (2) to approve the adjustments contained in Appendix 2 of the report; and
- (3) to approve the revised budget for 2018/19 at £19,102,547 and 2019/20 at £32,635,560 as highlighted in Appendix 2 of the report.

**17. External Audit Charges – 2018/19 Audit.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Finance and ICT advising of the proposed external audit fee for 2018/19.

The Panel

**Decided:** to agree

- (1) the proposed fee level for 2018/19 (£273,570 inclusive of the £1,800 Trusts fee) and payment of this fee in three instalments in February, May and September 2019; and
- (2) that in future, the Chief Executive should consider whether the matter requires to be brought to the attention of Members.

**18. General Services Reserves Review.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Finance and ICT advising of the outcome of a review of the various committed balances currently held by the Council in General Services reserves and to recommend amounts for release back to uncommitted reserves.

The Panel

**Decided:** to approve the request to release the amounts listed in Appendix 1 of the report and summarised in section 4.6 of the report, totalling £2.383m., from committed reserves to uncommitted reserves.

**19. Single Occupier Discount Review.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Finance and ICT seeking approval to undertake a Council Tax Single Occupier Discount Review to include all Council Tax accounts excluding those in receipt of Council Tax Reduction.

The Panel

**Decided:**

- (1) to agree that a Single Occupier Discount (SOD) review would be undertaken during 2019/20;
- (2) to agree that, where appropriate, the 25% discount would be cancelled and Council tax accounts re-billed accordingly; and
- (3) to note that the SOD review would supersede any possible mismatches identified by the National Fraud Initiative (NFI) Single Person Discount/Electoral Register match therefore negating the need to participate in this aspect of the NFI exercise.

**20. National Fraud Initiative 2018/19.**

There was submitted a joint report ([issued](#)) of 5 February 2019 by the Head of Finance and ICT and Chief Internal Auditor providing notice of the 2018/19 National Fraud Initiative (NFI) exercise and seeking agreement on data matches to be undertaken.

The Panel

**Decided:**

- (1) to agree that the Council participate in the 2018/19 National Fraud Initiative;
- (2) to agree that officers concentrate resources on the highest priority rates matches;
- (3) to note that a wider review of Council Tax single occupier discount matching was being considered and if approved would replace the targeted approach normally undertaken as part of the NFI exercise; and
- (4) to request that the Chief Internal Auditor arrange for progress updates to be provided to the Audit and Governance Panel through the six monthly Corporate Fraud updates

**21. Write-offs – Non-Domestic Rates.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Finance and ICT seeking approval to write off non-domestic rates relating to specific cases for 2016/17 and 2017/18 in accordance with Council policy.

The Panel

**Decided:** to approve the write-off of non-domestic rates amounting to £97,729.77 for 2016/17 and £68,800.50 for 2017/18.

**22. Special Leave Policy – Safe Leave.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Head of Employee and Customer Services seeking approval of proposals for the introduction of up to 10 days safe leave for employees who were victims of domestic abuse.

The Panel

**Decided:** to approve the proposals as outlined paragraphs 4.1 to 4.4 of the report.

**23. Jointly Funded Post for Development of Craigie Campus, Ayr, Sports Hub.**

There was submitted a report ([issued](#)) of 5 February 2019 by the Depute Chief Executive and Director – People seeking approval to provide funding towards a Business and Partnership Development post with Ayr Rugby Club.

Having noted that the postholder would be employed by Ayr Rugby Club and that their achievements would be monitored, the Panel

**Decided:**

- (1) to approve a financial contribution towards the funding of this post of £37,000 over a three year period comprising: £15,000 in financial year 2019/2020; £12,000 in 2020/2021; and £10,000 in 2021/2022; and
- (2) to agree that appropriate updates be provided to this Panel in due course.

The meeting ended at 11.40 a.m.