

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr
on 23 April 2019 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; T. Eltringham, Director of Health and Social Care; C. Caves, Head of Regulatory Services; T. Baulk, Head of Finance and ICT; J. Lyon, Head of Children’s Health, Care and Justice Services; M. Baker, Service Lead - Corporate Planning and Improvement, K. Anderson, Service Lead - Corporate and Housing Policy; D. Yuille, Service Lead – Special Property Projects; N. Gemmell, Service Lead - Revenues and Benefits; K. Briggs, Service Lead – Legal and Licensing; G. Farrell, Service Lead – Organisational Development; J. Dunne, Service Lead – HR and Policy Operations; A. Valenti, Quality Improvement Manager; D. Strang, Quality Improvement Manager; M. Douglas, Team Leader (Licensing); G. Cockburn, Team Leader – Procurement; O. Browne, Headteacher, Queen Margaret Academy; R. McPherson, Braehead Primary and Early Years Centre; and A Gibson, Committee Services Officer.

Also

Attending: I. Gall, D. Gemmell, T. Robinson and E. Terras (for items 5 to 8 only).

Apologies: S. Butchart and P. Davey.

1. Continuation of Reports.

Having heard the Chair, the Panel agreed to continue consideration of the reports on the agenda relating to “Prestwick Business Improvement District”, “The South Ayrshire Way: Change Programme” and “Development of Affordable Housing at Waggon Road, Ayr” to a future meeting of this Panel.

2. Declarations of Interest.

In terms of Council Standing Order No. 17 and the Councillors’ Code of Conduct, Councillor Saxton advised that in respect of the items entitled “Review of Metered Taxi Fares” and “Specification for Taxi and Private Hire Vehicles” he was satisfied that his limited operation of a single private hire taxi did not require him to declare an interest in these items and that he would therefore take part in consideration thereof. No interests in any other items were declared by Members of the Panel.

3. Minutes of previous meeting.

The minutes of 12 March 2019 ([issued](#)) were submitted and approved.

4. **Decision Log.**

Decided:

- (1) to approve the list of overdue actions ([issued](#)); and
- (2) to note the recently completed actions ([issued](#)).

Children and Young People.

5. **Follow Through Inspection of Queen Margaret Academy: Education Scotland.**

There was submitted a report ([issued](#)) of 12 April 2019 by the Depute Chief Executive and Director – People informing the Panel of the Education Scotland follow through letter regarding the inspection of Queen Margaret Academy, Ayr.

Following questions from Members of the Panel regarding the improvements that had been made and how matters were being taken forward and having heard the Headteacher respond, the Panel

Decided: to agree that the Headteacher would prepare a plan and address the key areas for improvement identified in a letter from HM Inspectors.

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

There was submitted a report ([issued](#)) of 12 April 2019 by the Depute Chief Executive and Director – People informing the Panel of the outcome of the further Education Scotland report on Braehead Primary School and Early Years Centre, Ayr.

Following questions from Members and having heard the Headteacher advise how the improvements would be implemented, the need for a robust curriculum in the school, the importance of partnerships and the need for developing self-evaluation systems, the Panel

Decided:

- (1) to agree that the Headteacher prepare a plan to address the areas for improvement; and
- (2) to note that there would be a further follow up inspection within one year of publication of the letter from HM Inspectors.

7. Devolved School Management – Amendment to the Scheme.

There was submitted a report ([issued](#)) of 11 April 2019 by the Depute Chief Executive and Director – People seeking approval to temporarily suspend the Devolved School Management (DSM) scheme in relation to additional promoted teachers in primary schools allocated for deprivation based on free school meal data as a qualifying criterion.

Following questions from Members and having noted the requirement for resources to be targeted to those most in need and to maximise registrations, the Panel

Decided: to agree

- (1) the temporary suspension of the DSM scheme in relation to the additional promoted teachers in primary schools allocated for deprivation based on free school meal data as a qualifying criterion; and
- (2) that there was a need to work with teachers and parents to maximise registrations for free school meals.

8. Early Years Expansion – Grant Application Scheme for Funded Providers.

There was submitted a report ([issued](#)) of 12 April 2019 by the Depute Chief Executive and Director – People

- (1) seeking approval to implement a Capital Grant Application Scheme for providers who were contracted to deliver early learning and childcare; and
- (2) advising that the funding would be for used for enhancing or extending the provision of their services to assist the achievement of delivery of 1140 hours by 2020.

The Panel

Decided:

- (a) to note the background information and proposals for the grant application scheme for funded providers of early learning and childcare; and
- (b) to approve the implementation of the Grant Application Scheme.

9. Improvement Actions from Inspection of Sundrum View Children’s House.

There was submitted a report ([issued](#)) of 1 April 2019 by the Head of Children’s Health, Care and Justice Services advising of the outcomes of an unannounced inspection of Sundrum View Children’s House on 15 November 2018.

Having considered the recommendations made by the Care Inspectorate, having noted the improvements that had been made and having heard the Head of Children’s Health, Care and Criminal Justice Services respond to various issues arising from the inspection, the Panel

Decided: to endorse the improvement activity.

Economy and Culture.

10. Equality Outcomes and Mainstreaming Progress Report 2018-19.

There was submitted a report ([issued](#)) of 12 April 2019 by the Depute Chief Executive and Director – People seeking agreement to the South Ayrshire Council Equality Outcomes and Mainstreaming Progress Reports 2018-19.

The Panel

Decided: to agree the Equality Outcome and Mainstreaming Progress Reports for the Council as a Service Provider, Employer, Education Authority and Licensing Board, as detailed in Appendix 1 of the report.

11. Ayr Town Centre Strategy and Action Plan.

There was submitted a report ([issued](#)) of 12 April 2019 by the Director – Place

- (1) providing an update on the Ayr Town Centre public consultation exercise; and
- (2) seeking approval for the Ayr Town Centre Strategy and Action Plan and to progress with a number of project workstreams.

Following various questions from Members and having discussed the need for the remaining Capital Grant to be distributed to areas in South Ayrshire other than Ayr and the membership of the Sounding Board, the Panel

Decided:

- (a) to note the output from the ‘Ayr Your Views’ public consultation exercise;
- (b) to approve the Ayr Town Centre Strategy and Action Plan;
- (c) to approve the proposal to appoint HubSW for Strategic Support Services to undertake a workstream on the Leisure Centre Project to develop a business case and outline brief;
- (d) to approve the proposal to appoint HubSW for Strategic Support Services to commence a workstream on the Riverside Project to select a design team;
- (e) to approve the appointment of a Sounding Board;
- (f) to approve the appointment of a Project Co-ordinator to oversee the New Leisure Centre Project;
- (g) to approve the allocation of £750,000 for Ayr Town Centre projects from Town Centre Fund Grant Allocation; and
- (h) to note the application to Sustrans for funding and agrees to provide a letter of support to the application.

12. Prestwick Business Improvement District.

As previously agreed above, the Panel noted that this item was to be continued to a future meeting of this Panel.

Corporate.

13. The South Ayrshire Way: Change Programme.

As previously agreed above, the Panel noted that this item was to be continued to a future meeting of this Panel.

14. Review and Amendment of the Scheme for Establishment of Community Councils.

There was submitted a report ([issued](#)) of 12 April 2019 by the Depute Chief Executive and Director – People seeking approval to review and amend South Ayrshire Council's 'Scheme for Establishment' of Community Councils (the 'Scheme') and in that connection to undertake formal consultation on proposed amendments to the Scheme.

Having discussed liability issues, the Panel

Decided:

- (1) to agree
 - (a) the proposals to review and amend the Scheme for Establishment of Community Councils;
 - (b) the proposals to undertake formal consultation on proposed amendments to the Scheme for Establishment of Community Councils and publish the requisite notices;
 - (c) to implement an eight week period of consultation on proposed amendments during the first two phases of the review; and
- (2) to request that officers ensure that answers to "frequently asked questions" be made available to Community Councils prior to the implementation of the new Scheme for Establishment of Community Councils and that the draft guidance manual that accompanies the Scheme of Establishment of Community Councils 2020 be included in the second phase of the formal consultation process referred to in paragraphs 1 (b) and (c) above.

Adults' Health and Social Care.

15. Annex 2 Social Care Contracts in 2018/19.

There was submitted a report ([issued](#)) of 28 March 2019 by the Director of Health and Social Care in accordance with Clause C.6 of Annex 2 of Standing Orders relating to Contracts, to advise Leadership Panel of social care contracts directly awarded in financial year 2018/19.

Having discussed the service duration of contracts and the timing of the reporting of these direct awards, the Panel

Decided:

- (1) to approve the detail listed at Appendix 1 of the report, of directly awarded contracts to care providers, during financial year 2018/19, using the provisions of Annex 2 of Standing Orders relating to Contracts; and
- (2) to request the Head of Regulatory Services to examine whether the Council's Standing Orders relating to Contracts requires to be amended, to take account of integration.

Housing and Community Wellbeing.

16. Review of Metered Taxi Fares.

There was submitted a report ([issued](#)) of 12 April 2019 by the Head of Regulatory Services seeking approval to review metered fares for taxis.

The Panel

Decided:

- (1) to approve the maximum fares, as detailed in Appendix 1 of the report;
- (2) to request that the proposed fare structure be advertised in terms of Section 17 of the Civic Government (Scotland) Act 1982 for comment;
- (3) to request that a further report be submitted to the Leadership Panel to consider any feedback before fares were finally set; and
- (4) to grant delegated powers to the Head of Regulatory Services to set the fare structure outlined in Appendix 1 of the report, with a commencement date of 15 July 2019 if no adverse feedback was received.

17. Specification for Taxi and Private Hire Vehicles.

There was submitted a joint report ([issued](#)) of 12 April 2019 by the Head of Regulatory Services and Director – Place advising of proposed changes to the current taxi and private hire vehicle specification.

The Panel

Decided: to approve the amended standards outlined in Appendix 1 of the report.

18. Meeting the Housing Needs of the Health and Social Care Partnership (HSCP) - Core and Cluster Models of Supported Housing.

There was submitted a joint report ([issued](#)) of 12 April 2019 by the Depute Chief Executive and Director People, the Director – Place and the Director of Health and Social Care seeking approval for the care of two “Core and Cluster” models of housing to help meet housing needs of HSCP service users.

Having noted that the commencement of works would be in the near future, the Panel

Decided: to agree

- (1) that 12 new build properties at North Park Avenue, Girvan were used as a core and cluster model of supported housing to meet the needs of people with learning disabilities;
- (2) the revised budget for the development based on the intended end user group;
- (3) to the disposal of HRA owned land in Elba Street, Ayr in favour of Ayrshire Housing to facilitate a core and cluster development for people with learning disabilities; and
- (4) that the HRA should not be compensated £40,000 for the value of the land at Elba Street, Ayr.

19. Development of Affordable Housing at Waggon Road, Ayr.

As previously agreed above, the Panel noted that this item was to be continued to a future meeting of this Panel.

Resources and Performance.

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20. Procurement Strategy 2019.

There was submitted a report ([issued](#)) of 12 April 2019 by the Director – Place seeking the annual approval for the adoption of minor updates to the Council's Procurement Strategy.

The Panel

Decided:

- (1) to approve the updated Procurement Strategy for 2019 attached as Appendix 1 of the report; and
- (2) to agree that any revisions required, following the annual review of the Procurement Strategy, would be brought back to this Panel and approved, as soon as is reasonably practicable after 31 March 2020.

21. Council Tax Write-Off – Irrecoverable Debt.

There was submitted a report ([issued](#)) of 9 April 2019 by the Head of Finance and ICT seeking approval to write-off Council tax during 2018/19 relating to specific cases in accordance with Council policy.

The Panel

Decided:

- (1) to approve the write-off of Council Tax amounting to £11,367.05 during 2018/19; and
- (2) to note that a balance of £21,412.62 which was previously written off in 2017 had been recovered during 2018 from Sequestration action and had been allocated to the Council Tax account.

22. 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 following item of business on the grounds that it involved the likely disclosure of exempt information in terms of paragraph 1 of Part 1 of Schedule 7A of the Act.

23. Implementation of Budget Savings – Employee and Customer Services.

There was submitted a report (Members only) of 12 April 2019 by the Head of Employee and Customer Services

- (1) advising of savings agreed as part of the 2019/20 budget setting process: and
- (2) seeking approval of the proposed changes to staffing arrangements within Employee and Customer Services and to operating arrangements within the Council's Customer Service Centres, necessary to achieve the savings.

Following discussion on the proposals, the Panel

Decided:

- (a) to note the communication and implementation plan for the removal of cash and cheque transactions from Customer Service Centres;
- (b) to agree that the proposal for revised opening hours for Maybole and Prestwick Customer Service Centres not be progressed at this point and that a further report to be brought to a future meeting of this Panel; and
- (c) to approve the proposed changes to staffing arrangements within Employee and Customer Services, with the exception of those which were predicated on the decision to reduce opening hours in Prestwick and Maybole Customer Service Centres. It was noted that the agreed saving of £55,923 would not therefore be achieved at this point.

24. Consideration of Disclosure of the above Confidential Report.

Decided: to authorise the disclosure of part of the undernoted report falling under Standing Order 32.4 and that this report be redacted following consultation with the Head of Regulatory Services and relevant officers and following expiry of the period for call-in or following conclusion of the call-in process, as applicable:-

- Implementation of Budget Savings – Employee and Customer Services.

The meeting ended at 11.55 a.m.