

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

MINUTES OF MEETING HELD ON THURSDAY 27 NOVEMBER 1997 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Jim O'Neill, Drew McIntyre, Alan Campbell, Kathleen Hall, John Knapp, Kim Nicoll, Jimmy Carmichael, Robert Taylor, John Smith and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Des Tierney, Director of Commercial Operations; Charles McIvor and Robin Gourlay, Depute Directors of Commercial Operations; Graham Haugh, Depute Director of Personnel Services; Graham Kerr, Public Relations Officer; Julie Armstrong, Senior Administrative Officer and Gillian Hamilton, Administrative Officer.

APOLOGIES: Provost Robert Stirling and Councillor David Sneller.

CHAIR: Councillor Jim O'Neill (Chair).

BUDGETARY CONTROL SUMMARY STATEMENT - COMMERCIAL OPERATIONS TO 10 OCTOBER 1997 (PERIOD 7)

1. The Chair intimated that this item had been withdrawn from the Agenda and a full report would be submitted to the next meeting of the Policy and Resources Committee to be held on 4 December 1997.

ADLO DIRECT SERVICES DIVISION ANNUAL SEMINAR - 8-10 OCTOBER 1997 - COYLUMBRIDGE HOTEL, AVIEMORE

2. There was submitted and noted a report dated 11 November 1997 (circulated) by the Director of Commercial Operations which informed of the outcome of the recent ADLO Direct Services Division Annual Seminar.

HEALTH AND SAFETY - REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

3. There was submitted a report dated 11 November 1997 (circulated) by the Director of Commercial Operations which advised of the number of incidents/accidents reported in the period 1 September to 31 October 1997 and further advised on the number of reports made to the Health and Safety Executive in terms of the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

It was agreed to note the report and to continue to monitor Health and Safety statistical information.

GROUNDS MAINTENANCE: QUALITY MONITORING

4. There was submitted a report dated 12 November 1997 (circulated) by the Director of Commercial Operations which outlined the proposed quality monitoring system for the Grounds Maintenance Service which would support the East Ayrshire Council Business Excellence Model.

It was agreed:-

- (i) to approve the Department's approach to quality monitoring and improvement within Grounds Maintenance; and
- (ii) to note that quarterly progress reports on the quality monitoring system would be available for appropriate Committees.

LEISURE MANAGEMENT CONTRACT MARKETING AND PROMOTIONAL PLAN

5. There was submitted a report dated 11 November 1997 (circulated) by the Director of Commercial Operations which informed of the Marketing and Promotional Plan produced by Commercial Operations as part of its Leisure Management Contract tender submission.

It was agreed to note the contents of the report which reflected the Marketing and Promotional Plan included in the Sports and Leisure Management Contract.

COMMERCIAL OPERATIONS VEHICLE HIRE

6. There was submitted a report dated 11 November 1997 (circulated) by the Director of Commercial Operations which provided information on the procedures within Commercial Operations for hiring vehicles and which provided an outline of control procedures.

It was agreed to note the report and that the Director of Commercial Operations would report on a quarterly basis, vehicle and plant hire statistics.

ANNUAL PLAN 1997/98 (Item 2, Page 1722)

7. There was submitted a report dated 10 November 1997 (circulated) by the Director of Commercial Operations which reviewed achievement against the Department's Annual Service Plan which was approved by the Commercial Operations Committee on 28 January 1997 and presented a revised Annual Action Plan in consideration of the progress made and the developing environment in which the Department and the Council functions.

It was agreed to approve the Annual Service Plan for submission to the Policy and Resources Committee.

BEST VALUE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - MEMBERSHIP (Item 3.1.19, Page 2664)

8. As agreed at the Council meeting held on 6 November 1997, the Committee was asked to appoint a named representative from the Committee (together with a nominated substitute) to serve on the Best Value Sub-Committee of the Policy and Resources Committee.

It was agreed to appoint the Chair and Vice-Chair as representative and substitute respectively and to advise the Director of Support Services accordingly.

AWARDING OF TENDERS

9. There was submitted and noted a report dated 13 November 1997 (circulated) by the Director of Support Services providing, for information, details of the undernoted tenders which had been awarded, viz:-

A M Russell Ltd, Edinburgh for supply and delivery of six grass cutting vehicles at a cost of £97,260; and Arnold Clark Automobiles, Kilmarnock for supply and delivery of ten x "2.6" tonne LDV Panel Vans at a cost of £103,230, two x "3.5" tonne LDV Luton Vans at a cost of £25,840 and ten x "3.5" tonne LDV Crewcab Tippers at a cost of £144,490.

EXCLUSION OF PRESS AND PUBLIC

10. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 1 of the Schedule 7A of the Act.

AGREEMENT FOR EMERGENCY CALL-OUT STANDBY SYSTEM IN THE COMMERCIAL OPERATIONS DEPARTMENT (BUILDING AND WORKS) (Item 12.2, Page 2777)

11. There was submitted and noted a joint report dated 12 November 1997 (circulated) by the Directors of Personnel Services and of Commercial Operations which advised of an agreement reached in respect of an emergency call-out standby system for the Commercial Operations Department (Building and Works) as approved by the Personnel Sub-Committee of the Policy and Resources Committee on 18 November 1997.

AGREEMENT FOR DISBURSEMENT OF AN INCENTIVE PRODUCTIVITY EFFICIENCY PAYMENT (Item 12.1, Page 2776)

12. There was submitted and noted a report dated 12 November 1997 (circulated) by the Director of Commercial Operations which advised of the detail of the agreement for disbursement of an incentive productivity efficiency payment within the Department of Commercial Operations (Cleansing Services) which was approved by the Personnel Sub-Committee of the Policy and Resources Committee on 18 November 1997.

DEPARTMENTAL RE-CHARGES FOR SERVICES PROVIDED TO PERIOD 7, 1997

13. There was submitted and noted a report dated 19 November 1997 (circulated) by the Director of Commercial Operations which informed of the status of the Department's re-charges as at Period 7.

The meeting terminated at 1025 hours.