

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

MINUTES OF MEETING HELD ON THURSDAY 22 JANUARY 1998 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Jim O'Neill, Drew McIntyre, John Knapp, Kim Nicoll, Jimmy Carmichael, Robert Taylor, John Smith, Tommy Farrell and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Des Tierney, Director of Commercial Operations; William McKenzie, Senior Depute Director of Commercial Operations; Robin Gourlay; Depute Director of Commercial Operations; David McLellan, Senior Accountant; Julie Armstrong, Senior Administrative Officer; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Provost Robert Stirling and Councillors Alan Campbell and Kathleen Hall.

CHAIR: Councillor Jim O'Neill (Chair)

BUDGETARY CONTROL SUMMARY STATEMENT - COMMERCIAL OPERATIONS TO 7 NOVEMBER 1997 (PERIOD 8)

1. There was submitted and noted a report dated 13 January 1998 (circulated) by the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the Commercial Operations Department for the period ended 7 November 1997 (Period 8).

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

2. There was submitted a report dated 5 January 1998 (circulated) by the Director of Commercial Operations which advised of the number of incidents/accidents reported in the Period 1 to 30 November 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.

DEPARTMENTAL ANALYSIS OF ABSENCE - PERIOD 7 APRIL TO 3 OCTOBER 1997

3. There was submitted a report dated 22 December 1997 (circulated) by the Director of Commercial Operations which informed of the level of the Department's absence for the above period 7 April to 3 October 1997.

It was agreed to note the report and that future reports would include a comparison with statistics from the previous year.

ROADS CUSTOMER SATISFACTION SURVEY

4. There was submitted a report dated 5 January 1998 (circulated) by the Director of Commercial Operations which advised of the findings of two recent Customer Satisfaction Surveys following completion of works to: (a) resurface footpaths in Merrick Road, Deveron Road and Kinloch Road, Kilmarnock; and (b) resurface footpaths in William Street and Charles Street, Kilmarnock.

It was agreed:

- (i) to introduce, where contractually and commercially possible, improved communications with affected parties during works of a similar nature to footpaths;
- (ii) that similar surveys be carried out on future projects and results reported to Committee; and
- (iii) otherwise to note the contents of the report.

Councillor McIntyre joined the meeting during discussion of the above item.

REVIEW OF ARRANGEMENTS FOR DEPARTMENTAL IMPLEMENTATION OF COUNCIL'S DISCIPLINARY AND GRIEVANCE PROCEDURES

5. There was submitted and noted a report dated 6 January 1998 (circulated) by the Director of Commercial Operations which informed of the Department's proposal in reviewing arrangements for the implementation of Disciplinary and Grievance Procedures.

AWARDING OF TENDER

6. There was submitted and noted a report dated 8 January 1998 (circulated) by the Director of Support Services which provided, for information, details of the undernoted tender which had been awarded, viz:-

Lex Commercials, Glasgow for supply and delivery of 7.5 tonne chassis with demountable body system at a cost of £30,707.

EXCLUSION OF PRESS AND PUBLIC

7. 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 the paragraph of Schedule 7A of the Act as shown against each item".

WEST OF SCOTLAND WATER VEHICLE MAINTENANCE CONTRACT (Item 6, Page 2839) (PARA 6)

8. There was submitted a report dated 6 January 1998 (circulated) by the Director of Commercial Operations which advised of the current situation and decision taken at the Special Policy and Resources Committee of 6 January 1998 regarding the West of Scotland Water Vehicle Maintenance Contract.

It was agreed to note the report and the findings of the Special Policy and Resources Committee of 6 January 1998.

BUILDING AND WORKS SECTION - BONUS SCHEME AND CONDITIONS OF EMPLOYMENT (Item 5, Page 2830) (PARA 11))

9. There was submitted a joint report dated 5 January 1998 (circulated) by the Directors of Personnel Services and of Commercial Operations which advised of an agreement to amend the Bonus Scheme and Conditions of Employment for employees within the Building and Works Section of the Commercial Operations Department which was formally agreed at the Emergency Powers Committee on 5 January 1998.

It was agreed to note the revised Bonus Scheme and Conditions of Service for the Building and Works Section of the Commercial Operations Department.

PERFORMANCE OF CATERING, CLEANING AND JANITORIAL SERVICES (PARA 6)

10. There was submit a report dated 4 December 1997 (circulated) by the Director of Commercial Operations which provided an update on the current status of the Statutory and Non Statutory Catering, Cleaning and Janitorial work and gave an indication of the performance of the Catering and Cleaning services from April 1997.

It was agreed to note the contents of the report and that the Director of Commercial Operations report regularly on the performance of the Catering and Cleaning Contracts, Janitorial and Centre Supervisor Services.

DEPARTMENTAL INVOICE PROCESSING FOR SERVICES PROVIDED TO 12 DECEMBER 1997 (PARA 6)

11. There was submitted a report dated 6 January 1998 (circulated) by the Director of Commercial Operations which informed of the status of the Department's Invoice Processing as at 12 December 1997.

It was agreed:

- (i) that the Director of Commercial Operations submit reports on performance of invoice processing to each Commercial Operations Committee;
- (ii) that the Director of Commercial Operation explore the possibility of introducing a standard invoice pro-forma for use by suppliers of goods and services to the Commercial Operations Department; and
- (iii) otherwise to note the contents of the report.

The meeting terminated at 1030 hours.