

EAST AYRSHIRE COUNCIL

SPECIAL AD HOC COMMERCIAL STRATEGY REVIEW COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 12 JANUARY 1999 AT 1530 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors David Sneller, Gordon Cree, Jane Darnbrough, David Macrae and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services; Alex McPhee, Director of Finance; John Hillis, Director of Housing; Iain McLachlan, Director of Personnel Services; William Taylor, Acting Director of Commercial Operations; Robin Gourlay, Depute Director of Commercial Operations; Kate McVey, Solicitor to Council; Tom Wilkie, Head of Contracting and Technical Services; John Griffiths, Head of Leisure; and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillors Drew McIntyre and Tommy Farrell.

CHAIR: Councillor David Sneller, Chair.

FUTURE TIMETABLE

1. There was submitted a report dated 7 January 1999 (circulated) by the Chief Executive which updated the timetable for submission of reports to future meetings of this Committee.

It was agreed:

- (i) to note that the meeting in February would be held on 8 February 1999 and not 9 February as referred to in the report;
- (ii) that the meeting on 8 February 1999 be brought forward to 1300 hrs instead of 1400 hrs as previously agreed;
- (iii) that the words "and future maintenance" should be deleted from the second task under Review of Vehicles on page 2; and
- (iv) otherwise to note the amended timetable.

EXCLUSION OF PRESS AND PUBLIC

2. 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.

**NOTE OF MEETING WITH TRADE UNION REPRESENTATIVES REGARDING
SPECIAL AD HOC COMMERCIAL STRATEGY REVIEW COMMITTEE (PARA 11)**

3. MATTERS ARISING - FUTURE ARRANGEMENTS FOR GROUNDS MAINTENANCE

It was noted that the heading shown at paragraph 2.1.3 of the Minutes should be changed to read "Future Arrangements for Grounds Maintenance".

**BUDGETARY CONTROL SUMMARY STATEMENT - COMMERCIAL
OPERATIONS TO 4 DECEMBER 1998 (PERIOD 9) (PARA 6)**

4. There was submitted a joint report dated 6 January 1999 (circulated) by the Director of Finance and Acting Director of Commercial Operations which advised on the current budgetary control position and projected out-turn for the year for the Commercial Operations Department for the period ended 4 December 1999 (Period 9).

It was agreed:

- (i) that a further detailed report on productivity/non-productivity bonuses be submitted to the next meeting; and
- (ii) otherwise to note the contents of the report.

BUILDING AND WORKS INVOICES (PARA 6)

5. There was submitted and noted a report dated 30 December 1998 (circulated) by the Acting Director of Commercial Operations which informed of the progress in reducing the level of Building and Works invoices.

BUILDING AND WORKS INCOME RECOVERY (PARA 6)

6. There was submitted and noted a report dated 6 January 1999 (circulated) by the Acting Director of Commercial Operations which informed of the amount of income recovered by Building and Works to the end of week 34.

**GROUNDS MAINTENANCE SERVICE - RESULTS OF BENCHMARKING
EXERCISE CARRIED OUT BY CAPITA CONSULTANTS (PARA 6)**

7. There was submitted a report dated 6 January 1999 (circulated) by the Director of Community Services on the results of the Grounds Maintenance benchmarking exercise carried out by Capita and which considered an appropriate way forward for the delivery of this service.

It was agreed:

- (i) to endorse the recommendations of the Capita report as a basis for developing the service, and to specific action being taken as follows:
 - 1. Expose to open competition a significant proportion of Grounds Maintenance work, sufficient to establish benchmarked prices for all aspects of work and including work currently contracted to Mitchell and Struthers Ltd, with the Grounds Maintenance DSO being allowed to bid and the contract being let to the successful tenderer for 1 January 2000.

2. Creating an Internal Business Unit for Cemetery Maintenance on a new Service Level Agreement from 1 April 1999; and review performance of this Unit within the first 12 months.
 3. Create an Internal Business Unit for Golf Course Management and Maintenance on a new Service Level Agreement from 1 April 1999; and review the performance of this Unit within 12 months.
 4. Support the DSO in the intervening period by reviewing skills and support systems, and by putting in place an interim Management Team to improve performance and to prepare the DSO for the forthcoming competitive tendering process.
 5. Take appropriate steps to ensure improved working relations between the Client Team and the DSO.
 6. Suspend the default system for a period of three months to allow the DSO to improve service levels.
 7. Address issues of under-measurement of sites as resources permit; and
- (ii) that the Director of Community Services bring forward an appropriate implementation plan taking account of the Committee's views to a future meeting following consultation with Trade Unions.

The meeting terminated at 1640 hrs.