

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 21 MAY 1998 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Jim O'Neill, Kathleen Hall, Ann Hay, John Knapp, Kim Nicoll, Robert Taylor, John Smith, Tommy Farrell and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; William McKenzie, Acting Director of Commercial Operations; Robin Gourlay, Depute Director of Commercial Operations; Robert Pollock, Operational Manager, Cleansing/Grounds; Stewart Gillan, Operational Manager, Site Services; Carol Foote, Service Development Manager; Julie Armstrong, Senior Administrative Officer and Anne Fairbairn, Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Alan Campbell, David Sneller and Jimmy Carmichael.

CHAIR: Councillor Jim O'Neill, Chair.

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

1. There was submitted a report dated 6 May 1998 (circulated) by the Acting Director of Commercial Operations which advised of the number of incidents/accidents reported in the period 1 to 31 March 1998 and which 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.

SCHOOL CROSSING PATROLLER OF THE YEAR

2. There was submitted a report dated 12 May 1998 (circulated) by the Acting Director of Commercial Operations on the introduction of a new award which recognised the valuable contribution of the School Crossing Patrol Section.

It was agreed to note the introduction of this new award aimed specifically at School Crossing Patrollers.

Councillors Hall, Hay and Knapp joined the meeting during discussion of this item.

BEST VALUE IMPLEMENTATION

3. There was submitted and noted a report dated 27 April 1998 (circulated) by the Acting Director of Commercial Operations which outlined the main tasks which faced the Department in implementing Best Value.

PERFORMANCE OF CATERING, CLEANING AND JANITORIAL SERVICES

4. There was submitted a report dated 29 April 1998 (circulated) by the Acting Director of Commercial Operations which provided an update on the current status of Statutory and Non-Statutory Catering, Cleaning and Janitorial work and gave an

indication of the performance of the Catering and Cleaning services from December 1997.

It was agreed:-

- (i) to note the contents of the report which reflected the proposal by the Acting Director of Commercial Operations to report regularly on the performance of the Catering and Cleaning Contracts, Janitorial Services; and
- (ii) that a joint report by the Contractor and Client Officers be submitted to future meetings of this Committee and the Education Sub-Committee.

EXCLUSION OF PRESS AND PUBLIC

5. The Committee resolved that under Section 51A(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 shown against each item.

DEPARTMENTAL ANALYSIS OF ABSENCE - PERIODS 4 OCTOBER - 31 DECEMBER 1997 AND 1 JANUARY TO 31 MARCH 1998 (PARA 6)

6. There was submitted and noted a report dated 5 May 1998 (circulated) by the Acting Director of Commercial Operations which informed of the level of absence in the Department for the above periods.

GROUNDS MAINTENANCE: QUALITY MONITORING (PARA 6)

7. There was submitted a report dated 5 May 1998 (circulated) by the Acting Director of Commercial Operations which provided an update on the progress of the grounds maintenance quality monitoring scheme between the period 10 November 1997 to 30 March 1998.

It was agreed:-

- (i) to note the contents of the report; and
- (ii) that the Section detailing corrective action should, in future reports to Committee, be in summary terms.

CLEANSING - VEHICLE REPLACEMENT (PARA 9)

8. There was submitted a report dated 29 April 1998 (circulated) by the Acting Director of Commercial Operations to note that the budget agreed in respect of vehicle lease costs for Refuse Collection vehicles may require to be increased because of unforeseen circumstances.

It was agreed:-

- (i) to note the requirement to replace the vehicle at a probable increase in lease cost of £6,000 per annum; and
- (ii) that the Director of Finance secure the appropriate operating lease for the above.

The meeting terminated at 1020 hours.