

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 5 MARCH 1998 AT 1000 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Jim O'Neill, Drew McIntyre, Provost Robert Stirling, Councillors Alan Campbell, Kathleen Hall, John Knapp, Kim Nicoll, Jimmy Carmichael, John Smith and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; William McKenzie, Acting Director of Commercial Operations; Robin Gourlay, Depute Director of Commercial Operations; James Lally, Senior Administrative Officer; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors David Sneller, Robert Taylor and Tommy Farrell.

CHAIR: Councillor Jim O'Neill, Chair.

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

1. There was submitted a report dated 13 February 1998 (circulated) by the Director of Commercial Operations which advised of the number of incidents/accidents reported in the period 1 December 1997 to 31 January 1998 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.

DECLARATION OF SURPLUS PROPERTIES

2. There was submitted a report dated 12 February 1998 (circulated) by the Director of Commercial Operations which advised of the non-use of properties at the rear of Cumnock Town Hall and Furnace Road, Muirkirk and recommended that the properties be declared surplus to the requirements of the Commercial Operations Department.

It was agreed:

- (i) to declare the former Cleansing Yard, Cumnock and Furnace Road, Muirkirk surplus to requirements;
- (ii) to refer the matter to the Head of Property Services for disposal; and
- (iii) that future reports on surplus properties should include a location map.

EXCLUSION OF PRESS AND PUBLIC

3. 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”.

DEPARTMENTAL ANALYSIS OF ABSENCE - 6 OCTOBER TO 31 DECEMBER 1997 (PARAGRAPH 6)

4. There was submitted and noted a report dated 10 February 1998 (circulated) by the Director of Commercial Operations which informed of the level of the Department's absence for the Period from 6 October to 31 December 1997.

DEPARTMENTAL INVOICE PROCESSING FOR SERVICES PROVIDED TO 6 FEBRUARY 1998 (PARAGRAPH 6)

5. There was submitted and noted a report dated 10 February 1998 (circulated) by the Director of Commercial Operations which informed of the status of the Department's Invoice Processing as at 5 February 1998.

BUILDING AND WORKS MEASURED TERMS MAINTENANCE CONTRACT - GAS SERVICING AND MAINTENANCE (PARAGRAPH 6)

6. There was submitted a joint interim report dated 13 February 1998 (circulated) by the Directors of Commercial Operations and of Housing on the current level of gas repairs being received by Building and Works and which provided details of a customer survey presently being undertaken.

It was agreed to continue to seek improvements in the provision of the service as well as, jointly with the Client Department, investigate trends including reference to the number of complaints received by the previous contractor and carry out further customer satisfaction surveys with a view to reporting thereon to a future meeting.

Provost Robert Stirling left the meeting during discussion of the above item.

GROUNDS MAINTENANCE: QUALITY MONITORING (PARAGRAPH 6)

7. There was submitted a report dated 18 February 1998 (circulated) by the Director of Commercial Operations which provided an update on the progress of the Grounds Maintenance Quality Monitoring Pilot Scheme.

It was agreed:

- (i) in relation to “corrective/preventive actions”, detailed in the Appendix of the report, that the Depute Director of Commercial Operations investigate and advise Councillor Nicoll on the availability of a two way radio for the van at Bellfield Estate, Kilmarnock;
- (ii) that the Acting Director of Commercial Operations liaise with the Client Department and identify in future reports the extent to which those performance features categorised “Excellent” exceed specification; and
- (iii) otherwise to note the contents of the report.

**DEPARTMENTAL RECHARGES FOR SERVICES PROVIDED - PERIODS 10 AND
11 - 30 JANUARY 1998 (PARAGRAPH 9)**

8. There was submitted a report dated 10 February 1998 (circulated) by the Director of Commercial Operations which informed of the status of the Department's recharges as at Periods 10 and 11.

It was agreed:

- (i) to note recent developments regarding Departmental recharges; and
- (ii) otherwise to note the contents of the report.

The meeting terminated at 1032 hours.