

**EAST AYRSHIRE COUNCIL**

**COMMERCIAL OPERATIONS COMMITTEE**

**MINUTES OF MEETING HELD ON THURSDAY 17 APRIL 1997  
AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Jim O'Neill, Ronald Brailsford, Drew McIntyre, Provost Robert Stirling, Councillors Alan Campbell, David Sneller, Jimmy Carmichael and Robert Taylor.

**ATTENDING:** Des Tierney, Director of Commercial Operations; William MacKenzie, Senior Depute Director of Commercial Operations; Robin Gourlay, Depute Director of Commercial Operations; David McLelland, Senior Accountant, Department of Finance; Graham Kerr, Public Relations Officer; Julie Armstrong, Senior Administrative Officer; and Gillian Hamilton, Administrative Officer.

**APOLOGIES:** Councillors Kathleen Hall, John Smith, Tommy Farrell and Eric Jackson.

**CHAIR:** Councillor Jim O'Neill, Chair.

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

1. There was submitted a report dated 2 April 1997 (circulated) by the Director of Commercial Operations advising (i) of the number of incidents/accidents reported in the period 1-28 February 1997; and (ii) 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 contents of the report and to continue to monitor Health and Safety statistical information.

**RECRUITMENT OF BUILDING AND WORKS AND ROADS  
AND TRANSPORTATION APPRENTICES**

2. There was submitted a report dated 2 April 1997 (circulated) by the Director of Commercial Operations on the proposed recruitment of craft and engineering apprentices.

It was agreed:-

- (i) to approve the early recruitment of 7 Building and Works apprentices and 1 Transport apprentice mechanic by the Directors of Commercial Operations and of Personnel Services;
- (ii) to approve the organisation of 2 pre-application open evenings, one in Kilmarnock and one in Cumnock as a means of publicising careers within the Sections; and
- (iii) that the Director of Commercial Operations consider facilitating access to the open evenings/careers information for residents of Doon Valley and other areas with transportation difficulties.

### **PERFORMANCE OF CATERING, CLEANING AND JANITORIAL SERVICES**

3. There was submitted a report dated 3 April 1997 (circulated) by the Director of Commercial Operations providing an update on the current status of Statutory and Non-Statutory Catering, Cleaning and Janitorial Work and which gave an indication of the performance of the Catering and Cleaning services from April 1996.

It was agreed:-

- (i) to note the contents of the report and approve its submission to the Business Sub-Committee of the Education Committee for its consideration; and
- (ii) that future monitoring reports would include a comparison with the previous period's performances, using a wider banding system for performance monitoring.

### **GROUNDS MAINTENANCE MACHINERY EVALUATION**

4. There was submitted a report dated 2 April 1997 (circulated) by the Director of Commercial Operations which sought approval for the Director of Support Services to obtain competitive quotes for the replacement of inefficient and outmoded plant where appropriate.

It was agreed to approve the proposals contained in the report and to instruct the Director of Commercial Operations to make the necessary arrangements within the Council's Financial Regulations.

### **1997/98 REVENUE ESTIMATES - SAVINGS IMPLEMENTATION PLAN**

5. There was submitted and noted a report dated 9 April 1997 (circulated) by the Director of Commercial Operations on the implications of the 1997/98 savings package on the work of the Department of Commercial Operations and the implementation plan which existed to ensure that the cuts approved by the Policy and Resources Committee were introduced.

It was agreed to note the progress on the implementations of the savings package approved by Council in the 1997/98 budget exercise.

The meeting terminated at 1020 hours.