

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 9 APRIL 1998 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Jim O'Neill, Alan Campbell, Kathleen Hall, Ann Hay, Kim Nicoll, David Sneller, Jimmy Carmichael, Robert Taylor, John Smith and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; William McKenzie, Acting Director of Commercial Operations; Robin Gourlay, Depute Director of Commercial Operations; John Donohoe, Building and Works Manager; Carol Foote, Service Development Manager (Commercial Operations); Stewart Gillan, Operations Manager - Site Services (Commercial Operations); David McLellan, Senior Management Accountant (Finance); Robert Pollock, Cleansing and Grounds Operations Manager (Commercial Operations); Julie Armstrong, Senior Administrative Officer; and Jennifer Morrison, Administrative Officer.

APOLOGIES: Councillors Drew McIntyre 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 26 March 1998 (circulated) by the Acting Director of Commercial Operations which advised of the number of incidents/accidents reported in the Period 1 - 28 February 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.

DEPARTMENTAL SUPPLIER SURVEY

2. There was submitted a report dated 18 March 1998 (circulated) by the Acting Director of Commercial Operations on the results of a supplier survey carried out by the Department.

It was agreed:-

- (i) that the Acting Director of Commercial Operations and the Director of Finance discuss with Commercial Operations suppliers, methods of improving ordering and payment procedures; and
- (ii) otherwise to note the contents of the report.

SCHOOL MEALS PROVISION IN PRIMARY SCHOOLS

3. There was submitted a report dated 23 March 1998 (circulated) by the Acting Director of Commercial Operations on the proposals to implement a new alternative system

for providing school meals in primary schools named "Primary Choice" which complemented the Council's Eating for Health Policy.

It was agreed:-

- (i) an amendment to Paragraph 2.1 of the report to show the provision of 449,000 free meals and 402,000 paid meals to the primary pupils of East Ayrshire; and
- (ii) to note the contents and proposals within the report which furthered the commitments detailed in the Action Plan Eating for Health previously approved by the Council.

RECRUITMENT OF BUILDING AND WORKS APPRENTICES AND SPECIAL NEEDS TRAINEES

4. There was submitted a report dated 19 March 1998 (circulated) by the Acting Director of Commercial Operations on the proposed recruitment of Craft and Engineering apprentices.

It was agreed:-

- (i) to the early recruitment by the Director of Personnel Services and the Acting Director of Commercial Operations of 9 Building and Works apprentices consisting of 1 Blacksmith, 3 Electricians, 2 Joiners and 3 Plumbers;
- (ii) to the organisation of two Open Evenings by the Department of Commercial Operations consisting of trade displays and career information delivered by management and operatives;
- (iii) to the retention of the newly qualified apprentices for a period of six months after they had passed their recognised four year training period;
- (iv) to note the installation of a programme of Special Needs Training as detailed in paragraph 4.1 of the report, and to note Building and Works contribution to Special Needs Training; and
- (v) otherwise to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

5. 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 shown against each item.

COMMERCIAL OPERATIONS ESTIMATES 1998/99 (PARA 6)

6. There was submitted a joint report dated 31 March 1998 (circulated) by the Acting Director of Commercial Operations and the Director of Finance which advised of the Revenue Estimates for the Commercial Operations Department for the financial year 1998/99 and the assumptions therein.

It was agreed:-

- (i) to approve the estimates of the Commercial Operations Department for 1998/99;

- (ii) that the Acting Director of Commercial Operations provide Councillor Nicoll with a breakdown of the information she required in relation to the contracts detailed in Appendix 1(A) of the report; and
- (iii) otherwise to note the contents of the report.

REPLACEMENT OF BUILDING AND WORKS VEHICLES (PARA 9)

7. There was submitted a report dated 19 March 1998 (circulated) by the Acting Director of Commercial Operations on a proposed vehicle replacement programme for Building and Works.

It was agreed:-

- (i) that the Acting Director of Commercial Operations and the Director of Finance arrange the replacement of the vehicles detailed in the report, by lease at the most economical terms, and that the redundant vehicles be disposed of at auction; and
- (ii) otherwise to note the contents of the report.

SAFE WORKING PRACTICE - BURIALS (PARA 9)

8. There was submitted a report dated 17 March 1998 (circulated) by the Acting Director of Commercial Operations which advised of the implications of the Code of Safe Working Practice in relation to burials.

It was agreed:-

- (i) to approve the acquisition of suitable shoring at an estimated capital cost of £40,000 to be financed by an appropriate operating lease arranged by the Director of Finance; and
- (ii) otherwise to note the contents of the report.

IRVINE VALLEY AREA REPAIR TEAM - PROPOSED NEW PREMISES (PARA 9)

9. There was submitted a report dated 19 March 1998 (circulated) by the Acting Director of Commercial Operations which sought approval for a three year lease of premises in Galston for use as an operational base for the Irvine Valley Area Repair Team (ART).

It was agreed:-

- (i) to authorise the Acting Director of Commercial Operations to pursue a three year lease of the premises at Unit 1, Barrmill Road Industrial Estate, Galston;
- (ii) that the Acting Director of Commercial Operations submit a report to a future meeting of the Irvine Valley Local Committee advising of the new operational arrangements for the Irvine Valley Area Repair Team; and
- (iii) otherwise to note the contents of the report.

CLEANSING - VEHICLE REPLACEMENTS (PARA 9) (Item 4, Page 1723)

10. There was submitted a report dated 23 March 1998 (circulated) by the Acting Director of Commercial Operations which advised of the status of the previous approval gained for the replacement of 2 street cleansing vehicles and which sought approval

for the acquisition of one street sweeping vehicle, one refuse collection vehicle and four pick-ups in the 1998/99 Financial Year.

It was agreed:-

- (i) that a Scarab "Euro" minor street sweeping vehicle, as detailed in paragraph 2.1 of the report, be obtained at a capital cost of £47,245.00;
- (ii) that one refuse collection vehicle estimated at £130,00.00, one street cleansing vehicle estimated at £80,000.00 and four 3.5 tonne pick-ups estimated at £68,000.00 be obtained by competitive tender according to EC Procurement Legislation; and
- (iii) to instruct the Director of Finance to secure the appropriate operating leases for the above.

The meeting terminated at 1025 hours.