

EAST AYRSHIRE COUNCIL

SPECIAL AD-HOC COMMERCIAL STRATEGY REVIEW COMMITTEE

**MINUTES OF MEETING HELD ON FRIDAY 23 APRIL 1999 AT 1100 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors David Sneller, Jane Darnbrough, David Macrae and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; William Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; John Mulgrew, Director of Education; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Iain McLachlan, Executive Director; William Taylor, Acting Director of Commercial Operations; Kate McVey, Solicitor to the Council; Tom McHugh, Head of Accounting Services; Robin Gourlay, Contracts Manager, Site Services Business Unit; and James Lally, Senior Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Gordon Cree and Eric Jackson.

CHAIR: Councillor David Sneller, Chair.

PROCUREMENT OF ROADS MAINTENANCE AND ENGINEERING CONTRACT SERVICES

1. There was submitted a report dated 19 April 1999 (circulated) by the Director of Development Services which sought approval of the Procurement Strategy for Roads Maintenance and Engineering Works required by the services falling within the responsibility of the Roads Division of the Development Services Department.

Having noted that a sum of £40,000 should have been included under Private Contractors in respect of traffic signals in the Appendix of the report which provided a client budget analysis and that as a consequence, this would increase the percentage of the private contractor proportion of the total client budget to 57%, it was agreed:-

- (i) to approve the Procurement Strategy as detailed in Paragraph 3.2 of the report; and
- (ii) to authorise the Director of Development of Development Services to initiate the preliminary ground work for a full service review as outlined in Paragraph 4.1 of the report.

Councillor Darnbrough joined the meeting during discussion of the above item.

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 Paragraph 6 of Schedule 7A of the Act.

BUSINESS PLANS

3. In relation to the forthcoming items, Councillor Sneller explained that the Business Plans had been prepared on an individual basis and independently checked by the Chief Executive's Department.

It was noted that in future years, it was intended to standardise the format and information contained within Business Plans and to timetable the production of Business Plans to align them with the Council's budgetary timetable and allow inter-Departmental and Trade Union consultations to be carried out.

DSO BUSINESS PLANS

4. There was submitted a report dated 19 April 1999 (circulated) by the Director of Community Services which requested consideration of draft Business Plans for the Grounds Maintenance, Sport and Leisure Management, and Refuse Collection and Street Cleaning DSOs.

It was agreed:-

- (i) to request the Director of Community Services to incorporate the minor textual amendments identified within the Business Plans;
- (ii) that the Business Plans be geared to achieve the financial objectives set by the Council and any statutory financial objectives;
- (iii) that the financial tables within the Business Plans should be summarised and provided in larger print for ease of reading; and
- (iv) to approve as working drafts the Business Plans for Sport and Leisure Management, Grounds Maintenance and Refuse Collection and Street Cleaning DSOs as appended to the report and that consideration of the report be continued, with the above amendments, to the Special Meeting of the Policy and Resources Committee on 29 April 1999.

ROADS CONTRACTS UNIT - BUSINESS PLAN

5. There was submitted a report dated 19 April 1999 (circulated) by the Director of Development Services recommending approval of a Business Plan for the Roads Contracts Unit for the year 1999/2000.

It was agreed:-

- (i) to approve the Business Plan for the Roads Contracts Unit for 1999/2000 as detailed in the Appendix to the report subject to (a) minor textual amendments; (b) a section being included within the Business Plan outlining contingency plans for Winter maintenance in the event of mild Winters; (c) the processing time for invoices, as detailed within Section O of the Business Plan, being amended from 30 to 28 days; and (d) the Business Plan being geared to achieve any statutory financial objectives and the financial objectives set by the Council; and
- (ii) to note that financial projections would be revised once detailed information for financial out-turns for 1998/99 became available and that any action necessary to align the business activities of the Unit to the Council's financial objectives could be considered at that time.

TRANSPORT SERVICES UNIT - BUSINESS PLAN

6. There was submitted a report dated 20 April 1999 (circulated) by the Director of Development Services which sought approval of a Business Plan for the Transport Services Unit.

It was agreed to approve the Business Plan for the Transport Services Unit for 1999/2000 as detailed in the Appendix to the report subject to the Business Plan being geared to achieve the financial objectives set by the Council and any statutory financial objectives.

SITE SERVICES BUSINESS PLAN 1999/2000

7. There was submitted a report by the Director of Education which sought approval of the Business Plan for the Site Services Business Unit together with additional financial and employee information to be included within the Business Plan (both circulated).

It was agreed:-

- (i) to request the Director of Education to incorporate any minor textual amendments identified within the Business Plan;
- (ii) that the Business Plan be geared to achieve the Council's financial objectives and any statutory financial objectives;
- (iii) that the financial tables within the Business Plan should be summarised and provided in larger print for ease of reading; and
- (iv) to approve as a working draft the Business Plan for the Site Services Business Unit as appended to the report and that consideration of the report be continued, with the above amendments, to the Special Meeting of the Policy and Resources Committee on 29 April 1999.

The meeting terminated at 1200 hours.