

EAST AYRSHIRE COUNCIL

SPECIAL AD HOC COMMERCIAL STRATEGY REVIEW COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 6 APRIL 1999 AT 1030 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors David Sneller, Gordon Cree, Jane Darnbrough, Tommy Farrell and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; Iain McLachlan, Executive Director; William Taylor, Acting Director of Commercial Operations; John Crawford, Head of Protective Services; Tom Wilkie, Head of Technical Services; Colin Houston, Chief Auditor; David Shearer, Senior Auditor; Robert McCulloch, Outdoor Amenities Manager and James Lally, Senior Administrative Officer.

APOLOGY: Councillor Drew McIntyre.

CHAIR: Councillor David Sneller, Chair.

TIMETABLE OF MEETINGS

1. There was submitted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which provided information on the timetabling arrangements for further meetings of the Special Ad Hoc Commercial Strategy Review Committee.

It was agreed:-

- (i) to the timetabling arrangements as follows:-
1100 hours (or at the conclusion of the Policy and Resources Committee, whichever is the later) - Meeting Room - Friday 23 April 1999;
1400 hours - Meeting Room - Monday 24 May 1999;
- (ii) to note that additional meetings of the Committee would also be convened as and when required; and
- (iii) otherwise, to note the contents of the report.

FUTURE TIMETABLE

2. There was submitted a report dated 26 March 1999 (circulated) by the Chief Executive advising of the updated timetable for the submission of reports to future meetings of this Committee.

It was agreed to note the contents of the report and that Business Plans would be considered at the meeting of the Committee scheduled to be held on 23 April 1999.

TRANSPORT SERVICES - PROPOSED CLIENT LIAISON GROUP

3. There was submitted a report dated 1 April 1999 (circulated) by the Director of Development Services seeking approval for new arrangements for liaison with transport service's client departments.

It was agreed to the establishment of a Transport Services Client Liaison Group as set out in paragraphs 3.1 to 3.5 of the report to operate under the terms of reference contained within Section 3.2 of the report.

TRANSPORT SERVICES - RE-TENDERING OF PRIVATE CONTRACTS

4. There was submitted a report dated 31 March 1999 (circulated) by the Director of Development Services seeking approval for a programme for re-tendering of vehicle maintenance work currently placed with private contractors.

It was agreed:-

- (i) to approve the arrangements for drawing up specifications and arranging for re-tendering of vehicle maintenance contracts currently privately held as set out in paragraphs 3.1 to 3.3 of the report; and
- (ii) to request the Director of Development Services to report back to a future meeting of the Committee with recommendations on the number and type of vehicles to be included in the proposed re-tendering exercise before the contract specification is finalised.

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 of Schedule 7A of the Act as shown against each item.

NOTE OF MEETING WITH TRADE UNION REPRESENTATIVES REGARDING SPECIAL AD HOC COMMERCIAL STRATEGY REVIEW COMMITTEE (PARA 11)

6. There was submitted and noted Minutes of meeting held on 8 March 1999 (circulated).

BUDGETARY CONTROL SUMMARY STATEMENT - COMMERCIAL OPERATIONS TO 26 FEBRUARY 1999 (PERIOD 12) (PARA 6)

7. There was submitted and noted joint report dated 24 March 1999 (circulated) by the Acting Director of Commercial Operations and the Director of Finance advising of the current budgetary control position and the projected out-turn for the year of the Commercial Operations Departments for the period ended 26 February 1999 (Period 12).

BUILDING AND WORKS INVOICES (PARA 6)

8. There was submitted and noted report dated 26 March 1999 (circulated) by the Acting Director of Commercial Operations informing of the progress in dealing with Building and Works Invoices.

BUILDING AND WORKS INCOME RECOVERY (PARA 6)

9. There was submitted and noted report dated 26 March 1999 (circulated) by the Acting Director of Commercial Operations informing of the amount of income recovered by Building and Works to the end of Week 48.

BUILDING AND WORKS STORES - UPDATE (PARA 6) (Item 8, Page 4301)

10. There was submitted a report dated 31 March 1999 (circulated) by the Chief Auditor advising of issues relating to Building and Works Stores, in particular the progress on the introduction of a system on continuous stock taking, and the remedial action taken as a result of the recommendations made in the Internal Audit Report - Building and Works Stores, dated 24 February 1999.

It was agreed:-

- (i) to note the findings and recommendations arising from the audit work carried out on the Building and Works Stores; and
- (ii) to request the Acting Director of Commercial Operations to report progress on the results of the continuous stock checks to the next meeting of the Committee.

BUILDING AND WORKS DLO - GAS PLUMBERS AND HEATING ENGINEERS - BONUS EARNINGS (PARA 6)

11. There was submitted a report dated 22 March 1999 (circulated) by the Acting Director of Commercial Operation seeking approval of revised interim arrangements for bonus earnings for gas plumbers and heating engineers in the Building and Works DLO.

It was agreed:-

- (i) that with effect from 22 March 1999 the gas plumbers payment per service be revised to £8.65; and
- (ii) that with effect from 8 March 1999 the "spot bonus" for heating engineers be revised to £110 per week.

LEASE OF GROUNDS MAINTENANCE EQUIPMENT (PARA 6)

12. There was submitted a report dated 15 March 1999 (circulated) by the Director of Community Services seeking approval to replace two ride-on mowers and one crew cab pick-up vehicle currently used by the Grounds Maintenance DSO.

It was agreed:-

- (i) to approve the acquisition on lease of three ride-on mowers estimated at a capital cost of £8,000 each and one crew cab pick-up vehicle, at an estimated capital cost of £16,500 by competitive tender; and
- (ii) to instruct the Director of Finance to secure the appropriate leases for the above.

TRANSPORT SERVICES UNIT - BUSINESS PLAN (PARA 6)

13. There was submitted a report dated 1 April 1999 (circulated) by the Director of Development Services seeking approval of a Business Plan for the Transport Services Unit.

It was agreed to continue consideration of this item to the next meeting of the Committee scheduled to be held on 23 April 1999.

The meeting terminated at 1100 hours.