

**EAST AYRSHIRE COUNCIL**

**SPECIAL AD HOC COMMERCIAL STRATEGY REVIEW COMMITTEE**

**MINUTES OF MEETING HELD ON MONDAY 14 SEPTEMBER 1998 AT 1400 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Gordon Cree, David Macrae and Tommy Farrell.

**ATTENDING:** Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; Iain McLachlan, Director of Personnel Services; William Taylor, Acting Director of Commercial Operations; Alex McPhee, Acting Director of Finance; Robin Gourlay, Depute Director of Commercial Operations; Chris McAleavey, Senior Depute Director of Housing; Tom Wilkie, Head of Contracting and Technical Services; Kate McVey, Head of Legal Services; John Donohoe, Building and Works Manager; Martin O'Rourke, Senior Planning Officer; and James Lally, Senior Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre, Jane Darnbrough and David Sneller.

**CHAIR:** Councillor Eric Jackson, Vice-Chair.

**MONITORING AND REVIEW OF PROGRESS: TIMETABLE**

1. There was submitted report dated 11 September 1998 (circulated) by the Chief Executive updating the timetable for the submission of reports to future meetings of this Committee and advising of progress being made on a range of issues which had been identified to date in relation to the current situation within the Commercial Operations Department.

It was agreed to note the amended timetable and to delete from future timetable reports those items which had previously been highlighted as being implemented.

**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 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)**

3. There was submitted and noted Minutes of Meeting held on 31 August 1998 (circulated).

**ROADS CONTRACTS - BUSINESS PLAN AND SUBMISSION TO THE  
SECRETARY OF STATE (PARA 6)**

4. There was submitted report dated 11 September 1998 (circulated) by the Director of Development Services seeking approval for the submission of a Business Plan for

the Roads Contracts Unit to the Secretary of State in response to the Direction issued on 23 July 1998 based upon the principles outlined in the report.

The Committee agreed that in future copies of documents should be made available to them prior to consideration by Committee.

Having noted that Members of the Committee would be supplied with copies of the Business Plan for the Roads Contracts Unit from the Director of Development Services it was agreed:

- (i) to approve the submission to the Scottish Office of a Business Plan for the Roads Contracts Unit based upon the principles set out in paragraph 3.1 of the report; and
- (ii) to authorise the Chief Executive to request that the Secretary of State rescind the Direction insofar as it relates to general highway work under the 1980 Act.

#### **BUILDING AND WORKS INVOICES (PARA 6)**

5. There was submitted report dated 8 September 1998 (circulated) by the Acting Director of Commercial Operations informing of progress in clearing Building and Works invoices.

It was agreed to note the report and that staff involved in clearing the backlog of invoices be congratulated on the work they were carrying out in this respect.

#### **BUILDING AND WORKS INCOME RECOVERY (PARA 6)**

6. There was submitted and noted report dated 9 September 1998 (circulated) by the Acting Director of Commercial Operations providing information on the amount of income recovered by Building and Works to the end of Week 13.

#### **BUILDING AND WORKS STORES - UPDATE REPORT (Item 4, Page 3571) (PARA 6)**

7. There was submitted report dated 7 September 1998 (circulated) by the Acting Director of Commercial Operations providing an update on the operation of the Building and Works Stores.

It was agreed to note the progress being made in taking corrective action to control Building and Works Stores and that it be remitted to the Acting Director of Commercial Operations to submit a further update report to the meeting of this Committee scheduled to be held on 12 October 1998.

#### **STANDBY CO-ORDINATORS ALLOWANCE (Item 14, Page 3635) (PARA 1)**

8. There was submitted report dated 9 September 1998 (circulated) by the Acting Director of Commercial Operations seeking agreement to an increase in the Standby Co-ordinators Allowance.

It was agreed:

- (i) to set the current Standby Co-ordinators Weekly Allowance at £202.50 per week backdated to 5 May 1998; and
- (ii) that a review of the operation be undertaken after a six month period, taking into account workload, and that a report thereon be submitted to the appropriate Committee.

**THE IMPLEMENTATION OF THE TRANSFER OF THE REFUSE  
COLLECTION DSO AND THE STREET CLEANING DSO TO THE  
COMMUNITY SERVICES DEPARTMENT (Item 10, Page 3551) (PARA 6)**

9. There was submitted a report dated 8 September 1998 (circulated) by the Director of Community Services informing of the progress made in implementation of the transfer of responsibility for the management of the Refuse Collection DSO and Street Cleaning DSO from Commercial Operations Department to the Community Services Department and setting out a number of further measures which require to be addressed as part of the ongoing review of service delivery to ensure Best Value.

It was agreed:

- (i) to note the progress made in the implementation of the transfer of management responsibilities for the Refuse Collection and Street Cleaning DSOs from the Commercial Operations Department to the Community Services Department;
- (ii) to note that this transfer took effect from 11 September 1998 and that the new Waste Management Business Unit, working within the Community Services Department, assumed responsibility for all operational and financial matters for these services from that date;
- (iii) to note the range of additional issues which were currently being addressed and that further and ongoing discussions would be held with the relevant Trade Unions in this regard; and
- (iv) otherwise to note the terms of the report.

**INCOME AND EXPENDITURE - GROUNDS MAINTENANCE SERVICE  
LEVEL AGREEMENT UPDATE (Item 5, Page 3400) (PARA 6)**

10. There was submitted joint report dated 9 September 1998 (circulated) by the Director of Community Services and the Acting Directors of Commercial Operations and Finance providing an income and expenditure statement for the period to 14 August 1998 (Period 5).

It was agreed to note the contents of the report and that the bracketed figures contained within the table in Section 4 of the report were surplus balances and not deficits as had been stated in the report.

**GROUNDS MAINTENANCE SERVICE - SUMMER SERVICE  
LEVEL AGREEMENT - PROGRESS REPORT (PARA 6)**

11. There was submitted and noted joint report dated 10 September 1998 (circulated) by the Director of Community Services and the Acting Director of Commercial Operations advising of progress made in the delivery of the Grounds Maintenance Service Level Agreement for summer 1998 by the Commercial Operations Department.

**REVIEW OF DSOs - SITE SERVICES BUSINESS UNIT  
Item 12, page 3634) (PARA 6)**

12. There was submitted a report dated 11 September 1998 (circulated) by the Chief Executive providing the latest updated financial projections for the current financial year for the various contracts to be operated within the Site Services Business Unit.

It was agreed:

- (i) to note the part year effect of the new management arrangements on the projected financial out-turn for 1998/99 of the services operating within the Site Services Business Unit; and
- (ii) otherwise to note the terms of the report.

**INTERIM MANAGEMENT ARRANGEMENTS TO STRENGTHEN THE  
BUILDING AND WORKS DLO (Item 5, Page 3571) (PARA 1)**

13. There was submitted report dated 11 September 1998 (circulated) by the Chief Executive advising of progress to date with regard to the engagement of consultancy support to provide external reinforcement for the management of the Council's Building and Works DLO.

It was agreed:

- (i) to note the appointment of a consultant to provide external reinforcement for the management of the Building and Works DLO as detailed within the report;
- (ii) to note that a further report would be submitted to the meeting of the Committee scheduled to be held on 28 September 1998 on the consultant's initial review of the Building and Works managerial and operational arrangements;
- (iii) to note that a further report would be submitted to this Committee in due course to advise of the outcome of meetings held with consultants specialising in the provision of management services; and
- (iv) otherwise to note the terms of the report.

The meeting terminated at 1440 hrs.