

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 16 OCTOBER 1997 AT
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillor Jimmy Carmichael, Provost Robert Stirling, Councillors Kathleen Hall, John Knapp, Kim Nicoll, David Sneller, John Smith and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Bill McKenzie, Senior Depute Director of Commercial Operations; Robin Gourlay and Charles McIvor, Depute Directors of Commercial Operations; Alex McPhee, Senior Depute Director of Finance; Ian Arnott, Chief Accountant; Graham Kerr, Public Relations Officer; Bill Walkinshaw, Principal Administrative Officer and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Jim O'Neill, Drew McIntyre, Alan Campbell and Tommy Farrell.

CHAIR: Councillor Jimmy Carmichael, Vice-Chair.

**BUDGETARY CONTROL SUMMARY STATEMENT - COMMERCIAL
OPERATIONS TO 12 SEPTEMBER 1997 (PERIOD 6)**

1. There was submitted a report dated 8 October 1997 (circulated) by the Director of Finance which advised of the current budgetary control position and projected out-turn for the year for the Commercial Operations Department for the Period ended 12 September 1997 (Period 6).

It was agreed:-

- (i) that the Director of Commercial Operations prepare and implement proposals to address the issue of the backlog of charges as referred to in paragraph 3.1.4 and report on progress to the next meeting of the Commercial Operations Committee on 27 November 1997; and
- (ii) otherwise, to note the contents of the report.

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

2. There was submitted report dated 30 September 1997 (circulated) by the Director of Commercial Operations which advised of the number of incidents/accidents reported in the Period 1 to 31 August 1997 and 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 contents of the report and to continue to monitor Health and Safety statistical information.

REPLACEMENT OF ROADS VEHICLES

3. There was submitted a report dated 30 September 1997 (circulated) by the Director of Commercial Operations which advised of a proposed vehicle replacement programme for the Roads Section of the Commercial Operations Department.

It was agreed that the Director of Commercial Operations and the Director of Finance arrange the replacement of the vehicles by lease at the most economical terms and the redundant vehicles be disposed of at auctions; and it was noted that the Director of Commercial Operations would provide Councillor Campbell with details on the hiring of vehicles within Commercial Operations and related costs.

PROGRESS REPORT - ROADS AND TRANSPORT, BUILDING AND WORKS

4. There was submitted and noted a report dated 30 September 1997 (circulated) by the Director of Commercial Operations providing information on recent and ongoing issues within the Section.

CHARGEHAND AWARD

5. Arising from discussion, the Chair took the opportunity to present an Institute of Wood Science Certificate to Chargehand James New, who had recently passed the Surveyor's Examination in Remedial Treatment (Timber Infestation).

PROGRESS REPORT - DIRECT SERVICES

6. There was submitted and noted a report dated 30 September 1997 (circulated) by the Director of Commercial Operations which provided an update on some of the key issues and areas of progress within each of the services comprising Commercial Operations Direct Services.

EQUAL OPPORTUNITIES

7. There was submitted a report dated 9 September 1997 (circulated) by the Director of Commercial Operations which provided an update on work ongoing in support of the Council's Equal Opportunities Strategy within the Department of Commercial Operations.

It was agreed to note the Department's progress and commitment to support the Equal Opportunities Policy of the Council.

ABSENCE MANAGEMENT RESULTS FOR THE PERIOD FROM 7 APRIL TO 4 JULY 1997

8. There was submitted and noted a report dated 30 September 1997 (circulated) by the Director of Commercial Operations which provided detailed results of the Department's absence management procedures.

CONTRACT AWARDS BUILDING MAINTENANCE AND SPORTS AND LEISURE MANAGEMENT (Item 2, Page 2468)

9. There was submitted and noted an amended report dated 1 October 1997 (circulated) by the Director of Commercial Operations on the outcome of the compulsory competitive tendering processes undertaken by the Department of

Commercial Operations for the Building Maintenance and Sports and Leisure Management Services.

AWARDING OF TENDERS

- 10.** There was submitted and noted a report dated 2 October 1997 (circulated) by the Director of Support Services providing, for information, details of the undernoted tenders which had been awarded, viz:-

Applied Sweepers, Falkirk for one mechanical suction road sweeper at a cost of £66,894.00; and Jack Allan, West Midlands for four refuse collection vehicles at a cost of £489,928.

The meeting terminated at 1048 hrs.