

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 10 SEPTEMBER 1996 AT
1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Jim O'Neill, Drew McIntyre, Provost Robert Stirling ,
Councillors Alan Campbell, Kathleen Hall, John Knapp, Robert Taylor, John Smith,
and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief
Executive; Des Tierney, Director of Commercial Operations; William McKenzie,
Senior Depute Director of Commercial Operations; Charles McIvor and Robin
Gourlay, Depute Directors of Commercial Operations; Joan Kendall, Principal
Solicitor; Julie Armstrong, Senior Administrative Officer and Gillian Hamilton,
Administrative Officer.

APOLOGIES: Councillors Gordon McCredie, David Sneller, Jimmy Carmichael and
Tommy Farrell.

CHAIR: Councillor Jim O'Neill, Chair.

PROGRESS REPORTS

1.1 DIRECT SERVICES

There was submitted and noted, subject to an amendment of Direct Services
turnover to £20m (paragraph 2.1), a report dated 27 August 1996 (circulated) by the
Director of Commercial Operations, updating the Committee on key issues within
each of the sections comprising the Commercial Operations Direct Services
activities.

On a question raised by Councillor Campbell, it was agreed that Robin Gourlay
Depute Director of Commercial Operations would resolve the current problem of
grass cutting in the Caprington area.

1.2 SUPPORT AND DEVELOPMENT

There was submitted and noted a report dated September 1996 (circulated) by the
Director of Commercial Operations updating the Committee on progress with work
being undertaken within the Department's Support and Development Section in the
areas of Finance, Personnel, Quality Management and Recruitment.

1.3 ROADS AND TRANSPORT

There was submitted and noted a report dated 26 August 1996 (circulated) by the
Director of Commercial Operations advising the Committee of progress within the
Roads and Transport Section.

1.4 BUILDING AND WORKS

There was submitted and noted a report dated 26 August (circulated) by the Director of Commercial Operations updating the Committee on progress within the Building and Works Service.

Arising from discussion on the above, it was agreed that the successful apprentices who had recently won awards as detailed in the report be invited to a future meeting of the Committee.

REWARDS AND RECOGNITION SCHEMES

2. There was submitted and noted a report dated 26 August 1996 (circulated) by the Director of Commercial Operations advising the Committee of the recommendations and proposals prepared by the Working Group on Rewards and Recognition Schemes in respect of employees of the Department of Commercial Operations.

It was agreed:-

- (i) to create an Awards Committee to develop the proposals contained in the report; and
- (ii) to implement a pilot scheme over the next 12 months for one award from each of the categories of Departmental Improvements, Employee Recognition and the Community.

QUALITY SERVICES MEMBER/OFFICER WORKING GROUP

3. There was submitted and noted a report dated September 1996 (circulated) by the Director of Commercial Operations advising the Committee of the outcome of the Member/Officer Working Group for Quality Services.

It was agreed:-

- (i) that the Department adopt the policy of achieving Quality Systems registration for all of its services, meeting the time scales shown in Appendix A of the report;
- (ii) that a Quality Team structure be developed as shown in Appendix B of the report to take the Department forward and prepare for registration which included support from Manual, Staff Customer and Client environments;
- (iii) that the Department prepare a Quality Strategy enabling the Quality Team to address amongst others the issues highlighted in the report; and
- (iv) that development of an appropriate Quality Training Programme be undertaken to enable the members of the Quality Team to implement and maintain effective Quality Systems in line with the Department's Quality Strategy.

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

4. There was submitted a report dated 26 August 1996 (circulated) by the Director of Commercial Operations advising the Committee on the number of incidents/accidents reported in the periods 1 to 31 May, 1 to 30 June and 1 to 31 July 1996 and 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.

The Committee agreed:-

- (i) to note the contents of the report;
- (ii) to continue to monitor Health and Safety statistical information; and
- (iii) to add another category to the accident profile to cover miscellaneous accidents.

COMPULSORY COMPETITIVE TENDERING (CCT) IN SCOTLAND UNDER THE LOCAL GOVERNMENT PLANNING AND LAND ACT 1980

5. There was submitted a report dated 27 August 1996 (circulated) by the Director of Commercial Operations advising that the Scottish Office Development Department had issued a consultation paper dated July 1996 summarising issues on which comments were invited in respect of CCT under the Local Government Planning and Land Act 1980 by 9 September 1996.

It was agreed:-

- (i) to note the contents of the report and;
- (ii) to instruct the Director of Commercial Operations to submit the comments to the Director of Support Services for inclusion in the report for the Policy and Resources Committee giving the Council's considered opinion on the proposals.

AWARDING OF TENDERS

6. There was submitted and noted a report dated 28 August 1996 (circulated) by the Director of Support Services providing details of a tender awarded in respect of a Commercial Operations contract for the supply and delivery of two refuse collection vehicles.

The meeting terminated at 1030 hours.