

EAST AYRSHIRE COUNCIL

COMMERCIAL OPERATIONS COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 4 SEPTEMBER 1997
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK AT 1000 HOURS.**

PRESENT: Councillors Jim O'Neill, Drew McIntyre, Ronald Brajjsford, Provost Robert Stirling, Councillors Alan Campbell, Kathleen Hall, John Knapp, David Sneller, Jimmy Carmichael, Robert Taylor, John Smith and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Des Tierney, Director of Commercial Operations, Bill McKenzie, Senior Depute Director of Commercial Operations; Robin Gourlay and Charles McIvor, Depute Directors of Commercial Operations; Irene Townson, Principal Solicitor; David McLellan, Senior Accountant; Angela Stewart, Accountant; Graham Kerr, Public Relations Officer; Julie Armstrong, Senior Administrative Officer and Gillian Hamilton, Administrative Officer.

CHAIR: Councillor Jim O'Neill, Chair.

CHAIRS REMARKS

1. The Committee paid respect to Diana, Princess of Wales by observing a one minute silence prior to commencement of the meeting.

**BUDGETARY CONTROL SUMMARY STATEMENT - COMMERCIAL
OPERATIONS TO 18 JULY 1997 (PERIOD 4)**

2. There was submitted and noted a report dated 20 August 1997 (circulated) by the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the Commercial Operations Department for the period ended 18 July 1997 (Period 4).

REPLACEMENT OF BUILDING AND WORKS VEHICLES

3. There was submitted a report dated 8 August 1997 (circulated) by the Director of Commercial Operations which advised of a proposed vehicle replacement programme for Building and Works.

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 auction.

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

4. There was submitted a report dated 20 August 1997 (circulated) by the Director of

Commercial Operations which advised of the number of incidents/accidents reported in the periods 1 to 31 May 1997, 1 to 30 June 1997 and 1 to 31 July 1997 and further advised on the number of reports made to the Health and Safety Executive in

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terms of the Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

It was agreed to note the report and to continue to monitor health and safety statistical information.

PROVISION OF AIDS AND ADAPTATIONS SERVICE

5. There was submitted a report dated 27 June 1997 (circulated) by the Director of Commercial Operations which advised of Building and Works participation in the Housing and Social Work Departments' adaptation service.

It was agreed to note the report and seek a further report on performance and specification review in three months.

ABC SERVICE CONTRACT AGREEMENT

6. There was submitted a report dated 6 August 1997 (circulated) by the Director of Commercial Operations which advised of an extension to the range of Contracts procured by the Authorities Buying Consortium.

It was agreed to note the use of Authorities Buying Consortium for the provision of

Casual Hire of Vehicles and Plant Contract and the Vehicle Tyres and Related Services Contract and to authorise the relevant expenditure.

CONTRACT AWARDS BUILDING MAINTENANCE AND SPORTS AND LEISURE MANAGEMENT

7. The Chair intimated that this report had been withdrawn from the agenda and would be resubmitted to a future meeting.

REWARDS AND RECOGNITION SCHEME

8. There was submitted a report dated 20 August 1997 (circulated) by the Director of Commercial Operations which provided an update on the outcome of the first Rewards and Recognition Scheme which culminated in the Commercial Operation Awards Day in June and further submitted proposals for the future of the Scheme.

It was agreed to note the progress in this important feature of employee relations and to approve the organisation of a similar event for 1998 for the following categories;

Customer Care
Employee Recognition

Community Award
Overall Quality and Improvement
Driver of the Year

IMPLEMENTING THE BEST VALUE REGIME

9. There was submitted and noted a report dated 20 August 1997 (circulated) by the Director of Commercial Operations which informed of the preparations being made by the Council for the implementation of the Best Value Regime.

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GROUNDS MAINTENANCE MACHINERY TENDERS

10. There was submitted a report dated 29 August 1997 (circulated) by the Director of Commercial Operations which requested approval to purchase essential Grounds Maintenance equipment.

It was agreed:

- (i) after careful consideration on the relevant factors that it was not only justifiable but economically prudent to accept that the Toro Grounds Master Machinery should be purchased providing a long term saving in machinery costs as opposed to accepting the lower tender for the ISEKI SF300 for short term gain and long term strain on an already pressured service; and
- (ii) to note in response to questions from Councillors Brailsford and Sneller that options for improving efficiency in uplifting grass cuttings were being explored.

The meeting terminated at 1016 hours.