

EAST AYRSHIRE COUNCIL**SPECIAL AD HOC COMMERCIAL STRATEGY REVIEW COMMITTEE****MINUTES OF MEETING HELD ON MONDAY 24 AUGUST 1998 AT 1400 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

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

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Taylor, Acting Director of Commercial Operations; William Stafford, Director of Community Services; Alex McPhee, Acting Director of Finance; Iain McLachlan, Director of Personnel Services; Barbara Haughan, Director of Support Services; Robin Gourlay, Depute Director of Commercial Operations; Tom Wilkie, Head of Contracting and Technical Services; Malcolm Roulston, Head of Information Technology; Robert McLeary, Head of Property Services; Douglas Campbell, Head of Public Relations and Marketing; John Donohoe, Building and Works Manager; Martin O'Rourke, Senior Planning Officer; and Julie Armstrong, Senior Administrative Officer.

APOLOGY: Councillor David Macrae.

CHAIR: Councillor David Sneller, Chair.

TIMETABLE OF MEETINGS (Item 1, Page 3548)

1. There was submitted a report dated 20 August 1998 (circulated) by the Director of Support 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:

1400 hrs	Meeting Room	Monday 14 September 1998
1400 hrs	Meeting Room	Monday 28 September 1998
1400 hrs	Meeting Room	Monday 12 October 1998
1400 hrs	Meeting Room	Monday 26 October 1998
- (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.

MONITORING AND REVIEW OF PROGRESS: TIMETABLE

2. There was submitted a report dated 20 August 1998 (circulated) by the Chief Executive which updated the timetable for the submission of reports to future meetings of this Committee and progress being made on the range of issues which have been identified to date in relation to the current situation within the Commercial Operations Department.

It was agreed:

- (i) to note the amended timetable;
- (ii) to note that the report in respect of the plans for strengthening the interim management of the Building and Works DLO had been rescheduled to 31 August 1998 to allow a workforce ballot to take place; and
- (iii) to otherwise note the terms of the report.

EXCLUSION OF PRESS AND PUBLIC

3. 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)

4. There were submitted and noted Minutes of Meeting held on 17 August 1998 (circulated).

MATTERS ARISING

5.1 BUILDING AND WORKS DLO - VOLUNTARY SEVERANCE

Noted that the job description for the Contract Co-ordinator post, which was now vacant and the duties of which were no longer required, had now been sent to Matt McLaughlin.

5.2 GROUNDS MAINTENANCE SERVICE - PROGRESS REPORT

The Director of Community Services reported that a meeting had taken place on 16 July and that a further meeting to discuss market testing in the Grounds Maintenance Service had been scheduled for Thursday 27 August. He also confirmed that no discussion had yet taken place with the private sector in respect of market testing.

5.3 COMMITMENT BUDGETING IN HOUSING AND PROPERTY SERVICES

Following an issue raised in respect of a Capital contract for window replacement, it was agreed that the Director of Support Services would provide information on the successful contractor to Councillors Sneller and McIntyre.

BUILDING AND WORKS INVOICES BACKLOG (PARA 6) (Item 9, Page 3572)

6. There was submitted and noted a report dated 19 August 1998 (circulated) by the Acting Director of Commercial Operations which informed the Committee of the progress in reducing the level of outstanding Building and Works invoices.

REPLACEMENT OF CORPORATE FINANCIAL MANAGEMENT IT SYSTEMS (PARA 6)

7. There was submitted a joint report dated 19 August 1998 (circulated) by the Director of Support Services and Acting Directors of Finance and of Commercial Operations which advised Members of work being undertaken to replace the current portfolio of financial management systems with one fully integrated corporate system serving the common needs of all Council Departments.

It was agreed:

- (i) that a report be submitted to provide information on any financial loss incurred by Building and Works in respect of "downtime" of IT equipment; and
- (ii) otherwise to note the content of the report.

**GROUNDS MAINTENANCE SERVICE LEVEL AGREEMENT IN RESPECT OF
PERIOD 2 OCTOBER 1998 TO 31 MARCH 1999 (PARA 6)**

8. There was submitted a joint report dated 20 August 1998 (circulated) by the Director of Community Services and Acting Director of Commercial Operations which sought approval of a Service Level Agreement in relation to Grounds Maintenance and that it be remitted to the Director of Community Services to consult with the Trade Unions on its content.

It was agreed to approve the Service Level agreement for Grounds Maintenance for the period from 2 October 1998 to 31 March 1999.

REFUSE COLLECTION SERVICE LEVEL AGREEMENT (PARA 6)

9. There was submitted a joint report (circulated) by the Director of Community Services and Acting Director of Commercial Operations on the proposals to harmonise and consolidate the two existing CCT Refuse Collection contracts into a single Service Level Agreement.

It was agreed:

- (i) that the issue of the inclusion of fly tipping be re-assessed;
- (ii) to agree the basis of the Service Level Agreement;
- (iii) that the Director of Community Services consult with the Trade Unions on the content of the Service Level Agreement; and
- (iv) otherwise to note the report.

The meeting terminated 1445 hrs.