

Ayrshire Shared Services Joint Committee  
14 June 2019 at 10.00 a.m.

**Present**

Councillor Alex Gallagher (North Ayrshire Council); Councillor Alec Clark, Councillor Bob Pollock and Councillor Philip Saxton (South Ayrshire Council); and Councillor Tom Cook, Councillor John McGhee and Councillor Jim Roberts (East Ayrshire Council).

**In Attendance**

S.Turner, Head of Roads; K. Braidwood, Operations Manager; A. Porter, Apprentice; and K. Smith, Apprentice (Ayrshire Roads Alliance); P. Whip, Group Finance Manager (East Ayrshire Council); K. Carr, Executive Manager – Place Directorate, (South Ayrshire Council); C. Boyd, Service Lead – Risk and Safety, and J. McGeorge, Coordinator (Ayrshire Civil Contingencies) and E. Gray, Committee Services Officer (Chief Executive's Service).

**Chair**

Councillor Alex Gallagher (Agenda Items 1 – 3) and Councillor Alec Clark (Agenda Items 1 and 4-10).

**Apologies**

Councillor Marie Burns and Joe Cullinane (North Ayrshire Council), Councillor Ian Cochrane (South Ayrshire Council) and Councillor Douglas Reid (East Ayrshire Council).

**1. Chair's Remarks**

The Chair congratulated Kirsty Smith and Aiden Porter who were announced as the winner and runner-up respectively of the 2019 APSE Apprentice of the Year Award in Highways and Lighting. The Committee echoed the Chair's sentiments and wished Kirsty and Aiden continued success in their careers.

**2. Declarations of Interest**

There were no declarations of interest by Members in terms of Standing Order 10 and Section 5 of the Code of Conduct for Councillors.

**3. Minutes**

The accuracy of the Minutes of the meeting of the Ayrshire Shared Services Joint Committee held on (i) 7 December 2018 and (ii) 25 April 2019 were confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

#### **4. Ayrshire Civil Contingencies Team**

Submitted report by the Head of Regulatory Services, South Ayrshire Council, on progress made against the 2019/2020 Ayrshire Civil Contingencies Team Work Plan. The work plan was set out at Appendix 1 and the Ayrshire Resilience Partnership Annual Report 2018/19 set out at Appendix 2 to the report.

Members asked questions and were provided with further information in relation to:

- the cracks which have been identified in the graphite bricks which surround the core at Hunterston B Power Station and whether any further work has been carried out around this risk;
- the expansion of the Wm Grant and Sons site in Girvan, whether the plan needed update to reflect this and the fact that the plan covers the the site in its entirety including any expansions;
- the two plans in respect of Prestwick Airport detailed in the Work Plan, the risks which are covered by each and the notification process for neighbouring properties and businesses should an incident occur; and
- the production of a Multi-Agency Incident Response Guide (MAIRG) for the building formerly known as The Station Hotel, Ayr which has been identified as a priority area of work for 2019/20 and the types of incidents which this would cover including fire and weather damage.

The Ayrshire Shared Services Joint Committee agreed to (a) approve the progress made against the current work plan for 2019/2020 set out at Appendix 1 to the report; (b) note the Ayrshire Local Resilience Partnership Annual Report 2018/2019 set out at Appendix 2 to the report; and (c) send a request to the Counter Terrorism Division of Police Scotland seeking details on the process for notifying properties surrounding Prestwick Airport should an incident occur.

#### **5. Rotation of Chair**

Councillor Alex Gallagher withdrew from the Chair at this point, to allow Councillor Alec Clark to chair the meeting for the remaining items of Ayrshire Roads Alliance business.

Councillor Alex Gallagher left the meeting at this point.

#### **6. Ayrshire Roads Alliance Roadworks Programme 2019/20**

Submitted report by the Head of Roads, Ayrshire Roads Alliance, on the progress made with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2019-2020. The programmes for 2019-2020 were set out at Appendix 1 and Appendix 2 to the report.

Members asked questions and were provided with further information in relation to:

- the replacement of all current street lamp units with LED and that this process does not include replacement of the lighting columns;
- the B778 Fenwick to Stewarton route study which was identified in the Traffic, Transportation and Road Safety Programmes 2019/20 and noted that an application for grant funding has been made to the Scottish Timber Transport Group to assist with development; and
- the actions identified in the Traffic, Transportation and Road Safety Programmes 2019/20 were not assigned a status. It was noted that this was only recently approved, and this will be amended for future reports.

The Ayrshire Shared Services Joint Committee agreed to (a) note the Ayrshire Roads Alliance works progress for 2019/20; and (b) otherwise note the content of the report.

## **7. Ayrshire Roads Alliance Risk Register**

Submitted report by the Head of Roads, Ayrshire Roads Alliance, on the management of risk associated with the Ayrshire Roads Alliance. The Risk Register Scoring Matrix was set out at Appendix 1 and the Risk Register set out at Appendix 2 to the report.

Members asked questions and were provided with further information on the risks relating to staff turnover and requested assurances that resilience measures were in place to minimise the impact of retirements and resignations.

The Ayrshire Shared Services Joint Committee agreed to (a) note the risk register presented in the report; (ii) continue to receive updates on progress; and (b) otherwise, note the content of the report.

## **8. Ayrshire Roads Alliance Update on the Performance Scorecard**

Submitted report by the Head of Roads, Ayrshire Roads Alliance, on progress made to date against the Performance Scorecard. The Performance Scorecard was set out at Appendix 1 to the report.

Members asked questions and were provided with further information in relation to:

- the change in target response time for category 3 and 4 defects and the impact this will have when comparing results from previous years; and
- the use of mobile scaffolding for streetlamp repairs on remote footpaths and the possibility of using a different type of lighting column in these areas which would negate the demand for this.

The Ayrshire Shared Services Joint Committee agreed to (a) note the performance scorecard presented in the report; (b) continue to receive the performance scorecard updates; and (c) otherwise note the content of the report.

## **9. Ayrshire Roads Alliance Roads Process Improvement Plan**

Submitted report by the Head of Roads, Ayrshire Roads Alliance, on progress made to date against the Roads Process Improvement Plan. Examples of Process Maps were set out at Appendices 1 and 2 to the report.

Members asked questions and were provided with further information in relation to:

- the use of technology including artificial intelligence devices such as the Amazon Echo which members of the public can use to track gritters, the 5G mobile network and hand-held tablets in service vehicles and how these can be used to implement improvements;
- issues relating to public grit bins including notification that when they are empty, the theft of salt and periodic inspections by staff; and
- the process of applying for a disabled parking bay outside a residential property and the changes to the process which will reduce waiting times.

The Ayrshire Shared Services Joint Committee agreed to (a) note the process improvements presented in the report; and (b) otherwise note the content of the report.

## **10. Ayrshire Roads Alliance Scottish Water Maintenance Agreements**

Submitted report by the Head of Roads, Ayrshire Roads Alliance on the Scottish Government's desire to ensure the maintenance of surface water drainage systems is carried out by Public Bodies. A letter endorsing the proposals was set out Appendix 1, the Memorandum of Agreement set out at Appendix 2 and the individual agreement format set out at Appendix 3 to the report.

Members asked questions and were provided with further information in relation to:

- it was only developments which are currently being approved that would be included in the proposed changes;
- concerns that some developments would have larger green spaces which would result in higher maintenance costs and the fact that Local Authorities would only be responsible for maintaining areas around swales, ponds, gullies and tails;
- the fact that without approving the proposal, Scottish Water would not assume responsibility for maintaining carrier pipework, manholes, chambers, outlets and flow control devices which would result in higher costs when maintenance is required;
- whether Local Authorities would be liable for any incident around the areas they are responsible for maintaining; and
- the possibility of transferring the cost of maintenance to developers through a Section 75 condition.

The Ayrshire Shared Services Joint Committee agreed to (a) approve the Memorandum of Agreement; (b) request that a report be provided to a future meeting detailing the possibility of using a Section 75 condition to pass the cost of maintenance to developers; and (c) otherwise note the content of this report.

## **11. Ayrshire Roads Alliance Coal Tar Presence within the Carriageway and Footway Network**

Submitted report by the Head of Roads, Ayrshire Roads Alliance on the presence of coal tar within some of the carriageway and footway network. The report set out how carriageways should be tested for coal tar and treatment methods where a presence is identified.

Members asked questions and were provided with further information in relation to:

- treatment options including overlaying, removal and resurfacing and in-situ stabilisation;
- issues created by overlaying including requirements to raise kerbs and pathways and the impact of this including financial costs and access to properties;
- two specific roads in East Ayrshire which have been found to contain coal tar and progress towards actioning these. One of these roads have now been treated with the other left in situ while options are considered;
- the risks associated with coal tar exposure, the fact that it is not harmful when undisturbed and whether relocation of residents during the treatment of roads has been considered;
- issues around disposing of material containing coal tar and the fact that nowhere in Scotland currently accepts receipt of coal tar for disposal.

The Ayrshire Shared Services Joint Committee agreed to note the content of the report.

## **12. Ayrshire Roads Alliance Revenue Financial Monitoring Report**

Submitted report by the Depute Chief Executive and Chief Financial Officer, (East Ayrshire Council), on the revenue budgeting monitoring position for the year to 31 March 2019. The Strategic and Local Service Delivery split was set out at Appendix 1 and the Financial Monitoring Report set out at Appendix 2 to the report.

Members asked questions and were provided with further information in relation to:

- budgets which were underspent during 2019/20, whether these could be carried forward, issues relating to underspends and assurances that future budgets would be fully utilised; and
- the recruitment process for permanent and temporary staff and the importance of retaining staff to reduce overtime costs.

The Ayrshire Shared Services Joint Committee agreed to (a) note (i) the financial management position of the Ayrshire Roads Alliance and (ii) the analysis of budget movements between 2018-19 and 2019-20; (b) request that a further financial update be provided at the next meeting of the Joint Committee; and (c) otherwise note the content of the report.

The Meeting ended at 11.30 a.m.