

Commercial Services Committee
18 June 1997

Irvine, 18 June 1997 - At a Meeting of the Commercial Services Committee of North Ayrshire Council at 2.00 p.m.

Present

Thomas Dickie, Peter McNamara, James Clements, Jospeh McKinney, Alan Munro, Robert Rae, Gena Seales and Genrge Steven.

In Attendance

J Currie (Head of Cleansing/Grounds Maintenance); N McCallum (Head of Commercial Support); K Wilson (Head of Catering/Cleaning); A Robertson (Client Business Information Manager) (Commercial Services); J Hair (Principal Officer) (Financial Services); Shona King (Corporate Policy Officer) and J Bannatyne (Administration Officer) (Chief Executive).

Chair

Mr Dickie in the Chair.

Apologies for Absence

John Donn, Irene Oldfather and Samuel Taylor.

1. Minutes Confirmed

The Minutes of the Meeting of the Committee held on 7 May 1997, copies of which had previously been circulated, were confirmed.

2. Tenders for Vehicles etc. 1997/98

Submitted report by the Director of Commercial Services on tenders received and accepted for the replacement of vehicles within the programme for 1997/98.

Noted.

3. Disposal of Waste from and by Charitable Organisations

Submitted report by the Director of Commercial Services on a request from the Ayrshire Cancer Support Group for permission to deposit household waste free of charge at the Council's landfill sites or civic amenity sites.

Currently all shops in North Ayrshire with charity status are not charged for the uplift of waste and the Council also has the discretion to provide them with a free service for disposal although this question has not arisen until now. Ayrshire Cancer Support Group have 5 shops in North Ayrshire and have worked in the area for 15 years and the Committee whilst sympathetic to their request felt it necessary to acknowledge the growth of charity shops and the implications of this in terms of increased demands for the provision of free services with a corresponding loss of potential revenue.

In conclusion, the Committee agreed (a) to authorise the Director of Commercial Services to allow reasonable amounts of waste from registered charities, generated within North Ayrshire, to be deposited free of charge but only in landfill sites; and (b) that this practice be monitored on a

regular basis.

4. Fleet Management Computer System

Submitted report by the Director of Commercial Services on the introduction and implementation of a computerised Fleet Management System at the Transport Garage, in Kilwinning.

Of the 3 systems investigated the Roadhouse Fleet Management System best suited the Council's requirements and has now been put in place. Initially the system will cover job card production and monitoring, stores functions, a licensing function and bar coding and its use will allow greater control of work and stock allocations and provide an improved Management Information System with no increase in manpower. Thereafter it will be extended to include the control of vehicle fuel purchasing and will also encompass the transport facility in Arran.

Noted.

5. New Cemetery Operations throughout North Ayrshire

Submitted report by the Director of Commercial Services updating the present position in regard to the transfer of operations of cemeteries to the Commercial Services Directorate.

An Officer Working Group is currently working on the interim transfer of the functions relating to cemetery operations and the Cemeteries Officer who has recently been appointed will prepare a full report on the current standing of all cemeteries which will be submitted to a future meeting of the Committee. The post of Assistant Cemeteries Officer has also been advertised.

The Head of Cleansing confirmed that the new computerised system is likely to take 12 months to complete and that in the interests of accuracy the current process of double-checking will continue until the new system is fully operational.

The Committee stressed the need to ensure that there would be no delay in introducing the new arrangements.

Noted.

6. Quality Management System Registration

Submitted report by the Director of Commercial Services on the Directorate's proposals to continue to seek registration on an accelerated programme for all its services.

Registration has already been secured for both its building cleaning and roads contracts and work has already started on documenting the requisite processes and procedures in both vehicle maintenance and cleansing. A recent statement from the Scottish Office on the proposed changes in relation to compulsory competitive tendering clearly indicates that there will be a requirement in future for the Commercial Services Directorate to demonstrate that quality services are being provided. Accordingly it is proposed to accelerate the programme of Registration for all remaining services including corporate registration of the Directorate.

Work to date has been undertaken by the Head of Commercial Support with the assistance of a part-time Quality Consultant and it is proposed to use the Consultant on a full-time basis so that the programme can be accelerated and concluded by 1 April 1998 to ensure compliance with any future instructions on "Best Value" from the Scottish Office.

The Committee agreed to (a) approve the proposals by the Director of Commercial Services to continue to seek registration on an accelerated programme for all services within his Directorate; and (b) otherwise to note the report meantime.

7. Catering Cadet Scheme

Submitted report by the Director of Commercial Services on a proposal to introduce a Catering Cadet Scheme within the Catering and Cleaning Section.

The scheme is being introduced because the Directorate has identified a gap in training requirements for existing staff and new trainees to enable them to take up positions of responsibility within the Catering and Cleaning Section. The scheme will be introduced in August 1997 for five students from Moorpark House Training Centre and five permanent employees within the Catering Section. The two year programme will involve working in kitchens within Council facilities and Cadets will be subject to a recognised selection process to confirm their commitment and motivation. They will also attend college on a day release basis and participate in in-house training courses to enable them to gain the necessary qualifications for their future development.

The Committee welcomed this initiative and stressed that every opportunity should be taken to encourage the introduction and expansion of such schemes in the future.

The Committee agreed (a) to this initiative and; (b) that the Scheme should feature in the next edition of "Look North".

8. Boilerhouse of the Year Award 1997

Submitted report by the Director of Commercial Services on Scottish Coal's Boilerhouse of the Year Award which has been won by Sean O'Reilly who is Head Janitor at Kilwinning Academy.

The Committee agreed that the Chair write to Mr O'Reilly on behalf of the Committee, congratulating him and his staff on this achievement.

9. Exclusion of Public

The Committee resolved, in terms of Section 50A (4) of the Local Government (Scotland) Act 1973, to exclude from the Meeting the press and the public for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 14 of Part I of Schedule 7A of the Act.

10. Depot Security

Submitted report by the Director of Commercial Services on security arrangements at the Council depots for which the Commercial Services Directorate has responsibility.

After full discussion, the Committee agreed to instruct the Director of Commercial Services to (a) take necessary action, within existing budgets, to improve security at depots where vehicles and plant are stored; and (b) report these measures to a future meeting.

The meeting ended at 3.00 p.m.