

Corporate Services Committee
10 October 2006

IRVINE, 10 October 2006 - At a Meeting of the Corporate Services Committee of North Ayrshire Council at 2.00 p.m.

Present

David Munn, John Moffat, Jack Carson, Gordon Clarkson, Drew Duncan, Jane Gorman, Margaret McDougall, Alan Munro, David O'Neill, Donald Reid, John Reid and Ian Richardson.

In Attendance

B. MacDonald, Assistant Chief Executive (Development and Promotion); I.T. Mackay, Assistant Chief Executive (Legal and Protective); A. Herbert, Assistant Chief Executive (Finance); G. Young, Personnel Manager (Personnel); G. Lawson, Head of Corporate and Democratic Support, A. Wattie, Communications Officer and M. Anderson, Corporate and Democratic Support Officer (Chief Executive's).

Chair

Councillor Munn in the Chair.

Apologies for Absence

Tom Barr, Elizabeth McLardy and Peter McNamara.

1. Minutes

The Minutes of the Meeting of the Committee held on 29 August 2006, copies of which had previously been circulated, were confirmed.

2. Corporate Services Standing Sub Committee

Submitted the annexed report (Appendix CS1), being the Minutes of the Meeting of the Corporate Services Standing Sub Committee held on 27 September 2006.

The Committee agreed to approve the Minutes.

3. Dreghorn: Land at Corsehillmount Road

Submitted report by the Assistant Chief Executive (Development and Promotion) on the proposed sale of land at Corsehillmount Road, Dreghorn.

At its meeting on 1 June 2005, the Committee declared the triangular area of land lying to the southwest corner of Greenwood Academy surplus to requirements following the completion of the new Academy.

The site, extending to approximately 3,334 square metres, is located directly adjacent to the existing Park's of Hamilton facility and the company has expressed an interest in purchasing the land for £80,000, for the provision of additional car parking and used car display areas.

The transaction would be subject to planning permission being granted for a change of use from the existing land use allocation. The sale of the land would also include closure of an existing access and arrangements will be put in place to ensure continuity of vehicular access across the site.

The Committee agreed to the sale of land at Corsehillmount Road, Dreghorn, to Park's of Hamilton (Holdings) Limited in return for a consideration of £80,000, together with payment of fees and subject to other terms and conditions to be agreed.

4. Destination Management: Isle of Arran

Submitted report by the Assistant Chief Executive (Development and Promotion) on the establishment of a Tourism Destination Management Organisation on Arran.

Destination Arran was created in 2002 by the private sector and Visit Scotland as a Total Quality Destination fixed-term project which concluded in 2006. In order to take forward tourism-related projects on the island and build on the work done under the Destination Arran banner, the private sector has now created a Destination Management Organisation called Visit Arran. The organisation has secured funding amounting to over £148,000 from the private sector, the local enterprise company and Visit Scotland.

The Council has been approached by Visit Arran to provide a funding commitment for a 3-year period from November 2006 until November 2009. It is also proposed that the Council play an active part in supporting the development of Visit Arran and it is intended that a service level agreement be put in place.

The Committee agreed to (a) support the establishment of Visit Arran; and (b) the provision of a 3-year funding package totalling £30,000.

5. Corporate Services Budget 2006/07: Budgetary Control

Submitted report by the Assistant Chief Executive (Finance) on the budgetary control position for Corporate Services at the end of August 2006 and on projections to the end of financial year 2006/07.

The Committee (a) noted the year-end projected underspend based on current information; and (b) agreed that the Chief Executive and Assistant Chief Executive (Finance) should take the necessary action to keep the budget within the identified projection.

6. Treasury Management Annual Report and Prudential Indicators for 2005/06

Submitted report by the Assistant Chief Executive (Finance) on the Treasury Management Annual Report and Prudential Indicators for 2005/06.

The Committee agreed to approve the Treasury Management Annual Report and Prudential Indicators for 2005/06.

7. The Private Water Supplies (Scotland) Regulations 2006

Submitted report by the Assistant Chief Executive (Legal and Protective) on the new duties and responsibilities imposed on the Council by the Private Water Supplies (Scotland) Regulations 2006.

The Regulations, which came into effect on 3 July 2006, require the Council to enforce the legislation which ensures private water supplies are wholesome and clean in accordance with the objectives laid out in EC Directive 98/83/EC. There are currently 318 private water suppliers in North Ayrshire, mainly on the island of Arran.

The new Regulations place a number of duties on the Council, including:-

- a requirement to classify all private water supplies as Type A (mainly supplies using a large volume of water for human consumption or supplies which have a business or commercial use) or Type B (all other suppliers);
- carry out monitoring of each supply in accordance with the Regulations;
- review and update the classification exercise on an annual basis;
- conduct a detailed risk assessment (subject to annual review and update) of all Type A supplies and provide a remedial action list to owners; and
- maintain a publicly-accessible register containing detailed information about each private supply and review this at least once a year.

The Regulations allow the Council to charge for undertaking sampling, analysis and risk assessment, up to maximum prescribed amounts. The Council has a duty to serve a Notice on any Type A supply which does not meet the wholesomeness standards set out in the Regulations and has discretion in terms of serving Notices on Type B supplies. The Council has been offered a grant of £92,000 for each of the financial years 2006-07 and 2007-08 so that it may make individual grant awards of up to £800 to eligible persons to help enable them to improve their existing private water supply or provide themselves with a private supply.

The Committee agreed (a) that Environmental Health Service undertake the necessary steps outlined in the report to arrange for the introduction, implementation and enforcement of the Private Water Supplies (Scotland) Regulations 2006; and (b) to the introduction of charges to be made for the sampling and analysis of water supplies and for the undertaking of risk assessments of private supplies, in order to defray the costs of enforcing the legislation.

8. Group Life Assurance Scheme

Submitted report by the Assistant Chief Executive (Personnel) on a change to the Group Life Assurance Scheme as a consequence of the Employment Equality (Age) Regulations 2006.

The Council's Group Life Assurance Scheme provides a death in service lump sum to an employee's beneficiaries of twice the employee's annual salary. The Scheme currently covers all permanent and fixed-term temporary chief officials, local government employees (excluding teachers) and craft operatives up to the age of 65 years. The Group Life Scheme has recently transferred to a new provider, Canada Life, which has agreed to increase cover to all employees up to the age of 70, subject to conditions.

The exclusion of employees over the age of 70 may be considered discriminatory under the Employment Equality (Age) Regulations, which came into force on 1 October 2006. As the Council's new insurer will not cover employees over the age of 70 under the current scheme, it is proposed that the Council self-insures, with any costs to be met from the Council's Insurance Fund.

The Committee agreed to approve the proposed change set out within the report.

9. Corporate Services (Conditions of Service) Sub Committee

Submitted the annexed report (Appendix CS2), being the Minutes of the Meeting of the Corporate Services (Conditions of Service) Sub Committee held on 29 August 2006.

Noted.

10. Corporate Services (Recruitment) Sub Committee

Submitted the annexed reports (Appendix CS3 and CS4), being the Minutes of the Meetings of the Corporate Services (Recruitment) Sub Committee held on (i) 31 August 2006; and (ii) 22 September 2006.

The Committee agreed to approve the Minutes.

The Meeting ended at 2.35 p.m.

Corporate Services Committee
10/10/2006

Appendix No
CS1

Corporate Services Standing Sub Committee
27 September 2006

IRVINE, 27 September 2006 - At a Meeting of the Corporate Services Standing Sub Committee of North Ayrshire Council at 2.00 p.m.

Present

Tom Barr, Gordon Clarkson, John Moffat, David Munn, Robert Rae and Ian Richardson.

In Attendance

I.T. Mackay, Assistant Chief Executive (Legal and Protective); B. MacDonald, Assistant Chief Executive (Development and Promotion); J. Barrett, Assistant Chief Executive (Information Technology); G. Young, Personnel Manager (Personnel); C. McArthur, Finance Manager (Finance); G. Lawson, Head of Corporate and Democratic Support, J. Montgomery, Principal Performance Review Officer, M. Anderson and D. McCaw, Corporate and Democratic Support Officers (Chief Executive's).

Chair

Councillor Barr in the Chair.

Apologies for Absence

Jack Carson, Margaret McDougall and Elizabeth McLardy.

1. Service Performance Reports for year ended 31 March 2006

Submitted report by the Chief Executive on the performance for each of the main services areas for the year to 31 March 2006.

The appendices to the report set out service performance for Chief Executive's Services, Development and Promotion, Financial Services, Information Technology Services, Legal and Protective Services and Personnel Services. The reports detailed the performance highs and lows and the immediate priorities for each of these Service areas.

The Sub Committee discussed each of the Performance Reports in turn and asked questions of the officers present.

Clarification was provided on points raised by Members as follows:-

Chief Executive's Services

- the lower than expected number of pro-active press releases issued.
- the implementation of e-procurement across the Council and measures to address the issue of invoice processing.
- the preparation of a draft Economic Development Strategy which will be presented to a meeting of the Corporate Management Team.
- the audit of services being undertaken to inform development of a sustainability strategy.
- the possibility of the 3 Ayrshire Local Authorities merging their emergency planning services as part of a future shared services programme and current arrangements to fill the Emergency Planning Officer post within the emergency planning section of the Council.

Development and Promotion

- the establishment of the Irvine Bay Urban Regeneration Company.
- the regeneration of the Lochshore, Kilbirnie, including an area of ground opposite the Golf Club, while considering issues such as land contamination and funding resources.
- the significant increase in industrial/commercial rent arrears from 6.9% to 8.9% as an inter-service issue involving Legal Services, Development and Promotion and Financial Services.
- the Asset Management Strategy which will be considered by the Corporate Management Team on 11 October 2006 and thereafter by the Council.

Financial Services

- the cost per dwelling for the collection of Council Tax and the contact centre recharge.
- the fall in the percentage of business rates collected, mainly due to utility companies' rates being collected by nominated authorities.
- the completion of the job evaluation project which will require the implementation of new pay scales by the payroll section.
- the increase in the average time for processing a change of circumstance for benefit claimants, due in part to a redefinition of the statutory performance indicator.
- e-procurement as a priority for the newly appointed Procurement Manager.

Information Technology Services

- the re-designing of the Council's website to offer more on-line facilities and improved presentation.
- the 12% turnover of staff within the Applications Section.
- accommodation issues for the service which will be considered as part of a proposed wider Accommodation Strategy.

Legal and Protective Services

- difficulties associated with the recruitment and retention of staff.
- the introduction of the mobile CCTV unit, funded through the Regeneration Outcome Agreement.
- the Scottish Executive's payment of the one-off cost of hardware needed to provide the e-planning service and the ongoing staffing costs which will require to be met by the Council.

Personnel Services

- the HR Strategy looking at skill shortages within the Council which will be presented to the Corporate Management Team on 18 October 2006.
- the changes required due to the Employment Equality (Age) Regulations which will come into effect from 1 October 2006.

The Sub Committee agreed to approve the immediate priorities identified within the Appendices to the report.

The Meeting ended at 3.35 p.m.

Corporate Services Committee
10/10/2006

Appendix No
CS2

Corporate Services (Conditions of Service) Sub Committee
29 August 2006

IRVINE, 29 August 2006 - At a Meeting of the Corporate Services (Conditions of Service) Sub Committee of North Ayrshire Council at 1.15 p.m.

Present

David Munn, David O'Neill and Samuel Taylor.

In Attendance

A, Herbert, Assistant Chief Executive (Finance); B. Gardner, Head of Educational Resources (Educational Services); R. Small, Head of Roads (Property Services); G. Young, Personnel Manager (Personnel); and M. Anderson, Corporate and Democratic Support Officer (Chief Executive's);

Chair

Councillor Munn in the Chair.

Apologies for Absence

Peter McNamara and Alan Munro.

1. Exclusion of the Public

The Sub Committee resolved in terms of Section 50(A)4 of the Local Government (Scotland) Act 1973, to exclude from the Meeting the press and the public for the following item of business on the grounds indicated in terms of Paragraph 1 of Part I of Schedule 7A of the Act.

2. Request for Early Retirement: Property Services

Submitted report by the Assistant Chief Executive (Personnel) on a request for early retirement from an employee within Property Services.

The report indicated the implications for the Council should the request be approved.

The Sub Committee agreed to approve the request for early retirement on the terms and conditions detailed in the report.

3. Request for Early Retirement: Educational Services

Submitted report by the Assistant Chief Executive (Personnel) on a request for early retirement from an employee within Educational Services.

The report indicated the implications for the Council should the request be approved.

The Sub Committee agreed to approve the request for early retirement on the terms and conditions detailed in the report.

The Meeting ended at 1.40 p.m.

**Corporate Services Committee
10/10/2006**

Appendix No
CS3

Corporate Services (Recruitment) Sub Committee
31 August 2006

IRVINE, 31 August 2006 - At a Meeting of the Recruitment Sub Committee
of Corporate Services Committee of North Ayrshire Council at 10.00 a.m.

Present

David Munn, David O'Neill, Samuel Taylor and Nan Wallace.

In Attendance

T. Orr, Corporate Director (Property Services); and J.M. Macfarlane, Assistant Chief Executive (Personnel).

Chair

Councillor Munn in the Chair.

Apologies for Absence

Margie Currie.

1. Exclusion of the Public

The Sub 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

2. Post of Head of Service (Building Services) (Property Services)

Submitted applications received for the post of Head of Service (Building Services) (Property Services).

Having considered the applications received, the Sub Committee agreed to select a shortlist of 5 candidates for interview.

The meeting ended at 10.20 a.m.

**Corporate Services Committee
10/10/2006**

Appendix No
CS4

Corporate Services (Recruitment) Sub Committee
22 September 2006

IRVINE, 22 September 2006 - At a Meeting of the Recruitment Sub Committee of Corporate Services Committee of North Ayrshire Council at 9.45 a.m.

Present

David Munn, David O'Neill, Samuel Taylor and Nan Wallace.

In Attendance

T. Orr, Corporate Director (Property Services); and G. Young, Personnel Manager (Personnel).

Chair

Councillor Munn in the Chair.

Apologies for Absence

Margie Currie.

1. Exclusion of the Public

The Sub 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 7A of the Act.

2. Post of Head of Service (Building Services) (Property Services)

The Sub Committee interviewed 5 candidates for the post of Head of Service (Building Services) (Property Services), those candidates having been shortlisted at the meeting of the Sub Committee held on 31 August 2006.

The Sub Committee agreed to appoint Ms. Karen Sillars to the post of Head of Service (Building Services) (Property Services).

The meeting ended at 2.50 p.m.