

Corporate Services Committee
1 December 1999

Irvine, 1 December 1999 - At a Meeting of the Corporate Services Committee of North Ayrshire Council at 2.00 p.m.

Present

David Munn, Robert Reilly, Jack Carson, John Donn, David Gallagher, Jane Gorman, Elisabeth Marshall, John Moffat, David O'Neill, Robert Rae, John Reid, Samuel Taylor.

Also Present

Joseph McKinney.

In Attendance

B Devine, Chief Executive; T Orr, Corporate Director (Property Services); J Barrett, Assistant Chief Executive (Information Technology); A Herbert, Assistant Chief Executive (Finance); B MacDonald, Assistant Chief Executive (Development and Promotion); M Macfarlane, Assistant Chief Executive (Personnel); I Mackay, Assistant Chief Executive (Legal and Regulatory); K Thomas, Principal Officer, Environment, (Legal and Regulatory); A Clarke, Public Relations Assistant; G Lawson, Principal Policy Officer; and S Bale, Administration Officer (Chief Executive's).

Chair

Mr Munn in the Chair.

Apologies for Absence

Samuel Gooding, Elliot Gray and Elizabeth McLardy.

1. Minutes Confirmed

The Minutes of the Meeting held on 20 October 1999, copies of which had previously been circulated, were confirmed.

2. Strategy for Information and Communication Technologies (ICT)

Submitted report by the Assistant Chief Executive (Information Technology) on the Council's new Strategy for Information and Communication Technologies.

The Committee agreed to approve the Council's new Strategy for Information and Communication Technologies entitled "Driving the Information Age in North Ayrshire".

3. North Ayrshire Ventures Ltd: Transfer of Council Assets

Submitted report by the Assistant Chief Executive (Development and Promotion) on progress in establishing the Joint Venture Company, North Ayrshire Ventures Ltd and seeking approval for the transfer of Council assets to the Company.

After discussion, the Committee agreed (a) to transfer (i) the Council's interest in the Rennie Place Business Units, Saltcoats; and (ii) the Dalry Goods Yard to North Ayrshire Ventures Ltd; (b) to undertake, in the event of North Ayrshire Ventures Ltd. dissolving, to acquire that company's share of Rennie Place at either the sum of the Council's contribution or the market value at the time, whichever is the lower; (c) to increase the Council's match-funding contribution to the Project from

£50,000 to £65,000; and (d) to meet the legal costs of North Ayrshire Ventures Trust.

4. Trade Mission to Florida: Report on Outcomes

Submitted report by the Assistant Chief Executive (Development and Promotion) on the outcomes of the Trade Mission led by North Ayrshire Council to the Science Technology and Research Centre in Florida.

The Committee (a) noted the success of the trade mission; and (b) agreed to continue to support Export Development Projects.

5. European Funding: SME Support

Submitted report by the Assistant Chief Executive (Development and Promotion) on a potential funding gap in relation to European Funding for the period January to October 2000.

The Committee (a) noted the difficulties which may arise as a result of a potential gap in receiving European Funding in terms of budgetary planning for Small and Medium Sized Enterprises support in North Ayrshire; and (b) agreed to instruct the Assistant Chief Executive (Development and Promotion) to submit to a future meeting a detailed report on the situation.

6. Firth of Clyde Forum Discussion: Report for the Firth of Clyde

Submitted report by the Assistant Chief Executive (Development and Promotion) on the current position in respect of the Firth of Clyde Forum and to agree a response to the Discussion Paper which has been published by the Forum.

The Committee agreed to advise the Firth of Clyde Forum that while supporting the broad management principles contained within the Forum's Discussion Report for the Firth of Clyde, the Council has reservations regarding the specific proposals and implementation implications.

7. Glasgow and Clyde Valley Structure Plan Joint Committee: Consultative Draft Structure Plan 1999

Submitted report by the Assistant Chief Executive (Development and Promotion) on the Glasgow and Clyde Valley Consultative Draft Structure Plan and to agree a response.

The Committee agreed to advise The Glasgow and Clyde Valley Structure Plan Joint Committee of its concerns and comments on the Glasgow and Clyde Valley Consultative Draft Structure Plan 1999 as detailed in the report and attached Appendix.

8. Irvine: Kyle Road: Kyle Industrial Estate: Unit 32C

Submitted report by the Assistant Chief Executive (Development and Promotion) seeking homologation of the action of the Chair in approving the lease of the above premises.

The Committee agreed to homologate the action of the Chair in approving the lease of Unit 32C at Kyle Road, Kyle Industrial Estate, Irvine, to Hampson Fabrications Ltd for an initial period of 4 years on a phased rental rising to £15,000 per annum.

9. Irvine: Kyle Road: Kyle Industrial Estate: Unit 33

Submitted report by the Assistant Chief Executive (Development and Promotion) seeking homologation of the action of the Chair in approving the lease of the above premises.

The Committee agreed to homologate the action of the Chair in approving the lease of Unit 33 at Kyle Road, Kyle Industrial Estate, Irvine, to Ayrshire Building Supplies Ltd for a period of 5 years at

an annual rental of £22,000 phased in over the first nine months of the lease.

10. Irvine: Bridgegate House

Submitted report by the Assistant Chief Executive (Development and Promotion) on the terms for the lease of a roof top site on Bridgegate House, Irvine for the purposes of a telecommunications installation.

The Committee agreed to approve the lease of a rooftop site on Bridgegate House Irvine to Messrs BT Cellnet at an initial rent of £5,500 per annum and other terms to be agreed, for a term of 10 years.

11. Kilwinning: Garnock View: Site of Former Cornmill House

Submitted report by the Assistant Chief Executive (Development and Promotion) on the sale of land at the above site to Cunninghame Housing Association.

The Committee agreed to homologate the action of the Chair in approving the provisional terms agreed for the sale of land on the site of the former Cornmill House at Garnock View, Kilwinning, to Cunninghame Housing Association at the purchase price of £59,000.

12. Delegated Powers: Property Reports

Submitted report by the Assistant Chief Executive (Development and Promotion) on details of those property transactions for the period 17 August to 5 November 1999 approved in terms of the Scheme of Delegations to Officers.

Noted.

13. North Ayrshire Beaches

(a) EC Bathing Water Directive 76/160/EEC: Bathing Water Quality Results 1999

Submitted report by the Assistant Chief Executive (Legal and Regulatory) on the quality of bathing water in the identified bathing beaches in North Ayrshire and on the water quality in the non-identified beaches.

Of the 3 identified bathing beaches, Saltcoats/South Beach and Newton Beach, Millport passed the quality standards whilst Irvine Beach failed; and of the 5 non-identified bathing beaches, the 2 Largs Beaches and Seamill failed to comply with the quality standards.

Noted.

(b) Largs Beaches: Application by Largs Beachwatch Group

Submitted report by the Chief Executive on an application by Largs Beachwatch Group to have the Largs Main and Pencil beaches identified as bathing waters under the terms of the EC Directive 76/100/EEC.

The Committee agreed to defer consideration of the request by Largs Beachwatch Group to support their application to have the 2 Largs Beaches identified as bathing waters, pending the completion of the Largs Sewerage Scheme in the year 2002.

14. The Introduction of the New Regime on Contaminated Land and the Implications for North Ayrshire

Submitted report by the Assistant Chief Executive (Legal and Regulatory) on the Council's duties and responsibilities as a result of the new legislation on contaminated land.

The Committee agreed (a) to approve the appointment of an additional Technician on Technical Grade 1-5 for a fixed term of 3 years within the Environment Health Section to undertake specific duties associated with the new contaminated land regime; (b) to authorise officers to take all necessary steps to ensure compliance with the provisions of the legislation as outlined in the report; and (c) to note the content of the report.

15. North Ayrshire Council: Air Quality Monitoring 1998

Submitted report by the Assistant Chief Executive (Legal and Regulatory) on air quality monitoring results for 1998.

The Committee agreed (a) to approve the continuation of the monitoring of air pollution within North Ayrshire; and (b) to forward the report on air quality monitoring results for 1998 to the Scottish Environment Protection Agency and Clydeport Operations.

16. Enforcement Concordat

Submitted report by the Assistant Chief Executive (Legal and Regulatory) on a Policy Statement on the implementation of the Enforcement Concordat by North Ayrshire Council.

The Committee agreed to approve the Policy Statement as at Appendix 1 to the report in respect of the implementation of the Enforcement Concordat by North Ayrshire Council.

17. Revenue Budget 1999/2000: Budgetary Control

Submitted report by the Assistant Chief Executive (Finance) on the budgetary control position for Corporate Services at the end of September 1999 and projections for the Financial Year 1999/2000.

The Committee noted (a) the current financial position, year-end projections and the result of approved savings measures taken to address the anticipated shortfalls; and (b) that unless further savings can be identified, an overspend in the region of £99,000 will result by 31 March 2000.

18. Banking Services

Submitted report by the Assistant Chief Executive (Finance) on an offer by the Clydesdale Bank to provide banking services. The proposals from the Clydesdale Bank for a negotiated agreement offer Best Value to the Council in terms of continuity of good service and cost while open competitive tender would provide a limited opportunity for savings.

After discussion, the Committee agreed (a) to extend the agreement with the Clydesdale Bank to provide banking services to 31 March, 2003; and (b) that the Assistant Chief Executive (Finance) discuss with the Clydesdale Bank the Council's wider concerns regarding the Bank's service to the community.

19. Council Tax: Disabled Band Reduction

Submitted report by the Assistant Chief Executive (Finance) on the extension of the Disabled Band Reduction Scheme to Band A properties.

The Committee noted the changes in legislation as outlined in the report and the proposals for

advertising the Scheme.

20. Housing Benefit/Council Tax Review Board

Submitted report, being the Minutes of the Meeting of the Housing Benefit/Council Tax Review Board held on 1 October 1999.

Noted.

21. Property Services: Review of Janitorial Services

Submitted report by the Assistant Chief Executive (Personnel) on proposed changes to Janitors' working arrangements and the proposed establishment of Caretaker posts to cover school lets and after school care. The proposals will enable the Council to provide a more cost-effective and value for money service to the community and allow the Council to comply with its statutory obligations in respect of the Working Time Regulations. The package will also create 20 new job opportunities within the Council. There has been a failure to reach agreement with the Trade Unions on the package.

After discussion, the Committee agreed (a) that janitors' core contractual and non-contractual terms and conditions be separated with the workforce still working to and maintaining their core terms and conditions of employment, under which arrangement, there will still be an element of emergency overtime which will be required to be carried out by Janitors; (b) that a new workforce be recruited with a specific remit to undertake work in connection with after school care and evening and weekend school lets which will require a maximum of 20 part-time posts at Grade 3, initially on a temporary basis, to be created and recruited; (c) that the interim agreement reached in April 1998 be consolidated as the Assistant Janitors will still be required to undertake absence cover at other schools; (d) that public holidays for Janitors be brought into line with the public holidays of the school at which they are employed; (e) that work carried out by Janitors at weekends be confined to either the Saturday or Sunday in order to comply with the Working Time Regulations; (f) that standby at Christmas and New Year be undertaken by a limited number of Janitors, determined annually in advance by the Head of Service, with standby and call-out payments and entitlements in line with North Ayrshire Council's terms and conditions of service; and (g) that all future vacancies within the Janitorial function be advertised on the basis of a 37-hour working week.

22. Property Services: Tenant Reported Housing Repairs

Submitted report by the Assistant Chief Executive (Personnel) on proposed staffing amendments within Technical Services in respect of Tenant reported Housing Repairs.

The Committee agreed to establish (a) 3 Senior Technical Officer posts, Technical Grade 4/5, to be recruited from the existing workforce; and (b) 3 Clerical Officer posts, graded GS3, also to be recruited from the existing workforce.

23. Property Services: Post of Head of Catering and Cleaning

Submitted report by the Assistant Chief Executive (Personnel) on the proposed establishment of a recruitment Sub-Committee to effect the appointment of a new Head of Service, which is a Chief Officer post and in terms of the Council's Standing Orders requires to be appointed by elected members.

After discussion, the Committee agreed to establish a Sub-Committee to appoint a Head of Catering and Cleaning, comprising the Chair and 1 Vice-Chair of Corporate Services; the Chair and 1 Vice-Chair of Property Services; and the Chair of the Executive and Ratification Committee.

24. Social Services: Learning Disability Developments and Resource Worker

Submitted report by the Assistant Chief Executive (Personnel) on proposed staffing amendments to the Social Services establishment.

The Committee agreed to approve the appointment of a Resource Worker, grade QSW, within Social Services.

25. Social Services: Head Injuries Services

Submitted report by the Assistant Chief Executive (Personnel) on proposed staffing amendments to the Social Services establishment.

The Committee agreed to approve the staffing amendment in respect of the Head Injuries Services within Social Services, with 1 post of Outreach Worker, grade API to be re-designated and regraded to Occupational Therapy Assistant OTA Scale.

26. Social Services: Three Towns: Augmented Home Care Scheme

Submitted report by the Assistant Chief Executive (Personnel) on proposed staffing amendments to the Social Services establishment.

The Committee agreed to approve the following staffing amendments in respect of the Augmented Home Care Scheme within the Three Towns, (a) Home Care Support Organiser (17½ hours to 35 hours) Grade APIV; (b) Senior Support Worker (17½ hours to 35 hours) Grade API; (c) 2 new posts of part-time (17½ hours) Support Worker, Grade MW5; and (d) 4 new posts of Sessional Workers Grade MW5.

27. Social Services: Adjustments to Staffing: Finance Section

Submitted report by the Assistant Chief Executive (Personnel) on proposed staffing amendments to the Finance Section, Social Services.

The Committee agreed (a) that 1 Administration Officer currently graded APIII be regraded to APIV; (b) that 1 Administration Officer currently graded API be regraded to APIII; and (c) that 2 Administration Assistants currently graded GS1/2 be regraded to API.

28. Educational Services: Library Service: Staffing Amendments

Submitted report by the Assistant Chief Executive (Personnel) on proposed staffing amendments to the Library Service, Educational Services.

The Committee agreed (a) to establish the additional posts of (i) 2 part-time 10 hour Clerical Assistants, grade GS1/2; and (ii) 1 part-time 25 hour Clerical Assistant, grade GS1/2; and (b) to the re-grading of 1 post of Clerical Assistant GS1/2 to Administrative Assistant APII.

29. Chief Executive and Corporate Services: Area Offices

Submitted report by the Assistant Chief Executive (Personnel) on proposed staffing amendments in the Saltcoats, Largs and Cumbrae Area Offices, within Chief Executive and Corporate Services.

The Committee agreed (a) that within the Saltcoats Office: (i) the post of full-time Administration Assistant, graded API be deleted; and (ii) 1 full-time post of Clerical Assistant graded GS1/2 be re-designated as full-time Senior Clerical Assistant graded GS3; and (b) within the Cumbrae Office: 1 full-time post of Clerical Assistant graded GS1/2 be re-designated as full-time

Senior Clerical Assistant graded GS3.

30. Corporate Services (Conditions of Service) Sub-Committee

Submitted report, being the Minutes of the Meeting of the Corporate Services (Conditions of Service) Sub-Committee held on 5 November 1999.

Noted.

31. Best Value Service Reviews

Submitted report by the Assistant Chief Executive (Development and Promotion) on the results of Best Value Service Reviews of Development Plans and Cartographic Service.

The Committee agreed to approve the Improvement Plans arising from the Review of the Development Plans and Cartographic Services Sections within Development and Promotion.

The meeting ended at 3.20 p.m.