

AYRSHIRE SHARED SERVICES JOINT COMMITTEE

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 7 December 2018 at 10.00 a.m.

- Present: Councillors Ian Cochrane (Chair), Alec Clark, Bob Pollock and Philip Saxton (all South Ayrshire Council); Councillor Tom Cook, John McGhee and Douglas Reid (all East Ayrshire Council); and Councillor Marie Burns (North Ayrshire Council).
- Apologies: Councillor Jim Roberts (East Ayrshire Council); Councillors Joe Cullinane, Scott Gallacher and Alex Gallagher (all North Ayrshire Council).
- Attending: Kevin Carr, Executive Manager, Place Directorate; Carol Boyd, Service Lead - Risk and Safety; (both South Ayrshire Council); Katie Kelly, Depute Chief Executive: Safer Communities; and John Davidson, Senior Accountant (both East Ayrshire Council); Jane McGeorge, Ayrshire Civil Contingencies Co-ordinator (Ayrshire Civil Contingencies Team); Stewart Turner, Head of Roads, (Ayrshire Roads Alliance); and Eillen Wyllie, Committee Services Officer (South Ayrshire Council).

1. Declarations of Interest.

There were no declarations of interest by Members in terms of the Joint Committee's Order No. 25 and the Councillors' Code of Conduct.

2. Minutes of previous meeting.

The Minutes of 15 June 2018 ([issued](#)) were submitted and approved.

Matters Arising.

The Head of Roads, Ayrshire Roads Alliance provided an update in relation to the South West Scotland Transport Study which looked at developing the A77 and A76 roads as well as railway corridors. Also, he commented on the Ayrshire Growth Deal, involving the three Ayrshire authorities and of the transport appraisal work planned for early 2019 to be carried out by Transport Scotland but which would fully involve the three Ayrshire Councils with the aim to improve transport links throughout the area.

Decided: to note

- (1) that both studies described above would overlap to a certain degree and in particular in the southern areas of East Ayrshire and South Ayrshire;
- (2) the positive outcome from the recent meeting on 3 December 2018 with Transport Scotland, members and other stakeholders; and
- (3) that the Head of Roads, Ayrshire Roads Alliance would circulate slides from the South West Scotland Transport Study.

3. Calendar of Meetings 2019.

There was submitted a report ([issued](#)) of 27 November 2018 by the Head of Regulatory Services, South Ayrshire Council, seeking approval of a proposed calendar of Joint Committee meetings for 2019.

Having heard the Chair suggest an amendment to the proposed pre-agenda meeting on 31 May 2019 and that this should now take place on Thursday 30 May 2019 instead to avoid a conflict of meetings, the Joint Committee

Decided: to approve

- (1) the calendar of meetings for 2019 as outlined in Appendix 1 of the report, subject to a pre-agenda meeting now taking place on 30 May instead of 31 May 2019 and any other amendments as required throughout the year; and
- (2) the charring arrangements as detailed in Section 4.2 to 4.4 of the report.

AYRSHIRE CIVIL CONTINGENCIES TEAM

4. Ayrshire Civil Contingencies Team.

There was submitted a report ([issued](#)) of 13 November 2018 by the Head of Regulatory Services, South Ayrshire Council, seeking approval for the Ayrshire Civil Contingencies Team Service Plan for 2019/2020 as detailed in Appendix 1 of the report.

A Member of the Joint Committee raised a question in relation to Brexit arrangements. The Ayrshire Civil Contingencies Co-ordinator commented on working with multi-agency partners and passing information onto the Chief Executives of the three Ayrshire authorities. The Depute Chief Executive: Safer Communities (East Ayrshire Council) provided an update in terms of the workforce and of a questionnaire being completed for the Scottish Government. She would be able to share this information with colleagues in North and South Ayrshire Councils and also a high level meeting would be arranged between the three Ayrshire Councils on planning for Brexit.

A Member of the Joint Committee commented on the availability of a Citizen Aid app which provided some good basic safety advice. The Ayrshire Civil Contingencies Co-ordinator advised that she would have a look at this in conjunction with IT services.

In response to a question by a Member of the Joint Committee in relation to self-evaluation processes of the Ayrshire Civil Contingencies Team Service Plan, the Service Lead – Risk and Safety (South Ayrshire Council) advised that the service plan was subject to audit and that she would look within the civil contingencies network to ascertain what other teams did in relation to self-evaluation processes.

In relation to a question by a Member of the Joint Committee, the Ayrshire Civil Contingencies Co-ordinator commented on the multi-agency incident response guide for sporting stadiums.

The Joint Committee

Decided: to approve the Ayrshire Civil Contingencies Team Service Plan for 2019/20 in its current form, acknowledging that there might be additional requests for support added as the wider services from across the three Ayrshire Councils plan their own service delivery for 2019/20.

Councillor Marie Burns left the meeting at this point.

AYRSHIRE ROADS ALLIANCE

5. Minutes of previous meeting.

The Minutes of 9 November 2018 ([issued](#)) were submitted and approved.

Matters Arising.

(1) Update on Performance Scorecard (Page 1, paragraph 2(1)).

The Head of Roads, Ayrshire Roads Alliance confirmed that the letter from both Leaders of East and South Ayrshire Councils regarding a request for capital investment for the roads due to the adverse weather conditions affecting the west of Scotland had now been sent to the Scottish Government.

(2) APSE Awards (Page 3, paragraph 6(1)).

The Head of Roads, Ayrshire Roads Alliance announced that South Ayrshire Council won the APSE award for Roads, Highways and Winter Maintenance Best Performer at the event on the previous evening, 6 December 2019 with colleagues from Ayrshire Roads Alliance present to receive this award. It was noted that in respect of APSE, the Councils' roads services were considered separate as each authority was still classified as the Roads Authority in terms of the Roads (Scotland) Act.

Decided: to note the above information and also to congratulate South Ayrshire Council on receiving its award and that this good news should be widely publicised.

6. 2018/2019 Service Plan Update.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made to date against the 2018/19 Ayrshire Roads Alliance Plan as outlined in Appendix 1 of the report.

A discussion took place in relation to the current position with the introduction of 20mph speed restrictions in some South Ayrshire villages and whether this could be expedited. The Head of Roads, Ayrshire Roads Alliance commented on the community engagement process which had taken place and advised that Police Scotland would only be able to support self-supporting approaches to maintaining speed. It was noted that work with communities was ongoing to try and find consensus around the best approach in implementing 20mph restrictions. The Depute Chief Executive: Safer Communities (East Ayrshire Council) suggested a strategic approach in terms of costs and what was effective and this could help consolidate what was being offered to communities.

In relation to new housing developments etc, it was noted that roads were now designed in such a way that there was little requirement for 20mph initiatives. Also, in response to a question from a Member of the Joint Committee, the Head of Roads advised that if a community had any speeding issues, it should contact the Ayrshire Roads Alliance for advice. A Member of the Joint Committee suggested the installation of a pedestrian crossing instead of speed bumps and the Head of Roads advised that this could be an option for some areas and he would further investigate.

In terms of speed restrictions and the use of a red traffic light approach being trialled on the A75 in Springholm in Dumfries and Galloway, it was noted that the Head of Roads would share the outcome of this pilot with members in due course.

In relation to communities undertaking training on the use of speed guns, it was noted that there was a mixed response to this approach as some people could be reluctant to volunteer in case of any reprisals within the community. The Depute Chief Executive: Safer Communities (East Ayrshire Council) commented on East Ayrshire Council's Transformation Strategy which would empower employees to become a more flexible workforce and, although in its early stages, this approach could provide opportunities as part of a place based scheme.

In response to a question around flooding and its impact, the Head of Roads, Ayrshire Roads Alliance advised of the all Ayrshire Flood Risk Management group and its aim to mitigate the risks of potential flooding. He added that SEPA contributed to this Plan and that it had identified a new coastal flooding threat due to high winds. It was noted that the Met Office and SEPA provided input and studies were also undertaken to identify schemes to reduce flooding into homes. SEPA also issued flood warnings.

In relation to the significant improvement in repairing potholes, a question was asked if this approach would withstand this winter and the Head of Roads, Ayrshire Roads Alliance indicated that the Alliance was now in a much better position to deal with adverse winter weather conditions. Additionally, the Depute Chief Executive: Safer Communities (East Ayrshire Council) commented on the use of new equipment such as the hotbox which stored hot blacktop for several days and of new technology (WDM) which provided more dynamic working arrangements, both of which contributed to the service's resilience.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the progress against the 2018/19 Service Plan presented in Appendix 1 of the report; and
- (2) to continue to receive progress updates.

7. Draft Service Plan 2019/20.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, seeking approval for the draft Ayrshire Roads Alliance Service Plan for 2019/20 attached as Appendix 1 of the report.

A discussion took place in relation to any potential savings that could be made with the capital investments and the Head of Roads explained that this could be difficult to achieve significant savings. He also commented on additional monies obtained by the Operations Manager through the timber transport scheme.

In terms of the strategic context for both East Ayrshire Council and South Ayrshire Council, it was noted that East Ayrshire's was based on its Community Plan and South Ayrshire's on its Local Outcomes Improvement Plan and Local Place Plans. It was noted that South Ayrshire's appeared light in content as these plans were currently being developed. The Depute Chief Executive: Safer Communities (East Ayrshire Council) suggested that she would discuss this with the Director – Place (South Ayrshire Council) at their next meeting to see how this could be connected to the emerging Place Plans. Also, the Head of Roads advised that the draft Service Plan for 2019/20 would be adapted throughout the year as and when required.

In relation to the implementation of a car parking strategy for South Ayrshire, it was noted that there was an opportunity to share East Ayrshire Council's approach once it had been approved. A discussion took place in relation to car parking charges and the need for a balanced approach around this.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to approve the draft Ayrshire Roads Alliance Service Plan for 2019/20;
- (2) to request officers to circulate the confirmed finance budgets for 2019/20 to Members of the Joint Committee following release of the final settlement figures; and
- (3) to request that a six month progress update was provided to a future meeting of the Joint Committee.

8. Update on Performance Scorecard.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made to date against the Performance Scorecard as outlined in Appendix 1 of the report.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the performance scorecard presented in this report; and
- (2) to continue to receive performance scorecard updates.

9. Risk Report and Register.

There was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the management of risk associated with the Ayrshire Roads Alliance as outlined in Appendix 1 of the report.

In response to a question by a Member of the Joint Committee, the Head of Roads explained that there was a zero tolerance approach should an employee encounter any form of abuse from the public.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the risk register presented in the report; and
- (2) to continue to receive updates on progress.

10. Revenue Financial Monitoring Report.

There was submitted a report ([issued](#)) of November 2018 by the Depute Chief Executive and Chief Financial Officer, Economy and Skills, East Ayrshire Council, providing an update on the revenue budget monitoring position for the year to 14 October 2018 for the Ayrshire Roads Alliance.

A Member of the Joint Committee asked a question in relation to income from timber transport for South Ayrshire and officers explained that the variance was due to carry over issues at the start of the financial year. It was noted that once all timber transport work was completed this should show a favourable position at the financial year end.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the financial management position of the Ayrshire Roads Alliance; and
- (2) to request a further financial update at the next meeting of the Joint Committee.

11. Roadworks Programme 2018/19.

There was submitted a report ([issued](#)) of 16 November 2018 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress being made with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2018-2019.

The Chair commented on the new format within the report which outlined the percentage variances of the programme costs. A question was asked by a Member of the Joint Committee in relation to how estimates were derived. It was noted that a general measurement of sites was taken to estimate work, but until the works commenced and the quality of the underlying ground conditions were established, there was always the possibility of variations in scheme cost.

Various questions were raised by Members of the Joint Committee and the Head of Roads advised that he would provide an update in due course to relevant members.

The Joint Committee, having considered the usefulness of additional detail around variances and having otherwise noted the content of the report

Decided: to note

- (1) the Ayrshire Roads Alliance works progress for 2018/19; and
- (2) that the Head of Roads would submit a major variance report to each meeting and that this would highlight those schemes that were either under or over 50% variance costs with a narrative explaining the reasons for this position.

12. Well Managed Highway Infrastructure - Code of Practice.

Reference was made to the Minutes of 7 September 2018 (Pages 3/4, paragraph 4) and the Minutes of South Ayrshire Council's Partnerships Panel of 21 November 2018 (Pages 6/7, paragraph 6) and there was submitted a report ([issued](#)) of 26 November 2018 by the Head of Roads, Ayrshire Roads Alliance advising of the recommendation from that Panel to adopt the Well Managed Highway Infrastructure – Code of Practice.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to approve the adoption of the Well Managed Highway Infrastructure - A Code of Practice;
- (2) to approve the adoption of the Road Inspection Policy to fulfil the requirements of the Code of Practice in implementing a risk based approach; and
- (3) to duly note that the recommendations from the new national Code of Practice and guidance produced by SCOTS had enabled the Ayrshire Roads Alliance to implement a risk based approach for road safety inspections and categorise any necessary repairs identified. It was anticipated that this would:-
 - (a) minimise the exposure of danger or serious inconvenience to users of the network or the wider community;
 - (b) mitigate the Council's exposure to risk and enable a robust defence to claims of loss;
 - (c) ensure compliance with Statutory requirements;
 - (d) increase best value by reducing the number of defects requiring emergency responses and increasing the number of permanent repairs; and
 - (e) approve the departure from the guidance.

The meeting ended at 11.35 a.m.

AYRSHIRE SHARED SERVICES JOINT COMMITTEE

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 25 April 2019 at 10.00 a.m.

Present: Councillors Ian Cochrane (Chair), Bob Pollock, Alec Clark and Philip Saxton (all South Ayrshire Council); and Councillors Tom Cook, John McGhee, Douglas Reid and Jim Roberts (all East Ayrshire Council).

Attending: Catriona Caves, Head of Regulatory Services; and Kevin Carr, Executive Manager – Place Directorate (both South Ayrshire Council); Stewart Turner, Head of Roads, and Kerr Chalmers, Traffic and Road Safety Manager (both Ayrshire Roads Alliance); and Eillen Wyllie, Committee Services Officer (South Ayrshire Council).

Opening Remarks

It was noted that the APSE Award photo call which had been scheduled to take place at the start of the meeting had been cancelled due to two of the award winners undertaking an exam today. The photo call would be re-arranged at another time.

1. Declarations of Interest.

There were no declarations of interest by Members in terms of the Joint Committee's Order No. 25 and the Councillors' Code of Conduct.

2. Minutes of previous meeting.

The Minutes of 15 February 2019 ([issued](#)) were submitted and approved.

Matters arising.

In relation to the use of drone technology to undertake bridge inspections, it was noted that this technology had now been used successfully on a number of bridge sites with its use being continued on future inspections.

3. Risk Report and Register.

There was submitted a report ([issued](#)) of 27 March 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the management of risk associated with the Ayrshire Roads Alliance.

The Head of Roads advised that the Register had been updated as per the discussion at the previous meeting on 15 February 2019. He commented on the ongoing discussions with Transport Scotland in relation to Britain exiting the EU. A full discussion took place around the exit from the EU including matters such as potential queuing at ports and congestion on road networks. In terms of staffing matters and obtaining goods and products such as fuel, salt and vehicle parts, it was noted that there should be little risk to the ARA. Any road impacts on the trunk roads were the responsibility of Transport Scotland. In terms of the Scottish Transport Strategy, it was asked whether there was scope to strengthen the case around the road networks in light of Britain leaving the EU.

The Head of Roads would further discuss any impacts emerging from the Ports, including the Port of Ayr, with Transport Scotland although it was thought that the risk could be minimal. Members would be updated at a future meeting as the leaving date and exit situation became clearer.

A question was asked by a Member of the Joint Committee in relation to whether risks associated with grass / forest fires should be incorporated within the Risk Register and the Head of Roads advised that he would include this within the Register.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the risk register presented in the report;
- (2) to continue to receive updates on progress including a new risk associated with grass / forest fires; and

4. Business Case Update.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the progress being made against the Ayrshire Roads Alliance Business Case.

The Head of Roads presented the report and gave an overview of progress made at the half way stage of the Business Case which had another five years to run. He commented that although budgets had reduced over the time of the ARA, performance had been improving partly due to the introduction of new technology and sharing arrangements.

Following various questions by Members of the Joint Committee, the Head of Roads responded as follows:-

- (1) in relation to the sharing of equipment and whether the savings from this arrangement could be used, for example, to cut hedge growth around signage, the Head of Roads commented that savings were utilised for a prioritised work programme and that there was also a sign cleaning programme in place. It was noted that other / additional pieces of equipment were being reviewed for purchase leading to greater effectiveness as well as further efficiencies. It was suggested that resultant savings should be re-invested into ARA;
- (2) in respect of the purchase of new equipment / replacements and whether this was part of the Business Case, the Head of Roads advised that fleet was contained within the Business Case and that the service were currently reviewing a move to the use of electric vehicles. It was noted that there was a Fleet Management Business Plan. In terms of plant / machinery, this came from revenue budgets. Although included within reports, future reporting would highlight these matters;
- (3) in terms of community work locations to boost local economies, the Head of Roads commented on the concept of smarter and flexible working which would support this approach;

- (4) in relation to signage, sandbags etc. left on site once contractors had completed work and, as this was not the fault of ARA, could uplift costs be recouped. The Head of Roads advised that this was a problem not only with contractors but also with other public bodies / utilities, possibly through forgetting to uplift signage. It was noted that the charging approach could be undertaken but currently was not due to resources. It was suggested that a 'sign-off' approach by a Clerk of Works could assist in this matter and the Head of Roads would investigate this option; and
- (5) in terms of self-promotion and publicity to celebrate the winning of awards and other good news stories, it was noted that efforts were made to publicise and officers would try to be more proactive in this regard.

Further questions were asked about the white lining and hot box vehicles and the Head of Roads responded on the current provision.

A discussion took place in relation to the replacement LED lighting programme and the progress being made by the Project Manager with each design conforming to the British Standard.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (a) to request further updates at a future stage in relation to the delivery of the Ayrshire Roads Alliance Business Case;
- (b) to note the significant progress made to deliver the Business Case which had been presented to both Councils on 27 June 2013;
- (c) to note, from a financial perspective, that the budgets had been realigned to ensure the Business Case savings targets of £8.634 million would be achieved; and
- (d) to note that regular progress updates would continue to be provided to the Joint Committee on Works Programmes; Service Performance; Risk Issues; and progress against the Service Plan.

5. Update on Transport (Scotland) Bill.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance, advising of the progress made on the Transport (Scotland) Bill.

A full discussion took place in relation to Part 4 of the Bill relating to Pavement Parking and Double Parking and how could this be implemented in practice and who would enforce it. It was noted that some residential streets were narrow and it would be difficult for a bus / bin lorry to negotiate around parked cars, otherwise. The Traffic and Road Safety Manager commented that similar concerns had been raised with the Parking Standards Group and that further detail on this matter would be sought over the next month.

Comments were made in relation to Part 5 – Road Works regarding roadwork inspections and the quality of works with a view to recovering charges where works have not been completed satisfactorily. Further comments were made in respect of Council employees exposed to roadside dangers when uplifting rubbish from verges and, if this was as a result of work undertaken by Transerve, then would it have responsibility for uplift.

Concerns were made in respect of Part 2 – Bus Services and whether local councils might have to subsidise routes where bus companies were not providing an adequate service.

It was noted that Officers would keep the above comments and concerns in mind as discussions evolved with the Scottish Parliament on the next stages of the Bill.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to instruct the Head of Roads to continue engagement with the Scottish Parliament on this matter; and
- (2) to request further updates as the position on the developing Transport (Scotland) Bill became clearer.

6. Roadworks Programme 2018/19.

There was submitted a report ([issued](#)) of 9 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the final position with the road improvement programmes within East Ayrshire and South Ayrshire for financial year 2018-2019.

Various questions were raised by Members of the Joint Committee and the Head of Roads advised that he would provide an update in due course to relevant members on matters raised. He would also circulate details around the costs associated with the LED programme.

Following a question, it was noted that white lining requirements were not included in this programme as this was undertaken by sub-contractors and, therefore, classed as revenue expenditure. The Head of Roads asked members to advise him though of any white lining issues.

The Joint Committee, having otherwise noted the content of the report

Decided: to note the Ayrshire Roads Alliance works progress for 2018/19.

Councillor Saxton left the meeting during consideration of the above item

7. Update on Performance Scorecard.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance advising of the progress made to date against the Performance Scorecard.

A question was asked about complaint tracking within the WDM system and the Head of Roads responded that this element was to be installed and the system was work in progress.

The Joint Committee, having otherwise noted the content of the report

Decided:

- (1) to note the performance scorecard presented in this report; and
- (2) to continue to receive performance scorecard updates.

8. Development Control Update – Road Bonds.

There was submitted a report ([issued](#)) of 10 April 2019 by the Head of Roads, Ayrshire Roads Alliance providing an update on the position regarding road bonds held by the Ayrshire Roads Alliance on behalf of East Ayrshire Council and South Ayrshire Council as outlined within the appendices to the report.

A discussion took place in relation to various road bonds and the Traffic and Road Safety Manager advised of a number of legacy issues associated with some of these bonds which were being actively pursued. He commented on a key change to the procedures whereby the road construction consent would no longer be issued to a developer until the associated road bond security was lodged with ARA.

A question was asked about damage to existing road infrastructures by developers. The Head of Roads commented on additional monies. Also, it was noted that there were planning and transport protocols around site obligations by developers as per the Roads (Scotland) Act 1984.

In terms of governance arrangements and following a request from the Head of Regulatory Services, the Head of Roads advised that he would include her in future information sharing between officers from ARA and both internal audit sections for East and South Ayrshire Councils.

The Joint Committee, having otherwise noted the content of the report

Decided: to note

- (1) the position regarding road bonds currently held by the Ayrshire Roads Alliance on behalf of East Ayrshire Council and South Ayrshire Council;
- (2) the recommendations from the internal audit of road bonds;
- (3) the updated development control and road bond procedures put in place to address the matters raised in the internal audit report;
- (4) that progress updates would be provided to future meetings of the Joint Committee on an annual basis.

The meeting ended at 12 noon.