

Support Services Committee  
8 September 1998

**Irvine, 8 September 1998** - At a Meeting of the Support Services Committee of North Ayrshire Council at 2.00 pm.

**Present**

David O'Neill, Alan Munro, James Clements, Stewart Dewar, John Donn, Margaret Hight, James Jennings, David Munn, George Steven and Richard Wilkinson.

**In Attendance**

The Chief Executive, the Head of Corporate Business, the Personnel Services Manager, the Legal Services Manager, the Information Technology Services Manager, the Head of Architectural Services, D Addison, Head of Revenue Service (Financial Services), W Wright, Health and Safety Advisor (Personnel Services) and J Bannatyne, Administration Officer (Chief Executive).

**Chair**

Mr O'Neill in the Chair.

**Apologies for Absence**

Patrick Browne and Elliot Gray.

**1. Minutes Confirmed**

*The Minutes of the Meeting of the Support Services Committee held on 16 June 1998 copies of which had previously been circulated were confirmed.*

**2. Collection Statements**

*Submitted report by the Director of Financial Services on the current collection levels in respect of Community Charge and Council Tax to 31 August 1998.*

*A total of £264,000 was collected in respect of Community Charge during June, July and August 1998 leaving outstanding recoverable debt of £16,472,000. A comparison of the first five months of the current and previous years identifies a reduction in collections and arrangements are in hand to promote further recovery initiatives with Sheriff Officers.*

*A total of £7,996,000 was collected for Council Tax in June, July and August 1998 leaving outstanding recoverable debts in this case of £24,972,000. The Director of Financial Services referred to the Statutory Performance Indicators for collection and indicated an improvement in the Council Tax collections of 0.6% in 1997/98. He further indicated that 1998/99 collections were as anticipated whereas a small shortfall in 1997/98 would be addressed when system development provided automated links with Sheriff Officers. He further confirmed that the statistics for previous years collections reflected the varying recovery periods.*

*Noted.*

### **3. Treasury Management Annual Report 1997/98**

*Submitted report by the Director of Financial Services on treasury management in local government which is regulated by the 1996 Revision of the CIPFA Code of Practice on Treasury Management in Local Authorities adopted by the Council.*

*The report gave details on the Council's treasury borrowing and investment strategy and outcome for 1997/98 and on the Council's borrowing position as at 31 March 1998.*

*The strategy, after consultation with treasury advisors, anticipated that the rates for short term borrowings would increase and that rates for longer term borrowings would initially increase but that this would be followed at the year end by reductions from higher levels. Accordingly, the agreed strategy was to adopt a balanced position between short term and long term finance. Contrary to expectations longer term fixed rates continued to fall throughout the year when the short term rates increased. The report also provided details of treasury borrowing undertaken during the 1997/98 financial year at varying rates of interest. The reduction in average rate of interest from 8.53% to 8.41% (resulting in a saving of approximately £240,000 in interest) and the reduction in the Loans Fund average rate of interest from an estimated 9.25% to 7.89%, provided an overall saving of approximately £2.3m.*

*Noted.*

### **4. New Payroll System**

*Submitted joint report by the Director of Financial Services and the IT Services Manager on tenders for replacement of the current payroll system.*

*Of the four tenders received only Frontier Software PLC and Cyborg Systems Ltd meet the Council's requirements in relation to the provision of hardware and software. A detailed analysis of costs provided in the report indicated that there was very little difference between the two companies although in both cases the total costs exceeded the budgetary provision by £65,000. This overspend can however be accommodated within the current year's financial plan through underspend in other projects.*

*The Committee agreed to accept the tender submitted by Frontier Software PLC on the basis that their payroll system and associated services better satisfied the Council's requirements.*

### **5. Standing Restricted List of Contractors for Building and Related Works**

*Submitted report by the Head of Architectural Services seeking approval for additional contractors to be added to the current list of contractors for building and related works.*

*The Committee agreed that the additional contractors detailed in the report be included on the Council's list.*

### **6. Minutes**

#### **(a) JCC (APT & C Staffs)**

*Submitted the annexed report (Appendix SS1) being the minutes of the JCC (APT & C Staffs) meeting held on 12 June 1998.*

*Noted.*

#### **(b) JCC (Manual and Craft Workers)**

*Submitted the annexed report (Appendix SS2) being the minutes of the JCC (Manual and*

Craft Workers) meeting held on 12 June 1998.

Noted.

**(c) Support Services (Appeals) Sub-Committee**

Submitted the annexed report (Appendix SS3) being the minutes of the Support Services (Appeals) Sub-Committee held on 1 July 1998.

Noted.

**7. Strathclyde Joint Police Board: Fixed Penalty Speeding Offences**

Submitted report by the Chief Executive on a motion, currently under consideration by Strathclyde Joint Police Board concerning the allocation of revenue from speeding offences.

On 4 June 1998 Strathclyde Joint Police Board considered the following motion from Councillor Stanley Latimer (Argyll and Bute Council):-

*“That the Scottish Office be asked to agree that all revenue from speeding offences be paid to Strathclyde Joint Police Board who in turn would allocate 65% to the Chief Constable to improve Police Services and 35% to the 12 Unitary Authorities to improve their road and street systems...”.*

Strathclyde Police Board agreed to continue consideration of the matter to allow its members the opportunity to discuss the proposal with their own authorities.

The present system, which is governed by Section 95 of the Road Traffic Offenders Act 1998, allows 10% of the fee to be retained by the appropriate local authority and the remaining 90% to be paid to the Queens and the Lord Treasurer’s Remembrancer Fund. The Director of Financial Services has indicated that in the past Government has been reluctant to lose control of the QLTR consolidated fund a consequence of which could mean that the lost resources would be recouped elsewhere. Additionally whilst access to many areas of additional resources were to be welcomed by local authorities, it could nonetheless have an adverse impact on the image of the Police Authority if it was seen to be concentrating on money earning devices as opposed to non earning operations.

The Legal Services Manager has also been consulted and has confirmed that:-

(a) the present payments do not meet the expenses of collection and that it would be essential to have these continue;

(b) it would be extremely difficult from a recording point of view to isolate “speeding offences” as the offences dealt with by the Police issuing a “ticket” to an offender at the roadside cover more offences than speeding. On the other hand, if the ticket is not paid it becomes a Court complaint and is dealt with through the Procurator Fiscal Service. It may be, however, that the proposal does mean to cover all offences under the Road Traffic Offences Act 1998 which is much more extensive than “speeding”;

(c) repeated efforts made by District Courts to secure a more realistic handling charge have been rejected. The justification for the fine income for one particular classification of crime, ie motoring offences, being retained by the Police is questionable as this could apply to all fines;

(d) the proposal conflicts with the historical separation between Police, Prosecution and the Courts and envisages a situation where the Police force derives financial benefit from prosecutions. This is considered to run counter to the “Natural Justice” theory which underlines the criminal legal system within Scotland;

(e) to bring about this change requires a change in primary legislation and consideration

may be deferred pending the commencement of the Scottish Parliament.

After discussion, the Committee, in the light of the report, not to support the proposed motion.

#### **8. IT Services Department: Revised Structure**

Submitted joint report by the Information Technology Services Manager and the Personnel Services Manager presenting details of the revised structure for the I T Services Department following the approval of the I T Development Programme for 1998 to March 2000.

The report confirmed that all IT staff have now been transferred from other Directorates and that their responsibilities and work programmes have been locally agreed. In addition, some new posts have been advertised and in view of the shortage of skilled IT staff consideration is also being given to the possibility of retraining existing Council employees. As a result of increased responsibilities in relation to certain posts, regradings were being considered which, if approved would result in additional staffing costs of £6,788 per annum.

After discussion, the Committee agreed (a) to approve the regrading of the seven posts identified in the report; and (b) that the IT Services Manager further review resource requirements for future development programmes prior to the setting of Council budgets for 2000/01.

#### **9. Housing and Construction Services Directorate: Building Services: Bonus Incentive Scheme**

Submitted report by the Personnel Services Manager on the current status of the Building Services Bonus Incentive Scheme.

Since a new Scheme was introduced in December 1997 to replace the schemes initiated by the former Strathclyde Regional Council and Cunninghame District Council, difficulties have been experienced in its management. Consequently it has been withdrawn and in the interim employees continue to receive an average bonus on the basis of past performance. The Director of Housing and Construction Services in consultation with the Personnel Services Manager and with the co-operation of the Trade Unions are currently investigating alternative solutions.

In view of concerns about this situation, the Committee fully supported the remedial action being pursued.

#### **10. Education Directorate: Staffing Amendment: Education Headquarters**

Submitted report from the Personnel Services Manager on the proposed regrading of an existing post of Administrative Assistant within the Education Directorate.

Following an expansion in nursery provision, one of two existing Administrative Assistant's posts within the Support Services Section has been reviewed to assess increased duties and responsibilities. Accordingly, it is proposed that the post currently graded as API be re-designated to Administrative Officer at APIII level. This will result in additional staff costs of £3,476 per annum which will be met from the increased budget allocation for nursery provision received from Central Government.

The Committee agreed to approve the proposed re-designation and regrading of the post.

#### **11. Social Work Directorate**

##### **(a) Rosemount Day Assessment Centre**

Submitted report by the Director of Social Work on proposed staffing amendments within the Social Work Directorate arising from the withdrawal from the Joint User Agreement with Newfield

*Resource Centre in Renfrewshire due to escalating costs and the reduction in available places.*

*The Rosemount Centre, Stanecastle, Irvine has for some years provided intensive intermediate treatment facilities for children and young persons assessed as being at risk of offending and as a result of the introduction of a day assessment facility at Rosemount from 1 October 1998 the Council's use of Newfield Assessment Centre, Johnstone will in effect terminate at that time. In 1997/98 the Joint Agreement involved the payment of £251,000 to Renfrewshire Council to cover staff and child placement costs and the four staff involved now have the right to be re-deployed by North Ayrshire Council. Whilst staffing charges amounted in the previous financial year to £131,000 the proposed staffing structure for the new facility at Rosemount is around £106,000. Whilst there is a potential cost saving for the Council in relation to future staff costs it was acknowledged that such savings may require to be allocated towards a potential budget overspend in relation to the residential care of young persons instructed through Children's Hearings.*

*The Committee agreed (a) to approve the proposed staffing establishment of five posts for the new day assessment facility at Rosemount; and (b) to authorise the transfer of staff currently based at the Newfield Assessment Centre, Johnstone into these posts or other appropriate vacancies within the Social Work Directorate.*

**(b) Staffing Report on the Augmented Home Care Projects, Beith and Irvine Areas**

*Submitted report by the Personnel Services Manager on the proposed regrading of two senior homecare workers posts within the Augmented Home Care Service to more accurately reflect the present duties and responsibilities of these posts.*

*An Augmented Home Care Project was piloted in June 1993 to provide intensive care and domiciliary support to frail elderly people in their homes to avoid long term hospital care and in June 1997 the Service was permanently established following confirmation of continued funding from Ayrshire and Arran Health Board. Since then the two projects have been established in the Garnock Valley Area and Irvine/Kilwinning Area. A recent review of these projects has identified changes in duties and responsibilities and accordingly it is proposed that the two posts of senior homecare support workers be amended from manual worker grade 5 to APT & C staff grade AP1 with a consequential reduction of hours from 39 to 35 hours per week. The effect of the staffing changes will result in additional oncosts of £3,608 per annum which will be fully funded by the Ayrshire and Arran Health Board.*

*The Committee agreed to approve the proposed upgrading of these posts.*

## **12. Chief Executive and Corporate Support Services Directorate**

### **(a) Isle of Arran: Organisational Review**

*Submitted report by the Personnel Services Manager on the outcome of an organisational review into Service Provision on the Island of Arran incorporating proposals for the reorganisation of staffing structures and operational practices on the Island.*

*After discussion, the Committee agreed (a) to approve the proposals in principle; and (b) to remit with powers to a Member/Officer Working Group comprising the Chair and Vice Chair, Mr Clements and Mr Sillars and appropriate officers to further examine the requirement for mainland officers to travel to the islands of Arran and Cumbrae prior to the implementation of the proposals.*

### **(b) Post of Information Technology Services Manager**

*Submitted report by the Personnel Services Manager on the proposed establishment of a Special Sub-committee, in accordance with Standing Order 17, to appoint a new Information Technology Services Manager following the resignation of the existing post holder.*

*The Committee agreed (a) that a special Sub-committee comprising the Chairs of the Support Services and Corporate Strategy Committees, the Vice Chair of the Corporate Strategy Committee and the Convener, together with Mr Jennings and Miss Highet, be established to consider the appointment of a new Information Technology Services Manager.*

## **13. Aggression in the Workplace**

*Submitted report by the Personnel Services Manager giving comprehensive details on proposals for the introduction of a policy incorporating formal procedures to address aggression in the workplace.*

*The Committee agreed (a) to approve the policy document and procedures detailed therein; (b) that the policy and procedures be circulated to all employees of the Council; and (c) that a planned programme of training for Directorate/Department Managers focusing on assessed operational practices, working conditions and identified risk potential, be formulated and implemented.*

## **14. Local Government Pension Scheme (Scotland) Regulations 1998**

*Submitted report by the Personnel Services Manager on the proposed adoption of a number of discretionary elements in the Local Government Pension Scheme (Scotland) Regulations 1998 which came into effect on 1 April 1998 and which provide authorities with increased discretionary powers which require to be exercised in relation to cost, fairness and consistency of application.*

*The report focuses on the new Pension Regulations and the main elements which the Council has the discretion to adopt and on which a policy statement is required. Essentially, in view of the potential cost implications it is proposed that the Council adopts the discretion in respect of Widower's Pension, but should only adopt the other discretionary provisions contained in the Policy Statement in those circumstances where it can be demonstrated to be in the Council's best interest. Accordingly the cost implications will require to be considered on the merits of individual cases when discretion is to be applied.*

*The alterations to the scheme and the proposed changes by the Pension Fund to the level and method of recharging additional costs will necessitate a review of all aspects for the Council's voluntary redundancy/early retirement provisions with special attention to the Council's ability to pay the anticipated substantial increase in cost. It is proposed that the review take place before 1*

April 1999. Consultation will also be undertaken with the Trade Unions.

The Committee agreed (a) to approve the adoption of the discretionary elements within the Local Government Pension (Scotland) Regulations 1998 as detailed in the Council's Policy Statement; and (b) to authorise the Personnel Services Manager to consider requests in respect of the above discretionary elements and in the case of Early Retirement (Rule 85) and augmentation of benefits, arrange for the submission of an appropriate report to the special Support Services Committee (severance arrangements) for approval.

#### **15. Travelling Expenses and Payment for Subsistence Scheme**

Submitted report by the Personnel Services Manager on the proposed introduction of a rationalised Travelling Expenses and Payment for Subsistence Scheme for all chief officials APT & C Staffs, Manual Workers and Craft Operatives which will reimburse such employees for additional travelling and subsistence expenditure incurred necessarily in the performance of their duties.

After discussion, the Committee agreed to defer consideration of this matter meantime to enable the Personnel Services Manager to provide additional information on comparative schemes operating in other local authorities.

#### **16. Pay Settlements 1998**

Submitted report by the Personnel Services Manager on the proposed adoption and implementation of the APT & C Staffs Chief Officials and Manual Workers annual pay settlement.

Agreement has been reached Nationally on a pay increase of 3% applicable to all APT & C Staff Chief Officials and Manual Workers in post on or after 1 April 1998 as detailed in Circulars SO/219, APT & C Services - Salary Award 1998, CO/131 & 131a, Chief Officials Salary Agreement 1998 and MW/167, Manual Workers - Pay Settlement 1998, all effective from 1 April 1998. Since the pay award amounts to a 3% increase on pay roll costs and the Council has budgeted for an increase of 2.5%, the shortfall will require to be made up through stringent budget management. Trade Unions and employers have agreed the pay increases through the Scottish Council.

The Committee agreed that the report be forwarded to the Corporate Strategy Committee to inform that Committee of the financial implications.

#### **17. Job Evaluation Scheme: COSLA Consortium**

Submitted report by the Personnel Services Manager on the establishment of a CoSLA consortium to devise a job evaluation scheme for APT & C Staff, Manual Workers etc within Scottish Local Authorities in accordance with the National Agreement on Single Status.

The report provided details of present salary grading structures in respect of APT & C Staffs and Manual Workers and confirmed that the Scottish Councils for APT & C Staff and Manual Workers have agreed to the establishment of a consortium of interested Councils to devise a job evaluation scheme which would meet the authority's needs and comply with current pay legislation. COSLA has indicated that all 32 Councils in Scotland have responded positively and expressed an interest in participating in the consortium. The cost to the Council over the current financial year is £7,000 and the target date for completion of the scheme, which will be computerised is 31st March 1999.

The Committee agreed to approve participation by the Council in the COSLA consortium.

### **18. Report on the Use of Temporary Employees**

Submitted report by the Personnel Services Manager providing an update on the current position with regard to temporary employees within the Council, and detailing comparisons between the numbers of permanent and temporary employees as at March 1997, July 1997 and June 1998 together with statistics on numbers, length of employment and reasons for temporary employment by employee category. A revised system of monitoring the use of temporary employees on a quarterly basis has been developed and it is intended that relevant reports will be submitted to Committee on an annual basis.

Noted.

### **19. Statistical Report: Sickness Absence**

Submitted report by the Personnel Services Manager giving details on the current rate of employee sickness absence within North Ayrshire and on the proposed methods of reporting to Committee.

The current rate of sickness absence based on the period 30 March - 28 June 1998 is 5.1% and a full analysis of quarterly sickness absence percentages by Directorates was provided in the report. It is proposed that in future quarterly reports will be compiled for Directorate/Departmental purposes and that reports to Committee will be presented on a bi-annual basis as follows:-

<b>Period Covered</b>	<b>Reported</b>
1 January - 30 June	September/October
1 July - 31 December	February/March

The Committee approved the proposals for the submission of future reports.

### **20. Outstanding Industrial Tribunal Cases**

Submitted report by the Personnel Services Manager on the progress of outstanding industrial tribunal cases involving North Ayrshire Council.

Noted.

### **21. Corporate Human Resource Strategy**

Submitted report by the Personnel Services Manager on the proposed introduction of a Human Resource Strategy in support of the Council's corporate and strategic management objectives.

The strategy is a continuous and systematic process of analysing the Council's Human Resource related to its business requirements and continuously changing environments. Its key aims include the provision of a broad framework for the employment environment, valuing and respecting Council employees, the recruitment and retention of suitably qualified workforce, the provision of an effective and safe working environment in which people are stimulated and motivated and have access to continuous development through training and education.

The Committee agreed to approve the adoption of the proposed Corporate Human Resource Strategy.



## **22. Personnel Services Department: Service Delivery Plan**

*Submitted report by the Personnel Services Manager giving comprehensive details on a Service Delivery Plan for this financial year outlining the work and priorities of the Personnel Services Department between April 1998 and March 1999 in support of the Council's corporate objectives.*

*The Committee agreed to endorse the objectives of the Personnel Services Department within the Service Delivery Plan.*

## **23. Personnel Services Department Youth and Adult Training**

*Submitted report by the Personnel Services Manager on the activities of the Council's Youth and Adult Training Unit based at Moorpark House, Kilbirnie during the year ended 31 March 1998.*

*The Committee acknowledged the Unit's wide range of training courses, the numbers participating in these courses and the qualifications which students achieved between 1 April 1997 and 31 March 1998, whilst recognising that the current range of training programmes will continue provided funding continues to be made available from the European Structural Funds, Enterprise Ayrshire and the Council itself. The Committee was also advised that the Training Unit is to participate fully in the Welfare to Work/New Deal Programmes.*

*The terms of the report were otherwise noted.*

## **24. Annual Review of Occupational Health Service**

*Submitted report by the Personnel Services Manager on the variety of occupational health activities which have been developed between April 1997 and March 1998, confirming statistical information on the types of referral to the service, and the usage by Directorates and providing comprehensive details of the Health Surveillance and Screening Programme which is being operated.*

*Noted.*

## **25. Annual Review of Health and Safety Performance**

*Submitted report by the Personnel Services Manager on the Council's performance during 1996/97 and 1997/98 in terms of health and safety.*

*Details were provided on a number of initiatives which have been introduced in relation to health and safety matters including information on the role and work of the Health Promotion and Safety Awareness Group which comprises representatives from all Directorates of the Council. Statistical information was also presented on attendance at training and development courses, and on reportable accidents and incidents from April 1996/March 1997 and April 1997/March 1998. The Committee was further advised on Health and Safety Circulars policies and procedures issued from 1996 onwards, and on future plans and proposals designed to promote and sustain a positive health and safety culture within the Council.*

*The Committee agreed to support these efforts to promote a positive health and safety culture throughout the Council.*

## **26. Knadgerhill Cemetery Lodge House, Bank Street, Irvine**

*Submitted report by the Legal Services Manager on the proposed disposal of Knadgerhill Cemetery Lodge House, Bank Street, Irvine.*

*The report confirmed that the higher of the two offers received to purchase this property i.e.*

£20,035 does not properly reflect the value of the Lodge House and that since the Council has a statutory obligation to obtain the best price possible, both offers should be rejected. The report also referred to the receipt of a petition containing 750 signatures highlighting the need for a caretaker for the premises in order to alleviate problems relating to drug abuse and vandalism at the cemetery. Mr Donn expressed his ongoing concern over the Council's failure to successfully dispose of the property.

The Committee agreed (a) that the offers detailed in the report be rejected and that the property be re-marketed; (b) that Strathclyde Police be advised of the drug abuse and vandalism problems at Knadgerhill Cemetery; (c) that the Principal Estates Officer keep Mr Donn advised on the outcome of the re-marketing process and report to the next meeting; and (d) that the Legal Services Manager continue to ensure that local Members are consulted on proposals to dispose of properties.

**27. Irvine: Ground at Anderson Drive/Dick Terrace: Disposal**

Submitted report by the Legal Services Manager on the disposal of ground at Anderson Drive/Dick Terrace, Irvine to Messrs D A Design Services.

The Committee agreed to authorise disposal on the terms and conditions provisionally agreed.

**28. Irvine: Ground at Plot 8 Macredie Place: Disposal of Ground**

Submitted report by the Legal Services Manager on the disposal of ground at Plot 8, Macredie Place, Irvine to Mr and Mrs Colin MacAllister previously agreed by the Chair as a matter of urgency.

The Committee agreed to homologate the decision of the Chair.

**29. Irvine: Ground Adjacent to 21 Lammermuir Court: Disposal**

Submitted report by the Legal Services Manager on the disposal of an area of ground adjacent to 21 Lammermuir Court, Irvine to Mrs Elma Dow.

The Committee agreed to authorise disposal on the terms and conditions provisionally agreed.

**30. Irvine: Broomlands: Ground Adjacent to 2 Pladda Court: Disposal**

Submitted report by the Legal Services Manager on the disposal of an area of ground adjacent to 2 Pladda Court, Broomlands, Irvine to Mr R Young.

The Committee agreed to authorise disposal on terms and conditions provisionally agreed.

**31. Irvine: Broomlands: Ground Adjacent to 3 Pladda Court: Disposal**

Submitted report by the Legal Services Manger on the disposal of an area of ground adjacent to 3 Pladda Court, Broomlands, Irvine to Mrs J Maxwell.

The Committee agreed to authorise disposal on terms and conditions provisionally agreed.

**32. Irvine: Broomlands: Ground Adjacent to 23 St Kilda Bank: Disposal**

Submitted report by the Legal Services Manager on the disposal of an area of ground adjacent to 23 St Kilda Bank, Broomlands, Irvine to Mr T O'Hara.

*The Committee agreed to authorise disposal on terms and conditions provisionally agreed.*

**33. Irvine: Broomlands: Ground Adjacent to 50 St Kilda Bank: Disposal**

*Submitted report by the Legal Services Manager on the disposal of an area of ground adjacent to 50 St Kilda Bank, Broomlands, Irvine to Mr J Allan.*

*The Committee agreed to authorise disposal on terms and conditions previously agreed.*

**34. Irvine: 6 Bridgegate: Lease**

*Submitted report by the Legal Services Manager on the lease of the shop unit at 6 Bridgegate, Irvine to Mr Gerald Ryan.*

*The Committee agreed (a) to authorise the Legal Services Manager to proceed with the lease of the premises; and (b) to approve the proposed provisional terms and conditions.*

**35. Irvine: Garden Extension at 41 Pladda Terrace: Disposal**

*Submitted report by the Legal Services Manager on the proposed sale of ground at 41 Pladda Terrace, Irvine to Mr & Mrs Gaughan for an extension to garden ground.*

*The Committee agreed to authorise disposal on terms and conditions provisionally agreed.*

**36. Dreghorn: Ground Adjacent to 21 MacRobert Avenue: Disposal**

*Submitted report by the Legal Services Manager on the disposal of an area of ground adjacent to 21 MacRobert Avenue, Dreghorn to the owner of that property.*

*The Committee agreed to authorise disposal on terms and conditions provisionally agreed.*

**37. Dreghorn: Ground at Corsehillmount Road: Lease**

*Submitted report by the Legal Services Manager on the lease of ground at Corsehillmount Road, Dreghorn to Messrs Kyle Gas.*

*The Committee agreed to authorise the Legal Services Manager (i) to enter into negotiations for the lease of the ground; and (ii) to submit a further report on the provisional terms agreed.*

**38. Kilwinning: 23 Almswall Road: Lease Renewal**

*Submitted report by the Legal Services Manager on the renewal of a lease of a single fronted shop unit at 23 Almswall Road, Kilwinning to John and Elizabeth Garroch.*

*The Committee agreed to authorise the renewal of the lease on terms and conditions provisionally agreed.*

**39. Kilwinning: Ground at Pathfoot: Disposal and Grant of Minute of Waiver**

*Submitted report by the Legal Services Manager on the proposed disposal and grant of Minute of Waiver in respect of ground at Pathfoot, Kilwinning to Mr and Mrs M Bradley.*

*The Committee agreed (a) to authorise disposal of the ground; and (b) to grant the Minute of Waiver.*

**40. Kilwinning: Bridgend Lane: Kilwinning Cemetery Lodge House: Report on Offers Received**

*Submitted report by the Legal Services Manager on the offers received in respect of the sale of Kilwinning Cemetery lodge house, Bridgend Lane, Kilwinning.*

*The Committee agreed (a) that the offer from Mr and Mrs R L Thomson, be accepted which failing, the second highest offer from Mr and Mrs F Reed, be accepted; (b) that the Legal Services Manager be authorised to conclude the sale.*

**41. Stevenston: Site at High Road: Disposal**

*Submitted report by the Legal Services Manager on the disposal of a site at High Road, Stevenston to the Ayrshire and Arran Community Health Care NHS Trust.*

*The Committee agreed to authorise disposal on terms and conditions provisionally agreed.*

**42. Saltcoats: Springvale Street: Former Westbury Snooker Club: Disposal**

*Submitted report by the Legal Services Manager on the disposal of the former Westbury Snooker Club, Springvale Street, Saltcoats to RDK Construction, previously agreed by the Chair as a matter of urgency.*

*The Committee agreed to homologate the decision of the Chair.*

**43. Saltcoats: Ground at Winton Circus: Lease**

*Submitted report by the Legal Services Manager on the lease of ground known as the Ponds Development Site at Winton Circus, Saltcoats to G & T H Dawson.*

*The Committee agreed to authorise the lease of the ground on terms and conditions provisionally agreed and to conclude the transaction.*

**44. Largs: Ground at 50/54 Nelson Street: Disposal**

*Submitted report by the Legal Services Manager on the disposal of ground at 50/54 Nelson Street, Largs to Mr J Marshall.*

*The Committee agreed to authorise disposal on the basis of the offer received and conclude the transaction.*

**45. Largs: Ground at Woodcroft Avenue: Disposal**

*Submitted report by the Legal Services Manager on the disposal of an area of ground at Woodcroft Avenue, Largs to Mr William Green.*

*The Committee agreed to authorise disposal on terms and conditions to be agreed.*

**46. Millport: Ground at Eilean Light: Renewal of Lease**

*Submitted report by the Legal Services Manager on the renewal of a lease in respect of ground at Eilean Light, Millport by the Bute Estate.*

*The Committee agreed to authorise the renewal of the lease on terms and conditions provisionally agreed.*

**47. Arran: Brodick: Proposed Electrical Sub-Station Building Adjacent to Brathwic Terrace: Sale of Ground**

*Submitted report by the Legal Services Manager on the sale of ground adjacent to Brathwic Terrace, Brodick, Arran to Messrs Hydro Electric for the purpose of constructing a new sub-station, previously agreed by the Chair as a matter of urgency.*

*The Committee agreed to homologate the decision of the Chair.*

**48. Arran: Kildonan: Former Kildonan School and Schoolhouse: Report on Offers Received**

*Submitted report by the Legal Services Manager on offers received in respect of the sale of the former Kildonan School and Schoolhouse, Kildonan, Arran.*

*The Committee agreed (i) that the offer from Mr & Mrs R M Wilson, be accepted which failing the second highest offer from Mr & Mrs S Robinson be accepted and (ii) that the Legal Services Manager conclude the sale.*

**49. Dalry: Routdaneburn and Birkhead Farms: Disposal**

*Submitted report by the Legal Services Manager on the disposal of Routdaneburn and Birkhead Farms, Dalry to the current occupiers.*

*The Committee agreed to authorise the Legal Services Manager to enter into negotiations with the tenants to agree provisional terms of sale and report further.*

**50. Delegated Powers: Property Reports**

*Submitted report by the Legal Services Manager on property transactions approved in terms of the Scheme of Delegation to Officers.*

*Noted.*

**51. Urgent Items**

*The Chair agreed that the following items be dealt with as a matter of urgency.*

**52. Society of Directors of Personnel Scotland Annual Conference 1998: Invitation**

*Submitted invitation to the SODOPS Annual Conference 1998 to be held from 11-13 November 1998 in the Old Course Hotel, St Andrews. This years conference theme will be "Best Value - People Make the Difference".*

*The Committee agreed that the Chair or his nominee be authorised to attend.*

### **53. Working in the Scottish Parliament**

*Submitted letter dated 31 August 1998 from the Scottish Office Constitution Group explaining the approach by the Scottish Office to the recruitment of staff to the Scottish Parliament inviting the Council to draw the opportunities for future secondments to the attention of appropriate staff in the Council's employment and requesting that consideration be given by the Council to releasing successful applicants for posts on a secondment basis. Scottish Office staff who wish to compete for available posts are to be given the option to go on secondment terms to the Parliament with a right of return to the Scottish Administration at the end of the secondment period. The Council has been asked to consider whether it might be prepared to release staff on similar terms. Many of the posts will be filled on fixed term contracts (generally 3 years) and vacancies will generally be advertised in the Scotsman and the Herald.*

*The Committee agreed that the Scottish Office be advised that the Council is prepared (i) to consider the secondment of Officers to the Scottish Parliament in circumstances where this is felt to be appropriate; and (ii) to draw the opportunities of secondment to the attention of the Council's staff.*

*The meeting ended at 3.40 p.m.*