

Commercial Services Committee  
11 February 1998

**Irvine, 11 February 1998** - At a Meeting of the Commercial Services Committee of North Ayrshire Council at 2.00 p.m.

**Present**

Peter McNamara, James Clements, Joseph McKinney, Alan Munro, Robert Rae, Gean Seales, Samuel Taylor.

**In Attendance**

W. Cowan, Director of Commercial Services, K. Wilson, Head of Catering and Cleaning, J Currie, Head of Cleansing and Grounds Maintenance, W Nichol, Senior Accountant (Financial Services), D McCall, Cemetery Services Manager, and M. McKeown, Administration Officer (Chief Executive's).

**Chair**

Mr McNamara in the Chair.

**Apologies for Absence**

Thomas Dickie, John Donn, George Steven.

**1. Minutes Confirmed**

Minutes of the Meeting of the Committee held on 17 December 1997 were confirmed.

**2. Tenders for Vehicles 1997/98**

Submitted report by the Director of Commercial Services on the progress to date in the replacement vehicles programme for 1997/98.

Noted.

**3. Capital Programme 1998/99**

Submitted report by the Director of Commercial Services on the proposed Capital Programme for 1998/99.

After a full discussion the Committee agreed (a) that priority 13 be amended to include provision for the proposed car park at Ardrossan Cemetery at an estimated cost of £40,000 (bringing the total cost for priority 13 to £80,000); (b) to approve the amended Capital Plan bids in the priority shown; and (c) to remit the Capital Plan to the Corporate Strategy Committee for consideration.

**4. Value for Money Audit 1996/97: Trade Refuse**

Submitted report by the Director of Commercial Services on the draft Audit Report on Value for Money, produced by The Accounts Commission for Scotland, in relation to their review of the Council's trade refuse collection service over the period 1996/97.

The Commission's review focused on improving the management of the service with a view to maximised collection levels while containing or retaining costs. The resultant

report highlighted that in 1996/97 there was an annual loss on trade refuse collection and disposal of approximately £309,000 when comparing the costs of collection, disposal and administration for this service. The report points out that extra income of approximately £300,00 could accrue to the Council if they increased their charges per tonne to the mean level of all Councils.

After discussion, the Committee agreed (a) to implement the recommendations of the Audit Report by increasing the trade refuse charges on a phased basis over 4 years commencing 1st April 1998; (b) to inform the Accounts Commission of the proposals and the timetable of implementation; and (c) that a letter be sent to users of the service advising them of the increases.

## **5. Wheeled Bins: Full Implementation Throughout North Ayrshire**

Submitted report by the Director of Commercial Services on the response to advertisement for companies interested in the supply and installation of wheeled bins.

On 17 December 1997 the Committee agreed that the Director of Commercial Services should seek tenders for the supply and installation of wheeled bins throughout the remainder of North Ayrshire. A notice was subsequently placed in the European Journal on 23rd December 1997 inviting prospective companies to make application for the tender. Of the responses received nine companies are eligible to tender.

After discussion, the Committee agreed that the nine should be invited to tender for the supply and installation, commencing 1st April 1998, of wheeled bins throughout the remainder of North Ayrshire, subject to Council approval of the scheme and its financing.

## **6. Landfill Sites: Environmental Monitoring**

Submitted report by the Director of Commercial Services on monitoring requirements for the Council's landfill sites.

Applications for Waste Management Licences for the four landfill sites at Brodick, Arran; White Bay, Cumbrae; and Nethermain and Shewalton, both Irvine, were submitted to the Scottish Environmental Protection Agency (SEPA) in September 1996, and SEPA proposes to determine the applications by the end of February 1998.

SEPA have indicated that a programme of environmental monitoring in respect of each of the sites will require to be carried out as a condition of the licence. A schedule of monitoring has been established in consultation with SEPA, and taking into account the requirements of Waste Management Papers Nos. 4 and 27.

Envirocentre of Strathclyde University have submitted a proposal for the sampling and analysis of leachate, groundwater, surface water and landfill gas at a cost of £35,077.70 per annum. The budget provision for this work is £32,000.

After discussion, the Committee agreed that tenders should be sought from interested companies for the carrying out of annual environmental monitoring programme for the Council's four landfill sites in accordance with the requirements of the Waste Management Papers Nos. 4 and 27.

## **7. White Bay Landfill, Cumbrae**

Submitted report by the Director of Commercial Services on the application for a Waste Management Licence for the White Bay Landfill Site which was submitted to Scottish Environmental Protection Agency (SEPA) in September 1996, and which is due to be determined by the end of February 1998.

At present the site is unattended and open 24hrs a day. SEPA have however intimated that they will not consider granting a license unless the opening times are restricted and staff are in attendance when the site is open. SEPA have moreover indicated that a programme of environmental monitoring will require to be carried out as a condition of the licence and, once licensed, an annual subsistence fee will be due to SEPA in the order of £3,800 p.a. from 1st April 1998.

Without any provision for staffing, the costs of operating the site would rise from a current budget provision of £7,000 to approximately £16,200. The current usage of the site is principally by the Council's Cleansing Section, and amounts to only 240 tonnes of waste per annum. This waste could be diverted to a mainland site, involving at most one extra ferry trip from the Island per week.

After discussion the Committee agreed (a) to withdraw the current licence application before SEPA; (b) to close White Bay Landfill site and transfer waste to a mainland site; and (c) that any savings in disposal costs should be used to finance the environmental monitoring required at North Ayrshire Council's remaining landfill sites.

## **8. Seamill Beach: Toilet Facilities**

Submitted report by the Director of Commercial Services on proposed toilet facilities at Seamill Beach.

The North Coast and Arran Area Committee on 5th January 1998 considered a request for the provision of toilet facilities adjacent to the Waterside Inn, Seamill to service the beach, cycle track and adjoining car park.

The Commercial Services Directorate has an appropriate toilet unit in stock. The location is not in the ownership of the Council and the installation of the facility will require planning permission.

The Committee agreed to instruct the Director of Commercial Services to (a) obtain costs for the provision of the toilet facility from the Architectural Services Manager and (b) to submit a report to a further meeting of the Committee.

## **9. Mainland: Burial Services**

Submitted report by the Director of Commercial Services on the centralisation of administration for mainland burial services.

In line with previous decisions a single point of contact has been established for the administration of the cemetery services operations and workforce at Ardrossan Road, Saltcoats and a computer system for administering and recording cemetery records will be come on line in March 1998.

Administration relative to the booking of burials was originally intended to be carried out by the Registration Section of the Legal Services Department. However following discussions between the Legal Services Manager and the Director of Commercial Services it was recommended that this function should instead be carried out meantime at the main cemetery office, with a Clerical Assistant post being created through staff redeployment in order to implement the proposal fully.

After discussion, the Committee agreed (a) to implement the centralisation of the mainland burial services administration at the Cemetery Office, Ardrossan Road, Saltcoats; and (b) that the Director of Commercial Services submit a detailed report to the Support Services Committee on the staffing implications.

**10. Largs Cemetery**

Submitted report by the Director of Commercial Services on the ongoing negotiations for the provision of a new cemetery at Largs.

The land owner of the proposed site has now given permission for the Council to carry out a survey of the land to establish the depth of bedrock and water table, and subject to a favourable report, negotiations will be concluded for the purchase of the land.

Noted.

**11. Heartbeat Award**

Submitted report by the Director of Commercial Services on the Council premises which have been awarded Healthy Heartbeat Awards.

The Healthy Heartbeat Award is a joint initiative between Ayrshire and Arran Health Board and North Ayrshire Council and is awarded to establishments who can offer safe, hygienic and healthy food to its customer base. Each establishment is judged in terms of food hygiene, healthy eating options, cleanliness, fabric of the premises, and menu choice.

41 locations operated by North Ayrshire Council have successfully achieved the award and catering managers received their certificates at an award ceremony held on 29th January 1998 in the Grand Hall, Kilmarnock.

In noting the report the Committee expressed their approval of the successful ongoing work in this matter.

**12. Cleaning Contract: Customer Satisfaction Report 5/11/97 - 2/12/97**

Submitted report by the Director of Commercial Services on the standards achieved in the Building Cleaning Contract.

Noted.

Meeting ended at 2.45 p.m.