

Commercial Services Committee  
26 March 1997

**Irvine, 26 March 1997** - At a Meeting of the Commercial Services Committee of North Ayrshire Council at 2.00 p.m.

**Present**

Thomas Dickie, Peter McNamara, Patrick Browne, James Clements, John Donn, Joseph McKinney, Alan Munro, Irene Oldfather, Robert Rae, Gena Seales, George Steven and Samuel Taylor.

**In Attendance**

The Director of Commercial Services; J Currie (Head of Cleansing/Grounds Maintenance), K Wilson (Head of Catering/Cleaning), A Elliot (Transport Controller) (Commercial Services); and J Bannatyne (Administration Officer) (Chief Executive).

**Chair**

Mr Dickie in the Chair.

**1. Minutes Confirmed**

The Minutes of the Meeting held on 12 February 1997, copies of which had previously been circulated, were confirmed.

**2. Tenders for Vehicles Etc. 1996/97**

Submitted report by the Director of Commercial Services on progress on the fifth phase of the Replacement Vehicles Programme for 1996/97, confirming the offers submitted and the tenders accepted.

Noted.

**3. Supply of Unleaded Petrol and Derv from Local Garages**

Submitted report by the Director of Commercial Services giving details of the tenders received for the supply of unleaded petrol and derv from local garages for the year commencing 1 April 1997. This is in addition to bulk supplies of unleaded petrol and derv obtained via the Buying Agency contract.

The successful tenderers were as follows:-

- |            |                               |
|------------|-------------------------------|
| Irvine     | - Springbank Service Station; |
| Kilwinning | - Howies Garage;              |

Three Towns                - ATM Motors;  
Garnock Valley           - William Clark; and  
Largs                        - William Clark.

All user Directorates have been notified of suppliers for 1997/98.

Noted.

#### **4. Tenders for Vehicle Hire**

Submitted report by the Director of Commercial Services giving details of the tenders received and the successful tenderers for the seasonal hire of vehicles for use in the Garden Tidy Scheme.

Noted.

#### **5. Tenders for Tyres**

Submitted report by the Director of Commercial Services giving details of the tenders received for the supply of tyres for the year commencing 1 April 1997.

The Committee agreed that the tender received from Motorway Tyres and Accessories Limited, Saltcoats, be accepted.

#### **6. National Waste Strategy: Scotland**

Submitted report by the Director of Commercial Services on the National Waste Strategy Scotland draft consultation document prepared by SEPA in accordance with Section 92 of the Environment Act 1995.

The Strategy is in three parts and provides a set of proposed policies and a mechanism for the co-operative and interactive development of the strategy between SEPA and the waste management industry over the next eighteen months. The final strategy will replace the Waste Disposal Plans introduced by local authorities under Section 50 of the Environmental Protection Act 1990 and will provide a framework for achieving a more sustainable approach to the management of waste. It will also allow future planning and development by industry, waste management companies, local authorities and SEPA to be carried out.

SEPA are seeking answers to a number of specific questions in relation to targets for the strategy, partnership in developing the strategy, reviewing the strategy, environmental/resource issues, key issues, tools for developing the strategy, strategy area objectives, strategy area policies and task group remits together with additional comments. They wish to receive responses by 29 April 1997.

The Committee agreed to authorise the Directors of Commercial Services and

Planning, Roads and Environment to submit, in consultation with the Chairs and Vice-Chairs of the Commercial Services and Infrastructure and Environment Committees, responses to the specific questions raised in the consultation document to the Scottish Environment Protection Agency by 29 April 1997.

## **7. Garden Refuse Collection Service**

Submitted report by the Director of Commercial Services giving details of the seasonal Garden Refuse Collection Service.

Requests have been received on a regular basis to extend the garden refuse collection scheme which normally runs for twenty six weeks throughout the summer season. It is proposed therefore to extend the scheme for a further four weeks to accommodate the end of season clean-up of gardens by commencing on 31 March 1997 for a thirty week period ending 24 October 1997. No additional costs are involved.

Noted.

## **8. Garden Tidy Scheme for 1997**

Submitted report by the Director of Commercial Services on the progress to date of the programme for the 1997 Garden Tidy Scheme.

Noted.

## **9. Pulverisation Plant**

Submitted report by the Director of Commercial Services giving details of a number of organised visits to the Pulverisation Plant throughout February and March 1997.

Noted.

## **10. Healthy Eating Promotion**

Submitted report by the Director of Commercial Services on the ongoing work and commitment to the promotion of a healthy diet within the School Meals Service.

The 3-2-1 "Keep Your Balance" promotion has been progressed within forty seven (56%) of the seventy seven units identified within North Ayrshire i.e. schools, nurseries and social work locations. The promotion also involves the issue of a five weekly cycle menu as well as talks to parents and teaching staff and a further and more detailed training day including workshop, has been arranged for primary school teachers.

Noted.

## **11. Catering Section: Training**

Submitted report by the Director of Commercial Services on the action taken by the Catering and Cleaning Section to maintain the high standards of training with the workforce in the light of the recent food poisoning outbreaks in Scotland.

The Food Safety (General Food hygiene) Regulations 1995 which took effect on 1 September 1996 relate to both food handlers and food premises and the Catering Section is aware of its responsibility to meet the requirements of this legislation fully. A series of in-house training sessions have taken place for both Catering Managers and food handlers in relation to HACCP (Hazard Analysis Critical Control Point) and REHIS (The Royal Environment Health Institute for Scotland). These sessions addressed issues such as current legislation and food handling techniques and are part of ongoing training plans drawn up to ensure that all food handlers receive adequate training.

Noted.

## **12 Scottish School Meals Week**

Submitted report by the Director of Commercial Services on a promotion entitled "Scottish School Meals Week" to be held in the week commencing 12 May 1997.

The Scottish Local Authority Caterers plan to promote the School Meals Service by holding a National School Meals Week. The Council has been asked to act as one of the lead authorities in this promotion and will provide a donation of £2,000. Details of the programme to be sent out to all primary schools to gain their support for the School Meals Week were given in the report.

Noted.

## **13. SkillChoice Programme**

Submitted report by the Director of Commercial Services on the progress to date of the SkillChoice Programme.

All of the proposed categories of employees have now gone through the initial process and a detailed analysis has identified where employees are placed in relation to their vocational qualification (VQ) structure as well as those who could be at a level where assessment is appropriate. A large proportion of the employees are at the assessment stage and the training records, personal development plans and individual action plans have now been formulated.

In noting the report, the Committee congratulated the Director of Commercial Services on the progress to date.

#### **14. Urgent Item**

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

#### **15. Attendance at Conferences**

(Previous Minute Reference: Commercial Services Committee 12 February 1997.)

The Committee had previously agreed to be represented at three Conferences, viz.: the Institute of Waste Management Conference and Exhibition in Torbay in June 1997, the Hotel Olympia in London in January 1998 and one other Conference on Grounds Maintenance, yet to be determined. A decision now requires to be taken on who will attend these Conferences.

The Committee agreed that the Chair, Vice-Chair and Director of Commercial Services, or their nominees, be authorised to attend.

#### **16. Vehicle and Plant Fleet**

The Head of Cleansing/Grounds Maintenance gave a presentation on the Council's Vehicle and Plant Fleet.

The Committee welcomed the presentation and noted the position.

The meeting ended at 3.00 p.m.