

Commercial Services Committee  
13 November 1996

**Irvine, 13 November 1996** - 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, Alan Munro, Robert Rae, Gena Seales and Samuel Taylor.

**In Attendance**

The Director of Commercial Services; Head of Cleansing/Ground Maintenance; G. Clark, Operations Manager, and R. Kirk, Grounds Maintenance Controller, Grounds Maintenance (Commercial Services); The Principal Personnel Officer; (Personnel Services); W. Nicol, Senior Accountant (Financial Services); Shona King, Corporate Policy Officer and S Paxton, Administration Officer (Chief Executive).

**Chair**

Mr. Dickie in the Chair

**Apologies for Absence**

Irene Oldfather and David O'Neill.

**1. Minutes Confirmed**

The minutes of the meeting held on 2 October 1996, copies of which had previously been circulated, were confirmed.

**2. Tenders for the Replacement Vehicles Programme 1996/97**

Submitted report by the Director of Commercial Services giving details of the tenders received, the successful tenderers and the continuing progress of the Replacement Vehicles Programme 1996/97.

Noted.

**3. Policy Statement for Building and Window Cleaning**

Submitted report by the Director of Commercial Services regarding the proposed Client Policy Statement for building and window cleaning and the timetable for the award of building and window cleaning contracts.

In order to allow the Commercial Services Committee, which acts, in terms of the Local Government (Scotland) Act 1988, as client for building and window cleaning, it is necessary to produce a Policy Statement setting out the services required.

**(a) Building Cleaning**

The Commercial Services Directorate will provide (i) a daily cleaning service, Monday to Friday inclusive, except for Public Holidays, on dates that will be notified annually, to premises which fall within the said Act on the mainland and Isles of Cumbrae and Arran; (ii) cleaning services with respect to any possible emergency situations; and (iii) a periodic cleaning service where accessibility

is a problem when the buildings are in use.

#### **(b) Window Cleaning**

The Commercial Services Directorate will provide an internal and external window cleaning service twice a year to all premises which fall within the said Act.

The report also detailed a proposed timetable for the award of building and cleaning contracts. It is anticipated that the contracts for building cleaning and window cleaning works will be awarded by 1 September 1997.

The Committee approved (a) the Policy Statement setting out the services required in respect of building and window cleaning; and (b) the proposed timetable for the award of building and window cleaning contracts.

#### **4. Refuse Disposal: Appointment of a Consultant**

Submitted report by the Director of Commercial Services regarding the appointment of a consultant to carry out a feasibility study on a proposed additional commercial landfill site adjacent to Nethermains, Irvine.

In order to ascertain the viability of a proposed commercial landfill site adjacent to the Nethermains site, Irvine, for which provision exists in the 1996/97 capital budget, it is necessary to undertake a feasibility study including a site survey and environmental impact assessment.

It is proposed that four consultants experienced in refuse disposal technologies be invited to tender for the feasibility study. The consultants would give a presentation to an Officers Working Group on how they would propose to progress a feasibility study to gather with tender costs. Members of the Commercial Services Committee would also be invited to the presentation. Thereafter a consultant would be selected to proceed with the project immediately and present a report no later than March 1997.

The Committee authorised the Director of Commercial Services (a) to invite four consultants to tender for the feasibility study; and (b) following presentations and in consultation with an Officer Working Group, to appoint a consultant to carry out the feasibility study.

#### **5. Recycling of Newspapers and Magazines**

Submitted report by the Director of Commercial Services regarding the proposed extension of the Paper Bank Scheme.

The Council currently operate 9 fourteen cubic yard paper banks, located throughout North Ayrshire while the private sector operate 2 thirty cubic metre banks at Saltcoats and Stevenston.

Stirling Fibre Limited, who already receive the Council's waste paper, have made available twelve 4.5 metre paper banks to extend the Council's scheme. It is proposed that the Council accept the offer in order to expand the Paper Bank Scheme and that the additional banks be placed at sites to be determined by the Director of Commercial Services.

The Committee agreed to accept the offer by Stirling Fibre Limited of twelve 4.5 metre paper banks.

#### **6. Extension of Recycling Facilities**

Submitted report by the Director of Commercial Services on the proposed extension of the Bottle Bank Scheme and introduction of Oil Banks at Civic Amenity Sites.

The Council operate 39 public and 10 commercial bottle banks while facilities at Kilwinning

Garage and Bartonholm Civic Amenity Site provide for the disposal of waste engine oil .

It is proposed that the Bottle Bank Scheme be extended to accommodate a further six sites, to be determined by the Director of Commercial Services, and that the four mainland Civic Amenity Sites be provided with bunded oil tanks with lockable lids for the disposal of waste engine oil.

The Committee agreed (a) to the extension of the Bottle Bank Scheme; and (b) to the provision of oil tanks at the four mainland Civic Amenity Sites.

#### **7. Commercial Services Directorate: Works and Roads Sections: Emergency Standby Arrangements**

Submitted report by the Director of Commercial Services on the emergency winter standby arrangements for the Works and Roads Sections of the Commercial Services Directorate.

The former District and Regional Councils operated emergency winter standby arrangements for the housing and roads services. It is proposed that the Commercial Services Directorate's Works and Roads Sections operate an emergency winter standby service for these services as detailed in the report and arrange publicity of emergency telephone numbers accordingly.

The Committee agreed (a) the winter emergency standby arrangements for the Works and Roads sections of the Commercial Services Directorate; and (b) that the Director of Commercial Services arrange for publicity as appropriate.

#### **8. Stevenston: Nobel House: Canteen Facilities**

Submitted report by the Director of Commercial Services on the current and proposed catering arrangements at Nobel House, Stevenston.

The Commercial Services Directorate, since moving to Nobel House Stevenston, in February 1996, have provided staff with temporary catering facilities. Staff can also use a shop, but not the canteen located within the adjacent ICI complex provided by the Carlton Catering Group Limited and subsidised by ICI.

The Directorate's proposal to establish its own catering facilities in a premises to be vacated by ICI personnel, was not implemented as a result of financial constraints. The Carlton Catering Group have subsequently approached the Director of Commercial Services regarding the possibility of a joint arrangement to upgrade the shop and canteen facility at the ICI site to allow full access to both facilities for staff located at Nobel House at a cost of between £10,000 and £15,000.

The Committee (a) agreed that the Director of Commercial Services continue his negotiations with the various parties concerned in order to provide adequate catering arrangements at Nobel House; and (b) otherwise noted the terms of the report.

#### **9. Exclusion of Public**

The Committee resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the meeting the press and the public for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 6 and 9 of Part 1 of Schedule 7A of the said Act.

#### **10. Irvine Development Corporate: Transfer of Staff and Equipment**

The Committee, having heard the Director of Commercial Services and Principal Personnel Officer advise on the various categories of staff due to transfer from IDC to the Council, noted (a) the current position with regard to the transfer of various categories of staff from IDC to the Council; (b) that negotiations were ongoing between the Director of Commercial Services and IDC with regard to the transfer of staff; and (c) that a report on the final transfer of IDC staff to the Commercial Services Directorate of the Council will be submitted to a future meeting of the Support Services Committee.

#### **12. Re-admittance of Public**

At this point the public were readmitted to the meeting.

#### **13. Grounds Maintenance Section**

The Operations Manager and Controller (Grounds Maintenance) gave a presentation on the Grounds Maintenance Section within the Commercial Services Directorate detailing the work of the Section and outlining future plans.

The Committee welcomed the presentation and noted the position.

The meeting ended at 2.30 p.m.