

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 26th October 2010 at 10.00 a.m.

Present: Councillors Bill McIntosh (Chair), Douglas Campbell, Peter Convery, Nan McFarlane, Robin Reid and Margaret Toner.

Apology: Councillor Hywel Davies.

Attending: H. Garland, Executive Director – Children and Community; E. Howat, Executive Director – Corporate Services; L. Bloomer, Executive Director – Development and Environment; V. Andrews, Head of Legal and Administration; D. Alexander, Head of Corporate Resources; K. Leinster, Head of Community Care and Housing; D. Burns, Manager (Housing Policy and Strategy); J. Cronin, Strategic Service Planning Manager; C. Cox, Planning Manager; B. Wyllie, Supervisory Engineer (Traffic); C. McPhail, Business Engagement Development Officer; J. McQuillan, Head of Property and Neighbourhood Services; R. Kingisepp, Office Manager (Property and Asset Management); C. Bradshaw, Assistant Public Communications Officer; D. Knight, Committee Services Officer; and E. Wyllie, Committee Administrative Officer.

Also attending: David Bell, Managing Director, Ayr Renaissance.

Chair's Remarks.

The Chair, on behalf of the Panel, welcomed Lesley Bloomer, Executive Director – Development and Environment to her first meeting of the Leadership Panel.

Community Services – Housing and Customer First.**C-I****1. Strategic Housing Investment Plan.**

There was submitted a report (issued) 6th October 2010 by the Executive Director – Children and Community

(1) advising

- (a) that in 2007 the Scottish Government introduced a Strategic Housing Investment Framework whereby all Local Authorities were required to produce an annual Strategic Housing Investment Plan (SHIP) linked to their Local Housing Strategy (LHS); and
- (b) that the Scottish Government had revised the SHIP guidance as a result of the 2007 pilot exercise and evaluation of SHIPs submitted in 2008 with the 2010 SHIP being due for submission to the Scottish Government by 30th November 2010 and which will influence the allocation of funding to the Affordable Housing Investment Programme (AHIP) for 2011/12;

- (2) indicating
- (a) that the final draft SHIP for 2011/12 to 2015/16 for South Ayrshire was attached as an Appendix to the report;
 - (b) that the SHIP Programme might be subject to change to take account of windfall sites, funding availability and in response to uncertainties generated as a result of current market conditions around existing sites; and
 - (c) that the programme detailed in the SHIP had been developed in partnership with the Scottish Government's Housing Investment Division, Planning, Estates and Registered Social Landlords and that a South Ayrshire Registered Social Landlords' Forum had been established and members have been consulted through the development of the SHIP; and
- (3) reporting
- (a) that the 2010 SHIP would influence the allocation of the AHIP for Registered Social Landlords for 2011/12;
 - (b) that the SHIP identified this Council's contribution to the affordable housing development programme from commuted sums and reduced level of Council Tax discount on second homes; and
 - (c) that the HRA Business Plan Review, due to be submitted to the Leadership Panel at its meeting on 18th January 2011, would consider the potential for future Council House Building.

Decided: to approve the Strategic Housing Investment Plan for 2011/12 to 2015/16, as detailed in Appendices 1 and 2 of the report, to be submitted to the Scottish Government by 30th November 2010.

2. **Universal Home Insulation Scheme.**

There was submitted a joint report (issued) of 6th October 2010 by the Executive Director – Children and Community and Executive Director - Development and Environment

- (1) advising
- (a) that the Scottish Government had recently launched a round of competitive bid funding for the Universal Home Insulation Scheme (UHIS) which offered a great opportunity to reduce fuel poverty in areas at particular risk;
 - (b) that all householders in a chosen area would be visited by an Energy Adviser and offered energy savings advice and income checks; and
 - (c) that furthermore, home owners would be offered energy saving measures, including loft and top-up loft insulation and cavity wall insulation free of charge and that a bid had been submitted by this Council on 27th August 2010 with a total of £10 million being available for the whole of Scotland;

- (2) indicating
- (a) that on 6th October 2010 the outcome of the bid had been announced with this Council being awarded £500,000 which would be match funded by £300,000 from Scottish and Southern Energy resulting in a total of £800,000 being available in total for this initiative; and
 - (b) that the area to be included in South Ayrshire's UHIS project would be the rural north area east of the A77;
- (3) intimating
- (a) that funds for the UHIS project would be paid from the Scottish Government to this Council who would then pay the Energy Agency for managing the project and any insulation measures installed;
 - (b) that the Council would be required to create a budget for this operation to be carried out;
 - (c) that the Energy Agency required a payment of £250,000 in the first instance to cover the initial set up and running costs associated with the project and would be required to provide a report each month detailing how the money had been used; and
 - (d) that the Energy Agency would also be required to provide a report to the Council and Scottish Government upon completion of the project; and
- (4) reporting
- (a) that while there were no direct resource implications for the Council, the UHIS project would cost £800,000;
 - (b) that Scottish and Southern Energy had committed to providing up to £300,000 in CERT (Carbon Emissions Reduction Target) funding for the UHIS project; and
 - (c) that the remaining £500,000 would be provided by the Scottish Government.

Questions were raised by a Member of the Panel in relation to how areas were chosen to be included within the UHIS and would households within Dundonald be included at a future date and the Head of Community Care and Housing responded accordingly.

Decided: to approve the creation of a budget for the Universal Home Insulation Scheme grant money awarded to South Ayrshire Council by the Scottish Government.

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3. Housing Capital Investment Programme 2010/11: Monitoring Report as at Period 5 : 31st August 2010.

There was submitted a joint report (issued) of 15th October 2010 by the Executive Director - Development and Environment and Executive Director – Corporate Services

- (1) informing of the progress being made with the Housing Capital Investment Programme for 2010/11 as at 31st August 2010 (Budget Monitoring Period 5) as contained in Appendix 1 of the report;
- (2) indicating that the total expenditure and income at Period 5 was £3,674,647 and that based on a budget of £20,452,724, this represented expenditure in percentage terms of 17.97%;
- (3) advising that a number of adjustments to the Programme had been approved by the Leadership Panels on 9th February, 13th April and 17th August 2010, and the Council on 1st July 2010, leading to a revised budget of £20,452,724, which was reflected in Appendix 1 of the report with the main reason for the increase to this figure being the inclusion of the budget of £4,544,400 for the new build project at Thornyflat and £3,028,000 for the new build project at Somerset;
- (4) proposing a number of adjustments to the Programme as indicated in Section 4 of the report; and
- (5) reporting
 - (a) that in order to use part of the uncommitted balance of funding contained within the Renewal of External Fabric Components section of the Capital Programme by 31st March 2010, thirty two additional addresses had been identified in Maybole which require to be re-roofed;
 - (b) that following competition earlier in the current financial year, DM Roofing and Roughcasting Ltd. had been awarded a contract for re-roofing work to properties in Girvan and Maybole and were currently on site with the value of this contract being £294,974;
 - (c) that it was estimated that the additional cost of undertaking work to the thirty two houses identified could be in the order of £90,000; and
 - (d) that on this basis, and providing that Best Value could be demonstrated, authority was sought from the Leadership Panel to enter into negotiations with DM Roofing and Roughcasting Ltd. to extend their current contract to include the additional thirty two addresses identified for re-roofing in accordance with Section 20.1 of the Standing Orders Relating to Contracts which would ensure that the work was on site before the start of the worst of the winter weather.

Questions were raised by Members of the Panel in relation to the costs of the work to the maisonettes in the Ayr North area and whether any review of the specification of the work would be submitted to a future meeting of this Panel, discussions with tenants with regard to the modernisation of their homes particularly disabled or elderly tenants and would Best Value be demonstrated by employing the contractor already on site for the reroofing of the thirty two houses in Maybole and the Head of Property and Neighbourhood Services responded accordingly and advised that any change to specifications would be submitted to this Panel.

Decided:

- (i) to note the progress made on projects to 31st August 2010, as highlighted in Appendix 1 of the report;
- (ii) to approve the adjustments requested in Section 4 of the report; and
- (iii) to agree that the Executive Director – Development and Environment be authorised to enter into negotiations with the Company currently employed on Council re-roofing works, to extend their current contract to include work to a further thirty two houses, in accordance with the provisions of the Standing Orders Relating to Contracts, as proposed in Section 5 of the report.

Community Services – Social Services.

4. Audit Policy – Community Care and Children and Families.

There was submitted a report (issued) 6th October 2010 by the Executive Director – Children and Community

- (1) advising
 - (a) that the proposed Audit Policy for Community Care and Children and Families was attached as Appendix 1 of the report;
 - (b) that the Policy set out the strategic framework within which the audit would be carried out, and how the audit activity would translate into service improvement and continual professional development; and
 - (c) that the proposed establishment of an Audit Policy was part of the continuing development of a robust performance culture within the Children and Community Directorate; and
- (2) seeking agreement to the establishment of an Audit Policy for Community Care and Children and Families.

Decided: to approve the proposed Audit Policy for Community Care and Children and Families attached as Appendix 1 to the report.

Development and the Environment – Sustainability and the Environment.

5. Vehicular Access to High Street, Ayr.

Decided: to continue this matter to the next meeting of the Leadership Panel on 23rd November 2010.

Development and the Environment – Economic Development, Tourism and Leisure.

6. Scottish Government Consultation – “Resourcing a High Quality Planning System – A Consultation Paper”.

There was submitted a report (issued) of 11th October 2010 by the Executive Director - Development and Environment

(1) advising

- (a) that the Scottish Government had considered that an effective planning system was essential to achieving sustainable economic growth and wider community benefits such as a good quality environment and that during 2009 the planning system had undergone a series of wholesale changes in order that it could be better placed in delivering these aims, commonly referred to as “planning reforms”;
- (b) that planning reforms have introduced additional duties to planning authorities, including neighbour notification, Local Review Bodies, a more complex and expedient Local Development Plan system, enhanced enforcement powers and information handling requirements;
- (c) that the Government had issued a Consultation Paper on resourcing the planning system and had acknowledged that planning fees accounted for a small part of development costs and that the current resourcing of the planning system was no longer sustainable; and
- (d) that the Consultation Paper was primarily concerned with questions over how the current planning application fee structure should be more effectively configured to focus on quality of service; and

(2) recommending that the response to the specific issues set out in Appendix A of the report be approved as the Council’s response to the Scottish Government’s Consultation Paper.

Decided: to agree that Appendix A of the report be approved as the Council’s response to the Scottish Government’s Consultation Paper “Resourcing a High Quality Planning System”.

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7. Supplementary Planning Guidance: Open space and designing new residential developments.

There was submitted a report (issued) of 11th October 2010 by the Executive Director - Development and Environment

- (1) advising
 - (a) that the Council currently operated a Policy on Open Space, "Planning Policy No. 4 (PP No. 4): The Provision of Private and Public Open Space and Play Areas within New Residential Areas" which had been first adopted by the former Kyle and Carrick District Council in July 1976 and subsequently adopted and amended by South Ayrshire Council in 1996;
 - (b) that the Policy had undergone a series of updates in order to address various issues as they arose and that PP No. 4 was a material consideration in the assessment of planning applications which proposed new residential developments;
 - (c) that as part of a review of existing PP No. 4, it had become apparent that there were a number of difficulties associated with the Policy and that the lack of meaningful guidance in relation to the quality standards to be provided for open spaces within a development had proven to be problematic; and
 - (d) that the Scottish Government had recently published "Designing Streets: A Policy Statement for Scotland" which was the first policy statement in Scotland for street design and marked a change in the emphasis of guidance towards place-making and that Designing Streets was a material consideration in the assessment of applications which proposed residential developments;
- (2) reporting on the outcome of the public consultation process undertaken in respect of Supplementary Policy Guidance (SPG) on Open Space and Designing New Residential Developments;
- (3) seeking approval of the finalised SPG document which, if approved would replace existing non-statutory PP No. 4; and
- (4) outlining that all key agencies together with all organisations listed in the Development Plan Scheme consultation list, had been consulted on the draft SPG "Open Space and Designing New Residential Developments".

Questions were raised by Members of the Panel in relation to whether any further minor alterations could be included in the SPG document, procedures in place for the management and maintenance of open spaces, the provision by the developer of a landscape bond during the first year of the residential development and the management and maintenance thereafter and the relevant Officers responded accordingly.

Decided:

- (i) to approve the “Open Space and Designing New Residential Developments”, attached as Appendix A of the report, as a final document for publication, subject to satisfactory conclusion of the Strategic Environmental Assessment (SEA) Gateway consultation period, in accordance with the Council’s approved Protocol for Public Consultation on Supplementary Guidance and as a material consideration in the assessment of planning applications; and
- (ii) to agree that once concluded, any minor alterations suggested by the SEA Gateway consultation process be incorporated into the Open Space and Designing New Residential Developments SPG as outlined in Section 4.2 of the report.

Corporate and Community Planning – Resources and Performance.**8. Council Tax Collection Statistics – Cash at 31st August 2010.**

There was submitted a report (issued) of 15th October 2010 by the Head of Corporate Resources advising

- (1) of the collection levels which had been achieved in respect of Council Tax to 31st August 2010 and the action which had been taken to achieve Best Value in the collection thereof;
- (2) that the collection rate had been 46.60 per cent against the target collection of 46.50 per cent which equated to a positive variation of £64,317 (an 8.3 per cent increase on 31st August 2009) and that this was a direct consequence of advancing the Council Tax payment date to 1st April 2010; and
- (3) that in order to address increased customer demand due to the economic recession, Corporate Services staff were working controlled periods of overtime to ensure accurate benefit awards together with the prompt rebilling and recovery of Council Tax and that, in the event of non-payment, Council Tax arrears were now being passed earlier to Stirling Park Sheriff Officers, to maximise recovery and minimise the impact of the economic downturn upon collections.

Decided:

- (a) to approve the contents of the report; and
- (b) to request the Head of Corporate Resources to provide updated figures to the next meeting of this Panel.

9. Common Good Funds – Revenue and Capital Budgetary Control 2010/11 – Position Statement at 31st August 2010.

There was submitted a report (issued) of 15th October by the Executive Director – Corporate Services in relation to the revenue and capital accounts of Ayr, Prestwick, Troon, Maybole and Girvan Common Good Funds for the period to 31st August 2010

- (1) detailing
 - (a) the revenue position at 31st August 2010, against the approved full year budgets and projected balances; and
 - (b) the accumulated revenue position at 31st August 2010 and the projected accumulated revenue surpluses at 31st March 2011;
- (2) advising that the accumulated capital reserves balance on the Ayr Common Good Fund at 31st August 2010 was £2,535,323 with the projected accumulated capital position at 31st March 2011, taking into account the capital issues highlighted in Appendix 3 of the report, was anticipated to be £2,345,323, an reduction of £190,000 since 1st April 2010; and
- (3) intimating that the accumulated capital reserves balance on the Prestwick Common Good Fund at 31st August 2010 was £50,000 and that this position was likely to remain unchanged at 31st March 2011.

Questions were raised by Members of the Panel in relation to

- rateable values of the assets and the Head of Corporate Resources advised that the rateable values were currently being reviewed and that a report on this matter would be submitted to a future meeting of this Panel; and
- the future funding for the Space Place and the Executive Director – Development and Environment advised that a report would be submitted to the next meeting of the Leadership Panel on 23rd November 2010.

Decided: to approve the contents of the report.

10. Housing Revenue Account – Revenue Budgetary Control 2010/11 – Position statement at 31st August 2010.

There was submitted a joint report (issued) of 15th October 2010 by the Executive Director – Children and Community and the Executive Director – Corporate Services detailing the performance of the Housing Revenue Account's expenditure and income against its profiled budget for the period to 31st August 2010 and reporting

- (1) that there was an accumulated unaudited surplus as at 31st March 2010 of £18.970m and that an updated list of the approved commitments against this surplus totalling £14.080m was outlined in the report and that the balance of £4.890m would be considered as part of the 2011/12 business plan review which was currently underway; and

- (2) that the HRA was underspent by £0.487m for the period to 31st August 2010 and that the projected surplus for the year to 31st March 2011 was £0.583m.

Decided: to approve the contents of the report.

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11. **Budget Management – Revenue Budgetary Control 2010/11 – Position Statement at 31st August 2010.**

There was submitted a report (issued) of 15th October 2010 by the Executive Director – Corporate Resources

- (1) presenting an overview of the General Services Revenue Account for 2010/11 as at 31st August 2010;
- (2) advising
- (a) that the draft 2009/10 Annual Accounts had been submitted for audit to Audit Scotland on 30th June 2010 and had shown an accumulated surplus of £13.418m to reflect additional required adjustments;
- (b) that of the accumulated surplus of £13.326m,
- £0.528m would require to be set aside to assist with the financing of the Council's Schools PPP project;
 - £1.141m had been earmarked to be used in delivering the Council's affordable housing strategy in future years;
 - a further £2.784m had been allocated to be spent on specific Council projects during 2010/11;
 - £0.102m had been set-aside to recognise the potential loss on the Council's £5m Landsbanki deposit;
 - £0.080m had been ring-fenced towards the cost of the 2012 local elections;
 - £1.750m had been carried forward to fund severance costs likely to be incurred in 2010/11 onwards as part of the down-sizing of the organisation; and
 - a further £1.000m had been set aside to reduce workforce numbers and rationalise properties to reduce the budget gap for 2011/12,
- leaving an uncommitted balance of £5.941m at 31st March 2010;

- (c) that this Council, together with other Scottish Councils with deposits in Icelandic banks, had been involved in discussions with COSLA and the Scottish Government regarding recent recovery developments and that the outcome of these discussions was currently being reviewed to determine the updated financial impact for 2010/11 and beyond;
- (d) that the Council's Revenue Budget for 2010/11 had been approved on 10th February 2010, with total planned expenditure of £269.186m and that the budget had included various corporate allocations and targets that had, at that stage, still to be allocated across Directorates;
- (d) that in addition, further funding required to be transferred between Directorates to recognise changes in responsibilities following the implementation of the revised Council structure during 2009 and that these transfers/allocations were now reflected in the Directorate budgets; and
- (e) that the approved 2010/11 budget had included Aggregate External Finance (AEF) due from Scottish Government of £215.569m, as notified in Finance Circular 12/2009 and that Finance Circular 1/2010 had provided additional funding to this Council of £0.413m as outlined in the Budget Management Report to the Leadership Panel on 17th August 2010, which had resulted in revised AEF due of £215.982m;
- (3) detailing revenue monitoring reports for each Directorate for the period to 31st August 2010 as provided in Appendix 1 of the report; and
- (4) indicating that a number of service and budget issues were being raised in these reports and that Executive Directors had committed to management action to ensure that there was a break-even position at 31st March 2011 as follows:-
- **Chief Executive's Strategic Office** – showed a current underspend of £0.148m which was mainly due to a saving in employee costs resulting from a current vacancy and maternity leave within the service and receipt of the first instalment of funding secured from NHS Ayrshire and Arran in relation to the Alcohol and Drug Partnership with a break-even position being currently projected at 31st March 2011;
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- **Children and Community** – showed a current overspend of £0.414m which was mainly due to underspends in employee costs, supplies and services and administrative costs offset by overspends in transport costs, payments to agencies and an under-recovery in income and that management action would be taken to ensure that a break-even position was achieved by 31st March 2011;
 - **Corporate Services** – showed a current underspend of £0.014m which was mainly due to underspends in employee costs and an over-recovery in income off-set by overspends in administrative costs with a break-even position being currently projected at 31st March 2011;
 - **Development and Environment** – showed a current underspend of £0.485m which was mainly due to underspends on employee costs and increased income with a year-end underspend of £0.172m being currently projected at 31st March 2011; and

- **Miscellaneous** – showed an overspend of £0.107m which was mainly due to insurance premiums paid but not yet recharged to the Housing Revenue account etc. with a year-end underspend of £0.625m being currently projected and seeking approval of the transfer to contingency of £0.620m in respect of an underspend in debt charges resulting in a revised projected underspend of £0.005m;
- (5) outlining the current position with regard to:-
- targeted reductions;
 - Council Tax Income;
 - Accumulated Balance at 31st August 2010 including:-
 - Contingency Balance 2010/11; and
 - Reserve Balances; and
- (6) reporting
- (a) that II Directorates have committed to bringing their budget in on-line, or better, by 31st March 2011.
- (b) that an accumulated balance of £9.347m was currently anticipated at 31st March 2011.

Decided:

- (i) to approve the management action being taken by Executive Directors to ensure a break-even budget at 31st March 2011 as outlined in Appendix 1 of the report;
- (ii) to approve the transfer to contingency of £0.620m debt charge savings, as outlined in Appendix 1e of the report dealing with Miscellaneous Services;
- (iii) to approve the virement as outlined in the Directorate budgetary control reports at Appendix 1 and summarised in Appendix 2 of the report; and
- (iv) otherwise, to note the contents of the report.

12. General Services Capital Programme 2010/11: Monitoring Report as at Period 5 : 31st August 2010.

There was submitted a joint report (issued) of 15th October 2010 by the Executive Director – Development and Environment and Executive Director – Corporate Services

- (1) outlining the General Services Capital Programme for 2010/11 as at 31st August 2010 and detailing that at the end of Period 5, actual expenditure and income stood at £6,219,754 (30.17% of total budget), against a full year approved budget of £20,615,378; and

- (2) recommending adjustments to the Programme as follows and as detailed in Appendix 2 of the report:-
- funding for projects required to be carried forward from 2010/11 to 2011/12;
 - funding for projects which would not proceed in 2010/11; and
 - projects requiring budget adjustments in 2010/11.

Decided:

- (a) to note the progress made on projects to 31st August 2010, as highlighted in Appendix 1 of the report;
- (b) to note the adjustments to the Programme which had been agreed by the Council at its meeting on 7th October 2010 and as outlined in Sections 3.3 and 3.4 of the report;
- (c) to approve the adjustments as outlined in Section 4 of the report; and
- (d) to agree that a commitment be given to funding the Children's Residential Estate (creation of 3 x 6 bedded units for Looked After Children) in 2011/12.

13. Review of Management of Common Good Funds.

There was submitted a joint report (issued) of 12th October 2010 by the Executive Director – Development and Environment and Executive Director – Corporate Services

- (1) advising
- (a) that in June 2009, Audit Scotland had published its Review Report on “Common Good and Main Financial Systems” 2008/09 for South Ayrshire Council and that while the report had concluded that generally Members and Officers were complying with guidance and expected good practice relating to Common Good Funds, it had identified seven issues/risks as summarised in Appendix 1 of the report;
- (b) that this Council's former Budget Working Group had commissioned a review of all Common Good Funds with the aim of ensuring that maximum benefits and efficiencies were achieved from the use of all assets held and had requested that the review be undertaken together with a reassessment of the management arrangements for community education centres and public halls; and
- (c) that this Council had responsibility for the administration of five Common Good Funds from the former Burghs of Ayr, Prestwick, Troon, Maybole and Girvan and that through the Council's Scheme of Delegation, the Leadership Panel had responsibility for “determining arrangements for the administration of Common Good Funds and other Trusts for which the Council is responsible” with overall responsibility for the management of Common Good Funds falling within the remit of the Executive Director - Development and Environment and that all expenditure proposals relating to Common Good Funds was reported to the Council or Leadership Panel for consideration;

- (2) reminding the Panel that the Council at its meeting on 7th October 2010 (Page 000, paragraph 00) having, approved a report on Ayr Common Good, had tasked Officers to deliver a number of options; and
- (3) seeking approval of action proposed following the recent review by Audit Scotland of the Council's management of the five Common Good Funds as detailed in Section 4 of the report.

Questions were raised by Members of the Panel in relation to which local members would be involved in the consultation process and how this would be reported to the Leadership Panel, progress being made with other Trust Funds and the assets at Templehill and the Head of Property and Neighbourhood Services responded accordingly and the Executive Director – Corporate Services advised that a final report on the review exercise of all the Common Good Funds would be submitted to the Council on 16th December 2010 and that an Elected Members' Seminar would be held on 24th November 2010 on Trust Funds and that a report on this matter would also be submitted to the Council on 16th December 2010.

Decided:

- (i) to note that the Council would now report a breakdown of assets by former Burgh area in its Abstract of Accounts;
- (ii) to approve the transfer of six titles from the General Services Account to the appropriate Common Good Fund as detailed in Section 4.2 and in Appendix 2 of the report;
- (iii) to note that an exercise to ensure that an appropriate rental agreement existed where the Council was the tenant of a Common Good Property would be completed within the current financial year;
- (iv) to approve the creation of one central record of moveable assets to be held by Property and Asset Management together with a record of policies and procedures for acquisition, display and disposal of such assets;
- (v) to agree that local Members be consulted about any planned decisions to acquire or dispose of assets by the Common Good Fund that related to their Ward;
- (vi) to agree, in the meantime, that Girvan Common Good assets continue to be maintained through the Council's General Fund; and
- (viii) to agree that the existing arrangements for public reporting of information on Common Good Funds be maintained and augmented, as appropriate, through the provision of information in the Council's Communications Calendar, Update and Annual Report.

14. Proposal to change the Accounts and Audit Requirements for Local Authority Pension Funds and to Introduce Fuller Disclosure of Officers' and Elected Members' Remuneration.

There was submitted a report (issued) of 15th October 2010 by the Executive Director – Corporate Services

- (1) advising
 - (a) that the Scottish Government was proposing two changes to the Local Authority Accounts (Scotland) Regulations 1985, namely the introduction of a separate pension fund audit and fuller disclosure of senior Officers' and Elected Members' remuneration with effect from the 2010/11 accounts; and
 - (b) that at present, pension fund accounts were reported as a separate statement forming part of the administering authority's own annual accounts (Glasgow City Council) and that the audit of the pension fund accounts formed part of the audit of the administering Council's accounts and the audit opinion covered both the Council's own accounts and the pension fund accounts; and
- (2) reporting
 - (a) that the proposals would require a new pension fund annual report containing the fund account and the net asset statement, with supporting roles and disclosures prepared in accordance with proper practices with this account being subject to a separate audit;
 - (b) that the second proposal would be to introduce a remuneration report providing information on the remuneration of those senior Officers and senior Elected Members whose salary was over £150,000 per year; and
 - (c) that specific consultation questions and the proposed responses were outlined in Appendix 1 of the report;
- (3) indicating that this Council currently published information on Elected Members' remuneration in line with the Local Government (Allowances and Expenses) (Scotland) Regulations 2007 and remuneration for Chief Officers on a voluntary basis; and
- (4) proposing that Elected Members' remuneration should include the remuneration from all other Council appointed posts.

Decided:

- (i) to approve the response as outlined in Appendix 1 of the report; and
- (ii) to request the Executive Director - Corporate Services to submit the Council's response by 29th October 2010.

15. **ICT Acceptable Use Policy.**

Reference was made to the Minutes of 15th September 2009 (Page 516, paragraph 27) when it had been agreed

- (1) to adopt the current ICT Acceptable Use Policy; and
- (2) that any subsequent *de minimis* amendments to the policy would be controlled by the Council's ICT Strategy Officer with appropriate agreement by the ICT Steering Group and would be circulated to Members via the Information Bulletin, and

there was submitted a report (issued) of 15th October 2010 by the Head of Corporate Resources

- (a) advising
 - (i) that the proposed ICT Acceptable Use Policy as outlined in Appendix A of the report would remove the operational guidance and procedural aspects that had been included, to some degree, within the previous policy document, and that this guidance had been embedded into the appropriate procedural and operational documentation;
 - (ii) that a key outcome had been to considerably simplify the ICT Acceptable Use Policy with detailed material annexed, and that this information would continue to be located on the Wire; and
 - (iii) that this Policy would be subject to an annual review unless circumstances dictated otherwise, and that any subsequent revisions would be presented to the Leadership Panel for approval; and
- (b) seeking approval to agree to the adoption of a revised and updated ICT Acceptable Use Policy.

Decided: to grant approval for the adoption of the updated ICT Acceptable Use Policy as detailed in Appendix A of the report.

16. **Traffic Signal Maintenance Contract – Extension to Contract Period.**

There was submitted a report (issued) of 14th October 2010 by the Executive Director – Development and Environment

- (1) advising
 - (a) that the Council had a total of seventy four traffic signal and pedestrian crossing installations on its road network and that the maintenance and repair service for these installations had been contracted, through a collaborative contract with Inverclyde, North, East and South Ayrshire Councils since 2005 with Inverclyde Council leading the procurement of this contract;

- (b) that the current contract had been awarded to Peek Traffic Ltd. in October 2005 for three years with an option to extend for a further two years having been taken up in 2008 and that the contract had terminated on 17th October 2010;
 - (c) that preparation to tender this contract during 2010 had begun in January with Inverclyde Council leading the procurement process; and
 - (d) that due to delays within Inverclyde Council approving a Minute of Agreement, this Traffic Signal Maintenance Contract had not been issued for tender; and
- (2) reporting that the Head of Planning and Enterprise had exercised his powers under paragraph 4.2.2 of the Council's Standing Orders Relating to Contracts and extended the current contract with Peek Traffic Ltd. until today (26th October 2010) and that Peek Traffic Ltd. had indicated their willingness to continue their service until 31st March 2010.

Decided: to agree that, under the provisions of paragraph 20.2 of the Council's Standing Orders Relating to Contracts (October 2010), to grant approval to the Head of Planning and Enterprise to negotiate a twenty four week extension to the current Traffic Signal Maintenance Contract with Peek Traffic Ltd.

18. Christmas Ice Rink.

Reference was made to the Council of 7th October 2010 (Page 000, paragraph 00), and there was submitted a report (issued) of 18th October 2010 by the Chief Executive

- (1) providing an update on progress being made on the proposed Christmas ice rink in Wellington Square, Ayr;
- (2) advising
 - (a) that the proposal to create an ice rink etc. had emerged at short notice and the proposal was still being developed but would be finalised shortly;
 - (b) that currently the proposal was for a family attraction, based around the rink, a carousel, Santa's grotto with stalls selling food, hot beverages and produce from local retailers and that there was also the possibility of a Ferris wheel and the creation of a small stage or performance area for local choirs, fiddle band etc. which would be subject to a technical evaluation to establish whether they were feasible or not;
 - (c) that to date the stalls have generated strong interest from local retailers and restaurants suggesting that it would be possible to create a busy, vibrant atmosphere in the Square; and
 - (d) that the expectation was that the attraction would close at 9.00 p.m. in the evening, to emphasise its family nature and that no alcohol would be sold; and

- (3) indicating that the main sponsors for the event were Dawn Developments Ltd. and MITIE plc. and that any further income, via sponsorship, advertising or via ticketing would increase the level of surplus available at the end of the event but neither Dawn Developments nor MITIE plc. were seeking to make any financial gain out of this event should it produce a profit and should there be a surplus available then this would either be donated to a good cause or potentially be utilised to assist holding a similar event next year.

Decided: that approval be given to proceed with the event on the basis that it is fully funded by the sponsors identified in this report.

19. Exclusion of press and public.

The Panel resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, that the press and public be excluded during consideration of the remaining items of business on the grounds that they involved the likely disclosure of exempt information in terms of paragraphs 1, 6 and 9 of Part 1 of Schedule 7A of the Act.

Development and the Environment - Economic Development, Tourism and Leisure.

20. Application for Loan Funding from the West of Scotland Loan Fund Ltd.

There was submitted a report (issued to members only) of 11th October 2010 by the Executive Director – Development and Environment seeking approval to award a loan from the Council's funds held in the West of Scotland Loan Fund Ltd. to a Company.

Decided:

- (1) to approve the application for funding from the West of Scotland Loan Fund Ltd. and that the applicants be offered a loan of £20,000 repayable over thirty six months, with this loan being conditional on satisfactory security being agreed and submitted and a satisfactory appraisal of up to date management accounts; and
- (2) to note the transfer of funds from the Ayrshire Development Fund Ltd. to West of Scotland Loan Fund Ltd.

Corporate and Community Planning - Resources and Performance.

21. Organisational Change – Proposals for Corporate Services Directorate Structures.

There was submitted a report (issued to members only) of 15th October 2010 by the Head of Corporate Resources

- (1) detailing a further phase of the modernisation proposals for the Corporate Services Directorate; and

(2) reporting

- (a) that the resource implications associated with the new organisational structure were as outlined at Appendix 1 of the report; and
- (b) that the Directorate had been allocated an efficiency target of £143,000 towards downsizing the organisation and that the new organisation structure would generate savings of £105,860, leaving a further £37,140 to be achieved and that management would identify further options to ensure this was achieved within the current year.

Questions were raised by a Member of the Panel in relation to whether consideration could be given to develop procedures whereby reports that had been issued as confidential items could at some stage, if deemed to be appropriate, be released to the press and public and the Head of Legal and Administration responded accordingly.

Decided:

- (i) to approve the proposed structures as outlined in this report; and
- (ii) to request that the Head of Legal and Administration review the Standing Orders for Meetings to develop procedures for dealing with confidential items once Panels etc. had taken decisions on them to ascertain at that stage whether the matter would remain as a confidential item or could be released to the public.

22. Lease of Land at Craigie Estate to the University of West of Scotland.

Reference was made to the Minutes of the Council of 14th May 2009 (Page 287, paragraph 10) when it had been agreed to authorise the grant of a formal lease of approximately 8.54 hectares or thereby to the University of the West of Scotland, for the purposes of building a new University campus, including Student Residence accommodation, on the terms (other than area) previously agreed by the Council and there was submitted a report (issued to members only) of 11th October 2010 by the Executive Director – Development and Environment advising that the area of land required by the University had increased and further consent from the Council was being sought to vary the lease to reflect the additional areas.

A question was raised by a Member of the Panel in relation to the future maintenance and management of trees by the University and the Head of Property and Neighbourhood Services responded accordingly.

Decided: to authorise an extension to the existing lease area of approximately 0.32 hectares or thereby as shown on the attached plan to the University of the West of Scotland thus making the total lease area 8.86 hectares.

Community Services – Social Services.**23. Outcome of the Complaints Review Committee.**

There was submitted a report (issued to members only) of 12th October 2010 by the Head of Legal and Administration informing of the outcome of the Complaints Review Committee which had been held on 24th September 2010 and

- (1) outlining how the Complaints Review Committee had reached its conclusions as detailed in the Appendix of the report; and
- (2) that on the basis of these conclusions, the Complaint was not upheld and the Committee did not see fit to make any recommendations on this matter.

Decided: to note the conclusions reached by the Complaints Review Committee following the Hearing on 24th September 2010 as detailed in the Appendix of the report.

The meeting ended at 11.10 a.m.