

**LEADERSHIP PANEL.**

Minutes of meeting in County Buildings, Wellington Square, Ayr,  
on 16th August 2011 at 10.00 a.m.

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

Attending: D. Anderson, Chief Executive; E. Howat, Executive Director – Corporate Services; H. Garland, Executive Director – Children and Community; L. Bloomer, Executive Director – Development and Environment; V. Andrews, Head of Legal and Administration; C. Monaghan, Head of Policy, Performance and Communication; J. McQuillan, Head of Property and Neighbourhood Services; R. Kingisepp, Office Manager; K. Leinster, Head of Community Care and Housing; L. Long, Acting Head of Children’s Services; M. Hastings, Enterprise Manager; A. Wilson, Head of HR and Organisational Development; D. Bell, Managing Director, Ayr Renaissance LLP; D. Knight, Committee Services Officer; and A. Gerrish, Committee Administrative Officer.

**1. Presentation by Paul Bush, Chief Executive, EventsScotland on Golf and Events.**

The Chief Executive introduced Mr. Bush, Chief Executive, EventsScotland to the Panel.

Mr. Bush then gave a presentation in which he outlined the work being undertaken by EventsScotland, golf within South Ayrshire, future opportunities and challenges.

The Chair, on behalf of the Panel, thanked Mr. Bush for his interesting and informative presentation.

**2. Chair’s Remarks.**

The Chair proposed that as the report on the Major Golf Event Development in South Ayrshire by the Executive Director – Development and Environment had been issued in terms of paragraph 9 of Section 50(A)(4) of the Local Government (Scotland) Act 1973, that the order of business should be varied in order to deal with this matter together with the other confidential items of business on the agenda.

**Decided:** to agree to vary the order of business as hereinafter minuted.

**Community Services – Housing and Customer First.**

**3. Housing Capital Investment Programme 2011/12: Monitoring Report at Period 3, 30th June 2011.**

There was submitted a joint report (issued) of 5th August 2011 by the Executive Director – Development and Environment and Executive Director – Corporate Services informing of the progress being made with the Housing Capital Investment Programme for 2011/12 at 30th June 2011 (Budget Monitoring Period 3) and outlining that actual expenditure and income stood at £3,181,829 based on a budget of £15,477,000.

**Decided:** to note the progress made on projects to 30th June 2011 as highlighted in Appendix 1 of the report.

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## 4. Review of Housing Options for Older People.

Reference was made to the Minutes of

- (1) 14th June 2011 (Page 373, paragraph 12) when that Panel had considered the terms of a report dated 7th April 2011 by the Executive Director – Children and Community in relation to a Review of Housing Options for Older People which had subsequently been called-in; and
- (2) the Community Services Standing Scrutiny Panel of 22nd June 2011 (Page 427, paragraph 2) when that Panel had decided

“to agree that as all relevant documentation had not been made available to all members timeously prior to the Leadership Panel meeting on 14th June 2011, to refer this matter back to Leadership Panel to allow its members to reconsider this report, to ensure that the full report and appendices would by then have been made available to all Members, and that as the Panel was referring the report back to Leadership Panel before scrutiny based on the terms of the call-in had been undertaken, requesting that Leadership Panel refer the report back to the Standing Scrutiny Panel for further scrutiny thereafter to include any further questions based on the full report as referred to above”, and

there was submitted a report (issued) of 7th July 2011 by the Executive Director – Children and Community

- (a) intimating that the Review of Housing Options for Older People had been carried out to assess what the impact of increased care in the community would have on housing in the local area and to identify what housing models would be required to meet future demand;
- (b) advising of the findings of the Review of Housing Options for Older People as detailed in Appendix 1 of the report which would form part of a wider Directorate approach to services for older people and would contribute to the wider corporate agenda to re-shape the balance of care; and
- (c) seeking approval for the implementation of its key recommendations.

Questions were raised by Members of the Panel in relation to documents being placed in the Members’ Library, the remit of the Sheltered Housing Wardens and consulting tenants with regard to communal facilities within sheltered housings’ complexes and the relevant Officers responded accordingly.

### **Decided:**

- (i) to agree the implementation of the key recommendations of the Review of the Housing Options for Older People as detailed in paragraphs 3.1 to 3.6 of Appendix 1 of the report, namely:-
  - (A) to review the Sheltered Housing allocations process to adopt a more integrated assessment of housing and care needs;
  - (B) to identify mainstream properties which had been adapted and could be designated as Amenity Housing;

- (C) to review the remit of Sheltered Housing Wardens;
  - (D) to develop housing options advice and information for older people;
  - (E) to work with the Private Sector to develop private housing which would meet the needs of an ageing population; and
  - (F) to explore the use of sheltered housing communal facilities to provide day care and community services; and
- (ii) to refer the report back to the Community Services Standing Scrutiny Panel for further scrutiny of the issues that had been raised.

## C-I

### 5. Housing and Homelessness Support Services.

There was submitted a report (issued) of 4th July 2011 by the Executive Director – Children and Community

- (1) advising
  - (a) that since the implementation of the Supporting People Programme in 2003, the Council had funded a range of agencies to provide Housing and Homelessness support services to homeless households, people threatened with homelessness and Council tenants and that these services had included supporting tenants to be able to manage their own tenancy and provision of advice and information to avoid homeless presentations;
  - (b) that all local authorities in Scotland have a statutory duty to abolish the priority need test for homeless households by 2012 and that the anticipated impact of this legislation was an increase in the number of homeless households where the Council had a duty to secure permanent accommodation with this Council currently classing 91% of all homeless households in priority need with the remaining 9% to be achieved by 5th December 2012;
  - (c) that demand for housing support services currently outstripped supply which meant that clients requiring support at present were prioritised dependent on their personal circumstances and that delays in accessing housing support could lead to tenancy failure regardless of housing tenure;
  - (d) that during the past ten years, the profile and needs of homeless households had changed and as a result there were new clients who required more specific types of support including owner occupiers and private tenants threatened with homelessness, young people who had been asked to leave the family home, older people, and people with interrelated health conditions and addictions issues;
  - (e) that the Scottish Government had continued to highlight the importance of Homelessness prevention since the introduction of the Homelessness etc. (Scotland) Act 2003 and in particular, the need for earlier intervention and assistance to residents to sustain existing accommodation; and

- (f) that welfare reforms planned between now and 2013 were likely to place significant pressure on recipients of benefits which in turn was likely to place greater demand on housing support services;
- (2) proposing
- (a) that a new structure of housing and homelessness support be implemented through two tenders as outlined in Appendices 1 and 2 of the report; and
- (b) that the tendering process would begin in September 2011 with a view to having the new structure in place by July 2012; and
- (3) reporting
- (a) that by adopting this approach, it was anticipated that a more efficient and effective service could be achieved whilst meeting the demands placed on the service and that this process would support streamlined performance monitoring, reduced tenancy failure, fewer clients falling between support providers, increased tenancy sustainment and greater support to clients as their needs or housing tenure changed;
- (b) that through the operation of fewer contracts for similar services, it was anticipated that there would be a reduction of duplicate administration, management and accommodation costs and that this reduction in supervision and management would be used to maximise the availability of support hours to meet existing demand;
- (c) that the following support services were currently delivered in-house or were already providing support to specific client groups and would, therefore, not be included in the tender process:-
- crisis response family mediation,
  - training and employment support,
  - support for families and children, and
  - intensive housing support for people with complex needs; and
- (d) that this proposal would support the Council in its aim to abolish the Priority Need test for homeless clients in advance of 5th December 2012 target.

Questions were raised by Members of the Panel in relation to quality and price of the contracts, would organisations be retained who employed staff with the appropriate skills and the implementation of the welfare reforms and the Head of Community Care and Housing responded accordingly.

**Decided:**

- (i) to approve the proposed approach to delivery of Housing and Homelessness support services as outlined in Appendices 1 and 2 of the report;
- (ii) to approve the implementation of two tender processes for the appointment of suitable organisations to effectively undertake this work; and

- (iii) to agree to early notification of the intention to end existing contracts on completion of the tender process and appointment of Housing and Homelessness Support providers.

**Community Services – Social Services.**

# C-I

**6. Provision of Modern Residential Child Care Accommodation**

There was submitted a joint report (issued) of 1st August 2011 by the Executive Director – Children and Community and Executive Director – Development and Environment

(1) advising

- (a) that the Council currently had two residential child care units both of which were in need of significant upgrading to ensure that they were able to meet the needs of looked after and accommodated young people;
- (b) that the Council had also recognised that the in-house provision of residential child care was insufficient to meet its statutory requirement to provide for looked after and accommodated children which had resulted in an over reliance on external placements, at a significant cost to the Council;
- (c) that a project management team had been formed to assess potential site locations and which would oversee the design and development of the new units;
- (d) that a shortlist of nine sites in Council ownership had been considered together with six other sites where potential affordable housing might be located in the future and that in addition to this, a call for sites had been placed on the Procurement Portal seeking interest from landowners who might be interested in working in partnership with the Council and that this process had returned no interest from developers; and
- (e) that a bid had been submitted to the Scottish Government for funding to support the development of nineteen affordable homes to rent within Forehill, Ayr based on development over three sites at Caledonia Road, Glencairn Park and Gavin Hamilton Court and that the outcome of this bid would be known by the end of September 2011;

(2) intimating

- (a) that the proposed site at Caledonia Road, Ayr could accommodate fourteen homes and was owned by South Ayrshire Council within the Housing Revenue Account and that by introducing a residential unit to this particular site, there would be a reduction of six homes to the development at Caledonia Road, therefore this proposal would deliver eight affordable housing units at Caledonia Road, allowing for the residential unit to be integrated within the overall site, providing suitable open space whilst retaining mature trees; and
- (b) that the inclusion of a residential unit within this site had no impact on the bid for funding to support the development of nineteen affordable homes in Forehill and that nineteen homes with the housetype and size sought could still be delivered and if this bid was successful, the housing element should commence on site by 31st March 2012;

- (3) indicating should the bid to the Scottish Government bid be unsuccessful, the site would require fully developed plans and the submission of a planning application to support any future bid for funding to the Scottish Government and if the Council new build housing bid was unsuccessful this year, the residential unit development could still progress on site, with the housing element following at a later stage; and
- (4) reporting
- (a) that the residential unit build costs were estimated at £900,000 and that within the General Fund, £50,000 had been set aside for the commencement of work on the residential unit in 2011/12 with a further £850,000 existing as an indicative figure in the 2012/13 capital programme draft five year plan and that further indicative sums had been identified for the following two financial years to assist with the delivery of two further units;
  - (b) that site transfer was required from the Housing Revenue Account to the General Fund at a cost equivalent to the loss of six affordable houses on site and that the independent District Valuer had provided a valuation of £15,000 per house, providing a total transfer cost of £90,000;
  - (c) that the design costs for the residential unit and housing would be split on a pro-rata basis dependent on time dedicated to each project; and
  - (d) that revenue costs for the new unit had been identified and outlined for the 2012/13 budget with costs being incurred late in 2012.

A question was raised by a Member of the Panel in relation to the public consultation process should the development go ahead and the Acting Head of Children's Services responded accordingly.

**Decided:** to approve

- (i) the development of plans for a modern Child Care Residential Unit at Caledonia Road, Ayr and thereafter, for a planning application to be submitted; and
- (ii) the appointment of one Design Team to integrate the Child Care Residential Unit with planned council new build houses in Caledonia Road, Ayr.

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

### **7. Enterprise Service Review.**

There was submitted a report (issued) of 1st August 2011 by the Executive Director – Development and Environment seeking approval of the recommendations of the Development and Environment Standing Scrutiny Panel of 21st June 2011 (Page 416, paragraph 3) in relation to the review of Enterprise Service.

Questions and concerns were raised by Members of the Panel in relation to promoting Burns and Golf, the amalgamation of the current two Events Teams, the future potential of Renewable Energies, strengths and opportunities for Prestwick Airport and aerospace and the future off-shore business opportunities and the relevant Officers responded accordingly.

**Decided:**

- (1) to approve the following conclusions of the Enterprise Service Review:-
- (a) that the Service should place an operational priority on:-
    - (i) specific sectors including tourism (as well as associated elements of food and drink, retail and events / festivals), renewable energy and niche strengths such as aerospace engineering;
    - (ii) local businesses with high growth potential including exporting and funding support;
    - (iii) selected infrastructure and investment areas including the airport, the ports, Ayr town centre and support for inward investors (both existing and new); and
    - (iv) sourcing external funding to enable additional economic and community development; and
  - (b) specifically, in relation to the questions posed by the Development and Environment Standing Scrutiny Panel:-
    - (i) improvements had been made to the operational management of the grants schemes within the Service;
    - (ii) the Performance Indicator Framework should be revised and improved;
    - (iii) improved joint working on events with Sports and Leisure should be implemented immediately, with a structural review being proposed for spring 2012;
    - (iv) improvements should be made to the integration of employability activities and the Workforce Plus Group (within Community Planning Partnership) with a structural review in twelve months; and
    - (v) efforts should be made to attract more external funding resources from, for example, the EU into Enterprise work; and
- (2) to agree that a meeting take place as soon as possible with Councillor Toner as Portfolio Holder for Economic Development, Tourism and Leisure and the Executive Director – Development and Environment to discuss the concerns that had been raised by the Panel and that a report be submitted to an early meeting with their findings.

**Corporate and Community Planning - Resources and Performance.**

**8. Efficiency Statement 2010/11.**

There was submitted a report (issued) of 5th August 2011 by the Executive Director - Corporate Services advising

(1) advising

(a) that the Council required to produce an annual efficiency statement, both for local consideration and for consolidation by COSLA into a report for local government and that cumulative targets of 2%, 4% and 6% had been set for the period from 2008/09 to 2010/11;

(b) that efficiency within the 'Efficient Government' programme had been defined in two broad ways:-

- achieving the same level or a higher level of output on a lower input (cashable); or
- achieving a higher level of output on the same input (non-cashable),

these have been referred to as 'cash releasing' and 'time releasing', respectively; and

(c) that the National Efficient Government Plan highlighted five key areas where efficiency improvement was a priority:-

- procurement;
- absence management;
- asset management;
- shared services; and
- streamlining bureaucracy; and

(2) reporting

(a) that the attached statement as detailed in Appendix 1 of the report had been submitted to COSLA for consolidation and the total efficiencies generated by local government would be advised at the end of August; and

(b) that as outlined in the Financial Strategy, the efficiency agenda would be a key area of focus for the Corporate Management Team during 2011/12 to ensure that efficiencies could be used to assist in balancing the budget for 2012/13 onwards.

**Decided:**

- (i) to approve the efficiency statement for 2010/11 showing an efficiency saving of £4.959m; and
- (ii) to note that a cumulative saving of £14.782m or 6.4 per cent on the 2007/08 budget had been achieved.

**9. Housing and Council Tax Benefit – Performance Monitoring – Position at 30th June 2011.**

There was submitted a report (issued) of 5th August 2011 by the Executive Director - Corporate Services advising of the service improvements being undertaken to help achieve the full range of national housing and Council Tax benefit performance standards as outlined in Appendix 1 of the report.

**Decided:**

- (1) to approve the contents of the report; and
- (2) to request the Executive Director - Corporate Services to provide a further quarterly report on service delivery to a future meeting of this Panel.

**10. Write-off of Housing Benefits Overpayments.**

There was submitted a report (issued) of 5th August 2011 by the Executive Director - Corporate Services

- (1) outlining procedures for the write-off of housing benefit overpayments once all attempts to recover such debts had been exhausted (and without prejudice to future recovery);
- (2) advising that a referral had been received from the National Fraud Initiative data matching exercise in March 2011 relating to an alleged undeclared works pension and that following investigation by the Council's counter-fraud section, a decision had been made to recommend the case for prosecution, however, the debtor passed away before proceedings could be brought, and written confirmation had subsequently been received that there was no estate to settle the debt;
- (3) seeking approval to write-off housing benefit overpayments of £7,369.75 in accordance with the Council's policy; and
- (4) advising that the accounts submitted for write-off would be contained within the existing bad debt provision.

**Decided:** to approve the write-off of housing benefit overpayments totalling £7,369.75 as detailed in the Appendix of the report.

**11. Common Good Funds – Revenue and Capital Budgetary Control – Position Statement at 30th June 2011.**

There was submitted a report (issued) of 5th August 2011 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 30th June 2011 and

- (1) detailing
  - (a) the revenue position at 30th June 2011, against the approved full year budgets and projected balances; and

- (b) the accumulated revenue position at 30th June 2011 and the projected accumulated revenue surpluses at 31st March 2012;
- (2) advising that the accumulated capital reserves balance on the Ayr Common Good Fund at 30th June 2011 was £2,333,817 with the projected accumulated capital position at 31st March 2012, taking into account the capital issues highlighted in Appendix 3 of the report, was anticipated to be £2,243,817, a reduction of £90,000 since 1st April 2011; and
- (3) intimating that the accumulated capital reserves balance on the Prestwick Common Good Fund at 30th June 2011 was £50,000 and that this position was anticipated to remain unchanged at 31st March 2012.

Questions were raised by Members of the Panel in relation to the progress being made with the repair works to the steeple at the Prestwick Housing office and charges for Grounds Maintenance and the Head of Property and Neighbourhood Services responded accordingly.

**Decided:**

- (i) to approve the contents of the report; and
- (ii) to agree that the Head of Property and Neighbourhood Services submit a report to a future meeting of this Panel regarding the charges for Grounds Maintenance for Common Good properties.

**12. Housing Revenue Account – Revenue Budgetary Control 2011/12 – Position statement at 30th June 2011.**

There was submitted a joint report (issued) of 5th August 2011 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 30th June 2011 and reporting

- (1) that there was an accumulated surplus as at 31st March 2011 of £13.957m and highlighting an updated list of the approved commitments against this surplus totalling £13.643m and that the balance of £0.314m would be considered as part of the 2012/13 rent setting process; and
- (2) that the HRA was underspent by £0.361m for the period to 30th June 2011 and that the projected surplus for the year to 31st March 2012 was £0.930m.

**Decided:** to approve the contents of the report.

**13. Budget Management – Revenue Budgetary Control 2011/12 – Position Statement at 30th June 2011.**

There was submitted a report (issued) of 10th August 2011 by the Executive Director – Corporate Services

- (1) presenting an overview of the General Services Revenue Account for 2010/11 as at 30th June 2011;
- (2) advising
  - (a) that the 2010/11 unaudited accumulated surplus was £15.304m at 31st March 2011 and of the accumulated surplus,
    - £0.532m would require to be set aside to assist with the financing of the Council's Schools PPP project;
    - £0.625m had been earmarked to be used in delivering the Council's affordable housing strategy in future years;
    - a further £2.493m had been allocated to be spent on specific Council projects during 2011/12;
    - £1.000m had been set-aside to assist in funding the 2011/12 budgeted service expenditure;
    - £0.120m had been ring-fenced towards the cost of the 2012 local elections;
    - £3.000m had been carried forward to fund severance costs likely to be incurred in 2011/12 and beyond as part of the down-sizing of the organisation and reduction in workforce numbers; 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 £7.534m at 31st March 2011;
  - (b) of the current position with regard to the Council's deposits in the Icelandic banks;
  - (c) that the Council's Revenue Budget for 2011/12 had been approved on 10th February 2011, with total planned expenditure of £265.849m 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 revisions to the Council structure during 2010 and that these transfers/allocations were now reflected in the Directorate budgets;
  - (e) that the approved 2011/12 budget had included Aggregate External Finance due from Scottish Government of £211.178m, as notified in Finance Circular 2/2011;

- (f) that specific grants receivable from Scottish Government as part of Aggregate External Finance of £9.073m have been included within appropriate Directorates' net service expenditure for budget monitoring purposes; and
- (g) that within the revenue and capital budgets 2011/12 approved by the Council on 10th February 2011 as outlined at (2)(a) above, £1.000m of the 2010/11 surplus had been set aside to be utilised to fund expenditure in 2011/12;
- (3) detailing revenue monitoring reports for each Directorate for the period to 30th June 2011 as provided in Appendix 1 of the report;
- (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 2012 as follows:-
- **Chief Executive's Strategic Office** – showed a current underspend of £0.399m which was mainly due to over achieved income relating to the receipt of unbudgeted income with a break-even position being currently projected at 31st March 2012;
  - **Children and Community** – showed a current underspend of £0.314m which was mainly due to underspends in employee costs, property costs and administrative costs offset by overspends in supplies and services, transport costs and payments to agencies with a year-end underspend of £1.395m being currently projected at 31st March 2012;
  - **Corporate Services** – showed a current underspend of £0.048m which was mainly due to underspends in employee costs, transfer payments and over achieved income offset by an overspend in administration costs with a break-even position being currently projected at 31st March 2012;
  - **Development and Environment** – showed a current overspend of £0.106m which was mainly due to a current shortfall income related to Property Maintenance and Construction Trading offset to some extent by underspends in employee costs with a year-end overspend of £1.104m being currently projected at 31st March 2012; and
  - **Miscellaneous** – showed an underspend of £0.044m which was mainly due to income from utility rebates with a year-end underspend of £0.169m being currently projected at 31st March 2012;
- (5) reporting that in setting the 2011/12 Revenue Budget, Members had approved efficiency measures of £3.496m which required further investigation and development by Officers and requested that regular updates on progress be submitted to this Panel;
- (6) intimating
- (a) that each of the Directorates had reported an underspend at 31st March 2011 and that a review of the 2009/10 and 2010/11 outturn position had been undertaken to identify recurring savings as follows:-
- increase the payroll management target by £1.000m as employee costs had been underspent for a number of years and that an exercise would be undertaken to review all vacancies and the actual level of turnover prior to setting the 2012/13 budget;

- remove the budget for childrens' residential units £0.475m as the budget was not required as sites had not yet been agreed;
  - reduce the budget for transport costs by £0.300m;
  - reduce the supplies and services and administration costs' budgets by £0.300m to reflect lower levels of spend; and
  - reduce the financing costs budget by £0.125m to reflect increased investment income as a result of improved reserves position; and
- (b) that Officers would continue to develop these efficiencies but they might not be fully achieved during 2011/12 and that Directorates would ensure that alternative savings were identified to address any shortfall in the Directorate specific efficiencies with the outturn review identifying alternative savings totalling £2.200m to offset the shortfall in corporate efficiencies; and
- (7) outlining the current position with regard to:-
- targeted reductions;
  - Council Tax Income;
  - Repairs and Renewal Fund; and
  - Accumulated Balance at 30th June 2011 including:-
    - Contingency Balance 2011/12; and
    - General Reserve Balances.

The Executive Director – Corporate Services advised that the basis for compiling the employee cost budget would be reviewed for 2012/13.

A question was raised by a Member enquiring when the Council expected to receive notification of the Scottish Government's projections for the next financial year and the Executive Director – Corporate Services advised that the figures were expected around 20th September 2011.

**Decided:**

- (i) to approve the management action being taken by Executive Directors to ensure a break-even budget at 31st March 2012 as outlined in Appendix 1 of the report;
- (ii) to approve the budget adjustments as outlined at 4.1(3) of the report;
- (iii) to approve the virement as outlined in the Directorate budgetary control reports at Appendix 1 and summarised in Appendix 2 of the report;
- (iv) to note the Council Tax collection rates as outlined in Appendix 3 of the report; and
- (v) otherwise, to note the contents of the report.

**14. General Services Capital Programme 2011/12: Monitoring Report as at Period 3 : 30th June 2011.**

There was submitted a joint report (issued) of 8th August 2011 by the Executive Director – Development and Environment and Executive Director – Corporate Services

- (1) outlining the General Services Capital Programme for 2011/12 as at 30th June 2011 and detailing that at the end of Period 3, actual expenditure and income stood at £1,569,054 against a revised base expenditure budget of £17,933,575; and
- (2) recommending adjustments to the Programme as follows and as detailed in Appendices 2 and 3 of the report:-
  - consideration of levels of Capital Receipts for 2011/12;
  - funding for projects required to be carried forward from 2011/12 to 2012/13;
  - projects requiring new / additional funding in 2011/12; and
  - effect on over programming.

A question was raised by a Member enquiring when the five Customer Service Centres would become operational and the Head of Property and Neighbourhood Services responded accordingly.

**Decided:**

- (a) to note the progress made on projects to 30th June 2011, as highlighted in Appendix 1 of the report;
- (b) to approve the adjustments as outlined in Section 4 of the report; and
- (c) to agree that the Head of Property and Neighbourhood Services submit a report to the next meeting of this Panel on 13th September 2011 providing an update on the progress being made with regard to the five Customer Service Centres.

**15. Treasury Management Quarter 1 Report 2011/12.**

There was submitted a report (issued) of 5th August 2011 by the Executive Director – Corporate Services

- (1) presenting an update of the economic background from 1st April to 30th June 2011; and
- (2) outlining the following within the Treasury Management Investment Strategy:-
  - (a) investments;
  - (b) list of investments held as at 30th June 2011;
  - (c) Icelandic investments held;

- (d) credit ratings definition;
- (e) borrowing
- (f) borrowing in advance of need; and
- (g) prudential indicators; and

(3) detailing the resource implications for General Services and Housing Revenue Account.

**Decided:** to approve the contents of the Treasury Management Quarter 1 Report for 2011/12.

**16. Approvals under Delegated Authority during period of recess.**

There was submitted a report (issued) of 5th August 2011 by the Executive Director – Corporate Services outlining a number of matters that had determined under Delegated Authority during the summer recess.

**Decided:** to note the position.

**17. Maybole Pathfinder – Phase 2 – Update Report.**

Reference was made to the Minutes of 15th February 2011 (Page 144, paragraph 8) and there was submitted a report (issued) of 5th August 2011 by the Head of Policy, Performance and Communication

(1) advising

- (a) that the Maybole Pathfinder Project was focused on investigating new models of developing and managing community assets and that the study encompassed:-
  - Maybole Town Hall;
  - Maybole Swimming Pool;
  - all football and rugby pitches at Carrick Academy (including all weather pitches);
  - Maybole 9 hole Golf Course and clubhouse;
  - Maybole Memorial Park Bowling Green and clubhouse;
  - Football pitches and changing facility at Glebe Park; and
  - Ladywell Stadium Skate Board Park;
- (b) that Phase 1 of the project was an initial feasibility and consultation study;
- (c) that the LEADER was providing £100,000 funding for the project which was 75% of the total eligible costs of £132,775 and that funding from the Council was a condition of the LEADER grant and that this Panel at its meeting on 15th February 2011 had agreed a financial contribution of £32,775 from the Children and Community 2010/11 underspend;

- (d) that a further grant requirement provided, was a letter from the Chief Executive to the LEADER confirming that if the Phase 2 study proved that the asset transfer was viable then the assets identified in the Pathfinder project would be transferred from the Council to the community, subject to any legal restrictions on transfer (e.g. Common Good), and on terms and conditions to be agreed as part of future discussion; and
- (e) that the LEADER had paid out grant on defrayed costs and additionally retained 25% of the grant expenditure claim until the project had been completed and all grant conditions satisfied which would give rise to cash flow issues for the Pathfinder Project since May-TAG had to pay invoices before they could recoup money from LEADER and could only claim up to 75% of their LEADER grant before the project was completed; and

(3) proposing a number of steps to resolve the cash flow situation.

Questions were raised by Members in relation to the phasing of the Leader payments and how the Council could support this and the Head of Policy, Performance and Communications responded accordingly.

**Decided:** to agree that the Council should take reasonable steps to resolve cash flow issues that the LEADER payment system had given rise to and that authority be delegated to the Executive Director - Corporate Services to agree with May-TAG the most effective means of providing cash flow support whilst minimising the risk to the Council.

#### **18. Revised Employment Policies.**

There was submitted a report (issued) of 5th August 2011 by the Head of HR and Organisational Development advising that in accordance with the programme to improve and refine employment policies in line with ever-changing legislation and best HR practice, the policies for Grievance, Retirement and Managing Addiction had been revised and updated.

**Decided:** to approve the changes to the Grievance policy, Retirement Framework and the policy for Supporting Employees in Managing Addiction.

#### **19. Management and Employee Development Programmes.**

There was submitted a report (issued) of 5th August 2011 by the Head of HR and Organisational Development

(1) advising

- (a) that since 2008, the Council had delivered a Management Development Programme at two levels, the first being for first line managers and the second aimed at middle managers and that this Programme was accredited by the University of the West of Scotland; and

- (b) that a wide range of courses were offered by Organisational Development and that many of these had been redesigned to reflect changes to policies, procedures and legislation;
- (2) proposing that in relation to Management and Employee Development Programmes
- (a) that all employees who had management / supervisory responsibility would be required to undertake the 'Management Essentials' training, i.e. Maximising Attendance, Managing Discipline, Managing Grievance, Managing Equality and Managing Recruitment and Selection and that these courses would be delivered using a blended learning approach, with some of the content for each course would be delivered using the COAST e-learning platform, facilitated with practical case studies;
- (b) that all employees who were in a non-supervisory role would require to undertake the on-line modules or attend training sessions in 'Employee Essentials' i.e. Code of Conduct, Grievance, Equalities, Respect At Work and Maximising Attendance; and
- (3) reporting that a communication strategy had been developed to support the roll-out and implementation of both programmes.

**Decided:** to approve the new programmes for Management and Employee Development and the formal launch across the Council.

**20. Ayr Renaissance Business Plan Amendment.**

Reference was made to the Minutes of the Council of 7th October 2010 (Page 540, paragraph 23) and there was submitted a report (issued) of 9th August 2011 by the Executive Director – Development and Environment

- (1) advising that the Board of Ayr Renaissance LLP had recently held a workshop to review projects within the North Hub and were now seeking approval to amend the Business Plan as follows:-
- **Car Park feasibility** was no longer required as this Council had recently developed a car parking strategy resulting in a saving on the original three year plan of £10,000;
  - **River Ayr Weir Feasibility Study** should be removed at this stage due to a lack of capital funding resulting in a saving on the original three year plan of £10,000;
  - **Town Centre Health Check** should be removed as funding would be provided as part of the European funded INTERREG IV Business Improvement District project resulting in a saving on the original three year plan of £25,000 and of £5,000 in 2011/12;
  - **North Hub Feasibility** that the scope of project had been reduced resulting in a saving on the original three year plan of £25,000;

- **Newmarket Street** that it was proposed to install retractable bollards at either end of Newmarket Street to enable the street to operate in a fully pedestrianised way during core retailing hours of 10.30 a.m. to 5.30 p.m. which would require the relocation of four disabled parking spaces to an identified alternative location in Sandgate and that informal discussions had taken place with the retailers in the street who were very supportive of the proposal and that access for servicing would be outwith the core retailing hours and access for emergency services would be available at anytime with the costs of installing the bollards and associated control systems being £50,000;
  - **New Bridge** that it was proposed to undertake a full refurbishment / replacement of the lighting on the New Bridge to improve both its appearance and pedestrian safety and that as one of the main access points into the town centre and that it was proposed to clean the carriageway and ramparts to improve the appearance for visitors to the town and as the bridge was a listed structure, part of the lighting project carried out previously, all necessary planning consents had been obtained to allow the work to start immediately at an estimated cost of £20,000;
  - **Small Environmental Improvement Works** that it was proposed to develop a programme of small environmental improvement works to improve the look and function of the town centre which would include the option of creating training opportunities for young unemployed people and would be explored as part of this programme at a cost of £15,000; and
  - **Auld Brig Lighting Enhancement** that it was proposed to provide an important pedestrian linkage between the High Street and the shopping and car parking on the north side of the River Ayr and to provide the lighting on the bridge to improve both its safety and visual amenity at a cost of £5,000;
- (2) indicating that the revised Business Plan schedule for 2011/12, attached as Appendix 1 of the report had taken into account the fact that projects had not been undertaken during 2010/11 and had been revised and rescheduled as outlined in the report; and
- (3) reporting
- (a) that as outlined in the annual accounts report submitted to the Council on 30th June 2011, £157,000 had been brought forward from 2010/11 to add to the Council's 2011/12 of £237,000 resulting in a total contribution of £394,000 available from South Ayrshire Council for 2011/12 and that in addition, £70,000 was available from rental income as outlined in section 3 of the report;
  - (b) that the net increased cost of these projects identified in section 4 of the report would be met from unallocated income identified in Appendix 1 of the report; and
  - (c) that the use of the unallocated balance of £127,000 would form part of the revised 2012/13 business plan which would be submitted to a future meeting.

Questions were raised by Members in relation to the funding of the River Ayr Weir Feasibility Study, what were the implications of reducing the scope of the North Hub Feasibility project, whether discussions had taken place with Historic Scotland regarding the refurbishment / replacement work on the New Bridge and the timescale for the pedestrianisation of Newmarket Street during core retailing hours and the Managing Director responded accordingly.

**Decided:** to approve the amendments to the Ayr Renaissance Business Plan as outlined in Appendix 1 of the report.

**21. 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 from the meeting during consideration of the remaining items of business on the grounds that they involved the likely disclosure of exempt information in terms of paragraphs 6, 8, 9 and 12 of Part 1 of Schedule 7A of the Act.

**22. Belleisle Estate, Ayr.**

There was submitted a report (issued to Members only) of 3rd August 2011 by the Executive Director – Development and Environment providing an update on matters relating to Belleisle Estate.

Questions were raised by a Member in relation to access, egress and parking arrangements within the Estate and how it fitted into the Master Plan and the Head of Property and Neighbourhood Services responded accordingly.

**Decided:**

- (1) to agree that Officers continue to progress proposals in relation to Belleisle Estate;
- (2) to agree to the inclusion of the area of land shown on the plan attached as Appendix 1 of the report extending to 0.21 hectares in the Lease to the Belleisle Conservatory Group; and
- (3) to delegate authority to the Executive Director - Development and Environment to accept the offer of grant from the Heritage Lottery Fund on behalf of the Council on the terms outlined in Appendix 2 of the report.

**23. Prestwick Indoor Bowling Rink, Bellevue Road, Prestwick.**

There was submitted a report (issued to Members only) of 3rd August 2011 by the Executive Director – Development and Environment

- (1) advising that an expression of interest had been received in respect of the Prestwick Indoor Bowling Rink; and
- (2) seeking
  - (a) consent to continue discussions for its disposal to Mr. Jim Clark,
  - (b) agreement for the Club and its office bearers to be relieved of future liability in terms of the existing lease; and
  - (c) approval to formally terminate the existing Lease with the Club and to grant a temporary Lease to Mr. Jim Clark.

**Decided:**

- (i) to authorise the Executive Director - Development and Environment to continue discussions with Mr. Jim Clark on terms for the disposal of the Prestwick Indoor Bowling Rink, Bellevue Road, Prestwick and that a further report be submitted to a future meeting of this Panel for approval when the negotiations had been completed;
- (ii) to agree that given the financial position of the Prestwick Indoor Bowling Club, the Club and its office bearers as signatories to the Lease be relieved of future liability for obligations in terms of the previous lease of the premises in regard to the Schedule of Dilapidations and that the Club and its Management Committee, as signatories to the lease, would not be held liable for the cost of the works, with the exception of the installation of the new gas boiler and associated gas works which had already been ordered and that it should be noted that there were no arrears of rent or insurance; and
- (iii) to agree that in order to keep the premises open as a Bowling Rink, a temporary lease be granted to Mr. Clark whilst negotiations for the sale of the property were concluded, on a rent free basis to allow Mr. Clark to carry out essential repairs to the building but otherwise on FRI terms, and for a maximum period of one year.

**24. Land to rear of Tam O'Shanter Inn, Ayr.**

Reference was made to the Minutes of 17th May 2011 (Page 321, paragraph 15) and there was submitted a report (issued to Members only) of 21st July 2011 by the Executive Director – Development and Environment seeking approval to enter negotiations with Shanter Inns Limited for the lease of the land and property to the rear of the Tam O'Shanter Inn, High Street, Ayr, extending to 965 square metres or thereby and as shown hatched on the plan attached as Appendix 1 of the report.

Questions were raised by Members in relation to the right of access, the reasons for opting for the Lease and mineral rights regarding this site and the relevant Officers responded accordingly.

**Decided:**

- (1) to authorise the Executive Director - Development and Environment to enter negotiations with Shanter Inns Limited for the lease of land and property to the rear of Tam O'Shanter Inn Ayr; and
- (2) to submit a report to a future meeting of this Panel with provisionally agreed terms for consideration and approval.

**25. Crosshill Public Convenience.**

There was submitted a report (issued to Members only) of 8th August 2011 by the Executive Director – Development and Environment seeking the Panel's approval to declare Crosshill Public Convenience as surplus to requirements, as shown on the plan attached as an Appendix to the report and seeking authority to dispose of the property for sale.

**Decided:**

- (1) to declare the Public Convenience at Milton Street, Crosshill surplus to the Council's requirements and available for disposal to Mr. and Mrs. McGregor for a sum of One Thousand One Hundred and Fifty Pounds (£1,150) plus £350 fees; and
- (2) to delegate authority to the Executive Director - Development and Environment to conclude that transaction on suitable terms and conditions.

**26. Co-mingled Dry Recyclate Contract.**

Reference was made to the Minutes of 17th May 2011 (Page 321, paragraph 16) and there was submitted a report (issued to Members only) of 8th August 2011 by the Executive Director – Development and Environment providing an update on the current status of the Contract to dispose of the Council's Co-mingled Dry Recyclate.

**Decided:**

- (1) to note the requirement to re-tender the Co-mingled Dry Recyclate Contract;
- (2) to approve the further extension of the existing contract; and
- (3) to agree that the retender did not warrant collaborative procurement.

**27. Citadel Plot 9.**

There was submitted a report (issued to Members only) of 10th August 2011 by the Chief Executive advising of the current position in relation to the proposed disposal of Plot 9, Citadel, to R&R Investments Limited, providing an update in relation to the planning appeal relating to Plot 9 and seeking members' instructions in respect of terminating the Missives for the sale.

**Decided:** having regard to the options as set out in paragraph 4 of the report, to delegate authority to the Executive Director – Corporate Services to accept the Developer's request to extend the Longstop Date in terms of the Missives for a reasonable period to allow the suspensive conditions to be purified.

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

**28. Major Golf Event Development in South Ayrshire.**

There was submitted a joint report (issued to Members only) of 11th August 2011 by the Executive Director – Development and Environment and Executive Director – Children and Community

- (1) outlining the important role that the hosting of golf “majors” played in raising the profile of South Ayrshire as a world-class golfing destination;
- (2) seeking approval of a financial sponsorship of up to £75,000 for The Senior Open Championship to be held at Turnberry in July 2012; and
- (3) outlining current golf development activities.

**Decided:**

- (a) to approve the provision of financial support for The Senior Open Championship 2012 of up to £75,000, subject to the final outcome of negotiations with the European Tour;
- (b) to note that there might be infrastructure improvements that require to be made to support South Ayrshire hosting future British Open Championships and that a further report would be submitted to a future meeting of this Panel seeking approval once the costs had been identified; and
- (c) to note the importance of continuously developing the Council's golf offering in a highly competitive golf tourism market and some of the activities currently taking place.

**Community Services – Social Services.**

**29. Outcome of the Complaints Review Committee.**

There was submitted a report (issued to Members only) of 30th June 2011 by the Head of Legal and Administration informing of the outcome of the Complaints Review Committee which had been held on 3rd June 2011 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 Complaints Review Committee saw no need to make any recommendations on this matter.

**Decided:** to note the conclusions reached by the Complaints Review Committee following the Hearing on 3rd June 2011 as detailed in the Appendix of the report.

**30. Outcome of the Complaints Review Committee.**

There was submitted a report (issued to Members only) of 13th July 2011 by the Head of Legal and Administration informing of the outcome of the Complaints Review Committee which had been held on 8th July 2011 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 Complaints Review Committee made four recommendations on this matter.

**Decided:** to note the conclusions reached by the Complaints Review Committee following the Hearing on 8th July 2011 as detailed in the Appendix of the report.

The meeting ended at 11.55 a.m.