

LEADERSHIP PANEL.

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 19th April 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; A. Wilson, Head of HR and Organisational Development; C. Monaghan, Head of Policy, Performance and Communication; D. Alexander, Head of Corporate Resources; I. Woodburn, Head of Customer and Community Services; J. McQuillan, Head of Property and Neighbourhood Services; M. Newall, Head of Planning and Enterprise; R. Kingisepp, Office Manager; B. McInroy, Head of Service and School Management; M. Williamson, Head of Curriculum and Service Improvement; H. Carswell, Head of Children’s Services; K. Leinster, Head of Community Care and Housing; D. Burns, Manager (Housing Development and Monitoring); R. MacDonald, Head of Community Development; C. Coombs, Sports and Leisure Manager; C. Downie, Public Communications Officer; D. Knight, Committee Services Officer; and A. Gerrish, Committee Administrative Officer.

Also Present: Rev. David Gemmell, Mairi Raeburn and Pastor Alastair Simmons (in attendance for items 1 to 9 only).

Apology: Miss Phil Davey.

Chair’s Remarks.

Having heard the Chair in relation to the reports

- (1) on the Fatal Accident – Results of Internal Review by the Executive Director – Development and Environment, he proposed that this report should be confidential and dealt with in terms of paragraph 1 of Section 50(A)(4) of the Local Government (Scotland) Act 1973; and
- (2) on the Children and Community Annual Report 2009/10 by the Executive Director – Children and Community and South Ayrshire Council Directorate Plans by the Head of Policy, Performance and Communication, he proposed that these reports should be dealt with under the Lifelong learning Portfolio and that the order of business should be varied accordingly.

Decided: to agree, as proposed that the report on the Fatal Accident – Results of Internal Review should be confidential and to vary the order of business as hereinafter minuted.

Community Services - Lifelong Learning.

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1. Provision of Free School Meals in P1 to P3.

Reference was made to the Minutes of 8th June 2010 (Page 305, paragraph 2) and of 14th September 2010 (Page 469, paragraph 9) when it had been agreed to introduce a free nutritious meal to all P1 to P3 pupils in ten primary schools within South Ayrshire and that these schools had been identified using statistics taken from free school meals data, clothing grant data and the Scottish Index of Multiple Deprivation and there was submitted a report (issued) of 4th April 2011 by the Executive Director – Children and Community

- (1) advising that the Scottish Government had agreed a deal on class sizes with local authorities in April 2010 in return for flexibility in some areas of the Concordat and that this flexibility required local authorities to provide a nutritious meal to all P1 to P3 pupils in those schools serving the 20% most deprived communities in South Ayrshire or an alternative targeting scheme of equal extent;
- (2) seeking approval to provide free school meals to pupils in P1 to P3 in the 30% most educationally deprived communities in South Ayrshire as identified by postcode, rather than selection through attendance at a primary school serving the 20% most educationally deprived areas in South Ayrshire; and
- (3) reporting that as a result of this refinement, 762 pupils attending 29 primary schools would qualify for a free school meal.

A question was raised by a Member of the Panel in relation to the entitlement of the free school meals and the Head of Service and School Management responded accordingly.

Decided: having recorded their appreciation of the work undertaken by the Head of Service and School Management and his staff, to approve the proposal to provide a free nutritious meal to all pupils in P1 to P3 who lived in the 30% most educationally deprived communities in South Ayrshire as identified by postcode.

2. School Holiday Arrangements 2012/13.

There was submitted a report (issued) of 28th March 2011 by the Executive Director – Children and Community seeking approval of the proposed school holiday arrangements for Session 2012/13 as contained in Appendix 1 of the report.

A question was raised by a Member of the Panel in relation to whether the school holidays were compatible with the arrangements in East and North Ayrshire Councils and the Head of Service and School Management responded accordingly.

Decided: to approve option 2 for school holiday arrangements for 2012/13 as detailed in Appendix 1 of the report.

3. **Results of the Formal Consultation on the Proposed Closure of Pinwherry Primary School.**

Reference was made to the Minutes of 23rd November 2010 (Page 597, paragraph 2) and there was submitted a report (issued) of 31st March 2011 by the Executive Director – Children and Community

- (1) detailing the results of the statutory consultation process on the proposed closure of Pinwherry Primary School as contained in Appendix 1 of the report; and
- (2) seeking approval to close Pinwherry Primary School.

Decided:

- (a) to note the outcome of the statutory consultation process on the proposed closure of Pinwherry Primary School; and
- (b) to approve
 - (i) the closure of Pinwherry Primary School at the end of school term in June 2011;
 - (ii) the transfer of all pupils currently registered and enrolled in Pinwherry Primary School to Colmonell Primary School; and
 - (iii) the extension of the delineated catchment area for Colmonell Primary School to incorporate the current delineated area for Pinwherry Primary School.

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4. **Results of the Formal Consultation on the Proposed Closure of St. Ann's Primary School.**

Reference was made to the Minutes of

- (1) 23rd November 2010 (Page 599, paragraph 4);
- (2) 14th December 2010 (Special) (Page 11, paragraph 2);
- (3) 16th December 2010 of the Council (Pages 22 and 23, paragraph 6)

and there was submitted a report (issued) of 31st March 2011 by the Executive Director – Children and Community

- (a) detailing the results of the statutory consultation process on the proposed closure of St. Ann's Primary School as contained in Appendix 1 of the report; and
- (b) seeking approval to close St. Ann's Primary School.

A question was raised by a Member of the Panel enquiring how many pupils would still be remaining in St. Ann's Primary School by the end of June 2011 and the Head of Service and School Management responded accordingly.

Decided:

- (i) to note the outcome of the statutory consultation process on the proposed closure of St. Ann's Primary School; and
- (ii) to approve
 - (A) the closure of St. Ann's Primary School at the end of school term in June 2011;
 - (B) the transfer of all pupils currently registered and enrolled in St. Ann's Primary School to St. John's Primary School; and
 - (C) the extension of the delineated catchment area for St. John's Primary School to incorporate the current delineated area for St. Ann's Primary School.

5. Continuation of Contract with Ayrshire Chamber of Commerce and Industry.

There was submitted a report (issued) of 23rd March 2011 by the Executive Director – Children and Community

- (1) advising
 - (a) that Ayrshire Chamber of Commerce and Industry had been awarded the collaborative contract for the delivery of Employer Engagement and Work Experience in South, East and North Ayrshire during 2008/11 following invitation to tender;
 - (b) that towards the end of this contractual period there had been uncertainty over the continued availability of funding; and
 - (c) that funding was eventually confirmed through the Determined to Succeed Budget, and that this confirmation had arrived too late for the timescale for retendering;
- (2) informing that employer engagement was central to many government strategies and that it supported Curriculum for Excellence by helping young people develop skills for learning, life and work by bringing real life and practical experiences into curricular programmes through business and schools working together; and
- (3) seeking approval to extend the existing partnership with Ayrshire Chamber of Commerce and Industry until 31st March 2012 in order to build on the successful outcomes that had been achieved, ensuring continuity of delivery into the school year 2011/12 and enabling a revised tender to be prepared which would reflect national guidelines for Work Experience.

A question was raised by a Member of the Panel in relation to whether the contract with the Ayrshire Chamber of Commerce and Industry provided Value for Money for the Council and the Head of Curriculum and Service Improvement responded accordingly.

Decided: to agree that the contract for services relating to Employer Engagement and Work Experience in schools be extended until 31st March 2012.

6. Children and Community Annual Report 2009/10.

There was submitted a report (issued) of 10th March 2011 by the Executive Director – Children and Community outlining the Annual Report for Children and Community relating to the financial year 2009/10, attached as an Appendix to the report and seeking approval for publication of this on the Council's website and via other electronic media in such a way as to make it accessible to stakeholders including staff, partners, other local authorities and service users.

Decided: having recorded their appreciation of the work undertaken by the Executive Director – Children and Community, all his staff and teachers, to approve the publication of the Annual Report for Children and Community for 2009/10.

Corporate and Community Planning - Corporate, Strategic and Community Planning.

7. South Ayrshire Council Directorate Plans.

There was submitted a report (issued) of 8th April 2011 by the Head of Policy, Performance and Communication

(1) advising

- (a) that the Directorate Plans were reviewed on an annual basis as part of the cyclical programme that supported the Council's Performance Management Framework;
- (b) that the Plans had been updated for the start of the new financial year, taking account of what needed to change:-
 - as a result of the agreed Revenue Budget for 2010/11;
 - in terms of progress already made and new challenges that required to be factored into the Directorates' forthcoming work programmes; and
 - reflecting upon the Council's six priorities;
- (c) that the detailed work undertaken by the Directorates to produce the Plans for 2011-14 had been significant and that there have been strong examples of Directorates engaging their staff in a more inclusive manner to identify what their Directorates were focusing upon and how they were taking their Plans forward;
- (d) that the intention was to learn from the success of these developments in practice over the coming year and to apply any lessons to the further development of the detail and structure the strategic plans including those with the Community Planning Partners;
- (e) that in the meantime the format followed by the Directorate Plans maintained that which Members have been accustomed to over the last eighteen months, and which underpinned the ability to report as a Council to the Leadership Panel and Standing Scrutiny Panels; and

- (f) that the next six monthly progress reports (to 31st March 2011) would be prepared using Covalent and would be presented to the meetings of the Standing Scrutiny Panels during May and to the meeting of the Leadership Panel on 14th June 2011;
- (2) reminding the Panel that the Council had agreed its priorities at the meeting on 7th October 2010 (Page 531, paragraph 15); and
- (3) indicating that the Plans for 2011-14 had within them more detailed and specific commitments that could be directed to improve either the pace or effectiveness of what was already in train to deliver the priorities and that Appendix 1 of the report had been prepared to illustrate some of the broader commitments towards the Council's priorities so that Members could see the current position.

Decided:

- (i) to approve the Children and Community Directorate Plan for 2011-14;
- (ii) to approve the Corporate Services Directorate Plan for 2011-14;
- (iii) to approve the Development and Environment Directorate Plan for 2011-14; and
- (iv) to agree to remit these plans to the Standing Scrutiny Panels, to examine those sections that related to their specific remits.

8. 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 following item of business on the grounds that it involved the likely disclosure of exempt information in terms of paragraph 1 of Part 1 of Schedule 7A of the Act.

Community Services - Lifelong Learning.

9. Fatal Accident – Results of Internal Review.

There was submitted a report (issued) of 5th April 2011 by the Executive Director – Development and Environment

- (1) advising of the results of an internal review of procedure following a fatal accident involving a School Crossing Patroller; and
- (2) reporting that the review had not identified any failings in the system or procedures which could have contributed to the accident, however, as a result of the review, a number of actions had been identified which would improve the safety of the service in the future and that these would be implemented immediately.

Decided: to note the actions being taken to further improve operating procedures around the School Crossing Patrol Service.

Community Services - Social Services.

10. Community Services Standing Scrutiny Panel – Family Support Review.

Reference was made to the Minutes of the Community Services Standing Scrutiny Panel of 23rd March 2011 (Page 222, paragraph 4) when that Panel, having considered a report (issued) of 10th March 2011 by the Executive Director – Children and Community, had decided

- (1) to agree the contents of the report; and
- (2) to refer the matter to this Panel for its consideration.

The Panel then considered the contents of the said report.

A question was raised by a Member of the Panel in relation to whether there was any requirement within the procurement policies that could give weighting to social enterprises and the Head of Legal and Administration responded accordingly.

Decided:

- (a) to approve the proposals as detailed in Appendix 1 of the report arising from the Family Support Review;
- (b) to agree that £30,000 of savings from decommissioning the services would be used to offset the additional allocation given to Family Connections each year to meet service demand; and
- (c) to agree that the remainder of the savings arising from the termination of existing services of £66,806 be used to allow a service provision for children affected by parental alcohol and substance misuse.

Community Services - Housing and Customer First.

11. Housing Capital Investment Programme 2010/11: Monitoring Report at Period 11, 28th February 2011.

There was submitted a joint report (issued) of 8th April 2011 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 at 28th February 2011 (Budget Monitoring Period 11) and outlining that actual expenditure equalled £10,331,411 based on a budget of £13,777,477, which represented expenditure of 74.99% as detailed within the report;
- (2) advising that the Council's Housing Capital Investment Programme for 2010/11 had been approved at a Special Meeting of the Council on 26th January 2010 (Page 64, paragraph 4) with the total funding being £11,155,000;

- (3) intimating that a number of adjustments to the Programme had been approved by the Leadership Panels on 9th February, 13th April, 17th August and 26th October 2010 and 18th January and 15th February 2011 and South Ayrshire Council on 1st July 2010, leading to a revised budget of £13,777,477 which had been reflected in Appendix 1 of the report; and
- (4) reporting that a number of adjustments were being proposed to the current programme as highlighted in the report.

Questions were raised by a Member of the Panel in relation to delays in the Programme and whether the Programme could be approved earlier in the financial year to avoid these delays and the Head of Property and Neighbourhood Services responded accordingly.

Decided:

- (a) to note the progress made on projects to 28th February, 2011 as highlighted in Appendix 1 of the report; and
- (b) to approve the adjustments as requested in Section 4 of the report.

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12. Interim Accommodation, Elba Gardens, Ayr.

Reference was made to the Minutes of South Ayrshire Council of 1st July 2010 (Page 383, paragraph 17) and there was submitted a report (issued) of 23rd February 2011 by the Executive Director – Children and Community

- (1) proposing that the remaining double storey building at Elba Gardens, Ayr be used to provide supported interim accommodation for up to sixteen single homeless people at any one time to be trialled for the next three years;
- (2) informing that this would assist the Council to achieve the 2012 target that all homeless households would be entitled to temporary accommodation and that staff would be based in the seventeenth flat, converted to provide an appropriate facility to enable supervision and management;
- (3) outlining that using the units as interim accommodation for homeless people would bring about benefits as outlined in the report; and
- (4) intimating that the repair work to bring this accommodation up to letting standard would be in the region of £66,000.

Questions were raised by a Member of the Panel in relation to further investment in the property to ensure that it would meet the Scottish Housing Quality Standard beyond 2015 and the provision of supported accommodation and the Head of Community Care and Housing responded accordingly.

Decided: having recorded their appreciation of the work undertaken on the Equality and Diversity Impact Assessment by the Head of Community Care and Housing and his staff, to approve the use of sixteen units of bedsit accommodation at Elba Gardens in Ayr (previously sheltered housing) as interim accommodation for households who were assessed as homeless under the Homeless persons legislation.

Development and the Environment - Sustainability and the Environment.

13. Roads Charges 2011/12.

There was submitted a report (issued) of 25th March 2011 by the Executive Director of Development and Environment

- (1) advising that in South Ayrshire, the Roads Section had been charging for a number of operations in relation to service delivery;
- (2) recommending
 - (a) that as part of the annual review, the pricing structure, as detailed in Appendix 1 of the report for financial year 2011/2012 be adopted; and
 - (b) that in order to maintain a viable income stream from the operational service delivery, there should be an increase in charges for a number of the functions, which charges had been based on an assessment of five local authorities and the private sector car park operators; and
- (3) reporting that estimated additional income to the Council of £49,324 per annum was anticipated which would help to achieve income targets that had been approved as part of the 2011/12 Revenue Budget Process.

Questions were raised by Members of the Panel in relation to the charges for private and public car parks and the car parking charges at railway stations and the Head of Planning and Enterprise responded accordingly.

Decided: to approve the increase in charges for 2011/12 as detailed in Appendix 1 of the report.

14. Roads Improvement Plan.

Reference was made to the Minutes

- (1) of the Council (Special) of 10th February 2011 (Page 129, paragraph 4) when it had been agreed to approve a total Roads Revenue Budget of £10.458m which had included additional funding of £1.5m for carriageway maintenance works; and
- (2) of 15th March 2011 (Page 194, paragraph 19) when it had been agreed that the Roads Service submit a detailed Road Condition Improvement Plan for 2011/12 to the next meeting of the Leadership Panel on 19th April 2011 identifying and maximising the additional £1.5m funding allocated for the financial year 2011/2012,

and there was submitted a report (issued) of 8th April 2011 by the Executive Director - Development and Environment

- (a) outlining detailed proposals to support the Road Condition Improvement Plan for 2011/12 as contained within the report and its Appendix; and
- (b) seeking approval for the programme of investments for 2011/12 as detailed in Appendix 1 of the report.

A question was raised by a Member of the Panel in relation to damage to the roads caused by heavy vehicles and the Head of Planning and Enterprise responded accordingly.

Decided:

- (i) to approve the programme of investment for 2011/12; and
- (ii) to agree that the Head of Planning and Enterprise should circulate progress reports and the results of the consultation with the public to Elected Members via the Members' Bulletin.

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

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15. Planning Response to the Economic Downturn – Update.

Reference was made to the Minutes of 17th March 2009 (Page 188, paragraph 8) and there was submitted a report (issued) of 21st March 2011 by the Executive Director - Development and Environment

- (1) providing an update on the Planning Response to the Economic Downturn;
- (2) advising that with regard to affordable housing, a letter dated 15th March 2011, as detailed in Appendix 1 of the report, had been received from the Chief Planner for Scotland on this matter; and
- (3) outlining the effect that the economic downturn was having on planning applications in South Ayrshire and in particular, progress being made in relation to legal agreements that had commenced prior to the economic downturn.

Questions were raised by a Member of the Panel in relation to funding projects within the Strategic Housing Investment Programme and the implications of the economic downturn for Affordable Housing and the relevant Officers responded accordingly.

Decided: to agree to continue to give

- (a) priority in work programmes to development proposals that had the potential to make a significant contribution to the local economy; and
- (b) recognition when applying the Supplementary Planning Guideline “New Housing Development and Affordable Housing: A Guideline for Developers” to the impact of the economic downturn when assessing development viability including the price paid for land, the impact of infrastructure provision and the relationship of payments / revenue to cash-flow from the development in terms of possible phasing and deferment of payments.

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16. Leisure Card Scheme Revision.

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

- (1) advising
 - (a) that in March 2003, the Internal Audit Section had prepared a report that considered the value for money and effectiveness of the current Leisure card Scheme since its introduction in January 1990; and
 - (b) that the findings of the report had indicated that the Scheme was not meeting original expectations and that the cost of operating the Scheme had increased beyond original expectation with a principle concern being the concessionary rates offered for Golf products;
- (2) detailing the recommendations that had been made in the Internal Audit report;
- (3) requesting permission to implement changes from 1st June 2011 as detailed in the report; and
- (4) reporting that this review of the Leisure Card Scheme would increase the revenue from golf season tickets and Genesis memberships and that it was estimated that this would generate at least an additional £40,000, contributing significantly to the £150,000 income generation target for Community Development which had already been approved by Elected Members as part of the 2011/12 Budget.

A question was raised by a Member of the Panel enquiring whether the Leisure Card Scheme was only available to residents of South Ayrshire and the Head of Community Development responded accordingly.

Decided: to agree

- (i) that the price of a Leisure card be increased from £1 to £10 per annum;
- (ii) that the eligibility criteria for the leisure card should be limited to those in receipt of a state retirement pension and those in receipt of one or more of Job Seekers Allowance , Income Support , Incapacity Benefit , Disability Benefit , Council Tax Rebate , Housing Benefit and the Disablement War Pension and to individuals aged 17 and above who were in full time education or training;
- (iii) that the discount offered should be standardised to a 25% reduction, on activities that were eligible under the current scheme;
- (iv) that these changes would be implemented from 1st June 2011; and
- (v) to delegate to the Executive Director – Children and Community, the development of an assistance scheme for formal carers which would be implemented from 1st June 2011.

Corporate and Community Planning - Resources and Performance.

17. Council Tax Write-off - Irrecoverable Debt.

There was submitted a report (issued) of 8th April 2011 by the Head of Corporate Resources

- (1) advising
 - (a) that in accordance with the Council Tax (Administration and Enforcement) (Scotland) Regulations 1992, South Ayrshire Council pursued all outstanding sums of Council Tax from debtors, which had been reinforced by the decision of the Interim Executive of South Ayrshire Council held on 18th September 1995; and
 - (b) that there were, however, circumstances where individual debts in respect of the tax might be irrecoverable or instances might arise where it was not cost effective to pursue recovery of the debt and that in such circumstances or instances the debt might require to be written-off and that the policy outlined in Appendix 1 of the report detailed the processes that the Head of Corporate Resources would follow in respect of such debts;
- (2) proposing
 - (a) that in accordance with the policy outlined in Appendix 1 of the report, write-off of Council Tax for cases in excess of £5,000 would be submitted to a future meeting of the Leadership Panel for Members' consideration and that a full list of such cases would be available for Members' scrutiny from the Head of Corporate Resources, on request;
 - (b) that in addition, write-off of Council Tax in respect of cases under £5,000 would be approved for write-off by the Executive Director- Corporate Services in accordance with section C34 of the Councils Scheme of Delegation, and that a full list of such write-offs would be available for Members from the Head of Corporate Resources, on request; and

- (c) that the sums to be written-off would be fully provided for in the Abstract of Accounts and that Members should note, however, that, where circumstances changed, monies could subsequently be recovered, the debt would be reinstated and recovery action would be pursued and that, where the debtor was sequestrated, a claim would be lodged with the trustee; and
- (3) reporting that write-offs would be contained within the existing bad debt provision and that the provision itself would be reviewed to take account of likely levels of bad debt write-offs.

Decided: to approve the Council Tax write-off policy in relation to irrecoverable Council Tax debt.

18. Discretionary Housing Payments - Budget 2011/12.

Reference was made to the Minutes of the Policy and Resources Committee of 21st August 2001 (Page 690, paragraph 1(1)(a)) when that Committee had approved a policy for the award of discretionary housing payments which provided additional financial assistance to help with housing costs, there was submitted a report (issued) of 8th April 2011 by the Head of Corporate Resources

- (1) advising
 - (a) that as detailed in the Members' bulletin on welfare reform (issued on 25th February 2011 by the Head of Corporate Resources), it was anticipated that reductions in local housing allowance (payable to claimants who rented from private landlords), housing benefit and Council Tax benefit would result in increased demand from 1st April 2011 for discretionary housing payments administered by the Council's benefits service; and
 - (b) that where reductions in local housing allowance and housing benefit occurred due to the welfare reforms, vulnerable tenants might not be able to afford to pay the shortfall between their local housing allowance and housing benefit payments and the contractual rent due for their accommodation and that in these instances, the award of discretionary housing payment would assist to reduce rent arrears or ensure that tenancies were maintained; and
- (2) proposing
 - (a) that the Department for Work and Pensions had awarded the Council discretionary housing payment funding of £121,673, which was in addition to the £113,000 funded by the Council, resulting in a budget of £234,673 for 2011/12;
 - (b) that currently, the Council's benefits staff processed 1,500 awards for discretionary housing payments to meet customer demand, by considering the claimant's income, outgoings and shortfall in their rent and Council Tax with consideration also being given to any health problems, special dietary requirements and anything which would make the accommodation especially suitable and that the majority of awards made were for between £5 and £10 per week;

- (c) that given the anticipated increased demand for discretionary housing payments from 1st April 2011, approval was being sought to increase the periods of awards from three monthly to six monthly intervals and that this extension would enable claimants to maintain their existing tenancy, or seek less expensive accommodation, whilst allowing the Council's benefits staff to meet ongoing general demand for housing and Council Tax benefit; and
- (d) that reports of committed expenditure would, therefore, be produced as at 30th June, 30th September and 31st December 2011 and 31st March 2012.

Questions were raised by Members of the Panel in relation to monitoring of the welfare reforms and the implications of seeking less expensive accommodation and the Head of Corporate Resources responded accordingly.

Decided:

- (i) to approve the amendment to the discretionary housing payments policy to review awards at six monthly rather than three monthly intervals; and
- (ii) to request the Head of Corporate Resources to provide updated figures of awards made on a quarterly basis throughout 2011/12.

19. Common Good Funds – Revenue and Capital Budgetary Control – Position Statement at 28th February 2011.

There was submitted a report (issued) of 8th April 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 28th February 2011 and

- (1) detailing
 - (a) the revenue position at 28th February 2011, against the approved full year budgets and projected balances; and
 - (b) the accumulated revenue position at 28th February 2011 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 28th February 2011 was £2,318,403 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 £2,328,403, a reduction of £206,920 since 1st April 2010;
- (3) intimating that the accumulated capital reserves balance on the Prestwick Common Good Fund at 28th February 2011 was £50,000 and that this position was anticipated to remain unchanged at 31st March 2011; and
- (4) reporting
 - (a) that during February 2011 the steeple at Freemans Hall (Prestwick Housing office) had been identified as being in a dangerous condition and had required immediate action to ensure public safety; and

- (b) that in line with Financial Regulations and Standing Orders, delegated emergency powers had been used to instruct dismantling work to begin and that the anticipated cost of dismantling the steeple was £27,960 which would increase the Prestwick Common Good Fund in-year deficit considerably and would require to be met from revenue reserves held.

A question was raised by a Member of the Panel in relation to the costs of restoring the steeple and the Head of Property and Neighbourhood Services responded accordingly.

Decided: to approve the contents of the report.

20. Housing Revenue Account – Revenue Budgetary Control 2010/11 – Position statement at 28th February 2011.

There was submitted a joint report (issued) of 8th April 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 28th February 2011 and reporting

- (1) that there was an accumulated 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 £4.516m plus any surplus from 2010/11 would be used towards funding the 2011/12 Capital Programme as agreed in the 2011/12 Rent Setting Report approved by South Ayrshire Council at its special meeting on 19th January 2011 (Page 85, paragraph 4); and
- (2) that the HRA was underspent by £1.196m for the period to 28th February 2011 and that the projected surplus for the year to 31st March 2011 was £1.305m.

Decided: to approve the contents of the report.

21. Budget Management – Revenue Budgetary Control 2010/11 – Position Statement at 28th February 2011.

There was submitted a report (issued) of 8th April 2011 by the Executive Director – Corporate Resources

- (1) presenting an overview of the General Services Revenue Account for 2010/11 as at 28th February 2011;
- (2) advising
 - (a) that the 2009/10 audited accumulated surplus was £13.326m and of the accumulated surplus,
 - £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;

- (b) 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;
- (c) 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 that these transfers / allocations were reflected in the Directorate budgets;
- (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;
- (f) that during the year additional funding notifications from Scottish Government have been received totalling £0.910m and that these notifications have now been confirmed in Finance Circular No. 2/2011, resulting in revised AEF due of £216.893m;
- (g) that specific grants receivable from Scottish Government as part of Aggregate External Finance of £9.484m have been included within appropriate Directorates' net service expenditure for budget monitoring purposes;

- (h) that following the announcement in relation to the nationally agreed 2010/11 inflationary pay award for employees, a total of £0.418m had been removed from Directorate budgets and transferred to contingency to reflect the reduced payroll expenditure requirement within services and that these transfers had been reflected in the Directorates employee expenditure budgets;
- (i) that as part of the ongoing attempt to reduce budgets in light of the anticipated funding reduction for 2011/12 and beyond, Directorates have identified various underspends that occurred in 2009/10 totalling £0.350m which would re-occur in 2010/11 and had been removed from Directorates and transferred to contingency;
- (j) that following a review of central support, the Directorate budgets now included costs of estimated usage of central support services; and
- (k) that within the 2011/12 revenue and capital budgets approved by Council on 10th February 2011, £1.000m of the 2010/11 projected surplus had been set aside to fund agreed priorities in 2011/12;
- (3) detailing revenue monitoring reports for each Directorate for the period to 28th February 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 2011 as follows:-
- **Chief Executive's Strategic Office** – showed a current underspend of £0.462m which was mainly due to a saving in employee costs resulting from a current vacancy and maternity leave within the service and an underspend in relation to the budget set aside for best value initiatives with a year-end underspend of £0.160m being currently projected at 31st March 2011;
 - **Children and Community** – showed a current underspend of £2.272m which was mainly due to underspends in employee costs, supplies and services and payments to agencies offset by overspends in property costs, transport costs and administration costs with a year-end underspend of £2.235m being currently projected at 31st March 2011;
 - **Corporate Services** – showed a current underspend of £0.565m which was mainly due to underspends in employee costs, payments to agencies and transfer payments offset by an under-recovery of income with a year-end underspend of £0.548 being currently projected at 31st March 2011;
 - **Development and Environment** – showed a current underspend of £1.263m which was mainly due to underspends on property costs, supplies and services, transport costs, administration costs and third party payments and increased income offset by overspends in employee costs with a year-end underspend of £1.657m being currently projected at 31st March 2011; and

- **Miscellaneous** – showed an underspend of £0.279m which was mainly due to underspends in payments for Ayr Renaissance and the Townscape Heritage Initiative (THI) with a year end under-spend of £0.193m currently being projected, £0.054m and £0.130m of this related to a projected underspend in contributions for the THI and Ayr Renaissance which had previously been approved as carry-forward to 2011/12 to add to the planned contributions in 2011/12 with a further £0.075m related to additional projected underspend in contributions to THI which was requested as carry-forward to 2011/12 to add to the planned contribution in 2011/12 and approval was being sought of the additional carry forward of £0.075m when added to the previously approved carry forward of £0.184m would result in a revised projected overspend of £0.066m;

(5) outlining the current position with regard to:-

- targeted reductions;
- Council Tax Income; and
- Accumulated Balance at 28th February 2011 including:-
 - Contingency Balance 2010/11; and
 - Reserve Balances; and

(6) reporting

- (a) that all Directorates have committed to bringing their budget in on-line by 31st March 2011; and
- (b) that an accumulated balance of £12.359m was currently anticipated at 31st March 2011 and that the CMT was currently considering a number of potential carry forward of resources from 2010/11 to be utilised in 2011/12 and that a report would be presented to the Leadership Panel on 17th May 2011 which would identify the requested carry forwards if appropriate.

Questions were raised by Members of the Panel in relation to the Landsbanki deposit and the Head of Corporate Resources responded accordingly.

Decided: having recorded their appreciation of the work undertaken by the Executive Director – Corporate Services and her staff

- (i) to approve the carry-forward to 2011/12 of the £0.075m underspend in the Townscape Heritage Initiative contribution held within Miscellaneous Services to be added to the planned 2011/12 contribution;
- (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;
- (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.

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22. General Services Capital Programme 2010/11: Monitoring Report as at Period 11 : 28th February 2011.

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

- (1) outlining the General Services Capital Programme for 2010/11 as at 28th February 2011 and detailing that at the end of Period 11, actual expenditure and income stood at £13,239,802 (representing expenditure of 74.16%), against a full year approved budget of £17,853,732;
- (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;
 - projects where funding might be released back to the Programme; and
 - projects where additional funding was required; and
- (3) reporting
 - (a) that if approved, the adjustments would have the effect of increasing the current level of over-programming by £96,326, from £581,816 to £658,142; and
 - (b) that Management were continuing to review the current level of over-programming with a view to reducing this in the current year, however, if on conclusion of this review, there was no scope to do this in 2010/11, then further action would require to be taken in 2011/12.

Decided:

- (i) to note the progress made on projects to 28th February 2011, as highlighted in Appendix 1 of the report; and
- (ii) to approve the adjustments as outlined in Section 4 and Appendix 2 of the report.

23. Review of Procurement Thresholds.

Reference was made to the Minutes of the Corporate and Community Planning Standing Scrutiny Panel of 24th March 2011 (Page 228, paragraph 9) when that Panel, having considered a report (issued) of 14th March 2011 by the Head of Corporate Resources seeking approval for a revised best value approach in relation to purchases below £30,000, had agreed to endorse the revised approach for purchases below £30,000 and that these proposals would be presented to the next meeting of this Panel on 19th April 2011, with a proposed implementation date of 1st June 2011 and with the intention to seek a further review after one year of operation and there was submitted a report (issued) of 8th April 2011 by the Head of Corporate Resources advising

- (1) that the Council's Standing Orders Relating to Contracts currently provided the mandatory governance framework for purchases in excess of £30,000 and informing that, for purchases below £30,000, there was a duty for all Officers of the Council to achieve best value;
- (2) that, in reviewing the current Council approach in relation to purchases under £30,000, the Corporate and Community Planning Standing Scrutiny Panel's Working Group had considered:-
- current Council procedures in place for purchases below £30,000;
 - the approach undertaken by other local authorities;
 - the approach undertaken by the Scottish Government;
 - the need to ensure that opportunities for local businesses to participate in the Council's purchasing decisions were maximised;
 - the level of resource required to achieve quotations and the role of technology within this; and
 - the requirement to ensure best value continued to be obtained by the Council in progressing purchases below £30,000; and
- (3) that the Working Group had concluded
- (a) that revised guidance should be considered which would require Officers to seek a minimum of three written quotations for any expenditure between £10,000 and £29,999, with this to be further reviewed after one year of operation;
- (b) that, in meeting this requirement, to obtain three written quotations for purchases between £10,000 and £29,999, expenditure should not be disaggregated, packaged or split into separate smaller purchases to avoid the application of this guidance and that the aggregate value of any expenditure should be taken into account in determining whether it fell within the threshold for the application of three written quotations;
- (c) that in proposing that a minimum of three written quotations be secured for purchases between £10,000 and a total value of £29,999, that the following exemptions should apply:-
- any purchases which, in the opinion of the appropriate Executive Director or Head of Service, were urgently required for the immediate prevention of risk to life or damage to property;
 - any contract of employment;
 - any contract of engagement of consultants for the provision of specialist legal or financial advice and skills which required to be procured on an ad-hoc basis;
 - any purchases from a framework agreement placed on the Council's behalf by a consortium, partnership, company or similar body of which the Council was a member or user;
 - any purchases made under an existing Council contract; and
 - where the requirement was not readily obtainable from more than one supplier, service provider or contractor and it could be demonstrated that no equivalent was available; and

- (d) that the foregoing exemptions should not be deemed in any way to detract from the requirement of the Council and every Officer of the Council to ensure that every purchase was undertaken in a manner which complied with the duty to achieve best value.

Decided:

- (i) to approve the revised approach proposed for purchases below £30,000; and
- (ii) to agree the revised proposals for purchases under £30,000, to be implemented from 1st June 2011, with a further review to be progressed after one year of operation.

24. Additional Paternity Leave.

There was submitted a report (issued) of 8th April 2011 by the Head of HR and Organisational Development

- (1) advising
 - (a) that the Work and Families Act 2006 made provision for the introduction of a new right to additional paternity or adoption leave on the birth of a child or when matched for adoption which enabled employed fathers and partners to take additional time off work where the mother or adopter had returned to work; and
 - (b) that although the statutory right to additional paternity leave was contained in the 2006 Act, the specific details of the new Scheme were set out in secondary legislation which came into force on 6th April 2011 and applied to parents of children due, and adoptive parents notified of a match, on or after 3rd April 2011;
- (2) intimating
 - (a) that providing a number of conditions were met the child's father or the partner of the child's mother or adopter would have the right to transfer the second six months of twelve months maternity or adoption leave entitlement to allow the mother or adopter to return to work and that consequently this new right was only open to employees whose wives or partners worked, therefore, spouses or partners of women who decided not to return to work were not eligible; and
 - (b) that additional paternity leave should be taken as one continuous period, lasting between two and twenty six weeks and might be taken any time between twenty weeks after the child's birth or placement for adoption and the child's first birthday and that consequently the first date that an employee could take additional paternity leave would be 21 August 2011; and
- (3) reporting
 - (a) that in light of the introduction of the new legislation the opportunity had been taken to review the various related policies and to produce one consolidated policy covering maternity, adoption and paternity leave and pay which had been posted on the Wire; and

- (b) that employees would be advised of the new policy through various communication methods including team briefs, personnel circular and JCCs.

Decided: to approve the changes to the Maternity, Adoption and Paternity Leave and Pay Policy.

25. Roadstone Contract.

There was submitted a report (issued) of 5th April 2011 by the Executive Director – Development and Environment

(1) advising

- (a) that the Roads Service was in a collaborative contract for the delivery of coated and uncoated roadstone material which expired on 31st March 2011 with the suppliers being Barr and Hillhouse quarries;
- (b) that since November 2010 the Roads Service have been involved in negotiations with Renfrewshire Council, who as lead authority, were trying to develop a new collaborative contract with a number of Councils, including the Ayrshire Councils;
- (c) that at a meeting on 15th March 2011 between South, East and North Ayrshire Councils, a decision had been taken that the Renfrewshire model would not service the geographical area in the manner required for the three Ayrshire Councils and that a collaborative contract involving only the Ayrshire Councils was a preferred option with a target commencement date for this contract was set at November 2011; and
- (d) that as South Ayrshire's existing contract had expired on 31st March 2011, this required South Ayrshire to put in place contingency measures for the short term supply of roadstone material until the new contract was in place; and

(2) proposing that the Roads Service, with the approval of the Leadership Panel, negotiate with the current suppliers, Barr and Hillhouse quarries, for the delivery of coated and uncoated materials to meet the programme needs for service delivery until 30th June 2011.

Decided: to grant approval, in terms of Section 20(1) of the Council's Standing Orders Relating to Contracts, to negotiate with Barr and Hillhouse quarries for the delivery of coated and uncoated materials to meet the programme needs for service delivery until 30th June 2011.

26. Information Sharing Protocol with Strathclyde Police.

There was submitted a report (issued) of 8th April 2011 by the Head of Legal and Administration

(1) advising

- (a) that Strathclyde Police had delivered presentations to each of the twelve local authorities within the Strathclyde Police area offering to assist authorities, where possible, to make informed decisions on procurement issues by providing authorities with intelligence and evidence on links between companies and organised crime;
- (b) that as part of this overall strategy, Strathclyde Police had requested the twelve authorities to enter into Information Sharing Protocols with them for provision of intelligence information; and
- (c) that the sharing of intelligence information with the Council would be at the sole discretion of Strathclyde Police and that there would be no obligation on Strathclyde Police to share information;

(2) reporting

- (a) that the proposal was for the nominated persons within the Council, when considered appropriate in each case, to provide Strathclyde Police with details of all companies / firms the Council currently had contracts with, including dates for renewal of the contracts, and details of new tenders received and where Strathclyde Police were aware of a link to organised crime, they would inform the nominated persons regarding this concern and if the Council decided that it wished a disclosure in relation to the company / firm and its link to organised crime, this would be arranged by Strathclyde Police;
- (b) that the information received would be rated 'Restricted', and accordingly, could not be disclosed by the recipient Officers or the Council to third parties and that to meet the needs of the procurement process and regulations, if requested by the Council, an abbreviated version of the information would be provided by Strathclyde Police repeating the essential information regarding the link to organised crime and that any information released to a bidder by the Council would be based on the abbreviated version; and
- (c) that once the information had been passed to the Council's nominated Officers, it would become the responsibility of the Council and should be stored securely and deleted when no longer required and that it would be a matter for the nominated Officers within the Council to determine how the Police information was used, having regard to the restrictions on disclosure indicated at (2)(a) above and the legal implications explained at (3)(a) and (b) below with the Protocol being reviewed annually; and

- (3) intimidating
 - (a) that the grounds on which a public authority was permitted to reject a bidder were laid down in EU Procurement Directives and UK Regulations and under the Public Contracts (Scotland) Regulations 2006, the Council might reject a bidder where it had actual knowledge of offences such as conspiracy, fraud and money laundering and that the Council could not, however, reject a bidder on the basis of Police suspicion; and
 - (b) that the tender competition and subsequent award of a contract should be on a fair and transparent basis and that the Council should be in a position to be able to disclose to a bidder the true reasons for their rejection.

Questions were raised by Members of the Panel in relation to the information received, the terms of the Protocol and how would the information be used and the Head of Legal and Administration responded accordingly.

Decided:

- (i) to approve the entering into of an Information Sharing Protocol with Strathclyde Police regulating the transfer of intelligence information to the Council on links between companies and organised crime in order to inform Council decisions on procurement issues;
- (ii) to approve the nomination of the Head of Corporate Resources and the Head of Legal and Administration as the nominated persons authorised to take responsibility for the processing of the information received under the terms of the Information Sharing Protocol; and
- (iii) to agree that the Head of Legal and Administration
 - (A) submit a progress report on this matter to the Leadership Panel in six months; and
 - (B) make the necessary arrangements to post the Information Sharing Protocol on the Wire.

27. Disciplinary Procedures.

There was submitted a report (issued) of 12th April 2011 by Head of HR and Organisational Development

- (1) advising
 - (a) that as a result of the recently revised ACAS Code of Practice for the handling of disciplinary and grievance situations in the workplace, there was a requirement to review the Council's current policies and procedures to ensure compliance with the revised Code as well as the Equality Act 2010;

- (b) that the Disciplinary Policy had been reviewed as a priority with the intention to conclude the review of the Grievance Policy prior to the summer recess and that as part of the review, feedback had been sought from managers and trade union colleagues to facilitate the development of revised policies and procedures which would add to the toolkit for managers in their day to day management of the workforce to be used as living documents and a source of genuine practical advice and guidance;
 - (c) that the approach taken in the review of the Disciplinary Policy was consistent with the review and development of recent HR policies (for example Maximising Attendance), with a focussed, clearly defined policy supported by a Handbook for Managers which would provide greater detail, clarity and guidance for managers;
 - (d) that the learning and training for managers had also been revised and would follow the model of pre-course work assessing understanding of the policy, followed by practical intervention based on a case study approach; and
 - (e) that the Trade Unions had been fully involved in the review of the policies and had agreed the final recommendations and had been involved in the design of case studies and, where possible, would be involved in the practical intervention elements of the new course;
- (2) indicating that the Disciplinary Policy was attached as Appendix 1 with the key points to note being as follows:-
- (a) rather than separate policies for Local Government employees and Chief Officers, the opportunity had been taken to combine both policies while retaining the appropriate national elements and conditions for Chief Officers;
 - (b) as set out in the ACAS Code of Practice, the right to be accompanied had been clarified as a colleague or accredited Trade Union representative which meant that employees could no longer bring a person of their choice, which would include a solicitor, to any hearings;
 - (c) that the Managers Handbook provided greater clarity surrounding the process for fact finding investigations including a template for use, preparation for and conducting disciplinary hearings and deciding on appropriate action to be taken;
 - (d) specific examples have been incorporated to the Managers Handbook in relation to key areas including gross misconduct, absence, addiction and performance; and
 - (e) standard templates for all potential correspondence had been incorporated into the Managers Handbook; and
- (3) reporting that it was intended to implement the revised policy with immediate effect which would be assisted through various communication methods including HR Managers/ Employee Circulars, team briefing across Directorates, weekly e-mail communication and JCCs.

Questions were raised by Members of the Panel in relation to the exclusion of a particular group of employees from the procedure and who could accompany an employee at any hearings and the Head of HR and Organisational Development responded accordingly.

Decided: to approve the revised Disciplinary Policy.

28. 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 paragraph 9 of Part 1 of Schedule 7A of the Act.

C-I

29. Belleisle Estate, Ayr.

Reference was made to the Minutes of 15th February 2011 (Page 151, paragraph 17) and there was submitted a report (issued to members only) of 8th April 2011 by the Executive Director – Development and Environment updating Members on matters relating to Belleisle Estate and seeking approval for proposed actions.

Questions were raised by Members of the Panel in relation to the progress being made with the Master Plan for Belleisle and Rozelle Estates, the refurbishment of the Hotel and catering arrangements for golfers and the Head of Property and Neighbourhood Services responded accordingly.

Decided:

- (1) to approve the inclusion of an area of land extending to 0.853 hectares (2.107 acres as shown on the attached Plan) or thereby within the disposal of the Hotel and to note the outline terms presently agreed;
- (2) to note progress towards concluding the lease of the Conservatory;
- (3) to note progress regarding the application for grant funding from the Heritage Lottery Fund,
- (4) to agree to further negotiations with Caulders Garden Centres and the Belleisle Conservatory Group in relation to the former Pets' Corner and nursery area; and
- (5) to agree that the Head of Property and Neighbourhood Services submit a progress report to the next meeting of this Panel on 17th May 2011.

C-I

30. Troon Municipal Club House.

There was submitted a report (issued to members only) of 29th March 2011 by the Executive Director – Children and Community outlining the current position in relation to the proposed appointment of a ‘Preferred Bidder’ for the re-development of Troon Municipal Clubhouse.

Questions were raised by Members of the Panel in relation to the new arrangements with the golf clubs who used the premises and the redevelopment of the Clubhouse and the Head of Community Development responded accordingly.

Decided:

- (1) to approve the appointment of XQ Regenerations Limited as the ‘Preferred Bidder’ for the Troon Municipal Clubhouse, subject to working in partnership with the Council to establish a sound and sustainable business case;
- (2) to note that the Council was not committed to appoint any party or award any contract, should the negotiation prove to be unsuccessful; and
- (3) to request that the Executive Director - Children and Community submit a report to a future meeting of the Leadership Panel on the outcome of the detailed negotiations with the ‘Preferred Bidder’ in the above regard.

Community Services - Housing and Customer First.

31. Development of Customer Service Centres.

Reference was made to the Minutes of 15th March 2011 (Page 193, paragraph 17) and there was submitted a report (issued to members only) of 6th April 2011 by Executive Director – Development and Environment updating the Panel on progress with the development of the Customer Service Centre for Ayr.

Questions were raised by Members of the Panel in relation to the negotiations taking place for the purchase or lease of Centres and proposed locations for the Customer Services Centres and the Head of Customer and Community Services responded accordingly.

Decided:

- (1) to note the current position as outlined in this report and the verbal update given at this meeting of the Panel; and
- (2) to agree that the Executive Director – Development and Environment submit a progress report to the next meeting of this Panel on 17th May 2011.

The meeting ended at 12.35 p.m.