

AYRSHIRE SHARED SERVICES JOINT COMMITTEE

Minutes of Hybrid Meeting held on 7 June 2024 at 10.00 a.m.

Present
in County
Buildings: Councillors Bob Pollock (Chair) and Philip Saxton (South Ayrshire Council).

Present
Remotely: Councillors Alec Clark and Ian Cochrane (South Ayrshire Council),
Councillors Douglas Reid and Neill Watts (East Ayrshire Council) and
Councillors Marie Burns and Cameron Inglis (North Ayrshire Council).

Apologies: Councillor Craig Mackay (South Ayrshire Council), Councillors Barry
Douglas and Jim McMahon (East Ayrshire Council).

Attending
in County
Buildings: K. Braidwood, Director of Housing, Operations and Development (South
Ayrshire Council); L. Jeffery, Civil Contingencies Co-Ordinator (South
Ayrshire Council); J. Corrie, Head of Roads - Ayrshire Roads Alliance;
C. Knape, Strategic Manager – Ayrshire Roads Alliance; and K. Hancox,
Committee Services Officer (South Ayrshire Council).

Attending
Remotely: C. Caves, Chief Governance Officer and C. Boyd, Service Lead – Risk &
Safety (South Ayrshire Council).

1. Appointment of Chair

The Committee Services Officer invited nominations for the appointment of Chair of the Ayrshire Shared Services Joint Committee.

Councillor Philip Saxton, seconded by Councillor Alec Clark nominated Councillor Bob Pollock as Chair.

Decided: unanimously, that Councillor Pollock be appointed Chair of the Ayrshire Shared Services Joint Committee.

Councillor Pollock then took the Chair.

2. Declarations of Interest

There were no declarations of interest by Members in terms of the Joint Committee's Order No. 25 and the Councillors' Code of Conduct.

3. Minutes of Previous Meeting

The Minutes of [1 December 2023 and 1 March 2024](#) (issued) were submitted and approved.

4. Ayrshire Civil Contingencies Team

There was submitted a [report](#) (issued) of 16 May 2024 by the Chief Governance Officer advising the Joint Committee on the progress made against the current Ayrshire Civil Contingencies Team (ACCT) Service Plan for 2024/2025 (Appendix 1) and to provide an overview of their work to date.

Comments and questions from Members included:

- (1) What testing and monitoring had been carried out to ensure the mobile alarm systems continued working; and the Service Lead – Risk and Safety (SAC) advised that the Health and Social Care Partnership were responsible for monitoring the alarm systems. The Civil Contingencies Co-ordinator further advised that if there were any faults with the telephone line in a home with a mobile alarm installed, staff would be alerted and would contact the service user;
- (2) Are the ACCT working on plans regarding Battery Energy Storage Sites (BESS) due to the increased number of recent fires; and the Service Lead – Risk and Safety advised that the development of a plan was ongoing. The Civil Contingencies Co-ordinator stated that a national plan would be required which would be led by the Scottish Fire and Rescue Service;
- (3) In an emergency situation, how do the ACCT proceed; and the Service Lead – Risk and Safety advised that on-call staff would receive notification of emergency incidents and assist; and that the ACCT undertake training through tests and exercises which prepared them for emergencies; and
- (4) That it may be beneficial for Elected Members to have more thorough communication with the ACCT to be aware of incidents and would then pass information to the community. The Chief Governance Officer noted that more communication would be beneficial, and briefings could be arranged to provide Elected Members with information. It had been advised that the Chief Governance Officer would contact East and North Ayrshire Council for detail regarding their Civil Contingency processes.

Decided: to approve the progress made against the work plan for 2024/2025.

Councillors Marie Burns and Cameron Inglis left the meeting at this point.

5. Ayrshire Roads Alliance – Performance Scorecard

There was submitted a [report](#) (issued) of May 2024 by the Head of Roads, Ayrshire Roads Alliance advising the Joint Committee of the progress made to date against the Performance Scorecard.

A Councillor requested more information regarding the follow up for emergency road repairs. Information provided included that Priority 1 emergency temporary repairs were made 2 hours after the report had been received; and permanent repairs would need to be input into the Roadworks Schedule.

Decided:

- (1) to note the performance scorecard presented;
- (2) to continue to receive the performance scorecard updates; and
- (3) to otherwise note the contents of the report.

6. Ayrshire Roads Alliance - Risk Report and Register

There was submitted a [report](#) (issued) of May 2024 by the Head of Roads, Ayrshire Roads Alliance advising on the management of risk associated with the Ayrshire Roads Alliance.

A Councillor requested information on staff vacancies and material costs; and the Strategic Manager - Ayrshire Roads Alliance reported that vacancies had been filled and ARA now had fully resourced traffic teams. It was also noted that the material costs were not down.

Decided:

- (1) to note the risk register as presented in the report;
- (2) to continue to receive updates on progress; and
- (3) to otherwise note the contents of the report.

7. Ayrshire Roads Alliance – Roadworks Programme 2024/25

There was submitted a [report](#) (issued) of May 2024 by the Head of Ayrshire Roads Alliance advising on the progress of work through the roads improvement programmes within East Ayrshire and South Ayrshire for the financial year 2024 to 2025.

Comments and questions from Members included:

- (1) Complaints received by Members regarding the cost on Electric Vehicle chargers, and could these complaints be passed to ARA; and the Director of Housing, Operations and Development advised that costs were being discussed and ARA would receive the complaints;
- (2) Maintenance of the Electric Vehicle chargers; it was noted ARA had funding for maintenance and repairs.
- (3) Ash Die Back – would it be possible for the removal around schools to be a priority; and it was advised that ARA were liaising with schools to determine the urgency; and
- (4) Roads in rural communities, Members suggested funding should be ringfenced for these areas. It had been advised funding options were being investigated.

Decided:

- (1) to note the Ayrshire Roads Alliance programmed works 2024/25; and
- (2) to otherwise note the contents of the report.

8. Ayrshire Roads Alliance – Service Plan 2024/25

There was submitted a [report](#) (issued) of May 2024 by the Head of Roads, Ayrshire Roads Alliance to seek approval for the Ayrshire Roads Alliance Service Plan for 2024/25.

Members congratulated ARA on awards they had received and continued savings. A member requested a further explanation of the savings displayed in the plan. It was advised that the figure shown was an accumulation of savings from 2014.

Members also noted the potential for success surrounding the Active Travel plan.

Decided:

- (1) to approve the Ayrshire Roads Alliance Service Plan 2024/25;
- (2) to note the confirmed finance budgets for 2024/25;
- (3) to note the Performance Scorecard for 2023/24;
- (4) to request that progress updates are provided to future meetings of the Joint Committee; and
- (5) to otherwise note the contents of the report.

The meeting ended at 11.05 a.m.

AYRSHIRE SHARED SERVICES JOINT COMMITTEE

Minutes of Hybrid Meeting held on 24 September 2024 at 1.30 p.m.

- Present
in County
Buildings: Councillors Bob Pollock (Chair) and Alec Clark (South Ayrshire Council),
Councillor Jim McMahon (East Ayrshire Council).
- Present
Remotely: Councillor Craig Mackay (South Ayrshire Council), Councillors Barry
Douglas and Neill Watts (East Ayrshire Council).
- Apologies: Councillors Douglas Reid (East Ayrshire Council) and Philip Saxton (South
Ayrshire Council).
- Attending
in County
Buildings: K. Braidwood, Director of Housing, Operations and Development (South
Ayrshire Council); J. Corrie, Head of Roads - Ayrshire Roads Alliance;
C. Knape, Strategic Manager – Ayrshire Roads Alliance; T. Mackin,
Strategic Manager – Ayrshire Roads Alliance; and K. Hancox, Committee
Services Officer (South Ayrshire Council).
- Attending
Remotely: Eilidh Mackay, Chief Auditor; Paul Davies, Audit Manager and Paul Whip,
Group Finance Manager (East Ayrshire Council).

1. **Declarations of Interest.**

There were no declarations of interest by Members in terms of the Joint Committee's Order No. 25 and the Councillors' Code of Conduct.

2. **Revenue Financial Monitoring Report 2023/24.**

There was submitted a [report](#) (issued) of September 2024 by the Chief Financial Officer and Head of Finance and ICT updating the Joint Committee on the revenue budget monitoring position for the year to 31 March 2024, for the Ayrshire Roads Alliance and the budget for 2024-25.

Following discussion regarding the parking strategies across Ayrshire, vacancies in relation to the overspend, costs for electric vehicle charging and the funding for the arterial route expenses, the Joint Committee

Decided:

- (1) to note the financial management position of the Ayrshire Roads Alliance for 2023-24;
- (2) to note the detail of the 2024-25 Ayrshire Roads Alliance Revenue Budget;

- (3) to request a further financial update at the next meeting of the Joint Committee;
and
- (4) to otherwise note the content of the report.

3. Revenue Financial Monitoring Report 2024/25.

There was submitted a [report](#) (issued) of September 2024 by the Chief Financial Officer and Head of Finance and ICT updating the Joint Committee on the revenue budget monitoring position as at 31 July 2024, for Ayrshire Roads Alliance.

Following a question from a Member in relation to how business critical vacancies were filled, the Strategic Manager – Ayrshire Roads Alliance advised that temporary staff were hired to cover these; and the Joint Committee

Decided:

- (1) to note the financial management position of the Ayrshire Roads Alliance for 2024-25;
- (2) to note the interventions that were taken to address the adverse financial position;
- (3) to request a further financial update at the next meeting of the Joint Committee;
and
- (4) to otherwise note the content of the report.

4. Internal Audit Annual Update Report.

There was submitted a [report](#) (issued) of 11 September 2024 by the Chief Auditor, East Ayrshire Council providing an update on internal audit work for the Ayrshire Roads Alliance (ARA).

Following discussion regarding concerns for flood risk management, it had been advised that this would be examined by the Director of Housing, Operations and Development; and the Joint Committee

Decided:

- (1) to note the positive assurance outcomes regarding the East Ayrshire Council (EAC) Internal Audit function from both external audit and the most recent independent External Quality Assessment (EQA) as laid out at paragraphs 10-11 ensuring that Committee can trust in the work of Internal Audit;
- (2) to note the outcomes of a wide range of Internal Audit work for ARA carried out by EAC since inception as summarised at paragraphs 13-14 and detailed at Appendices 1 and 2;
- (3) to note the Chief Auditor's ongoing annual opinion of reasonable assurance for EAC arrangements as laid out at paragraph 15;

- (4) to note the ARA items included in the 2024/25 EAC Internal Audit plan as referred to at paragraph 16 and listed in Appendices 1 and 2; and
- (5) to otherwise note the contents of the report.

5. Update on Performance Scorecard.

There was submitted a [report](#) (issued) of September 2024 by the Head of Roads - Ayrshire Roads Alliance advising on the progress made to date against the Performance Scorecard (Appendix 1)

Having heard a Councillor commend the team for a good report and further discussions regarding the bad press regarding potholes, the Joint Committee

Decided:

- (1) to note the performance scorecard presented in this report;
- (2) to continue to receive the performance scorecard updates; and
- (3) to otherwise note the contents of the report.

6. Risk and Register Report.

There was submitted a [report](#) (issued) of September 2024 by the Head of Roads - Ayrshire Roads Alliance advising the Joint Committee on the management of risk associated with the Ayrshire Roads Alliance.

The Joint Committee

Decided:

- (1) to note the risk register presented in this report;
- (2) to continue to receive updates on progress; and
- (3) to otherwise note the contents of the report.

7. Roadworks Programme 2024/25.

There was submitted a [report](#) (issued) of September 2024 by the Head of Roads - Ayrshire Roads Alliance advising the Joint Committee on the progress of work through the roads improvement programmes within East Ayrshire and South Ayrshire for financial year 2024 to 2025.

Members of the Committee shared concerns regarding the uncertainty of funding surrounding the Ayrshire Growth Deal and the Strategic Manager advised there were other projects in place that would assist.

A Member advised they believed it would be advantageous for an audio warning message to be played at bus stations in Cumnock and Kilmarnock to deter vandalism.

The Joint Committee

Decided:

- (1) to note the Ayrshire Roads Alliance programmed works 2024/25; and
- (2) to otherwise note the contents of the report.

8. Improvement Action Plan.

There was submitted a [report](#) (issued) of September 2024 by the Head of Roads - Ayrshire Roads Alliance advising the Joint Committee on the management of the Improvement Action Plan by the Ayrshire Roads Alliance.

The Joint Committee acknowledged the high number of awards received by Ayrshire Roads Alliance, and

Decided:

- (1) to note the Improvement Action Plan presented in this report;
- (2) to note the Improvement Action Plan presented in this report for Fleet Management East Ayrshire only;
- (3) to continue to receive updates on progress; and
- (4) to otherwise note the contents of the report.

9. Winter Service Review Progress Report.

There was submitted a [report](#) (issued) of September 2024 by the Head of Roads - Ayrshire Roads Alliance advising the Joint Committee regarding the Review of the Winter Service.

A Member of the Committee noted that Ayrshire Roads Alliance had been more proactive on social media the previous year which had been beneficial to members of the public.

It was also noted that Ayrshire Roads Alliance were subcontracting to assist with gritting roads in the winter, i.e. farmers.

The Joint Committee

Decided:

- (1) to consider the improvements introduced for 2024/2025 Winter Season;
- (2) to acknowledge ongoing improvements; and
- (3) to consider winter and other emergencies funding levels in relation to current levels of service.

10. Asset Management Plan Update.

There was submitted a [report](#) (issued) of September 2024 by the Head of Roads - Ayrshire Roads Alliance seeking approval on the Asset Management Plan for the road networks of East and South Ayrshire.

The Joint Committee

Decided:

- (1) to approve the updated Asset Management Plan contained within Appendix 1;
- (2) to request the amendments and updates were provided to future meetings of the Joint Committee; and
- (3) to otherwise note the contents of the report.

11. Development Control Update – Road Bonds.

There was submitted a [report](#) (issued) of September 2024 by the Head of Roads - Ayrshire Roads Alliance updating the Joint Committee on the current position regarding road bonds held by the Ayrshire Roads Alliance on behalf of East Ayrshire and South Ayrshire Councils.

The Joint Committee

Decided:

- (1) to note the position regarding road bonds currently held by the Ayrshire Roads Alliance on behalf of East Ayrshire Council and South Ayrshire Council;
- (2) to note the outcome and actions from an internal audit of road bonds;
- (3) to agree that progress updates were provided to future meetings of the Joint Committee on an annual basis; and
- (4) to otherwise note the contents of the report.

The meeting ended at 3.10 p.m.