

## **SERVICE AND PERFORMANCE PANEL**

Minutes of hybrid webcast meeting on  
25 October 2022 at 10.00 a.m.

Present  
in County  
Buildings: Councillors Bob Shields (Chair), Chris Cullen and George Weir.

Present  
Remotely: Councillors Kenneth Bell and Ian Cochrane.

Apology: Councillor Gavin Scott.

Attending  
in County  
Buildings: M. Newall, Depute Chief Executive and Director of Housing, Operations and Development; L. Reid, Assistant Director -Place; W. Carlaw, Service Lead – Democratic Governance; G. Farrell, Service Lead – Organisational Development and Customer Services; J. Andrew, Co-ordinator (OD, Change and Improvement); N. Ceconi, HR Policies and Operations Co-ordinator; H. Anderson, Co-ordinator (Employability and Skills); S. MacMillan, Project Implementation Co-ordinator; A. Gibson, Committee Services Officer; and C. McCallum, Committee Services Assistant.

Attending  
Remotely: T. Eltringham, Director of Health and Social Care; and J. Murnin, Co-ordinator (Strategic Planning).

### **Chair's Remarks.**

The Chair

- (1) welcomed everyone to the meeting; and
- (2) outlined the procedures for conducting this meeting and advised that this meeting would be broadcast live.

### **1. Sederunt and Declarations of Interest.**

The Chair called the Sederunt for the meeting and having called the roll, confirmed that there were no declarations of interest by Members of the Panel in terms of Council Standing Order No. 17 and the Councillors' Code of Conduct.

### **2. Minutes of previous meeting.**

The Minutes of 20 September 2022 ([issued](#)) were submitted and approved.

### **3. Action Log and Work Programme**

There was submitted an update of the Action Log and Work Programme ([issued](#)) for this Panel.

Having heard the Depute Chief Executive and Director of Housing, Operations and Development, the Panel

#### **Decided:**

- (1) to agree that the actions in the Log had all now been completed; and
- (2) to note the current status of the Work Programme.

### **4. 2022-25 Council Workforce Plan.**

There was submitted a report ([issued](#)) of 12 October 2022 by the Assistant Director – People

- (1) presenting a range of workforce data and related information; and
- (2) proposing a range of actions that would be taken forward to help ensure that workforce planning was embedded corporately.

After the Co-ordinator (OD, Change and Improvement) made a presentation relating to this report, the Panel thanked him and his team for the work involved on this area of work.

Following a question from a Member of the Panel, it was noted that all workforce planning templates had now been returned.

A Member of the Panel advised that the amount of information provided on Services varied. The Co-ordinator (OD, Change and Improvement) intimated that training would be given to Service Leads to improve this situation.

Following a question from a Member of the Panel, it was noted that the templates were bespoke for each Service.

It was noted that data was captured through Pentana with the intent to ensure a comprehensive Action Plan.

Following a question from a Member of the Panel with regard to whether achieving a streamlined recruitment process by 2024 was timely in the circumstances, it was reported that the service was reliant on myjobscotland incorporating changes but that some changes would take effect prior to that date.

There was discussion on staff home working.

It was noted, following a question on succession planning, that there were no set timescales as to when this could start.

Following a question on prioritising PDRs being given to staff, it was noted that Service Leads were encouraged to undertake these with staff as prescribed.

Having considered the Workforce Plan and associated Action Plan, the Panel, having considered the Workforce Plan and associated Action Plan,

**Decided:**

- (a) to remit the Workforce Plan and associated Action Plan to Cabinet on 29 November 2022 for approval; and
- (b) to request a further report to a future meeting of the Panel providing an update on the Workforce Plan and Action Plan during the period 1 November 2022 to 31 October 2023.

**5. South Ayrshire Way Strategic Change Programme.**

There was submitted a report ([issued](#)) of 12 October 2022 by the Assistant Director – Place providing an update on the progress of the South Ayrshire Way (SAW) Strategic Change Programme and benefits realisation.

A Member of the Panel raised the matter of the four projects that had been progressed to Stage 4 - Benefits Realisation, one of which was the renewal of the CCTV camera system and enquired as to the position relating to the staffing thereof. The Assistant Director- Place advised that the scope of the project was around upgrading the public space infrastructure and was not about staffing and monitoring arrangements and that the Panel Member could follow up with Community Safety on these matters.

The Panel

**Decided:**

- (1) to note the progress in delivering the SAW Strategic Change Programme and benefits status for projects, as detailed in Appendix 2 of the report;
- (2) to note the forecast benefits for projects, as detailed in Appendix 3 of the report;
- (3) to note actual benefits delivered by those projects at benefits Stage 4; and
- (4) to approve a further update to the Service and Performance Panel in twelve months' time, in accordance with reporting arrangements.

The meeting ended at 11.00 a.m.