

**EAST AYRSHIRE COUNCIL**  
**CHAIR'S MONITORING GROUP**

**MINUTES OF MEETING HELD ON THURSDAY 1 MARCH 2007 AT 1200 HOURS  
IN MEETING ROOM 1, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre and John Knapp.

**ATTENDING:** Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; Martin Rose, Head of Personnel; and Gillian Hamilton, Administrative Officer.

**APOLOGY:** Councillor Tommy Farrell.

**CHAIR:** Councillor Drew McIntyre, Chair.

**MINUTES OF PREVIOUS MEETING**

1. There was submitted and approved as a correct record Minutes of the previous meeting held on 31 January 2007 (circulated).

**REPORTS TO CORPORATE GOVERNANCE COMMITTEE**

2. There were submitted the undernoted reports referred to the Corporate Governance Committee for consideration of the staffing proposals contained therein, viz:-

**2.1 LICENSING STANDARDS OFFICERS**

There was submitted a report dated 21 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for amendments to the staffing structure within Administrative and Legal Services (Legal, Procurement and Regulatory Services post-April 2007) of the Department of Corporate Support, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the Group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

**2.2 MODERNISING GOVERNMENT FUND - EXTENSION OF TEMPORARY POST**

There was submitted a report dated 21 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for the continuation of the post of Definitive Master Address Co-ordinator within the Information Technology Service of the Department of Corporate Support for a further period up to June 2008, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the Group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

### **2.3 TRAFFIC, SAFETY AND TRANSPORTATION SECTION - EXTENSION OF EXTERNALLY FUNDED POSTS**

There was submitted a joint report dated 21 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Acting Executive Director of Development and Property Services which sought approval for the temporary extension of externally funded posts within the Traffic, Safety and Transportation Section of the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) in term of the remit from the Corporate Governance Committee, to confirm the Group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

### **2.4 LEISURE SERVICES - AMENDMENT TO STAFFING STRUCTURE**

There was submitted a joint report dated 21 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval to mainstream temporary funded posts within the Leisure Development and Arts and Museums Sections within the Department of Neighbourhood Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the Group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1208 hours.

**EAST AYRSHIRE COUNCIL**  
**CHAIR'S MONITORING GROUP**

**MINUTES OF MEETING HELD ON WEDNESDAY 14 MARCH 2007 AT 0830  
HOURS IN MEETING ROOM 1, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, John Knapp and Tommy Farrell.

**ATTENDING:** Fiona Lees, Chief Executive; Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; Martin Rose, Head of Personnel; and Gillian Hamilton, Administrative Officer.

**CHAIR:** Councillor Drew McIntyre, Chair.

**MINUTES OF PREVIOUS MEETING**

1. There were submitted and approved as a correct record Minutes of the previous meeting held on 1 March 2007 (circulated).

**REPORTS TO CORPORATE GOVERNANCE COMMITTEE**

2. There were submitted the undernoted reports referred to the Corporate Governance Committee for consideration of the staffing proposals contained therein, viz:-

**2.1 RECORDS MANAGEMENT SERVICES**

There was submitted a report dated 5 March 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for an amendment to the staffing structure within the Administration Section of the Department of Corporate Support, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

**2.2 STAFFING WITHIN ADULT RESIDENTIAL UNITS**

There was submitted a joint report dated 23 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

### **2.3 BUILDING STRONG, SAFE AND ATTRACTIVE COMMUNITIES**

There was submitted a joint report dated 23 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

### **2.4 CHANGING CHILDREN'S SERVICES FUNDS**

There was submitted a joint report dated 23 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

### **2.5 COMMUNITIES NETWORK DAY SERVICES**

There was submitted a joint report dated 26 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report, subject to the provision of further clarification on the financial implications of the proposal and confirmation that the proposals addressed the recommendations within the recent SWIA inspection of services to people with learning disabilities; and
- (ii) otherwise, to note the contents of the report.

It was further agreed that job evaluation outcomes in respect of proposed re-gradings approved by the Corporate Governance Committee be included in future monitoring reports.

## **2.6 ADMINISTRATIVE SUPPORT TO IN-COURT ADVICE PROJECT**

There was submitted a joint report dated 23 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for the temporary appointment for a period of two years of an employee in the In-Court Advice Project within the Social Work Service of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

## **2.7 STRATEGIC DEVELOPMENT OF OLDER PEOPLE'S SERVICES**

Councillor Knapp joined the meeting at this point.

There was submitted a joint report dated 23 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to continue consideration of the staffing proposals contained within the report, pending the provision of further clarifications on the financial implications; and
- (ii) otherwise, to note the contents of the report.

## **2.8 SUPERVISED ATTENDANCE ORDER**

There was submitted a joint report dated 26 February 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval for amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

## **2.9 RESTRUCTURE OF THE LEISURE DEVELOPMENT SERVICE - COMMUNITY HEALTH IMPROVEMENT PARTNERSHIP**

### **2.9.1 Declaration of Interest**

Councillor McIntyre declared a non-financial interest in accordance with paragraphs 5.17 and 5.18 of the Code of Conduct and withdrew from the meeting.

In the absence of the Chair, Councillor Knapp took the Chair for this item.

### **2.9.2 Consideration of Item**

There was submitted a joint report dated 2 March 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for a restructure of the Community Health Improvement Partnership (CHIP) Project Team in the Leisure Development Section within the Department of Neighbourhood Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to continue consideration of the staffing proposals contained in the report pending the provision of further clarifications regarding the rationale for the restructure; and
- (ii) otherwise, to note the contents of the report.

Councillor Knapp vacated the Chair in favour of Councillor McIntyre who re-joined the meeting at this point.

### **2.10 CROSS-CUTTING REVIEW OF REPAIRS SERVICE**

There was submitted a report dated 7 March 2007 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for an amendment to the staffing establishment of the Technical Services Division to enable the development and future support of best value and partnership contracts, subject to consultation with Trade Unions.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 0917 hours.