

**EAST AYRSHIRE COUNCIL**

**CHAIRS' MONITORING GROUP**

**MINUTES OF MEETING HELD ON WEDNESDAY 1 FEBRUARY 2006 AT 1400 HOURS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre and Tommy Farrell.

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

**APOLOGY:** Councillor John Knapp.

**CHAIR:** Councillor Drew McIntyre.

**MINUTES OF PREVIOUS MEETING**

1. There were submitted and approved as a correct record, Minutes of the meeting held on 10 November 2005 (circulated).

**ADVERTISING PROCEDURES - REVISED ARRANGEMENTS**

2. There was submitted a report dated 23 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of revised arrangements put in place to approve the advertising of vacant posts.

It was agreed:-

- (i) to note the revised arrangements introduced to scrutinise the filling of vacancies; and
- (ii) that reports on this matter would be submitted to the Chairs' Monitoring Group as part of the regular Employee Statistics Report.

**REPORTS TO CORPORATE GOVERNANCE COMMITTEE**

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

**3.1 COMMUNITY PLANNING AND PARTNERSHIP UNIT OPERATIONAL STAFF REVIEW**

There was submitted a report dated 16 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought the Group's approval to update and amend the staffing structure of the Community Planning and Partnership Unit of the Department of Corporate Support, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.2 EXTERNAL FUNDING AND SUSTAINABILITY WORKER**

There was submitted a report dated 16 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought the Group's approval to amend the staffing structure of the Community Planning and Partnership Unit of the Department of Corporate Support, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.3 BUSINESS TECHNOLOGY AND TRAINING CENTRE**

There was submitted a joint report dated 19 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval to extend the current two posts of Peer Tutor/Administrative Assistant within the Business Technology and Training Centre (BTTC) for a further temporary period from 1 April 2006 to 31 December 2007, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.4 CHILD PEDESTRIAN TRAINING CO-ORDINATOR**

There was submitted a joint report dated 19 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval for amendments to the staffing structure 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) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.5 BUILDING STANDARDS - PPP SCHOOLS**

There was submitted a joint report dated 16 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval to amend the establishment within the Planning, Development and Building Standards Division on a temporary basis, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report, subject to the Executive Director of Development and Property Services confirming that this represented the best value option; and
- (ii) otherwise, to note the contents of the report.

### **3.6 ROADS AND TRANSPORTATION DIVISION**

There was submitted a joint report dated 23 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval for amendments to the staffing structure of the Roads and Transportation Division within the Department of Development and Property Services, subject to ongoing Trade Union consultation.

It was agreed that this matter be continued and reconsidered at a future meeting.

### **3.7 ROADS CONTRACTS BUSINESS UNIT**

There was submitted a joint report dated 24 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval for amendments to the staffing structure of the Roads Contracts Business Unit within the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed that this matter be continued and reconsidered at a future meeting.

### **3.8 SCHOOL TRAVEL CO-ORDINATOR**

There was submitted a joint report dated 19 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval for amendments to the staffing structure 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) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.9 SHOPMOBILITY**

There was submitted a joint report dated 18 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval for amendments to the staffing structure of the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.10 WOODLANDS STRATEGY**

There was submitted a joint report dated 18 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Group's approval to extend the current post of Project Co-ordinator within the Department of Development and

Property Services seconded to the Ayrshire Joint Structure Plan, until 31 March 2007, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.11 EARLY YEARS SERVICE - TEMPORARY POST OF ADMINISTRATIVE ASSISTANT**

There was submitted a joint report dated 12 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought the Group's approval for the regrading and re-designation of a temporary post of Clerical Assistant within the Early Years Service within the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.12 SWIMMING INSTRUCTORS FOR AUCHINLECK AND LOUDOUN SWIMMING POOLS**

There was submitted a joint report dated 23 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought the Group's approval for amendments to the staffing structure of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report, subject to the Executive Director of Educational and Social Services confirming that this represented the best value option; and
- (ii) otherwise, to note the contents of the report.

### **3.13 STRENGTHENING CHILDREN AND FAMILIES SERVICES**

There was submitted a joint report dated 23 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought the Group's approval for an amendment 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 approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.14 HOMELESSNESS STRATEGY**

There was submitted a joint report dated 21 December 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought the Group's approval for the extension of a temporary contract for a period up to 31 March 2007 of the current post of Housing Education Worker, within the Homeless Section of the Housing Service, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.15 REGULATION AND ACCREDITATION OF PRIVATE LANDLORDS**

There was submitted a joint report dated 25 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought the Group's approval for the temporary appointment for a period of one year of two employees in the Housing Service within the Department of Neighbourhood Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report; and
- (ii) otherwise, to note the contents of the report.

### **3.16 STATISTICAL RETURN FOR PERSONNEL, TRAINING AND DEVELOPMENT**

There was submitted and noted a report dated 27 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of the Council's training and development trends during the period October to December 2005.

### **3.17 OFFICER ATTENDANCE AT CONFERENCES**

There was submitted a report dated 27 January 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of Officer attendance at Conferences during the period from June to December 2005.

It was agreed:-

- (i) that the Depute Chief Executive/Executive Director of Corporate Support review the format for recording Officer attendance at Conferences and travel costs; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1504 hours.