

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 3 FEBRUARY 2005 AT 0900 HOURS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM, 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; Alex McPhee, Executive Head of Finance; Martin Rose, Head of Personnel; and Gillian Hamilton, Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

MINUTES OF PREVIOUS MEETING

1. There was submitted and approved as a correct record, the Minutes of the meeting held on 10 November 2004 (circulated).

EMPLOYEE STATISTICS

2. There was submitted and noted a report dated 26 January 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided a range of employee statistics applicable for the period from 1 October to 30 December 2004.

STATISTICAL RETURN FOR PERSONNEL, TRAINING AND DEVELOPMENT

3. There was submitted a report (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the Council's Training and Development trends during the periods July to September and October to December 2004.

It was agreed:-

- (i) to consider a quarterly update on this matter, the next report due on 28 April 2005, covering the period January to March 2005; and
- (ii) otherwise, to note the contents of the report.

OFFICER ATTENDANCE AT CONFERENCES

4. There was submitted a report (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on Officer attendance at Conferences during the period July to December 2004.

It was agreed:-

- (i) to consider the next update due on 15 September 2005, covering the period January to June 2005; and
- (ii) otherwise, to note the contents of the report.

ACCIDENT STATISTICS

5. There was submitted a report dated February 2005 (circulated) by the Head of Personnel which advised on the number of incidents reported to the Corporate Health and Safety Section during the periods 1 July to 30 September and 1 October to 31 December 2004, in accordance with Council Health and Safety policy requirements.

It was agreed:-

- (i) to review the next reporting period at the meeting on 28 April 2005; and
- (ii) otherwise, to note the contents of the report.

Councillor Farrell left the meeting at this point.

STAFFING REPORTS

6. There were submitted and reviewed 14 staffing reports lodged for Corporate Governance Committee and one additional report (circulated).

It was reported and noted that future staffing requests, together with financial implications, would be submitted to the Chairs' Monitoring Group prior to consideration by the relevant Service Committee and not after Service Committee consideration as was the case.

It was agreed:-

- (i) that the Head of Personnel would provide further clarification on the issues raised in respect of a number of the reports as defined during the discussion and would, thereafter, and following further discussion with the Chief Executive, advise Members of the Group accordingly; and
- (ii) otherwise, to note the contents of the reports.

The meeting terminated at 1000 hours.