

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 28 APRIL 2005 AT 1130 HOURS IN COUNCILLOR McINTYRE'S OFFICE, 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 6 April 2005 (circulated).

EMPLOYEE STATISTICS

2. There was submitted and noted a report dated 20 April 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 January to 31 March 2005.

INCIDENT STATISTICS

3. There was submitted a report dated April 2005 (circulated) by the Head of Personnel which advised on the number of incidents reported to the Corporate Health and Safety Section during the period 1 April 2004 to 31 March 2005 in accordance with the Council's Health and Safety Policy requirements.

It was agreed:-

- (i) to review the next reporting period at the meeting to be held on 15 September 2005; and
- (ii) otherwise, to note the contents of the report and supporting papers.

STATISTICAL RETURN FOR PERSONNEL - TRAINING AND DEVELOPMENT

4. There was submitted and noted a report dated 21 April 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the Council's training and development trends during the period January to March 2005.

REPORTS TO CORPORATE GOVERNANCE COMMITTEE

5. There were submitted the undernoted reports referred to the Corporate Governance Committee for consideration of the staffing proposals contained within each report, viz:-

5.1 JOINT MANAGER - SUBSTANCE ABUSE

There was submitted a report dated 20 April 2005 (circulated) by the Executive Director of Educational and Social Services which advised on and sought approval for proposals to create a temporary Joint Manager (Substance Misuse) post to develop and implement an East Ayrshire Substance Misuse Strategy with NHS Ayrshire and Arran, voluntary organisations and Strathclyde Police.

It was agreed:-

- (i) 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.

5.2 SERVICES TO VULNERABLE ADULTS

There was submitted a report dated 20 April 2005 (circulated) by the Executive Director of Educational and Social Services which sought development of the Social Work establishment to meet the requirements of new legislation and Scottish Executive policy.

It was agreed:-

- (i) 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.

5.3 STRENGTHENING FRONT-LINE SERVICES

There was submitted a report dated 20 April 2005 (circulated) by the Executive Director of Educational and Social Services which advised on outcomes of service reviews of Social Work training and Community Youth Support functions and on recommendations for consolidation of arrangements of management support services to front-line operations; and sought agreement to implement recommendations arising from these reviews/proposals.

It was agreed:-

- (i) 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 1202 hours.

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 26 MAY 2005 AT 1000 HOURS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM, 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 were submitted and approved as a correct record, Minutes of the previous meeting held on 28 April 2005 (circulated).

EMPLOYEE STATISTICS

2. There was submitted and noted an Annual Report on employee statistics from the period from 1 April 2004 to 31 March 2005 (circulated).

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 within each report, viz:-

3.1 TRAFFIC SAFETY AND TRANSPORTATION SECTION

There was submitted a joint report dated 23 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought approval to extend the temporary contract of an Assistant Road Safety Training Officer within the Traffic Safety and Transportation Section of the Department of Development and Property Services.

It was agreed:-

- (i) 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.

3.2 FINANCE SERVICE BEST VALUE SERVICE REVIEW

There was submitted a report dated 24 May 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought the Committee's approval for amendments to the staffing structure within the Finance Service of the Department of Corporate Support, subject to consultation with Trade Unions.

It was agreed:-

- (i) 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 1010 hours.