

## **EAST AYRSHIRE COUNCIL**

### **CHAIRS' MONITORING GROUP**

#### **MINUTES OF MEETING HELD ON THURSDAY 25 MAY 2006 AT 1400 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; George Park, Employee Relations Manager; 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 16 May 2006 (circulated).

#### **EMPLOYEE STATISTICS 2005/2006**

2. There was submitted a report dated 11 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided employee statistics for the period from 1 April 2005 to 31 March 2006.

It was agreed:-

- (i) to include in future reports information on the number of externally funded posts and increases or reductions in headcount across Departments; and
- (ii) otherwise, to note the contents of the report.

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

3. There was submitted a report dated 25 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the Council's training and development trends during the period April 2005 to March 2006.

It was agreed:-

- (i) to consider a quarterly update on this matter, the next report being due in September 2006, covering the period April to June 2006;
- (ii) to include in future reports information on the number of career progressions within the Council as a result of training; and
- (iii) otherwise, to note the contents of the report.

#### **REPORTS TO CORPORATE GOVERNANCE COMMITTEE**

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

##### **4.1 SKILLSEEKERS TRAINING ALLOWANCE/BONUS PAYMENTS**

There was submitted a report dated 21 April 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for

proposed changes for 2006/07 to the current levels of Skillseekers Training Allowances and Achievement Bonus Payments.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee, to confirm the Group's support for the proposed increase to the Skillseekers and Get Ready for Work Training Allowance of £20.00 per week from 1 April 2006 and the termination of the Achievement Bonus Payments made to new Skillseeker recruits from 1 April 2006; and
- (ii) otherwise, to note the contents of the report.

#### **4.2 FINANCIAL MANAGEMENT SUPPORT TO THE BUILDING LEARNING COMMUNITIES PPP PROJECT**

There was submitted a report dated 17 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to extend the current secondment of an Accountant to the Building Learning Communities PPP Project Team, 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.

#### **4.3 CONSERVATION AREA REGENERATION SCHEME**

There was submitted a joint report dated 11 May (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought approval for the temporary appointment for a period of three years of two employees in the Conservation Area Regeneration Scheme (CARS) within the Planning, Development and Building Standards Division of the Department of Development and Property 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.

#### **4.4 DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS**

There was submitted a joint report dated 17 May 2006 (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 extension of externally funded posts within 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.

#### **4.5 THE STRATEGIC DIRECTION OF OLDER PEOPLE'S SERVICES IN EAST AYRSHIRE 2006-2011**

There was submitted a joint report dated 15 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which provided initial information on the personnel implications arising from the implementation of the Strategic Direction of Older People's Services in East Ayrshire (2006-2011), 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.

#### **4.6 SUPPORTED ACCOMMODATION STRATEGY FOR OLDER PEOPLE IN EAST AYRSHIRE**

There was submitted a joint report dated 15 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support, Executive Director of Educational and Social Services and Executive Director of Neighbourhood Services which advised on initial personnel implications arising from the implementation of Supported Accommodation Strategy for Older People in East Ayrshire, 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.

#### **4.7 BIBLIOTHERAPY SCHEME**

There was submitted a joint report dated 9 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval to extend the temporary post of Bibliotherapist within the Library, Registration and Information Section of the Department of Neighbourhood Services up to 25 August 2007, subject to confirmation of external funding and 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.

#### **4.8 DEPARTMENT OF NEIGHBOURHOOD SERVICES - BUILDING AND WORKS DIVISION**

There was submitted a joint report dated 17 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for an amendment to the staffing structure of the Building and Works Division within the Department of Neighbourhood 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.

#### **4.9 CULTURAL MARKETING PROGRAMME**

There was submitted a joint report dated 18 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the temporary appointment, for a period of two years, of an Events Officer within the Arts and Museums Section of the Department of Neighbourhood Services, subject to consultation with Trade Unions and confirmation of suitable funding.

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.

#### **4.10 ENVIRONMENTAL HEALTH SERVICE**

There was submitted a joint report dated 9 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the extension of a temporary appointment for a period of two years of an employee in the Environmental Health Service within the Department of Neighbourhood 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.

#### **4.11 HOMELESSNESS STRATEGY**

There was submitted a joint report dated 11 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the temporary extension until

March 2007 of externally funded posts within the Homeless Section of the Housing Service of 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.

#### **4.12 HOUSING SERVICE - TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS**

There was submitted a joint report dated 15 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the temporary extension of externally funded posts within the Housing Service of 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.

#### **4.13 LEISURE DEVELOPMENT - TEMPORARY EXTENSION OF EXTERNALLY FUNDED POSTS**

There was submitted a joint report dated 9 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the temporary extension of externally funded posts within the Leisure Development Section of the Department of Neighbourhood 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.

#### **4.14 PROPOSAL TO STRENGTHEN THE MOVING AND HANDLING TRAINING TO SUPPORT FRONT-LINE STAFF WITHIN SOCIAL WORK SERVICES**

There was submitted a joint report dated 16 May 2006 (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 of the Social Work Service within 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.

#### **4.15 NORTHWEST KILMARNOCK PRIMARY CARE NEIGHBOURHOOD SERVICES CENTRE**

There was submitted a joint report dated 16 May 2006 (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 establishment of a post 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.

#### **4.16 LEISURE SERVICES - OUTDOOR AMENITIES SERVICE**

There was submitted a joint report dated 9 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for amendments to the staffing structure of the Outdoor Amenities Service within the Department of Neighbourhood Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to continue consideration of the staffing proposals contained within the report at the next meeting of the Chairs' Monitoring Group, subject to further clarifications;
- (ii) to note that the current staffing arrangements, detailed in the report, would continue in the interim; and
- (iii) otherwise, to note the contents of the report.

#### **4.17 LEISURE DEVELOPMENT - RESTRUCTURE OF ADMINISTRATION, GRANTS AND MARKETING SERVICES**

There was submitted a joint report dated 10 May 2006 (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 Administration Unit of the Leisure Development Service within the Department of Neighbourhood Services in response to the recent Best Value Review and subject to Trade Union consultation.

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.

#### **4.18 FINANCIAL INCLUSION FUNDING**

There was submitted a joint report dated 17 May 2006 (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 two employees 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.

#### **4.19 TECHNICAL SERVICES**

There was submitted a joint report dated 11 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought approval for amendments to the staffing structure of the Quantity Surveying and Site Inspectorate Sections of Technical Services within the Department of Development and Property 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;
- (ii) that the proposals be implemented on a temporary basis pending finalisation of the current Best Value Review; and
- (iii) otherwise, to note the contents of the report.

#### **4.20 SENIOR POLICY ADVISOR**

There was submitted a joint report dated 12 May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought approval for an amendment to the staffing structure of the Economic Development and Property/Planning, Development and Building Standards Section within the Department of Development and Property 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 deletion of Paragraph 3.2 which matter would be dealt with by the Head of Personnel under delegated authority; and

- (ii) otherwise, to note the contents of the report.

### **INCIDENT STATISTICS**

- 5. There was submitted a report dated May 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on the number of incidents reported to the Corporate Health and Safety Section during the financial period 4, being 1 January to 31 March 2006, in accordance with the Council's Health and Safety Policy requirements.

It was agreed:-

- (i) to review the next reporting period in due course; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1540 hours.