

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE - 31 MARCH 2004

CHAIRS' MONITORING GROUP

Report by the Depute Chief Executive/Director of Corporate Resources

1 PURPOSE OF REPORT

- 1.1 To submit, for noting, the minutes of the Chairs' Monitoring Group of 18 and 26 February 2004 and 18 March 2004 (copies attached).
- 1.2 To advise the Committee of specific areas of interest arising from the Chairs' Monitoring Group's initial meeting.

2 BACKGROUND INFORMATION

- 2.1 The Corporate Governance Committee, at its meeting on 10 February 2004, agreed that the Council's Chairs' Monitoring Group reconvene to monitor trends etc in employment matters and to highlight any areas of concern which should be referred to this Committee for consideration.
- 2.2 The minutes of the Chairs' Monitoring Group meetings of 18 and 26 February 2004 and 18 March 2004 are submitted for noting.

3 REMIT OF THE CHAIRS' MONITORING GROUP

- 3.1 The Monitoring Group, at its initial meeting on 18 February 2004, confirmed that whilst it wished to retain the ability to look at all employment matters, the following were identified as initial priorities:
 - Staffing Structure -to consider proposals from Service Directors recommending restructures within their departments. The consultation should be simultaneous with Service Committee considerations regarding service implications and prior to any staffing implications being referred to the Corporate Governance Committee.

Proposals to amend the remit or gradings of individual posts will remain a matter for the Service Director to consider in consultation with the Head of Personnel. The introduction of the formal Job Evaluation system as part of the Single Status agreement will also support this process.
 - Staffing Trends -to consider regular information aimed at identifying trends in staffing numbers and providing comparison with other "family" councils.

- Statistical information -to consider regular information on key performance indicators. The Monitoring Group agreed that this information should focus on aspects of Absence Management, Labour Turnover, Training & Development, Health & Safety and Equal Opportunities providing a relevant range of information to the Monitoring Group and Corporate Governance Committee.
- Absence levels -this was a particular interest for the original Monitoring Group and it was agreed that this be a regular item for the Monitoring Group.
- Overtime - it was agreed that this be a regular item for the Monitoring Group.
- Trends in health & safety - to consider statistical information, e.g. accident numbers and other performance information.
- Training & development -this will include reference to the extended implementation of the Council's EAGER scheme, attendance at training courses, etc.
- Early retirements -this area has been the subject of comment from the Accounts Commission and it was agreed that the Monitoring Group receive regular update reports on numbers of early retirements, ill health retirements, etc. with a view to identifying any trends or concerns.

3.2 Appropriate reference or detailed reports on these matters will follow to the Corporate Governance Committee.

4 FORMAT OF REPORTING TO COUNCIL ON STAFFING STRUCTURES

4.1 In consideration of some earlier concerns expressed by Committee Members in relation to the consistency in format of reporting on proposed amendments to staffing structures, the Monitoring Group agreed a proposed standard format for reporting to Committee (see Appendix 1).

4.2 The Committee also agreed that in terms of clarifying respective Committee roles that where service issues are being progressed through Service Committees, and these have implications for staffing structures, then the Service Committee should be asked to consider the service specific issues with the staffing issues being referred to the Corporate Governance Committee. Where the service related issues are considered to be minor in nature then the Council's, and Elected Members', general administrative workload should be considered and a single report tabled directly to the Corporate Governance Committee.

5 RECOMMENDATION

5.1 The Corporate Governance Committee is asked to:

- (a) note the minutes of the minutes of the Chairs' Monitoring Group of 18 and 26 February 2004 and 18 March 2004;
- (b) approve the actions and recommendations from the Chairs' Monitoring Group in terms of it setting out its initial remit and priorities; and
- (c) otherwise note the contents of this report.

Fiona Lees

Depute Chief Executive/Director of Corporate Resources

18 March 2004

LIST OF BACKGROUND PAPERS

- 1 Report by Depute Chief Executive/Director of Corporate Resources to Corporate Governance Committee meeting of 10 February 2004.

Anyone wishing further information should contact Graham Haugh, Head of Personnel, on 01563576092.

Implementation Officer: Graham Haugh

EAST AYRSHIRE COUNCIL

CORPORATE GOVERNANCE COMMITTEE-

(insert date of committee)

(insert Title of Report)

Report by the Depute Chief Executive/Director of Corporate Support
(in cases of a Joint Report also insert name of Director concerned)

1. PURPOSE OF REPORT

- 1.1** The purpose of this report is to *(insert purpose e.g. to seek the Committee's approval for amendments to the staffing structure of the Department of xxx)*
Where applicable also insert - subject to consultation with Trade Unions.

2. BACKGROUND INFORMATION

2.1 *Insert background information outlining:*

- ⇒ *reasons for the change to the existing service delivery,*
- ⇒ *reference to any input from external agencies e.g. Scottish Executive funding*
- ⇒ *changes to any legislation,*
- ⇒ *reference to any relevant previous council committee decisions*
- ⇒ *Impact on staffing structure, including consideration of impact on current staffing levels, ability to contain new responsibilities within existing staffing complement*

3. PROPOSAL

3.1 *Outline proposals for change to establishment by:*

- ⇒ *detailing the number and designation of proposed new posts and detailing any deletions to establishment;*
- ⇒ **insert existing and proposed grades and salary scales**
- ⇒ **outline a brief overview of main duties and responsibilities of proposed posts**
- ⇒ **staffing structure charts to be appended showing “Before and After” changes as a result of the proposal.**

4. FINANCIAL IMPLICATIONS

4.1 The financial implications associated with the proposed amendments to the staffing structure identified in **(insert number of relevant paragraph)** are as follows:

Post <i>(insert designation)</i>	Grade <i>(insert grade £x - £x)</i>	Add <i>(insert nos)</i>	Delete <i>(insert nos)</i>
Total		£*	£*
Employers Costs (^22.9%)		£	£
Total		£	£

*(*calculate costings on midpoint of grade)
(^ this % figure will change each year)*

4.2 **Insert appropriate wording where additional costs are being incurred** e.g. The total additional costs associated with the above proposals amount to £ xxx including employers' costs which will be met from within the funding of £ xxx allocated from the xxx Fund.

or

insert appropriate wording on amount of savings and how the money will be used

—

e.g. the savings will be £ xxxx which will be used to assist the department to make its efficiency savings arising from the budget proposals for Financial Year xxx/xx.

or

insert appropriate wording where there is no immediate increase in budget -
e.g. There will be no immediate increase in the current budget as the posts are currently being funded from within the £xx budget of the xxx Fund.

5 POLICY / LEGAL IMPLICATIONS

5.1 **Insert any impact on any legal/Council policy** e.g. The proposals outlined in the report supports the principles outlined in the Council's xxx Strategy

or

These posts will enable the Council to monitor its obligations under the xxx legislation within the xx Sector and assist in ensuring that the various targets are met.

6 TRADE UNIONS

6.1 *Insert either:*

The proposal is subject to consultation with Trade Unions

or

The proposal has been agreed by the Trade Unions.

7 RECOMMENDATIONS

- 7.1 The Corporate Governance Committee is asked to approve the staffing proposals contained in paragraph **(insert number of relevant paragraph)** above, **(insert where appropriate-** subject to consultation with Trade Unions.)

Fiona Lees
Depute Chief Executive/
Director of Corporate Support
Insert date

(if Joint Report insert name of Director)
Director of xxx

LIST OF BACKGROUND PAPERS

1. **(insert any relevant Committee Reports or Legislation)**
e.g Report on xxx by the Director of xxx to xxx Committee of xxx..

Anyone wishing further information should contact Graham Haugh, Head of Personnel (Telephone 01563 576092) **(and insert in joint reports the name, designation and telephone number of appropriate officer in service department)**

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON WEDNESDAY 18 FEBRUARY 2004 AT 1400 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, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Gillian Hamilton, Administrative Officer.

ALSO ATTENDING: William Stafford, Director of Community Services.

CHAIR: Councillor Drew McIntyre, Chair.

REMIT OF CHAIRS' MONITORING GROUP

1. There was submitted a report dated 12 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended an initial remit for the Chairs' Monitoring Group.

It was agreed:-

- (i) to approve the initial remit for the Chairs' Monitoring Group;
- (ii) to approve the employment matters identified in the report as initial priorities for consideration;
- (iii) that the Depute Chief Executive/Director of Corporate Resources report back identifying likely issues arising from the possible introduction of a system of annual review of staffing structures and staff re-gradings; and
- (iv) otherwise, to note the contents of the report.

REGULAR REPORTING OF KEY STATISTICAL INFORMATION ON EMPLOYMENT MATTERS

2. There was submitted a report dated 12 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended regular reporting of key statistical information on employment matters to the Chairs' Monitoring Group.

It was agreed:-

- (i) that regular statistical information be tabled to the Group;
- (ii) that the list of Performance Indicators appended to the report be the initial base of that statistical information;
- (iii) that the first reporting period be for the six months period ending 1 October 2004; and
- (iv) otherwise, to note the contents of the report.

FORMAT OF REPORTING TO COUNCIL ON STAFFING STRUCTURES

3. There was submitted a report dated 12 February 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought consideration of (a) a proposed standard format for reporting to Corporate Governance Committee on staffing structures; and (b) the respective Committees' roles in considering staffing proposals.

It was agreed:-

- (i) to agree the standard format appended to the report, for reporting to Corporate Governance Committee on staffing structures;
- (ii) to approve the recommendation in Paragraph 2.4 of the report in relation to respective Committees' roles in consideration of staffing proposals; and
- (iii) otherwise, to note the contents of the report.

REVISED STRUCTURE/RECONFIGURATION OF THE MUSEUMS, ARTS AND THEATRE SECTION

4. There was submitted a joint report dated 20 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which was remitted from the Corporate Governance Committee of 10 February 2004.

The Director of Community Services joined the meeting at this point.

It was agreed that the Director of Community Services report back to the next meeting of the Group, providing clarification on the issues identified during discussion.

REVISED STRUCTURE OF PROTECTIVE SERVICES

5. There was submitted a joint report dated 15 January 2004 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which was remitted from the Corporate Governance Committee of 10 February 2004.

It was agreed that the Director of Community Services report back to the next meeting of the Group, providing clarification on the issues identified during discussion.

DATE OF NEXT MEETING

6. It was agreed that the next meeting of the Group would be held on Thursday 26 February 2004 at 0900 hours in the Chief Executive's Conference Room, Council Headquarters, London Road, Kilmarnock.

The meeting terminated at 1615 hours.

EAST AYRSHIRE COUNCIL

CHAIR'S MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 26 FEBRUARY 2004 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, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Gillian Hamilton, Administrative Officer.

ALSO ATTENDING: Councillor James Carmichael; William Stafford, Director of Community Services and John Griffiths, Head of Leisure.

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 18 February 2004 (circulated).

RE-STRUCTURE/RE-CONFIGURATION OF THE MUSEUMS, ARTS AND THEATRE SECTION - FURTHER DETAILS

2. There was submitted a report dated 24 February 2004 (circulated) by the Director of Community Services which provided further information on the proposed re-structure of staffing and re-configuration of services within the Museums, Arts and Theatre Section to address both budget and service quality and development issues.

Having considered the further information related to the re-structure/re-configuration of the Museums, Arts and Theatre Section, it was agreed:-

- (i) that the Director of Community Services provide further clarification on the issues identified during discussion; and
- (ii) otherwise, to note the contents of the report.

The Head of Leisure left the meeting at this point.

RE-STRUCTURE OF PROTECTIVE SERVICES

3. There was submitted a report dated 24 February 2004 (circulated) by the Director of Community Services which provided further information on the proposals to re-structure the Protective Services Division of the Department of Community Services.

Having considered the information contained in the report, it was agreed:-

- (i) subject to the Director of Community Services providing further clarification on the issues identified during discussion, that matters be referred back for consideration within the Council's reporting arrangements; and
- (ii) otherwise, to note the report.

The meeting terminated at 1040 hours.

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

**MINUTES OF MEETING HELD ON THURSDAY 18 MARCH 2004 AT 1530 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, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, 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 26 February 2004 (circulated).

**RE-STRUCTURE/RE-CONFIGURATION OF THE MUSEUMS, ARTS AND
THEATRE SECTION - ADDITIONAL INFORMATION**

2. There was submitted a report dated 16 March 2004 (circulated) by the Director of Community Services which provided additional information on the proposed re-structure and re-configuration of the Museums, Arts and Theatre Section.

It was agreed:-

- (i) that the Depute Chief Executive/Director of Corporate Resources consult with the Director of Community Services to provide further clarification on the issues identified during discussion, for consideration at the next meeting of the Chairs' Monitoring Group; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1600 hours.