

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON TUESDAY 1 NOVEMBER 2005 AT 0900 HOURS IN MEETING ROOM 1, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Drew McIntyre, John Knapp and Tommy Farrell.

ATTENDING: Fiona Lees, Chief Executive; 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 records, Minutes of the meeting held on 6 October 2005 (circulated).

REPORT TO CORPORATE GOVERNANCE COMMITTEE

2. There was submitted the undernoted report referred to the Corporate Governance Committee for consideration of the staffing proposals contained therein, viz:-

2.1 SURE START FUNDING

There was submitted a joint report dated 18 October 2005 (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 within the Early Years Service of the Department of Educational and Social Services arising from additional funding allocated by the Scottish Executive for Sure Start.

It was agreed:-

- (i) to confirm the Group's satisfaction as to the requirement for the staffing proposals contained within the report;
- (ii) to provide further clarification on funding provision prior to submission to the Corporate Governance Committee; and
- (iii) otherwise, to note the contents of the report.

The meeting terminated at 0905 hours.

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 10 NOVEMBER 2005 AT 0900 HOURS IN THE CHIEF EXECUTIVE'S CONFERENCE ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Drew McIntyre and John Knapp.

ATTENDING: Fiona Lees, Chief Executive; Martin Rose, Head of Personnel; and Jennifer Morrison, 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 meeting held on 1 November 2005 (circulated).

REPORTS TO CORPORATE GOVERNANCE COMMITTEE

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

2.1 TRANSPORT SERVICES BUSINESS UNIT

There was submitted a joint report dated 8 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which recommended the Chairs' Monitoring Groups approval for amendments to the staffing structure of the Transport Services Unit within the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to include a paragraph in the report on job evaluation prior to submission to the Corporate Governance Committee;
- (ii) to approve the staffing proposals contained in Paragraph 3.2 of the report; and
- (iii) otherwise, to note the contents of the report.

2.2 AMENDMENTS TO DEPARTMENTAL ESTABLISHMENTS

There was submitted a joint report dated 3 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which asked the Chairs' Monitoring Group to revisit previous decisions in respect of amendments made to the staffing structures of the Housing Service and the IT Services function.

It was agreed:-

- (i) to approve the staffing proposals contained in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

2.3 COMMUNITY PLANNING AND PARTNERSHIP UNIT - OPERATIONAL STAFF REVIEW

There was submitted a report dated 24 October 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to update and amend the staffing structure of the Community Planning and Partnership Unit of the Department of Corporate Support.

It was agreed that this matter be continued and a further report to include these posts as well as all other relevant temporary posts be submitted to the next Corporate Governance Committee.

2.4 DEVELOPMENT CONTRIBUTIONS OFFICER

There was submitted a joint report dated 27 October 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Chairs' Monitoring Groups approval for an amendment to the staffing structure of the Planning, Development and Building Standards service within the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposal contained in Paragraph 3 of the report subject to consultation with Trade Unions and to the Head of Planning and Building Control's confirmation that he was satisfied with the suggested grading for the post; and
- (ii) otherwise, to note the contents of the report.

2.5 STATISTICAL RETURN FOR PERSONNEL, TRAINING AND DEVELOPMENT

There was submitted a report dated 3 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised the Chairs' Monitoring Group of the Council's training and development trends during the period July - September 2005.

It was agreed:-

- (i) to consider a quarterly update on this matter, the next report due on 1 February 2006; and
- (ii) otherwise, to note the contents of the report.

2.6 EXTERNAL FUNDING AND SUSTAINABILITY WORKER

There was submitted a report dated 24 October 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought the Chairs' Monitoring Groups approval to make the existing External Funding and Sustainability Worker post substantive.

It was agreed to consider the proposals contained within this report at the next meeting as part of the consideration of all relevant temporary appointments, as previously agreed under Item 2.3.

2.7 EMPLOYEE STATISTICS

There was submitted a report dated 20 October 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided the Chairs' Monitoring Group with a range of employee statistics which were applicable for the period 1 July 2005 to 30 September 2005.

It was agreed:-

- (i) an amendment to Paragraph 3.4(i) of the report to include five Final Written Warnings rather than four; and
- (ii) otherwise, to note the contents of the report.

2.8 MINERALS OFFICER

There was submitted a joint report dated 31 October 2005 (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 Planning, Development and Building Standards Service within the Department of Development and Property Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to delete "it is anticipated" from the start of the second sentence in Paragraph 4.1;
- (ii) to approve the staffing proposal contained in Paragraph 3 of the report subject to consultation with Trade Unions; and
- (iii) otherwise, to note the contents of the report.

2.9 NEW FARM LOCH LOCAL OFFICE

There was submitted a joint report dated 2 November 2005 (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 Department of Neighbourhood Services which arose from the proposed closure of New Farm Loch Local Office facility, to ensure that budget targets for 2005/06 were met.

It was agreed:-

- (i) to approve amendments to the staffing structure in the Department of Neighbourhood Services which arose from the proposed closure of New Farm Loch Local Office facility; and
- (ii) otherwise, to note the contents of the report.

2.10 ROADS AND TRANSPORTATION DIVISION

There was submitted a joint report dated 2 November 2005 (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 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.

2.11 ROADS CONTRACTS BUSINESS UNIT

There was submitted a joint report dated 2 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Development and Property Services which sought the Chairs' Monitoring Groups 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.

2.12 A TEACHING PROFESSION FOR THE 21ST CENTURY - SCHOOL ADMINISTRATION SUPPORT STRUCTURES

There was submitted a joint report dated 8 November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought the Chairs' Monitoring Groups approval for the enhancement of administrative and clerical support to schools, in terms of the Scottish Executive document "A Teaching Profession for the 21st Century" (TP21).

It was agreed to note the contents of the report.

2.13 INCIDENT STATISTICS

There was submitted and noted a report dated November 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support (i) which advised the Group of a number of incidents reported to the Corporate Health and Safety Section during the first six months of this financial period 1 April - 30 September 2005 in accordance with the Council's Health and Safety Policy requirements; incidents being completed in the Incident/Near Miss Report Form (ACC1); (ii) incident data from the first six months of this financial period 1 April - 30 September 2005 compared with that of the same period 2004; and (iii) which advised the Group of the number of violent incidents being reported by employees on the Violent Incident Report Form (VIR1) being received by the Corporate Health and Safety Section during the first six months of this financial period 1 April - 30 September 2005.

The meeting terminated at 1000 hours.