

EAST AYRSHIRE COUNCIL

CHAIR'S MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 9 SEPTEMBER 2004 AT 1300 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; 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 21 June 2004 (circulated).

STATISTICAL RETURN FOR PERSONNEL, TRAINING AND DEVELOPMENT

2. There was submitted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on the Council's Training and Development trends during the period April to June 2004.

It was agreed:-

- (i) to consider a quarterly update on this matter, the next report due in December 2004 covering the period July to September 2004; and
- (ii) otherwise, to note the contents of the report.

EMPLOYEE STATISTICS

3. There was submitted and noted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which provided a range of employee statistics applicable for the period from 1 April 2004 to 30 June 2004.

OFFICER ATTENDANCE AT CONFERENCES

4. There was submitted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on officer attendance at conferences during the period July to December 2003.

It was agreed:-

- (i) to consider a bi-annual update on this matter, the next report due in October 2004 covering the period January to June 2004; and
- (ii) otherwise, to note the contents of the report.

ACCIDENT STATISTICS

5. There was submitted a report dated 6 September 2004 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on the number of incidents

reported to the Corporate Health and Safety Section during the period 1 April to 30 June 2004, in accordance with the Council's Health and Safety Policy requirements.

It was agreed:-

- (i) to note the contents of the report and supporting data; and
- (ii) to approve the format of information to be presented to future meetings.

The meeting terminated at 1324 hours.