

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

**MINUTES OF MEETING HELD ON THURSDAY 23 JUNE 2005 AT 1220 HOURS IN
COUNCILLOR McINTYRE'S OFFICE, COUNCIL HEADQUARTERS, LONDON
ROAD, KILMARNOCK**

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

ATTENDING: Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; George Park, Employee Relations Manager; and Gillian Hamilton, Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

MINUTES OF PREVIOUS MEETING

1. There was submitted and approved as a correct record, Minutes of the previous meeting held on 26 May 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 IMPLEMENTATION OF BEST VALUE REVIEW ON LOOKED AFTER AND ACCOMMODATED CHILDREN

There was submitted a report dated 9 June 2005 (circulated) by the Executive Director of Educational and Social Services which sought approval for the creation of a number of Social Work posts as recommended in the Best Value Review for Looked After and Accommodated Children.

It was agreed:-

- (i) to confirm the Group's satisfaction as to the requirement for the staffing proposal contained within the report; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1225 hours.

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 15 SEPTEMBER 2005 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, 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 meeting held on 23 June 2005 (circulated).

EMPLOYEE STATISTICS

2. There was submitted and noted a report dated 26 January 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 April to 30 June 2005.

STATISTICAL RETURN FOR PERSONNEL, TRAINING AND DEVELOPMENT

3. There was submitted a report dated 7 September 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 April to June 2005.

It was agreed:-

- (i) to consider a quarterly update on this matter, the next report due on 10 November 2005; and
- (ii) otherwise, to note the contents of the report.

INCIDENT STATISTICS

4. There was submitted a report dated September 2005 (circulated) by the Head of Personnel which advised on the number of incidents reported to the Corporate Health and Safety Section during the financial period 1, being 1 April to 30 June 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 10 November 2005;
- (ii) to note that the issue of violence and aggression to staff was currently under detailed review and a further report would be submitted in due course; and
- (iii) otherwise, to note the contents of the report.

OFFICER ATTENDANCE AT CONFERENCES

5. There was submitted a report dated 8 September 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised on Officer attendance at Conferences during the period January to June 2005.

It was agreed:-

- (i) to consider the next update due in February 2006, covering the period July to December 2005;
- (ii) that the Head of Personnel clarify the reason for the high level of travel expenses incurred for Conference attendance; and
- (iii) otherwise, to note the contents of the report.

REPORTS TO CORPORATE GOVERNANCE COMMITTEE

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

6.1 SALARY SACRIFICE EMPLOYEE BENEFITS SCHEME

There was submitted a report dated 27 July 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which recommended the introduction for all employees within the Council of a Salary Sacrifice Employee Benefits Scheme in relation to the Home Computer Initiative and Childcare Vouchers.

It was agreed:-

- (i) to support the proposal detailed in the report; and
- (ii) otherwise, to note the contents of the report.

6.2 COMMUNITY PLANNING AND PARTNERSHIP UNIT OPERATIONAL STAFF REVIEW

There was submitted a report dated 30 August 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:-

- (i) to confirm the Group's satisfaction as to the requirement for the staffing proposals contained within the report;
- (ii) that, in addition to the proposals contained in the report, an urgent review of all other posts within the Section would be carried out;
- (iii) to provide further clarification on funding provision at Paragraph 4 of the report prior to submission to the Corporate Governance Committee; and
- (iv) otherwise, to note the contents of the report.

6.3 PROPOSAL TO RESTRUCTURE THE IT SERVICE WITHIN CORPORATE SUPPORT DEPARTMENT

There was submitted a report dated 30 August 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to implement a limited restructure of the IT Services function within the Department of Corporate Support.

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.

6.4 DEPARTMENT OF CORPORATE SUPPORT - ESTABLISHMENT OF POST OF POLICY OFFICER (EQUALITIES AND DIVERSITY)

There was submitted a report dated 25 July 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for the establishment of a post of Policy Officer (Equalities and Diversity) within the Personnel Services.

It was agreed:-

- (i) to confirm the Group's satisfaction as to the requirement for the staffing proposals contained within the report;
- (ii) to amend Paragraph 6.2 of the report to reflect that in accordance with the Council's current arrangements, the post grading was temporary pending completion of the job evaluation exercise which was part of the single status agreement; and
- (iii) otherwise, to note the contents of the report.

6.5 COMMUNITY LEARNING AND DEVELOPMENT

There was submitted a joint report dated 5 September 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 and to extend the contracts of existing employees on externally funded posts within the Community Learning and Development Section and Early Years Sections of the Department of Educational and Social Services subject to consultation with Trade Unions.

It was agreed:-

- (i) to confirm, subject to certain clarifications, the Group's satisfaction as to the requirement for the staffing proposals contained within the report; and
- (iii) otherwise, to note the contents of the report.

6.6 A TEACHING PROVISION FOR THE 21ST CENTURY - SCHOOL ADMINISTRATION SUPPORT STRUCTURES

It was noted that this report had been withdrawn from the Agenda and meantime would not be submitted to the Corporate Governance Committee.

6.7 RESTRUCTURE OF THE COMMUNITY RECREATION SERVICE

There was submitted a joint report dated 30 August 2005 (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 Community Recreation Services in the Department of Neighbourhood Services 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.

6.8 TREE RISK MANAGEMENT INSPECTIONS

There was submitted a joint report dated 31 August 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 within the Outdoor Amenities Service of the Department of Neighbourhood Services 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;
- (ii) to note the Group's concerns about the timing of submission of the report to the Chairs' Monitoring Group; and
- (iii) otherwise, to note the contents of the report.

6.9 HOMELESSNESS STRATEGY

There was submitted a joint report dated 7 September 2005 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Neighbourhood Services which sought approval for the continuation of the temporary post of Homeless Persons Officer and Senior Clerical Assistant within the Housing Services of the Department of Neighbourhood Services 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 1001 hours.