

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON THURSDAY 22 JUNE 2006 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, 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 previous meeting held on 25 May 2006 (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 PROPOSED AMENDMENT TO THE STAFFING STRUCTURE OF THE IT SERVICES FUNCTION WITHIN THE DEPARTMENT OF CORPORATE SUPPORT

There was submitted a report dated 14 June 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for the creation of two additional posts within the IT Services function of the Department of Corporate Support.

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.

2.2 DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - SOCIAL WORK SERVICES

There was submitted a joint report dated 8 June 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 an amendment to the staffing structure 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.

2.3 LEISURE SERVICES - OUTDOOR AMENITIES SERVICE

There was submitted a joint report dated 9 June 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.

Having heard the Head of Personnel's further clarifications on the staffing proposals contained within the report, 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.

The meeting terminated at 1414 hours.

EAST AYRSHIRE COUNCIL

CHAIRS' MONITORING GROUP

MINUTES OF MEETING HELD ON WEDNESDAY 13 SEPTEMBER 2006 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: Elizabeth Morton, Depute Chief Executive/Executive Director of Corporate Support; Martin Rose, Head of Personnel; Sandra-Ann Clark, Employee Relations Assistant; and Christine Baillie, Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

MINUTES OF PREVIOUS MEETING

1. There were submitted as a correct record, Minutes of the previous meeting held on 22 June 2006 (circulated).

EMPLOYEE STATISTICS

2. There was submitted and noted a report dated 15 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on a range of employee statistics applicable for the period from 1 April 2006 to 30 June 2006.

OFFICER ATTENDANCE AT CONFERENCES

3. There was submitted a report dated 13 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which advised of Officer attendance at Conferences during the period from January to June 2006.

It was agreed:-

- (i) to remit to the Depute Chief Executive/Executive Director of Corporate Support to (a) review the apparent differing levels of claims for travel and other costs as detailed within the report; (b) to seek clarification on the more expensive conferences as to whether they provided value for money; and (c) confirm that where two or more Officers had attended a conference that approval had been sought from the Chief Executive;
- (ii) to note that a report covering the period July to December 2006 would be submitted to the January Meeting; 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 DEPARTMENT OF CORPORATE SUPPORT - POST OF EQUALITY AND DIVERSITY OFFICER

There was submitted a report dated 14 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval to revise

the grading of the post of Policy Officer (Equality and Diversity) and to alter its designation.

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.

4.2 FOLLOW UP TO ADMINISTRATIVE AND LEGAL SERVICES BEST VALUE SERVICE REVIEW

There was submitted a report dated 5 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support which sought approval for amendments to the staffing structure of the Administrative and Legal Services service within the Department of Corporate Support, 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 Paragraphs 3 and 4 of the report; and
- (ii) otherwise, to note the contents of the report.

4.3 AMENDMENT TO STAFFING STRUCTURE OF PLANNING, DEVELOPMENT AND BUILDING STANDARDS SERVICE

There was submitted a joint report dated 1 September 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 Planning, Development and Building Standards Service 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 in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

4.4 EARLY YEARS SERVICE

There was submitted a joint report dated 6 September 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 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 as detailed in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

4.5 EDUCATION FINANCE MANAGER

There was submitted a joint report dated 24 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval to amend the staffing establishments of the Departments of Corporate Support and Educational and Social Services by the transfer of the post of Financial Services Manager (Education) from Education Services to the Finance Service, 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 as detailed in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

4.6 ONSITE SERVICES

There was submitted a joint report dated 24 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services seeking approval to revisit a previous decision made in respect of amendments to the staffing structure of the Onsite Services Section within the Department of Educational and Social 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 as detailed in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

4.7 RESTRUCTURING THE PPP UNIT

There was submitted a joint report dated 4 September 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 amendments to the staffing structure of the PPP Unit within Educational Services, following Financial Close, 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 Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

4.8 CUMNOCK LEARNING PARTNERSHIP - EXTENSION OF TEMPORARY EMPLOYMENT

There was submitted a joint report dated 25 August 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support and the Executive Director of Educational and Social Services which sought approval to extend the current temporary post of Social Work Support Assistant in the Cumnock Learning Partnership 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 as detailed in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

4.9 LEISURE SERVICES - EXTENSION OF EXTERNALLY FUNDED POSTS

There was submitted a joint report dated 1 September 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 and a redesignation of a post within the Leisure Development Section of the Department of Neighbourhood Services in response to the Best Value Service Review and the Community Plan.

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 as detailed in Paragraph 3 of the report; and
- (ii) otherwise, to note the contents of the report.

4.10 CHIEF EXECUTIVE'S POST - POST OF EXECUTIVE ASSISTANT

There was submitted an additional report dated 14 September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support seeking approval to establish a post of Executive Support Officer within the Chief Executive's Office.

It was agreed:-

- (i) in terms of the remit from the Corporate Governance Committee to confirm, in principle, the Group's satisfaction as to the requirement for the staffing proposals contained within the report subject to finalisation of the Chief Executive's appraisal; and
- (ii) otherwise, to note the contents of the report.

INCIDENT STATISTICS

- 5. There was submitted a report dated September 2006 (circulated) by the Depute Chief Executive/Executive Director of Corporate Support on incident statistics for period 1 April to 30 June 2006.

It was agreed:-

- (i) to note that a report on the next reporting period would be submitted to the next meeting of the Group on 9 November 2006;
- (ii) that Members of the Group would be provided with a detailed breakdown of ACC1's, on behalf of employees, for the Department of Educational and Social Services; and
- (iii) otherwise, to note the contents of the report.

The meeting terminated at 1520 hours.