

Stuart Nelson, Direct Dial: (01563) 576151

To: Councillors Jackson (Chair), D Coffey, Reid, Weir, McIntyre, Wilson, Linton Knapp, Kelly, Farrell and Provost Boyd.

18 September 2001

Dear Councillor

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 25 SEPTEMBER 2001

You are requested to attend the next meeting of the **Corporate Sub-Committee of the Policy and Resources Committee** to be held in **THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** on **TUESDAY 25 SEPTEMBER 2001** commencing at **1400 HOURS** in order to discuss the undernoted business.

Yours sincerely

SIGNED OFF BY JULIE ARMSTRONG

Fiona Lees
Depute Chief Executive/
Director of Corporate Resources

SN/LR

BUSINESS

INTIMATE APOLOGIES

1. BUDGETARY CONTROL SUMMARY STATEMENTS

- 1.1 POLICY AND RESOURCES (CENTRAL SERVICES) (Pages 1-3) -**
Submit report dated 6 September 2001 (copy enclosed) by the Director of Finance advising of the current budgetary control position and the projected out-turn for the year for the services within the remit of the Policy and Resources (Central Services)



- 1.2 POLICY AND RESOURCES (CORPORATE RESOURCES) (Pages 4-6)** - Submit joint report dated 6 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance advising of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Corporate Resources).

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- 2. ABSENCE MANAGEMENT REPORT - QUARTER 2 (2001) (Pages 7-9)** - Submit report dated 25 July 2001 (copy enclosed) by the Director of Finance advising of absence rates for the Department of Finance for the quarter ending 29 June 2001.

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- 3. PERFORMANCE MANAGEMENT AND PLANNING AUDIT 2000/2001: INFORMATION TECHNOLOGY SERVICE (Pages 10-21)** - Submit report dated 3 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the outcome of the 2000/2001 Performance Management and Planning (PMP) Audit of the Council's IT Services Section which was carried out by Audit Scotland on behalf of the Accounts Commission.

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- 4. STATUTORY PERFORMANCE INDICATORS FOR 2000/2001 (Pages 22-27)** - Submit joint report dated 30 May 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance advising of the Council's performance in 2000/2001 against the Council Wide and Finance Statutory Performance Indicators.

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5. DEPARTMENTAL HEALTH AND SAFETY PLANS

- 5.1 DEPARTMENT OF CORPORATE RESOURCES (Pages 28-33)** - Submit report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending a prioritised Health and Safety Action Plan for the Department of Corporate Resources.

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- 5.2 DEPARTMENT OF FINANCE (Pages 34-39)** - Submit report dated 13 September 2001 (copy enclosed) by the Director of Finance recommending a prioritised Health and Safety Action Plan for the Department of Finance.

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6. **GOLDEN JUBILEE PUBLIC HOLIDAY (Pages 40-41)** - Submit report dated 5 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for the arrangements for the Golden Jubilee Public Holiday which has been agreed for 3 June 2002.

7. **JOINT CONSULTATIVE ARRANGEMENT (LOCAL GOVERNMENT EMPLOYEES AND CRAFT PERSONS) (Pages 42-48)** - Submit report dated 17 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending a change to the Council's Joint Consultative Committee (JCC) arrangements.

8. **DEPARTMENT FOR EDUCATION AND EMPLOYMENT WORK-LIFE BALANCE CHALLENGE FUND (Pages 49-52)** - Submit report dated 5 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Department for Education and Employment's Work-Life Balance Challenge Fund and the Council's success in submitting a bid for financial support from the Fund to address local issues.

9. **JOINT STAFFING WATCH RETURN - JUNE 2001 (Pages 53-54)** - Submit report dated 11 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the Joint Staffing Watch statistics submitted to CoSLA in respect of the June 2001 reporting period.

10. **SKILLS TRAINING UNIT BUSINESS PLAN 2001/2002 ETC. (Pages 55-62)** - Submit report dated 3 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Business Plan for the Skills Training Unit for 2001/2002 and other recent achievements of the Unit.

11. **EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Sub-Committee pass the following Resolution:- "That under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act as shown against each item".
12. **EASY PROGRAMME: STAFFING (PARA 1) (Pages 63-65)** - Submit report dated 5 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources proposing additional staffing resources for the East Ayrshire Strategy for Youth (EASY) programme. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

13. **CHILDREN'S CHANGE FUND ALLOCATION FOR TACKLING DRUGS AND ASSOCIATED DRUG REHABILITATION INITIATIVES (PARA 1) (Pages 66-68)** - Submit joint report dated 6 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval of staffing proposals in relation to the Council's introduction of a range of initiatives aimed at tackling the problems of drug misuse. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **KILMAURS PARTNERSHIP PROJECT: STAFFING ARRANGEMENTS (PARA 1) (Pages 69-71)** - Submit joint report dated 6 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval to additional staffing arrangements within the Department of Educational and Social Services in relation to the Kilmaurs Partnership Development, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **DEVELOPMENTS TO SUPPORT FAMILIES WITH YOUNG CHILDREN AND CHILDCARE INITIATIVES (PARA 1) (Pages 72-75)** - Submit joint report dated 3 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services seeking approval of staffing proposals in relation to further developments of the Sure Start Initiative, the Childcare Strategy and Childcare: The Training Challenge. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **ALTERATION TO TRANSPORT SERVICES SECTION WITHIN THE DEPARTMENT OF DEVELOPMENT SERVICES (PARA 1) (Pages 76-77)** - Submit joint report dated 4 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval to an amendment to the establishment within the Transport Services Section of the Department of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **PROPOSED AMENDMENT TO ADMINISTRATIVE AND LEGAL SERVICES STRUCTURE (PARA 1) (Pages 78-83)** - Submit report dated 5 September 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources proposing amendments to the current staffing establishment of the Administrative and Legal Section within the Department of Corporate Resources. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **PROPOSED DISPOSAL OF BELLFIELD COTTAGE, BELLFIELD, KILMARNOCK (PARA 9)(Pages 84-87)** - Submit report dated 6 September 2001 (copy enclosed) by the Solicitor to the Council advising of the outcome of the recent marketing of Bellfield Cottage, Bellfield Estate, Kilmarnock and seeking authority to dispose of the subjects. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

19. **RENT REVIEW: OFFICE ACCOMMODATION AT GREENHOLM STREET, KILMARNOCK (PARA 9) (Pages 88-89)** - Submit report (copy enclosed) by the Director of Development Services advising of the rent review for office accommodation at Greenholm Street, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

20. **LEASE RENEWAL OF INDUSTRIAL PREMISES OCCUPIED BY DATUM DYNAMICS LTD, THISTLE BUSINESS PARK SOUTH, CUMNOCK (PARA 9) (Pages 90-91)** - Submit report dated 10 September 2001 (copy enclosed) by the Director of Development Services advising of the lease renewal in respect of industrial premises at Thistle Business Park South, Cumnock occupied by Datum Dynamics Ltd. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

21. **REVIEW OF RENTAL OF RETAIL PREMISES OCCUPIED BY JOHNSON GROUP CLEANERS UK LTD AT 22 THE FOREGATE, KILMARNOCK (PARA 9) (Pages 92-93)** - Submit report dated 10 September 2001 (copy enclosed) by the Director of Development Services advising of a review of rental in respect of retail premises at 22 The Foregate, Kilmarnock occupied by Johnson Group Cleaners UK Ltd, previously known as J Pullar and Sons Ltd. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**