

Gillian Hamilton, Direct Dial: (01563) 576093

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

6 February 2002

Dear Councillor

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 12 FEBRUARY 2002

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 12 FEBRUARY 2002** 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
GH/LR

BUSINESS

INTIMATE APOLOGIES

1. BUDGETARY CONTROL SUMMARY STATEMENTS

- 1.1 POLICY AND RESOURCES (CENTRAL SERVICES) (Pages 1-3) -**
Submit report dated 23 January 2002 (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 Policy and Resources (Central Services).



- 1.2 POLICY AND RESOURCES (CORPORATE RESOURCES) (Pages 4-6)** - Submit joint report dated 22 January 2002 (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 REPORTS

- 2.1 DEPARTMENT OF FINANCE - QUARTER 4 (2001) (Pages 7-8)** - Submit report dated 25 January 2002 (copy enclosed) by the Director of Finance advising of absence rates for the Department of Finance for the quarter period ended 31 December 2001.

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- 2.2 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - QUARTER 4 (2001) (Pages 9-11)** - Submit report dated 22 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 31 December 2001.

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- 3. SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES CIRCULAR SJC/12 - FIRST AID ALLOWANCE (Page 12)** - Submit report dated 4 February 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of Circular SJC/12 received from the Scottish Joint Council for Local Government Employees intimating revised first aid allowances effective from the pay weeks including 1 October 2001, 1 October 2002 and 1 October 2003.

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- 4. JOINT STAFFING WATCH RETURN - DECEMBER 2001 (Pages 13-14)** - Submit report dated 15 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Joint Staffing Watch statistics submitted to CoSLA in respect of the December 2001 reporting period.

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- 5. WORK LIFE BALANCE PROJECT (Pages 15-20)** - Submit report dated 29 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Council's progress in managing its Work Life Balance Project following a successful bid for financial support from the Government's Work-Life Balance Challenge Fund to address local issues.

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6. **PARENTAL LEAVE (Pages 21-22)** - Submit report dated 22 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources proposing amendments to the Council's Parental Leave provisions in consideration of the Maternity and Parental Leave (Amendment) Regulations 2001 which became effective from 10 January 2002.

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7. **VEHICLE POLICY (Pages 23-43)** - Submit report dated 5 February 2002 (copy enclosed) by the Director of Development Services seeking approval of a Vehicle Policy.

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8. **INFORMATION TECHNOLOGY TRAINING (Pages 44-45)** - Submit report dated 30 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources proposing the creation of a new post of Assistant Training and Development Officer (ICT) which will reduce the Council's dependence on external training providers for ICT Training and increase actual training delivered.

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9. **INVESTMENT IN DRAMA - SOCIAL INCLUSION (Pages 46-47)** - Submit joint report dated 21 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services seeking approval for the establishment of two drama development posts, for two years, funded by the East Ayrshire Coalfield Area Social Inclusion Partnership (SIP) and the Scottish Arts Council (SAC).

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10. **AWARDING OF CONTRACTS (Pages 48-50)** - Submit report dated 28 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing, for information, details of tenders which have been accepted. The amounts shown are actual costs of the contracts and are exclusive of professional fees.

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11. **MINUTES OF JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS) (Pages 51-54)** - Submit Minutes of meeting held on 29 November 2001 (copy enclosed) for noting.

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12. **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".

13. **RE-CONFIGURATION OF SOCIAL WORK STAFFING RESOURCES (PARA 1) (Pages 55-57)** - Submit joint report dated 25 January 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for proposed amendments to the structure of the Social Work Service within the Department of Educational and Social Services, subject to consultation with trade unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **DEPARTMENT OF COMMUNITY SERVICES - RECREATION SECTION - PROPOSED ADMINISTRATION AND CLERICAL SUPPORT REVIEW (PARA 1) (Pages 58-62)** - Submit report dated 8 January 2002 (copy enclosed) by the Director of Community Services detailing proposals for a restructure within Recreation Services to allow it to continue to develop and meet the demands of the service. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **PALACE THEATRE/GRAND HALL, KILMARNOCK - MANAGEMENT REVIEW (PARA 1) (Pages 63-67)** - Submit report dated 12 November 2001 (copy enclosed) by the Director of Community Services seeking approval for a management restructure at the Palace Theatre/Grand Hall, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **STAFFING SUPPORT FOR BURNS HOUSE MUSEUM AND CATHCARTSON VISITOR CENTRE (PARA 1) (Pages 68-70)** - Submit report dated 12 November 2001 (copy enclosed) by the Director of Community Services seeking approval for a restructure of the museum support posts at two visitor attractions in the Coalfield area. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **DISPOSAL OF FORMER AUCHINLECK PRIMARY SCHOOL, MAIN STREET, AUCHINLECK (PARA 9) (Pages 71-75)** - Submit joint report dated 29 January 2002 (copy enclosed) by the Solicitor to the Council and the Director of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **PROPOSED DISPOSAL OF NETHERTON BUSINESS CENTRE, KILMARNOCK (PARA 9) (Pages 76-79)** - Submit joint report dated 6 February 2002 (copy enclosed) by the Director of Development Services and the Solicitor to the Council. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **DISPOSAL OF FORMER GLEBE RESOURCE CENTRE, GLEBE ROAD, KILMARNOCK (PARA 9) (Pages 80-81)** - Submit joint report dated 6 February 2002 (copy enclosed) by the Solicitor to the Council and the Director of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **RENT REVIEW OF RESIDENTIAL FLATS, A, B AND C, 66 BANK STREET, KILMARNOCK (PARA 9) (Pages 82-83)** - Submit report dated 28 January

2002 (copy enclosed) by the Director of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

21. **PROPOSED RENT REVIEW AT 2 THE CROSS, KILMARNOCK (PARA 9) (Pages 84-86)** - Submit report dated 28 January 2002 (copy enclosed) by the Director of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

22. **PROPOSED LEASE OF UNITS 1 AND 2, BONNYTON INDUSTRIAL ESTATE, KILMARNOCK (PARA 9) (Pages 87-88)** - Submit report dated 29 January 2002 (copy enclosed) by the Director of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**