

Gillian Hamilton, Direct Dial: (01563) 576093

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

2 April 2002

Dear Councillor

**CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 9 APRIL 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 9 APRIL 2002** commencing at **1400 hours** in order to discuss the undernoted business.

Yours sincerely



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 21 March 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).

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- 1.2 POLICY AND RESOURCES (CORPORATE RESOURCES) (Pages 4-6)** - Submit joint report dated 21 March 2002 (copy enclosed) by the Director of Finance and the Depute Chief Executive/Director of Corporate Resources 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).



- 2. ACCOUNTS COMMISSION REPORT ON THE EDUCATION DEPARTMENT OVERSPEND BY SCOTTISH BORDERS COUNCIL (Pages 7-14)** - Submit report dated 22 March 2002 (copy enclosed) by the Director of Finance advising of the findings of a report by the Accounts Commission on an overspend by the Education Department of Scottish Borders Council in 2000/2001.



- 3. HEALTH AND SAFETY (Pages 15-18)** - Submit report dated 25 March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources informing of the Council's progress in response to its 2001/2002 Health and Safety Action Plan; and recommending a Health and Safety Action Plan for 2002/2003.



- 4. JOINT STAFFING WATCH RETURN - MARCH 2002 (Pages 19-20)** - Submit report dated 22 March 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 March 2002 reporting period.





- 5. SINGLE STATUS UPDATE (Pages 21-22)** - Submit report dated 8 March 2002 (copy enclosed) by the Head of Personnel providing an update on the Council's response to the Scottish Joint Council's Single Status Agreement.



- 6. MINUTES OF JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS) (Pages 23-26)** - Submit Minutes of meeting held on 21 March 2002 (copy enclosed).



7. **WORK LIFE BALANCE PROJECT STAFF ATTITUDE SURVEY (Pages 27-39)** - Submit report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources informing of employee feedback from the Staff Attitude Survey (October 2001) and Work-Life Balance Project; recommending proposed development of employment policies in response to the employee feedback, earlier work undertaken by the Senior Staff Management Team and the Council's Personnel staff; and seeking agreement for a common approach to managing and communicating the feedback information.  

8. **AWARDING OF CONTRACTS (Pages 40-42)** - Submit report dated 25 March 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.  

9. **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 Paragraph 1 of Schedule 7A of the Act".
10. **AYRSHIRE ELECTRONIC COMMUNITY PROJECT - PHASE 2 (Pages 43-45)** - Submit report dated 25 March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the extension to the funding of the Ayrshire Electronic Community (AEC) Project and seeking approval of proposed amendments to the staff structure. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **FINANCE DEPARTMENT STAFFING STRUCTURE (Pages 46-48)** - Submit joint report (copy enclosed) by the Director of Finance and the Depute Chief Executive/Director of Corporate Resources proposing amendments to the current structure of the Treasury and Insurance Section within the Accounting Services Division of the Finance Department. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **CoSLA PERSONNEL CIRCULAR - INDUSTRIAL RELATIONS 3/01 CHIEF EXECUTIVES REVIEW AND CHIEF OFFICIALS PAY SETTLEMENT (Pages 49-50)** - Submit report dated 22 March 2002 (copy enclosed) by the Head of Personnel advising of CoSLA Circular Industrial Relations 3/01 on the Chief Executives Review and Chief Officials pay settlement; and asking the Sub-Committee to consider the discretionary element of the Chief Executive's resultant pay award. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

13. **EAST AYRSHIRE WOODLANDS - REVIEW OF MANAGEMENT STRUCTURE (Pages 51-53)** - Submit joint report dated 20 March 2002 (copy enclosed) by the Director of Development Services and Depute Chief Executive/Director of Corporate Resources seeking approval to a regrading of the East Ayrshire Woodlands Project Manager, a redesignation and re-grading of the Project Officer and Finance Assistant posts and the creation of a Forester post. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **SENSORY IMPAIRMENT SERVICE: REVIEW OF STAFFING (Pages 54-55)** - Submit joint report dated 22 March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval of the proposals arising from a review of the staffing requirements of the Sensory Impairment Service within the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **REVIEW OF SOCIAL WORK ADMINISTRATIVE STRUCTURE (Pages 56-58)** - Submit joint report dated 2 April 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services advising of developments in relation to the review of the administrative structure for the Social Work Service within the Department of Educational and Social Services and seeking approval for revised staffing proposals. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **EDUCATIONAL AND SOCIAL SERVICES - SITE SERVICES BUSINESS UNIT - SUPPORT STAFFING (Pages 59-61)** - Submit report dated 21 March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending the addition of a Clerical Assistant to the Support Staffing group within the Site Services Business Unit of the Educational and Social Services Department. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **TRAINING DELIVERY TO YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS (Pages 62-68)** - Submit report dated March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of (a) the introduction, by Scottish Enterprise National (SEN), of a new model for the delivery of training services to young people with additional support needs; and (b) the Skills Training Unit's (STU) proposals to Scottish Enterprise Ayrshire (SEA) to undertake training within the new framework; and proposing interim revised staffing arrangements for STU to ensure the effective delivery of training to young people with additional support needs. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **RETENTION OF EMPLOYEE BEYOND RETIRAL AGE (Pages 69-70)** - Submit joint report dated 26 March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Head of Personnel seeking approval of the retention of an employee beyond retiral age. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

19. **OUTDOOR EDUCATION IN EAST AYRSHIRE (Pages 71-72)** - Submit joint report dated 2 April 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval of the appointment of an additional Outdoor Instructor to the Outdoor Education Service in East Ayrshire. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **HOME CARE REVIEW - STAGE 1 (Pages 73-81)** - Submit joint report dated 28 March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services recommending pay and grading arrangements for Home Care employees following a review of the Home Care Service, subject to final endorsement by Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **ADULT LITERACY AND NUMERACY FUNDING (Pages 82-84)** - Submit report dated 22 March 2002 (copy enclosed) by the Director of Educational and Social Services seeking approval of additional staffing required within the Support to Communities Section of the Educational and Social Services Department in response to a Community Learning Partnership award to establish additional essential skills services for people with literacy and numeracy difficulties and to establish a temporary, part-time Adult Literacy and Numeracy Monitoring Officer. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **SCOTTISH COMMISSION FOR THE REGULATION OF CARE (Pages 85-86)** - Submit joint report dated 8 March 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval in principle for staffing proposals to meet the gap in services as a result of the Scottish Commission for the Regulation of Care being established, subject to consideration of operational matters by the Education Committee at its meeting on 11 April 2002 and any related consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**