

Gillian Hamilton, Direct Dial: (01563) 576093

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

4 February 2003

Dear Councillor

**CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - TUESDAY 11 FEBRUARY 2003**

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 11 FEBRUARY 2003** commencing at **1400 HOURS** in order to discuss the undernoted business.

Yours sincerely



Fiona Lees  
Depute Chief Executive/Director of Corporate Resources  
GH/SM

**BUSINESS**

**INTIMATE APOLOGIES**

**1. BUDGETARY CONTROL SUMMARY STATEMENTS -**

- 1.1 CORPORATE RESOURCES (pages 1-3)** -Submit joint report dated 7 January 2003 (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).



- 1.2 POLICY AND RESOURCES (CENTRAL SERVICES) (pages 4-6) -** Submit report dated 7 January 2003 (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).



**2. ABSENCE MANAGEMENT REPORTS - QUARTER 4 (2002) -**

- 2.1 CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE (pages 7-9) -** Submit report dated 30 January 2003 (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 2002.



- 2.2 FINANCE (pages 10-12) -** Submit report dated 20 January 2003 (copy enclosed) by the Director of Finance advising of absence rates for the Department of Finance for the quarterly period ended 31 December 2002.



- 3. CRAFT OPERATIVES - PAY INCREASE (pages 13-14) -** Submit report dated 6 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising that agreement has been reached in the 2002-2003 pay negotiations for craft operatives.



- 4. EMPLOYEE BENEFITS (pages 15-17) -** Submit report dated 15 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources informing of the development of the Council's Employee Benefits package, with particular reference to specific employee health care provisions.



- 5. EMPLOYEE CONTRIBUTIONS TO CHARITY (pages 18-20) -** Submit report dated 27 January 2003 (copy enclosed) by the Head of Personnel recommending that the Council promote its existing payroll facility which allows employees to contribute to charities of their choice and asking the Sub-Committee to agree that the Council should work in partnership with the organisations Caring Together and Charity Direct to promote this facility.



6. **JOINT STAFFING WATCH RETURN - DECEMBER 2002 (pages 21-22)** - Submit report dated 16 January 2003 (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 2002 reporting period.



7. **MATERNITY LEAVE, MATERNITY SUPPORT AND PATERNITY LEAVE, ADOPTION LEAVE, REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS (pages 23-27)** - Submit report dated 20 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising (a) of the changes to the Maternity Leave, Maternity Support and Paternity Leave provisions; (b) of the new statutory Adoption Leave provisions; and (c) of the new right for parents of young children to request flexible working arrangements. These changes ensure compliance with the Employment Act 2002 and come into force for employees whose babies are due to be born on or after 6 April 2003, or children adopted by employees on or after 6 April 2003. From April 2003 parents of young children or disabled children under 18 years of age can apply to work on a flexible basis.



8. **RACE RELATIONS (AMENDMENTS) ACT 2000**

- 8.1 **CORPORATE RESOURCES (pages 28-39)** - Submit report dated 17 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on action taken and progress made in implementing the Council's Race Equality Scheme within the Department of Corporate Resources.



- 8.2 **FINANCE (pages 40-47)** - Submit report dated 27 January 2003 (copy enclosed) by the Director of Finance on action taken and progress made in implementing the Race Equality Scheme within the Department of Finance.



9. **SCOTLAND'S HEALTH AT WORK SCHEME - ACHIEVEMENT OF GOLD AWARD (pages 48-50)** - Submit report dated 4 February 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising that the Council has been awarded the Gold Level Award of the "Scotland's Health at Work" Scheme.



10. **EXCLUSION OF PRESS AND PUBLIC** - Recommend that the 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”.

11. **RECREATION SECTION MANAGEMENT REVIEW (PARAS 1 & 11) (pages 51-53)** - Submit joint report dated 27 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services seeking approval for a management restructure within the Recreation Section of the Department of Community Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **PROPOSED AMENDMENTS TO THE STRUCTURE OF THE INFORMATION TECHNOLOGY SERVICE (PARAS 1 & 11) (pages 54-58)** - Submit report dated 3 February 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of proposed amendments to the Information Technology Services staffing structure resulting from the Best Value Service Review, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **MODERNISING GOVERNMENT FUND - IMPLICATIONS FOR THE INFORMATION TECHNOLOGY SERVICE (PARAS 1 & 11) (pages 59-60)** - Submit report dated 25 January 2003 (copy enclosed) by the Depute Chief Executive/ Director of Corporate Resources seeking approval for the establishment of a post of DMA Co-ordinator, for a period of two years, within the Information Technology Service, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **REVISION OF PAY STRUCTURE OF CRAFT AND MANUAL EMPLOYEES WITHIN THE TRANSPORT SERVICES SECTION OF DEVELOPMENT SERVICES (PARAS 1 & 11) (pages 61-63)** - Submit joint report dated 3 February 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services requesting approval for a revision to the pay structure of the craft and manual employees within the Transport Services Section of Development Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **DEPARTMENT OF HOMES AND TECHNICAL SERVICES - HOMELESS SECTION (PARAS 1 & 11) (pages 64-67)** - Submit joint report dated 31 January 2003 (copy enclosed) by the Depute Chief Executive/ Director of Corporate Resources and the Director of Homes and Technical Services seeking approval for staffing amendments to the Homeless Section of the Department of Homes and Technical Services as part of the development of the Council's Homelessness Strategy, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **DEPARTMENT OF HOMES AND TECHNICAL SERVICES - IT SUPPORT SECTION (PARAS 1 & 11) (pages 68-69)** - Submit joint report dated 16 January 2003 (copy enclosed) by the Depute Chief Executive/Director of

Corporate Resources and the Director of Homes and Technical Services seeking approval for the temporary appointment of a part-time Service Officer (Systems) in the IT Support Section of the Department of Homes and Technical Services for a period of two years, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

17. **THE SUPPORTING PEOPLE PROGRAMME (PARAS 1 & 11) (pages 70-73)** - Submit joint report dated 29 January 200 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources, the Director of Educational and Social Services and the Director of Homes and Technical Services seeking approval for amendments to the staffing structure within the Department of Homes and Technical Services subject to consultation with the Trades Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **MANUAL HANDLING CO-ORDINATOR (PARA 11) (pages 74-76)** - Submit joint report dated 13 January 2003 (copy enclosed) by the Depute Chief Executive/ Director of Corporate Resources and the Director of Educational and Social Services seeking approval for the establishment of the post of Manual Handling Co-ordinator within Social Work in the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **STAFFING IN RESIDENTIAL HOMES FOR OLDER PEOPLE (PARA 11) (pages 77-78)** - Submit joint report dated 20 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for the temporary continuation of two full-time Social Care Workers within the Social Work function in the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **INTENSIVE SUPPORT FUND (PARAS 1 & 11) (pages 79-81)** - Submit joint report dated 14 January 2003 (copy enclosed) by the Depute Chief Executive/ Director of Corporate Resources and the Director of Educational and Social Services seeking approval of staffing adjustments within the Department of Educational and Social Services (Social Work) staffing structure in response to the Council successfully securing funding via the Intensive Support Fund, subject to consultation with the Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
21. **RESTRUCTURING OF RESOURCE SUPPORT (PERSONNEL) (PARA 11) (pages 82-85)** - Submit joint report dated 21 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services recommending amendments to the administrative structure within Resource Support (Personnel) in the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **ADMINISTRATIVE SUPPORT TO EARLY YEARS DAY CARE SERVICE (PARA 11) (pages 86-87)** - Submit joint report dated 16 January 2003 (copy

enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for additional staffing within the Early Years Service within the Department of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

- 23. FINANCIAL SUPPORT TO COMMUNITY CARE (PARA 11) (pages 88-89) -** Submit joint report dated 14 January 2003 (copy enclosed) by the Director of Educational and Social Services and Director of Finance seeking approval of a dedicated Senior Accountant post to ensure that the Department of Educational and Social Services fulfils its responsibilities to Care in the Community (this matter is referred from the Social Work Committee of 30 January 2003). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
- 24. REVIEW OF SCHOOL LIBRARY SERVICE (PARA 11) (pages 90-94) -** Submit joint report dated 20 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services advising of the outcome of the review of the School Library Service in the Department of Educational and Social Services and seeking approval to implement the revised staffing proposals. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
- 25. REVIEW OF CENTRE BASED ICT TECHNICIAN SUPPORT (PARA 11) (pages 95-97) -** Submit joint report dated 20 January 2003 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services advising of the outcome of the review of the Central ICT Technician Support in the Department of Educational and Social Services and seeking approval to implement the revised staffing proposals. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**