

Gillian Hamilton, Direct Dial: (01563) 576093

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

29 May 2002

Dear Councillor

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 4 JUNE 2002

You are requested to attend a 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 4 JUNE 2002** commencing at **1400 HOURS**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources





GH/SR

BUSINESS

INTIMATE APOLOGIES

- 1. DEPARTMENT OF CORPORATE RESOURCES - HEALTH AND SAFETY PLAN 2002-2003 (Pages 1-6)** - Submit report dated 20 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources reviewing progress against the Department of Corporate Resources 2001/2002 Health and Safety Action Plan and recommending a prioritised Departmental Health and Safety Action Plan for 2002/2003.



2. **DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - ABSENCE MANAGEMENT REPORT (QUARTER 1, 2002) (pages 7-9)** - Submit report dated 24 April 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of absence rates for the Department of Corporate Resources and Chief Executive's Office for the quarterly period ended 29 March 2002.

3. **LOCAL GOVERNMENT EMPLOYEES, CRAFT EMPLOYEES AND CHIEF OFFICIALS - MANAGING ABSENCE AND RECRUITMENT AND SELECTION (pages 10-12)** - Submit report dated 14 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of proposed changes to the Council's Managing Absence Policy and Recruitment and Selection Policy.

4. **EMPLOYEE COMMUNICATIONS (pages 13-15)** - Submit report dated May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of the introduction of an Employee Communications Policy.

5. **ON-SITE SERVICES BUSINESS UNIT - EMPLOYEE DEVELOPMENT AND LEARNING (pages 16-18)** - Submit report dated 20 May 2002 (copy enclosed) by the Head of Personnel informing of the current training initiative within the On-Site Services Business Unit.

6. **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 shown against each item".
7. **REVIEW OF STAFFING ARRANGEMENTS WITHIN LOCAL OFFICES AND REGISTRATION SERVICES (PARA 1) (pages 19-20)** - Submit joint report dated 14 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services seeking approval of amendments to the establishment within the Local Offices and Registration Service of the Department of Community Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
8. **EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - SENIOR MANAGEMENT STRUCTURE (PARA 1) (pages 21-25)** - Submit report dated May 2002 (copy enclosed) by the Chief Executive seeking approval of an addition to the senior staff management structure within the Educational and Social Services Department, subject to consultation with the Trade

Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

9. **EDUCATIONAL AND SOCIAL SERVICES (RESOURCE SUPPORT) (PARA 1) (pages 26-28)** - Submit report dated May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending staffing amendments within the Resource Support function of the Educational and Social Services Department, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
10. **REVIEW OF SCHOOL BASED TECHNICIAN SERVICE (PARA 1) (pages 29-37)** - Submit joint report dated 14 May 2002 (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 Technicians Service in the Department of Educational and Social Services and seeking approval to implement the revised staffing proposals (subject to Education Committee approving related operational based paper at its meeting on 28 May 2002). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **IMPLICATIONS FOLLOWING TRANSFER OF PRESERVED RIGHTS (PARA 1) (pages 38-39)** - Submit joint report dated 16 May 2002 (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 Social Work Service of the Department of Educational and Social Services required to support the increase in responsibilities resulting from the transfer of DSS preserved rights. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **RECRUITMENT AND RETENTION OF QUALIFIED SOCIAL WORKERS AND OTHER PROFESSIONALLY QUALIFIED STAFF IN SOCIAL WORK SERVICES (PARA 11) (pages 40-41)** - Submit joint report dated 20 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services advising of an action plan to recruit and retain qualified social workers and other professionally qualified staff within the Social Work Service and seeking approval for the relevant personnel aspects of the report. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
13. **HOME CARE REVIEW - STAGE 2 (PARA 1) (pages 42-46)** - Submit joint report dated 14 May 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 in respect of the implementation of the Home Care Review - Stage 2 regarding APT&C employees. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **CHANGING CHILDREN'S SERVICE FUND (PARA 1) (pages 47-48)** - Submit joint report dated 16 May 2002 (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 temporary posts funded through the Changing Children's Service Fund pending approval from the Scottish Executive of the Council's related funding bid and subject to Trade Union consultation. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

15. **ROLL-OUT OF NEW COMMUNITY SCHOOL APPROACH (PARA 1) (Pages 49-50)** - Submit report dated 8 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for the establishment of a Children's Services Integration Manager, subject to confirmation of receipt of related funding from the Changing Children's Services Fund and consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **FINANCE DEPARTMENT STAFFING STRUCTURE (PARA 1) (pages 51-55)** - Submit joint report dated 21 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Finance proposing amendments to the current structure of the Revenues Section within the Exchequer Services division of the Finance Department. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **MANAGEMENT OF ASBESTOS (PARA 1) (pages 56-58)** - Submit joint report dated May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services recommending the strengthening of resources with respect to the management of asbestos in the light of forthcoming legislation. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **WORK-LIFE BALANCE - EMPLOYMENT POLICIES (PARA 11) (pages 59-64)** - Submit report dated 14 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of employment policies relating to Work-life Balance. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **DISPLAY SCREEN EQUIPMENT (PARA 11) (pages 65-79)** - Submit report dated 20 May 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending revised health and safety arrangements with respect to display screen equipment in order to clarify eyesight and spectacle repayment procedures subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **PROPOSED DISPOSAL OF LAND AND BUILDINGS AT BARONY ROAD INDUSTRIAL ESTATE, AUCHINLECK (PARA 9) (pages 80-85)** - Submit report dated 20 May 2002 (copy enclosed) by the Director of Development Services seeking approval for outline terms for the disposal of Units 1, 2 and 3 together with adjoining land at Barony Road Industrial Estate, Auchinleck.

Report not enclosed - Refer to Exclusion of Press and Public paragraph above.

- 21. REVIEW OF STAFFING ARRANGEMENTS WITHIN DEBT ADVICE SERVICES OF THE EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT** - Submit joint report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

- 22. REVIEW OF STAFFING ARRANGEMENTS WITHIN THE POLICY UNIT OF THE DEPARTMENT OF HOMES AND TECHNICAL SERVICES** - Submit joint report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Homes and Technical Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**