

Gillian Hamilton, Direct Dial: (01563) 576093

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

12 November 2002

Dear Councillor

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - TUESDAY 19 NOVEMBER 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 19 NOVEMBER 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 17 October 2002 (copy enclosed) by the Director of Finance on 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 18 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance on 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 3 (2002) (Pages 7-9)** - Submit report dated 16 September 2002 (copy enclosed) by the Director of Finance on absence rates for the Department of Finance for the quarterly period ended 27 September 2002.

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- 2.2 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - QUARTER 3 (2002) (Pages 10-12)** - Submit report dated 28 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 30 September 2002.

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- 3. JOINT STAFFING WATCH RETURN (Pages 13-14)** - Submit report dated 30 September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the Joint Staffing Watch statistics submitted to CoSLA in respect of the September 2002 reporting period.

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- 4. SINGLE STATUS UPDATE (Pages 15-16)** - Submit report dated 31 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

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- 5. EMPLOYEE RECOGNITION (Pages 17-25)** - Submit report dated 4 November 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending the introduction of an Employee Recognition Policy.

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- 6. HEALTH AND SAFETY ACTION PLAN (Pages 26-28)** - Submit report dated 4 November 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising on the progress of the 2002/2003 Health and Safety Action Plan.

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7. **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".
8. **ADMIN SUPPORT TO THE DIRECTOR OF CORPORATE RESOURCES/DEPUTE CHIEF EXECUTIVE (PARAS 1 & 11) (Pages 29-30)** - Submit report dated 4 November 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of additional administration support to the Director of Corporate Resources/Depute Chief Executive, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
9. **PROPOSED AMENDMENT TO ADMINISTRATIVE AND LEGAL SERVICES STRUCTURE (ADMINISTRATION) (PARAS 1 & 11) (Pages 31-36)** - Submit report dated 30 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of proposed amendments to the current staffing structure of Administrative and Legal Services (Administration Section) following the conclusion of the monitoring and review exercise of the present structure as reported to this Sub-Committee at its meeting on 25 September 2001 (Item 18, Page 2118, 99/03) **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
10. **SUPPORTED LEARNING AND TEACHING: PHASE 2 (PARA 1) (Pages 37-39)** - Submit joint report dated 30 October 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 staffing structure within the Department of Educational and Social Services (subject to the Education Committee approving related operational based paper at its meeting on 12 November 2002). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **SUPPORTING PEOPLE PROGRAMME (PARAS 1 & 11) (Pages 40-42)** - Submit joint report dated 4 November 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources; Directors of Educational and Social Services and Director of Homes and Technical Services recommending staffing amendments to the staffing structure within the Social Work Service of the Department of Educational and Social Services (subject to consultation with Trade Unions and the Housing Committee and Social Work Committee approving related operational based papers at their respective meetings on 6 November 2002 and 7 November 2002). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **ADMINISTRATIVE SUPPORT TO FRONT LINE SERVICES (PARA 1) (Pages 43-44)** - Submit joint report dated 30 October 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 to support the additional responsibilities following the increased activities associated with delayed discharges from hospitals, the transfer of preserved rights individual and the introduction of "Free Personal Care". **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

13. **YOUTH JUSTICE (PARAS 1 & 11) (Pages 45-47)** - Submit joint report dated 1 November 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 Children's Service Development Fund (Youth Crime) subject to consultation with Trade Unions (and to the Social Work Committee approving related operational based paper at its meeting on 7 November 2002). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **REVISED MANAGEMENT STRUCTURE - RESIDENTIAL CARE SERVICES FOR CHILDREN AND YOUNG PEOPLE (PARAS 1 & 11) (Pages 48-50)** - Submit joint report dated 1 November 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services proposing amendments to the management structure within the Children and Families Section of the Social Work Service subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **REVIEW OF DAY SERVICES - ADULTS WITH A LEARNING DISABILITY - STAGE 2 (PARAS 1 & 11) (Pages 51-57)** - Submit joint report dated 4 November 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for the staffing amendments arising from Stage 2 of the Day Services Review which will redesign Day Care Services within the Social Work Service subject to consultation with Trade Unions (and to the Social Work Committee approving related operational based paper at its meeting on 7 November 2002). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **CONTROL CENTRE AND OUT OF HOURS SERVICE (PARA 1) (Pages 58-60)** - Submit joint report dated 4 November 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services recommended staffing amendment to the out of hours service within the Social Work Service of the Department of Educational and Social Services (subject to the Social Work Committee approving related operational based paper at its meeting on 7 November 2002). **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

17. **ADMINISTRATIVE SUPPORT WITHIN HOMES AND TECHNICAL SERVICES (PARAS 1 & 11) (Pages 61-64)** - Submit joint report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services recommending amendments to the administrative staffing structure within the Department of Homes and Technical Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **HOMELESSNESS AND HOUSING SUPPORT (PARAS 1 & 11) (Pages 65-68)** - Submit report (copy enclosed) by the Director of Homes and Technical Services seeking approval of the establishment of an additional Homeless Persons Officer and a new Housing Support Team as part of the development of the Council's Homelessness Strategy. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **PROPOSED DISPOSAL OF FORMER KILMARNOCK ACADEMY SCHOOLHOUSE, BRAESIDE STREET, KILMARNOCK (PARA 9) (Pages 69-72)** - Submit report dated 1 November 2002 (copy enclosed) by the Solicitor to the Council on the outcome of the recent marketing of the former Kilmarnock Academy Schoolhouse, Braeside Street, Kilmarnock and seeking authority to dispose of the subjects. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
20. **PROPOSED RENT REVIEW - OFFICE ACCOMMODATION AT 33 TOWNHEAD STREET, CUMNOCK (PARA 9) (Pages 73-74)** - Submit report dated 4 November 2002 (copy enclosed) by the Director of Development Services seeking approval for the rent review of office accommodation at 33 Townhead Street, Cumnock as set out in the report. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**