

Gillian Hamilton, Direct Dial (01563) 576093

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

17 September 2002

Dear Councillor

CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 24 SEPTEMBER 2002

You are requested to attend the 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 24 SEPTEMBER 2002 at 1400 HOURS**, in order to discuss the undernoted business.

Yours sincerely



Fiona Lees
Depute Chief Executive/Director of Corporate Resources

GH/SM

B U S I N E S S

INTIMATE APOLOGIES

1. BUDGETARY CONTROL SUMMARY STATEMENTS

- 1.1 POLICY AND RESOURCES (CENTRAL SERVICES) (pages 1-3) -** Submit report dated 9 September 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).



- 1.2 POLICY AND RESOURCES (CORPORATE RESOURCES) (pages 4-6) -** Submit joint report dated 9 September 2002 (copy enclosed) by the Director of Finance and the Depute Chief Executive/Director of Corporate Resources 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 - ABSENCE MANAGEMENT REPORT - QUARTER 2 (2002) (pages 7-9) - Submit report dated 16 July 2002 (copy enclosed) by the Director of Finance on absence rates for the Department of Finance for the quarterly period ended 28 June 2002.

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2.2 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - ABSENCE MANAGEMENT REPORT - QUARTER 2 (2002) (pages 10-12) - Submit report dated 12 July 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 28 June 2002.

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3. DEPARTMENTAL HEALTH AND SAFETY PLAN (pages 13-16) - Submit report dated 29 July 2002 (copy enclosed) by the Director of Finance reviewing progress against the Department of Finance's Health and Safety Action Plan 2001/2002 and identifying the recommended Departmental Health and Safety Action Plan for 2002/2003.

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4. OCCUPATIONAL HEALTH STRATEGY - UPDATE REPORT (page 17-18) - Submit report dated September 2002 (copy enclosed) by the Head of Personnel on the development of an Occupational Health Strategy for East Ayrshire Council.






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5. SINGLE STATUS UPDATE (pages 19-20) - Submit report dated 10 September 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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6. REGRADING PENDING THE IMPLEMENTATION OF JOB EVALUATION (PARA 1) (pages 21-22) - Submit report dated 16 September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking agreement on regrading pending the implementation of job evaluation.

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7. **CAR LEASING SCHEME (pages 23-25)** - Submit report dated 6 September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising that the current Car Leasing Scheme contract is due to terminate on 30 September 2002 and seeking approval for the extension of one further year to the current contract.

8. **CHRISTMAS AND NEW YEAR HOLIDAY ARRANGEMENTS (pages 26-28)** - Submit report dated September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of a proposed closure of Council Offices during the Christmas and New Year holiday period and related conditions of service proposals.

9. **STATUTORY PERFORMANCE INDICATORS FOR 2001/2002 (pages 29-34)** - Submit joint report dated 4 September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance on the Council's performance in 2001/2002 against the Council-wide and Finance Statutory Performance Indicators.

10. **MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFT PERSONS) (pages 35-42)** - Submit Minutes of meetings held on 22 May 2002 and 11 September 2002 (copies enclosed).

11. **AWARDING OF CONTRACT (pages 43-44)** - Submit report dated 17 July 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing details of a tender which has been accepted.

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. **TRAINING AND DEVELOPMENT AND SKILLS TRAINING UNIT (PARA 1) (pages 45-55)** - Submit report dated September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the further service and staffing issues arising from (a) the introduction by Scottish Enterprise, of a new model for the delivery of training services to young people with additional support needs; and (b) consideration of the business advantage to be gained in greater integration of some of the activities of the Skills Training Unit with those of the Training and Development Team,

particularly in the light of the Scottish Executive's Lifelong Learning agenda. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

14. **MODERN APPRENTICESHIP - INFORMATION TECHNOLOGY (PARA 1) (pages 56-57)** - Submit report dated September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval of the addition of five Modern Apprenticeships to the staffing structure of the Information Technology Section of the Corporate Resources Department. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
15. **DEPARTMENT OF CORPORATE RESOURCES - CORPORATE DEVELOPMENT AND COMMUNICATION SECTION (PARA 1) (pages 58-60)** - Submit report dated September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for proposed amendments to the structure of the Corporate Development and Communication Section of the Department of Corporate Resources. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
16. **NORTH SOCIAL INCLUSION CO-ORDINATOR (PARA 1) (pages 61-62)** - Submit report dated 2 September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for the establishment of the post of North Social Inclusion Co-ordinator. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **PROJECT PERFORMANCE MONITORING - DEVELOPMENT SERVICES (PARA 1) (pages 63-64)** - Submit joint report dated September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Development Services and recommending the addition of a Project Performance Monitoring Officer to the staffing structure of the Development Services Department. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **RECRUITMENT AND RETENTION OF PLANNING STAFF (PARA 1) (pages 65-66)** - Submit report dated 11 September 2002 (copy enclosed) by the Director of Development Services reviewing staff recruitment and retention in relation to planning staff as agreed by the Development Services Committee on 27 August 2002. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
19. **TEACHERS CONTINUING PROFESSIONAL DEVELOPMENT (PARA 1) (pages 67-68)** - Submit joint report dated September 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services recommending the addition of a Temporary Administrative Assistant to the staffing structure of Educational and Social Services Department to support the continuous professional development (CPD) of teachers, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

20. **RESTRUCTURING OF RESOURCE SUPPORT DIVISION (PARA 1) (pages 69-71)** - Submit report dated 6 September 2002 (copy enclosed) by the Director of Educational and Social Services seeking approval for proposals to restructure the Resource Support Division of 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.**
21. **CHANGES TO HOUSING BENEFITS AND COUNCIL TAX BENEFITS: IMPLICATIONS FOR THE COUNCIL (PARA 1) (pages 72-75)** - Submit report (copy enclosed) by the Director of Finance providing information on (i) the Department for Work and Pensions Performance Standards Initiative and the implications for the Council and seeking endorsement to adopt these standards; and (ii) the new tax credit and pension credit schemes and the potential impact on the Benefits Service . **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
22. **TECHNICAL SERVICES REVIEW: AN OPTION APPRAISAL (PARA 1) (pages 76-79)**- Submit report dated 3 September 2002 (copy enclosed) by the Director of Homes and Technical Services indicating that a range of options for the future of the Technical Services Division of the Department of Homes and Technical Services has been examined and making recommendations for its future management, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
23. **SENIOR MANAGEMENT STRUCTURE (PARA 1) (pages 80-82)** - Submit report dated 12 September 2002 (copy enclosed) by the Chief Executive seeking approval of an increase in salary grading subject to consultation with Trade Unions and providing an update on developments, as emerging from other Councils, in the management of Chief Officers' salary arrangements following on from the national review of Chief Executives' salaries. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
24. **KILMARNOCK TOWN CENTRE GROUND LEASE - PHASE 1 (pages 83-85)** - Submit report dated 16 September 2002 (copy enclosed) by the Director of Development Services seeking approval in connection with the granting of landlord's consent. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
25. **PARTIAL RELINQUISHMENT OF SUBJECTS LEASED AT COUNCIL OFFICES, PEESWEEP BRAE, LUGAR (PARA 9) (pages 86-88)** - Submit report (copy enclosed) by the Director of Development Services seeking approval to authorise the Solicitor to the Council to formally renounce the existing lease and concurrently enter into a new lease agreement for the subjects at Peesweep Brae, Lugar. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**