

APPENDIX VI

EAST AYRSHIRE COUNCIL

**CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES
COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 8 APRIL 2003 AT 1400 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Douglas Reid, John Weir, Drew McIntyre, Harry Wilson, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; John Griffiths, Head of Leisure Services; Graham Haugh, Head of Personnel; Euan Couperwhite, Head of Resource Support; Stephen Moore, Head of Social Work; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Daniel Coffey and Iain Linton.

CHAIR: Councillor Eric Jackson, Chair.

BUDGETARY CONTROL SUMMARY STATEMENTS

1.1 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 19 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised 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)

There was submitted and noted a report dated 19 March 2003 (circulated) by the Director of Finance which advised 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).

**MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL
GOVERNMENT EMPLOYEES AND CRAFTPERSONS)**

- 2.** There was submitted and noted Minutes of the Joint Consultative Committee (Local Government Employees and Craftpersons) held on 20 November 2002 and 19 March 2003 (circulated).

**PERFORMANCE MANAGEMENT AND PLANNING AUDIT 2002/2003
(PMP)**

- 3.** There was submitted a report dated 26 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised on the outcome of the latest External Auditor's Performance Management and Planning Audit (PMP4) with

respect to those services falling within the remit of the Corporate Sub-Committee of the Policy and Resources Committee.

It was agreed:-

- (i) to note the positive outcome of the PMP Audits of the IT Service and the Corporate Development and Communication Section's Corporate Best Value arrangements; and
- (ii) otherwise, to note the content of the report.

SCOTTISH SOCIAL SERVICES COUNCIL CODES OF PRACTICE

4. There was submitted a joint report dated 21 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which informed of the issuing of the Codes of Practice by the Scottish Social Services Council and advised of the plans to disseminate information in respect of the Codes of Practice.

It was agreed:-

- (i) to note the implications of the Scottish Social Services Council Codes of Practice as described in the report; and
- (ii) otherwise, to note the report.

AWARDING OF CONTRACTS

5. There was submitted and noted a report dated 20 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted as follows:-

CONTRACT	SUCCESSFUL CONTRACTOR	AMOUNT
Project Verification and Costing Consultancy Service - Glaisnock Trust	CRGP Architects and Surveyors, Glasgow	£13,650.00
Site Investigation at Ardbeg Road, Kilmarnock (North West Kilmarnock Primary Care Neighbourhood Services Centre)	Hydracrat Ltd, Bellshill	£39,717.50

EXCLUSION OF PRESS AND PUBLIC

6. The Sub-Committee resolved 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 involved the likely disclosure of exempt information as defined in the paragraph(s) of Schedule 7A of the Act as shown against each item.

ANNUAL APPRAISAL FOR CHIEF EXECUTIVES (PARA 11)

7. There was submitted a report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on national progress in introducing annual appraisal for Chief Executives in Scottish Councils.

It was agreed:-

- (i) to note the national progress in introducing annual appraisal schemes for Chief Executives;
- (ii) that the Head of Personnel design a local appraisal scheme which could be introduced for all Chief Officers and report back to an early meeting of the Corporate Sub-Committee of the Policy and Resources Committee; and
- (iii) otherwise, to note the report.

ADMINISTRATIVE SUPPORT FOR EAST AYRSHIRE COUNCIL'S RECORDS AND INFORMATION MANAGEMENT REQUIREMENTS AND THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (PARAS 1 AND 11)

8. There was submitted a report dated 21 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for an additional staffing post in response to the requirement for the Council to have improved records and information management systems in light of the introduction of the Freedom of Information (Scotland) Act 2002.

It was agreed:-

- (i) to approve the staffing proposal contained within the report;
- (ii) to recommend to Council that the Head of Administrative and Legal Services be nominated as the Freedom of Information Officer for the Council; and
- (iii) otherwise, to note the report.

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COMMUNITY SAFETY AWARD PROGRAMME (PARAS 1 AND 11)

9. There was submitted a joint report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for the temporary appointment of four posts in the Community Safety Section of the Department of Community Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

NEW OPPORTUNITIES FOR PE AND SPORT INITIATIVE (PARAS 1 AND 11)

10. There was submitted a joint report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources, the Director of Educational and Social Services and the Director of Community Services which sought approval for additional staffing resources within the Department of Educational and Social Services and the Department of Community Services.

It was agreed:-

- (i) to approve the proposals detailed in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**NEW SPORTING FUTURES PROJECT (PARAS 1 AND 11)
(Item 9, Page 3206, 99/03)**

11. There was submitted a joint report dated 25 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for additional staffing resources within the Department of Community Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

CRAFTS DEVELOPMENT (PARAS 1 AND 11) (Item 8, Page 3206, 99/03)

12. There was submitted a joint report dated 18 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought authority for additional staffing within the Community Services Department following the Council successfully securing funding for the expansion of the existing Crafts Development Project.

It was agreed:-

- (i) to approve the additional staffing requirements for the Community Services Department in support of the expansion of the Crafts Development Project as identified in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

OUTDOOR ACCESS PROJECTS (PARAS 1 AND 11) (Item 6, Page 3205, 99/03)

13. There was submitted a joint report dated 18 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought authority for additional staffing resources for the Community Services Department to facilitate the implementation of the East Ayrshire Outdoor Access Strategy following successful strategic funding bids.

It was agreed:-

- (i) to approve in principle the staffing proposals detailed in paragraphs 3 and 4 of the report aimed at supporting the implementation of the Council's East Ayrshire Outdoor Access Strategy, subject to confirmation of project funding and consultation with Trade Unions; and
- (ii) otherwise, to note the report.

CLASSROOM ASSISTANTS (PARAS 1 AND 11) (Item 8, Page 3200, 99/03)

14. There was submitted a joint report dated 20 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and

Social Services which sought approval for the establishment of classroom assistants in secondary schools within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.1 of the report subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT ADMINISTRATIVE
SUPPORT (PARA 1)**

15. There was submitted a joint report (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for additional secretarial support within the Educational and Social Services Department.

It was agreed:-

- (i) to approve the proposed amendment to the Directorate Structure as detailed in paragraph 3.1 of the report; and
- (ii) otherwise, to note the report.

THE SUPPORTING PEOPLE PROGRAMME (PARAS 1 AND 11)

16. There was submitted a joint report dated 21 March 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources, Director of Educational and Social Services and the Director of Homes and Technical Services which sought approval for amendments to the staffing structure within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the proposals detailed in the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**PROPOSED DISPOSAL OF LAND AT BARBIESTON ROAD, DALRYMPLE
(PARA 9)**

17. There was submitted a report dated 20 March 2003 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of the site at Barbieston Road, Dalrymple.

It was agreed:-

- (i) to authorise the Solicitor to the Council to accept the offer from Hope Homes (Scotland) Ltd, subject to the terms and conditions outlined in Section 8 of the report; and
- (ii) otherwise, to note the report.

The meeting terminated at 1425 hours.