

**APPENDIX IV**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 19 NOVEMBER 2002 AT 1400  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON  
ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Daniel Coffey, Douglas Reid, John Weir, Harry Wilson, Iain Linton, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; 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; Chris McAleavey, Head of Homes; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work; Joe Rafferty, Health and Safety Manager; and Gillian Hamilton, Administrative Officer.

**APOLOGY:** Councillor Drew McIntyre.

**CHAIR:** Councillor Eric Jackson, Chair.

**BUDGETARY CONTROL SUMMARY STATEMENTS**

**1.1 POLICY AND RESOURCES (CENTRAL SERVICES)**

There was submitted and noted a report dated 17 October 2002 (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).

**1.2 POLICY AND RESOURCES (CORPORATE RESOURCES)**

There was submitted and noted a joint report dated 18 October 2002 (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).

**ABSENCE MANAGEMENT REPORTS**

**2.1 DEPARTMENT OF FINANCE - QUARTER 3 (2002)**

There was submitted and noted a report dated 16 September 2002 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarterly period ended 27 September 2002.

## **2.2 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - QUARTER 3 (2002)**

There was submitted and noted a report dated 28 October 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of absence rates for the Department of Corporate Resources and the Chief Executive's Office for the quarterly period ended 30 September 2002.

### **JOINT STAFFING WATCH RETURN**

3. There was submitted and noted a report dated 30 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised on the Joint Staffing Watch statistics submitted to CoSLA in respect of the September 2002 reporting period.

### **SINGLE STATUS UPDATE**

4. There was submitted a report dated 31 October 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

It was agreed:-

- (i) to note the update on the Council's response to the Single Status Agreement for Local Government Employees; and
- (ii) that the Depute Chief Executive/Director of Corporate Resources continue to provide future update reports.

### **EMPLOYEE RECOGNITION**

5. There was submitted a report dated 4 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended the introduction of an Employee Recognition Policy.

It was agreed:-

- (i) to recommend that Council approve the introduction of the Employee Recognition Policy appended to the report; and
- (ii) otherwise, to note the report.

### **HEALTH AND SAFETY ACTION PLAN**

6. There was submitted and noted a report dated 4 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised on the progress of the 2002/2003 Corporate Health and Safety Action Plan.

## **6A. Chair's Remarks**

On behalf of the Sub-Committee, the Chair thanked the Health and Safety Manager, who is to take up a new position within the Training and Development Section in January 2003, for his contribution to the work of the Health and Safety Section and wished him well in his new post.

### **ESTABLISHMENT OF CHILD PEDESTRIAN TRAINING CO-ORDINATOR POST**

7. There was submitted a report dated 14 November 2002 (circulated) by the Director of Development Services which sought approval for the creation of a Child Pedestrian Training Co-ordinator post, as part of the National Pilot Network of Child Pedestrian Training Scheme.

It was agreed:-

- (i) to approve the appointment of the Child Pedestrian Training Co-ordinator post as detailed in paragraph 4.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

### **EXCLUSION OF PRESS AND PUBLIC**

8. 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 of Schedule 7A of the Act shown against each item.

### **ADMINISTRATIVE SUPPORT TO THE DIRECTOR OF CORPORATE RESOURCES/DEPUTE CHIEF EXECUTIVE (PARAS 1 & 11)**

9. There was submitted a report dated 4 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of additional administrative support to the Depute Chief Executive/Director of Corporate Resources, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the addition of a part-time secretary to the staffing structure of the Corporate Resources Department, subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the report.

### **PROPOSED AMENDMENT TO ADMINISTRATIVE AND LEGAL SERVICES STRUCTURE (ADMINISTRATION) (PARAS 1 & 11)**

10. There was submitted a report dated 30 October 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought 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 the Corporate Sub-Committee of the Policy and Resources Committee at its meeting on 25 September 2001 (Item 18, Page 2118, 99/03).

It was agreed:-

- (i) to approve the deletion of one Trainee Administrative Officer post;
- (ii) to approve the deletion of one Assistant Council Officer (17.5 hours) post;
- (iii) to approve the creation of a Senior Administrative Officer's post;

- (iv) to approve the re-designation of the Principal Administrative Officer as Assistant Administration Manager; and
- (v) otherwise, to note the report.

**SUPPORTED LEARNING AND TEACHING: PHASE 2 (PARA 1)**

11. There was submitted a joint report dated 30 October 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for proposed amendments to the staffing structure within the Department of Educational and Social Services.

It was agreed:-

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

**SUPPORTING PEOPLE PROGRAMME (PARAS 1 & 11)**

12. There was submitted a joint report dated 4 November 2002 (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 recommended staffing amendments to the staffing structure within the Social Work Service of 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.

**ADMINISTRATIVE SUPPORT TO FRONTLINE SERVICES (PARA 1)**

13. There was submitted a joint report dated 30 October 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought 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 cases, and the introduction of "Free Personal Care".

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.2 of the report; and
- (ii) otherwise, to note the report.

**YOUTH JUSTICE (PARAS 1 & 11)**

14. There was submitted a joint report dated 1 November 2002 (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 temporary posts funded through the Children's Service Development Fund (Youth Crime) subject to consultation with Trade Unions.

It was agreed:-

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

**REVISED MANAGEMENT STRUCTURE - RESIDENTIAL CARE SERVICES FOR CHILDREN AND YOUNG PEOPLE (PARAS 1 & 11)**

15. There was submitted a joint report dated 1 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which proposed amendments to the management structure within the Children and Families Section of the Social Work Service subject to consultation with Trade Unions.

It was agreed:-

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

**REVIEW OF DAY SERVICES - ADULTS WITH A LEARNING DISABILITY - STAGE 2 (PARAS 1 & 11)**

16. There was submitted a joint report dated 4 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for the staffing amendments arising from Stage 2 of the Day Services Review which would redesign Day Care Services within the Social Work Service, subject to consultation with Trade Unions.

It was agreed:-

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

**CONTROL CENTRE AND OUT OF HOURS SERVICE (PARA 1)**

17. There was submitted a joint report dated 4 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which recommended staffing amendments to the Out of Hours Service within the Social Work Service of the Department of Educational and Social Services.

It was agreed:-

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

**ADMINISTRATIVE SUPPORT WITHIN HOMES AND TECHNICAL SERVICES (PARAS 1 & 11)**

18. There was submitted a joint report dated 5 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which recommended amendments to the administrative staffing structure within the Department of Homes and Technical Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing amendments to the administrative staffing structure within the Homes and Technical Services Department as detailed in the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**HOMELESSNESS AND HOUSING SUPPORT (PARAS 1 & 11)**

19. There was submitted a report (circulated) by the Director of Homes and Technical Services which sought approval for 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.

It was agreed:-

- (i) to approve the proposed staffing changes outlined in the report, subject to Trade Union consultation and confirmation of funding being made available under the Supporting People Grant; and
- (ii) otherwise, to note the report.

**PROPOSED DISPOSAL OF FORMER KILMARNOCK ACADEMY SCHOOLHOUSE, BRAESIDE STREET, KILMARNOCK (PARA 9)**

20. There was submitted a report dated 1 November 2002 (circulated) 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.

Having heard a verbal update by the Head of Administrative and Legal Services that the highest offer had been withdrawn, it was agreed:-

- (i) to authorise the Solicitor to the Council to accept the second highest offer, from Mrs Julie Howie, for the former Kilmarnock Academy Schoolhouse, Braeside Street, Kilmarnock; and
- (ii) otherwise, to note the report and the verbal update.

**PROPOSED RENT REVIEW - OFFICE ACCOMMODATION AT 33 TOWNHEAD STREET, CUMNOCK (PARA 9)**

21. There was submitted a report dated 4 November 2002 (circulated) by the Director of Development Services which sought approval of the rent review of office accommodation at 33 Townhead Street, Cumnock.

It was agreed:-

- (i) to approve the provisionally agreed rental for the proposed review of the office accommodation at 33 Townhead Street, Cumnock as detailed in paragraph 3.1 of the report;
- (ii) that the Solicitor to the Council conclude matters on behalf of the Council; and
- (iii) otherwise, to note the report.

The meeting terminated at 1445 hours.