

**APPENDIX III**

**EAST AYRSHIRE COUNCIL**

**PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND  
RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 5 JUNE 2001 AT 1400 HOURS IN  
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Daniel Coffey, 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; Kay Gilmour, Head of Community Support; Graham Haugh, Head of Personnel; Julie Armstrong, Principal Administrative Officer; Joe Cassidy, Policy Manager (Homes and Technical Services); and Ian Gemmell, Administrative Officer.

**APOLOGIES:** Councillors Douglas Reid, John Weir and Iain Linton.

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

**CHAIR'S REMARKS**

1. The Chair at his discretion and in terms of Standing Order 15.1, agreed to alter the order of business and consider Item 10 on the Agenda "An Integrated Approach to Supporting Communities" at the end of the meeting; and intimated his intention to declare a non-pecuniary interest in respect of this item.

**JOINT STAFFING WATCH RETURN - MARCH 2001**

2. There was submitted and noted a report dated 8 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the Joint Staffing Watch statistics submitted to CoSLA in respect of the March 2001 reporting period.

**LOCAL GOVERNMENT EMPLOYEES - 2000-2004 PAY AGREEMENT**

3. There was submitted and noted a report dated 10 April 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the agreement reached in pay negotiations for Local Government employees (formerly APT & C Staff and Manual Workers) covering the period 2000-2004.

**SKILLS TRAINING UNIT - SERVICE REVIEW**

4. There was submitted a report dated 18 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to review the service provided by the Skills Training Unit.

It was agreed:-

- (i) that the Skills Training Unit should continue to deliver its current range of training programmes on behalf of the Council;

- (ii) that the range of service improvement measures detailed in Section 7 of the report should be pursued by the Depute Chief Executive/Director of Corporate Resources;
- (iii) that the Depute Chief Executive/Director of Corporate Resources continually consider alternatives to existing or continued provision in certain Skills Training areas to ensure that they continue to reflect local community and employers' demands as well as providing best value to the Council; and
- (iv) otherwise, to note the content of the report.

### **REVISED RECRUITMENT AND SELECTION PROCEDURES**

5. There was submitted a report dated 15 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested the Sub-Committee to approve subject to consultation with the Trade Unions, proposed changes to the Council's recruitment and selection procedures, following a review of the current recruitment process.

It was agreed:-

- (i) to recommend to Council approval of the proposed changes to the Council's recruitment and selection procedures, as detailed within the report, subject to consultation with the Trade Unions;
- (ii) that the Head of Personnel report to a future meeting of the Sub-Committee after receipt of further guidance from the Scottish Executive in respect of the Police Act 1997 and Social Work Appointments; and
- (iii) otherwise, to note the content of the report.

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### **HEALTH IMPROVEMENT FUND (Item 5, Page 1843, 99/02)**

6. There was submitted a joint report dated 18 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which requested the Sub-Committee to approve staffing adjustments within the Educational and Social Services (Social Work) staffing structure in response to the Council successfully securing funding via the Health Improvement Fund.

It was agreed to approve the proposed staffing adjustments within the Educational and Social Services (Social Work) staffing structure, as detailed in the report, subject to consultation with Trade Unions.

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

7. 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 Paragraph 1 of Schedule 7A of the Act.

### **AMENDMENT TO THE STAFFING ESTABLISHMENT OF THE INTERNAL AUDIT SECTION**

8. There was submitted a report dated 10 May 2001 (circulated) by the Chief Executive which proposed an amendment to the staffing establishment of the Internal Audit Section within the Chief Executive's Office.

It was agreed to approve the proposed amendments to the staffing structure in the Internal Audit Section, as detailed within the report.

### **RECREATION PARTNERSHIP PROJECT (Item 4, Page 1863, 99/02)**

9. There was submitted a joint report dated 22 May 2001 (circulated) by the Director of Community Services and the Depute Chief Executive/Director of Corporate Resources which sought the Sub-Committee's approval, subject to consultation with Trade Unions, of additional staffing required to extend and develop the Recreation Partnership Project throughout East Ayrshire.

It was agreed to approve the staffing proposals contained within Section 3 of the report, subject to consultation with Trade Unions.

### **NURSERY NURSE POSTS (Item 14, Page 1854, 99/02)**

10. There was submitted a joint report dated 16 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval to establish (a) a permanent Nursery Nurse post at the Gaelic Nursery Class, Onthank Primary School; and (b) 9 permanent Nursery Nurses on a peripatetic basis to provide additional special educational needs support.

It was agreed to approve the staffing proposals as detailed in Paragraphs 3 and 4 of the report.

### **DEPARTMENTAL ORGANISATION OF HOMES AND TECHNICAL SERVICES (Item 14, Page 1826, 99/02)**

11. There was submitted a joint report dated 22 May 2001 (circulated) by the Director of Homes and Technical Services and the Depute Chief Executive/Director of Corporate Resources on the results of the Housing Committee's deliberations on the review of the structure of the Technical Services Division and other elements of the Department's organisation.

It was agreed:-

- (i) to approve the changes detailed in the report, and that the Directors of Homes and Technical Services, in consultation with the Head of Personnel, take the necessary actions;
- (ii) that the Director of Homes and Technical Services enter into appropriate consultation with the Trade Unions; and
- (iii) otherwise, to note the contents of the report.

**ALTERATIONS TO DEVELOPMENT SERVICES ROADS DIVISION STAFFING  
STRUCTURE (Item 2, Page 1915, 99/02)**

12. There was submitted a joint report dated 29 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval of amendments to the staffing structure of the Roads Division of the Development Services Department, subject to consultation with Trade Unions.

It was agreed to approve the staffing proposals detailed in the report, subject to Trade Union consultation and the Chair's Sub-Committee of Policy and Resources Committee's approving the related early retirement applications.

**AN INTEGRATED APPROACH TO SUPPORTING COMMUNITIES  
(Item 19.2, Page 1855, 99/02)**

**13.1 Declaration of Interest**

Councillor Jackson, Chair, declared a non-pecuniary interest in this item of business and left the meeting.

**13.2 Appointment of Chair Pro Tem**

Councillor Farrell was appointed Chair Pro Tem for the remainder of the business and took the Chair.

**13.3 Consideration of Item**

There was submitted a joint report dated 23 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought the Sub-Committee's agreement subject to consultation with Trade Unions, to the proposed revised management structure for the Community Education Service and Community Development Service.

It was agreed to approve the proposed staffing adjustments detailed in Paragraphs 6 and 7 of the joint report, subject to consultation with Trade Unions.

The meeting terminated at 1437 hours.

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