

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON THURSDAY 14 JUNE 2001 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Stephanie Young, Daniel Coffey, Willie Coffey, Douglas Reid, John Weir, Harry Wilson, Jane Darnbrough, John Knapp, Robert McDill Eric Jackson, Jimmy Kelly, Tommy Farrell, Provost Jimmy Boyd, Councillors Eric Ross and Elaine Dinwoodie.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Barbara Haughan, Head of Administrative and Legal Services; Kay Gilmour, Head of Community Support; Douglas Campbell, Head of Corporate Development and Communication; Malcolm Roulston, Head of Information Technology; John Crawford, Head of Protective Services; Stephen Moore, Head of Social Work; Colin Houston, Chief Auditor; Chris Johnstone, Financial Services Manager; John Butler, Service Officer, Educational and Social Services; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors David Macrae, Ian Linton, Finlay MacLean and Councillor Robert Taylor.

CHAIR: Councillor Drew McIntyre, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved as correct records and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendices I to IV of these Minutes, viz:-
 - 1.1 **BEST VALUE SUB-COMMITTEE OF 15 MAY 2001** - Appendix I.
 - 1.2 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 23 MAY 2001** - Appendix II.
 - 1.3 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 5 JUNE 2001** - Appendix III.
 - 1.4 **CHAIR'S SUB-COMMITTEE OF 5 JUNE 2001** - Appendix IV.

Provost Boyd left the meeting at this point.

EAST AYRSHIRE NORTH SOCIAL INCLUSIVE INITIATIVE BOARD

2.1 MINUTES OF MEETING

There was submitted and noted and approval given in respect of any recommendations contained therein the Minutes of Meeting held on 24 April 2001 (circulated).

2.2 FUTURE ARRANGEMENTS FOR THE BOARD

There was submitted a report dated 30 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised Members of the

establishment of a constituted Board for the East Ayrshire North Social Inclusion Initiative Board and which proposed that responsibility for decision making and budgetary matters be devolved to the Board.

It was agreed:

- (i) to note the creation of East Ayrshire North Area Social Inclusion Initiative Board as an unincorporated association as detailed within the report; and
- (ii) to devolve responsibility for decision making on budgetary and other matters to the new Board.

STATISTICAL INFORMATION ON REVENUE COLLECTION

- 3. There was submitted a report dated 30 May 2001 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 31 March 2001 (Period 12).

It was agreed:

- (i) to note the current revenue collection performance; and
- (ii) that follow-up action on previous years be intensified over the next two months.

TREASURY MANAGEMENT - ANNUAL REPORT 2000/01

- 4. There was submitted and noted a report dated 29 May 2001 (circulated) by the Director of Finance which informed of the out-turn performance of the Treasury Management function for the financial year 2000/01.

INTERNAL AUDIT STRATEGIC PLAN 2001/02 TO 2003/04

- 5. There was submitted and noted a report (circulated) by the Chief Auditor which gave details of the three year Strategic Audit Plan 2001/02 to 2003/04.

ABSENCE MANAGEMENT REPORTS - QUARTER 1 (2001)

- 6. There were submitted and noted the undernoted reports on the absence rates for the quarter ended 30 March 2001 in respect of the following Departments, viz:-
 - 6.1 **CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE** - Report by Depute Chief Executive/Director of Corporate Resources dated 21 May 2001.
 - 6.2 **FINANCE DEPARTMENT** - Report by the Director of Finance dated 1 June 2001.

VIREMENT 2001/02 REVENUE BUDGET (Item 5, Page 1892, 99/02)

- 7. There was submitted a report dated 5 June 2001 (circulated) by the Director of Development Services which sought approval for the virement of budgets which was necessary following the unsuccessful bid by Clyde Solway Consortium, of which East Ayrshire Council was a partner, to renew the contract for maintaining the trunk roads in South West Scotland, the successful contractor being Amey Ltd. The adjustments noted in Section 3.1 of the report had been submitted to and approved by the Development Services Committee of 5 June 2001.

It was agreed:

- (i) to the virement proposals as noted in Section 3.1 of the report;

- (ii) that the Director of Finance make the necessary adjustments to the corporate ledger; and
- (iii) to note the contents of the report.

CONSULTATION ON NATIONAL PLAN FOR ALCOHOL MISUSE

8. There was submitted a report dated 29 May 2001 (circulated) by the Director of Educational and Social Services which (i) advised the Committee of the Scottish Executive consultation paper on a Plan for Action on Alcohol Abuse; and (ii) sought approval of a draft response prepared by officers on behalf of the Council.

It was agreed:

- (i) to approve the draft response to the Scottish Executive as set out in the appendix to the report; and
- (ii) that the Council response be remitted to Ayrshire and Arran Alcohol and Drug Action Team and CoSLA for the purpose of informing their responses to the consultation.

EAST AYRSHIRE COUNCIL'S CHILDREN'S SERVICE PLAN 2001/04

9. There was submitted a report dated 22 May 2001 (circulated) by the Director of Educational and Social Services which (i) sought approval for "Inspiring Children and Young People", East Ayrshire Council's Children's Services Plan 2001-04; and (ii) sought approval for the associated Children and Young Person's Charter of Rights.

It was agreed:

- (i) to approve East Ayrshire Council's Children's Service Plan 2001-04;
- (ii) to approve the Children and Young Person's Charter; and
- (iii) otherwise to note the contents of the report.

COMMUNITY PLANNING - THE NEXT SIX MONTHS AND BEYOND

10. There was submitted a report dated 8 June 2001 (circulated) by the Chief Executive which provided an update on Community Planning and made proposals on the Community Planning process, the preparation of a Community Plan for East Ayrshire and related decision making issues.

It was agreed:

- (i) to note the Scottish Executive's intention to bring forward, at the earliest date, legislation on the power of Community Initiative and Community Planning;
- (ii) to the proposals contained within the report to formalise the Community Planning process;
- (iii) to the establishment of the proposed Community Planning Core Partnership Group and to recommend to Council that the Leader of the Council and the Chief Executive or their nominated representative, represent the Council on this Forum;
- (iv) to note the establishment of a Joint Officer Support Group to facilitate arrangements proposed within the report for involving other partner organisations in the preparation of the first Community Plan for East Ayrshire;

- (v) to the timetable of action required as outlined in the report;
- (vi) to note that the Community Planning Core Partnership Group would consider the resources required to deliver both Community Planning and the Community Planning process;
- (vii) that reports on progress be submitted to this Committee; and
- (viii) otherwise to note the terms of the report.

BETTER NEIGHBOURHOOD SERVICES FUND (Item 10, Page 1739, 99/02)

11. There was submitted a report dated 30 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated on progress made to date in relation to the new Better Neighbourhood Services and which outlined the timetable of future action required.

It was agreed:

- (i) to note the timetable of action required in respect of the Better Neighbourhood Services Fund;
- (ii) to note that consultation with the communities on the services to benefit from support from the Better Neighbourhood Services Fund would be informed by the priorities of the Council and Community Planning partners;
- (iii) that it be remitted to the Chief Executive in consultation with the Chair of the Policy and Resources Committee, local Elected Members and the Council's Community Planning partners to determine appropriate mechanisms for consultation with the communities concerned and to submit these along with an indication of the services to be provided and outcomes sought to the Scottish Executive by 30 June 2001; and
- (iv) to note that a report on the consultation and proposed local outcome agreement would be presented to a future Policy and Resources Committee meeting.

ELECTRONIC GOVERNMENT STRATEGY

12. There was submitted a report dated 30 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of a strategy for progressing electronic government initiatives within East Ayrshire.

It was agreed to approve the strategy shown attached to the report for electronic government in East Ayrshire.

MODERNISING GOVERNMENT FUND PROJECT (Item 13, Page 1598, 99/02)

13. There was submitted a report dated 29 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of the action plan for implementing the Modernising Government Funded Project promoted by East Ayrshire Council and its partners.

It was agreed:

- (i) to endorse the implementation plan for securing the East Ayrshire Council-led "Closing the Digital Divide" project outlined at Appendix I to the report;

- (ii) in respect of Task 4- Upgrade Council Area and Local Offices link to ensure that the Northwest Office would be included; and
- (iii) otherwise to note the contents of the report.

BETTER GOVERNMENT FOR OLDER PEOPLE (Item 10, Page 938, 99/02)

14. There was submitted a report dated 1 June 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of proposals to amalgamate the Bi-annual Liaison meeting between East Ayrshire and the Elderly Forum Steering Group with the quarterly Better Government for Older People Group meeting.

It was agreed:

- (i) to approve the change in the Terms of Reference of the Better Government for Older People Group to encompass the East Ayrshire Council Liaison meeting with the Elderly Forum Steering Group's arrangements; and
- (ii) that the new Forum for liaison between the Council and older people be the Better Government for Older People meeting which would be attended by the Chair of Social Inclusion who would undertake the lead role and that meetings be held on a quarterly basis.

REQUEST FOR FUNDING - WOMEN'S FORUM

15. There was submitted a report dated 31 May 2001 (circulated) by the Director of Community Services which invited the Committee to consider allocating funds to the Women's Forum Officer's Working Group to support the Council initiative in 2001.

It was agreed:

- (i) to make funds of £2,500 available to the Women's Forum to develop a programme of events leading up to and involving International Women's Day 2002; and
- (ii) otherwise to note the contents of the report.

REVIEW OF POLITICAL LEADERSHIP STRUCTURES (Item 4.21.1, Page 1450, 99/02)

16. There was submitted a report dated 30 May 2001 (circulated) by the Member/Officer Working Group on Political Leadership Structures which submitted for consideration the conclusions and recommendations of the Member/Officer Working Group on outstanding issues relating to revised decision making structure within East Ayrshire.

Having noted that the report of the Leadership Advisory Panel had largely commented positively to the recommendations, it was agreed:

- (i) to approve the Working Group's recommendations as contained within Appendix I to the report including the recommendation that issues remaining outstanding shown at paragraph 2.4 of Appendix I of the report would be considered in the first instance by the Member/Officer Working Group; and
- (ii) to recommend to Council the adoption of the revised Standing Orders contained within Appendix II of the report.

**OBJECTIVE 3 PARTNERSHIP (SCOTLAND) LTD - APPLICATION FOR
ASSOCIATE MEMBERSHIP OF THE COMPANY**

17. There was submitted a report dated 23 May 2001 (circulated) by the Director of Development Services which (i) informed the Committee of the opportunity to become an associate member of Objective 3 Partnership (Scotland) Ltd; and (ii) recommended that the Council apply for associate membership.

It was agreed to remit to the Director of Development Services in consultation with the Solicitor to the Council to apply for associate membership of Objective 3 Partnership (Scotland) Ltd.

The meeting terminated at 1047 hrs.

APPENDIX I

EAST AYRSHIRE COUNCIL

**BEST VALUE SUB-COMMITTEE OF THE POLICY AND RESOURCES
COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 15 MAY 2001 AT 0900 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Finlay MacLean, Daniel Coffey, Douglas Reid, Robert McDill, Eric Jackson, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Jim Lavery, Director of Homes and Technical Services; Douglas Campbell, Head of Corporate Development and Communication; Chris McAleavey, Head of Homes; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Harry Wilson and Jane Darnbrough.

CHAIR: Councillor Drew McIntyre, Chair.

BEST VALUE SERVICE REVIEW - PROPERTY REPAIRS AND MAINTENANCE

1. There was submitted a report dated 27 March 2001 (circulated) by the Director of Homes and Technical Services which advised of some of the major changes arising from the Review of the Repairs Service and submitted a revised action plan to improve the level of service to customers.

It was agreed:-

- (i) to note the conclusions of the Repair Service Review and recommendations of the Member/Officer Service Review Group as set out in the report and the action plan;
- (ii) to endorse the proposed actions as a basis for Homes and Technical Services to move forward in delivering improvements in the delivery of the Repairs Service;
- (iii) that the Director of Homes and Technical Services continue to monitor the implementation of these actions and present a progress report to the Housing Committee on an annual basis; and
- (iv) otherwise, to note the contents of the report.

The meeting terminated at 0925 hours.

APPENDIX II

EAST AYRSHIRE COUNCIL

**MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE
POLICY AND RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON WEDNESDAY 23 MAY 2001 AT 1135 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Daniel Coffey, Douglas Reid, Drew McIntyre, John Knapp, Finlay MacLean and Provost Jimmy Boyd.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; Malcolm Roulston, Head of Information Technology; David Hewet, Senior Policy Adviser, Development Services; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors Harry Wilson and Eric Ross.

CHAIR: Councillor Tommy Farrell, Chair.

CONFERENCES AND COURSES BUDGETARY UPDATE

1. There was submitted and noted the Conferences and Courses budget for the financial year 2001/2002 which was £4,200.

CONFERENCES AND COURSES

**2.1 ASSOCIATION OF DIRECTORS OF SOCIAL WORK (ADSW) ANNUAL
CONFERENCE - "SHAPING THE FUTURE": 6-8 JUNE 2001, DUNBLANE**

There was submitted a report dated 2 May 2001 (circulated) by the Director of Educational and Social Services which advised of the Association of Directors of Social Work Annual Conference which was to be held between 6-8 June 2001 at the Hilton Dunblane Hydro Hotel, Dunblane.

It was agreed to authorise attendance at the above Conference by one Member of the Administration, if available, the name to be notified to the Chief Executive as soon as possible.

**2.2 COALFIELD COMMUNITIES CAMPAIGN - ANNUAL CONFERENCE - 10-12
SEPTEMBER 2001, TYNE AND WEAR**

There was submitted a report dated 12 April 2001 (circulated) by the Director of Development Services on the Coalfield Communities Campaign Annual Conference to be held on 10-12 September 2001 in South Shields, Tyne-on-Wear.

It was agreed to authorise attendance at the above Conference by one Member of the Administration, if available, the name to be notified to the Chief Executive as soon as possible.

2.3 SOLACE SCOTLAND - "E-LOCAL GOVERNMENT: MANAGING THE CHANGE" - 21 JUNE 2001, EDINBURGH

There was submitted a report dated 17 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the SOLACE Scotland Conference to be held on Thursday 21 June 2001 in Murrayfield Stadium Conference Centre, Edinburgh.

It was agreed that there be no Elected Member representation at the Conference.

2.4 19TH ANNUAL CONGRESS - THE ROYAL ENVIRONMENTAL HEALTH INSTITUTE OF SCOTLAND - 28-31 MAY 2001 - NAIRN

There was submitted a report dated 20 April 2001 (circulated) by the Director of Community Services on a request for the Council to be represented at the 19th Annual Congress to be held in the Newton Hotel and Highland Conference Centre, Nairn, from 28 to 31 May 2001.

It was agreed to authorise attendance at the above Conference by one Member of the Administration, if available, the name to be notified to the Chief Executive as soon as possible.

CIVIC CEREMONIAL BUDGETARY UPDATE

3. There was submitted and noted the Civic Ceremonial budget for financial year 2001/2002 which was £9,471.

CIVIC CEREMONIAL APPLICATIONS

4.1 BARSHARE PRIMARY SCHOOL, CUMNOCK

There was submitted a report dated 24 April 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-Committee consider an application from Barshare Primary School, Cumnock, for the provision of a trophy to commemorate the 25th Anniversary of the School.

It was agreed:-

- (i) to the request from Barshare Primary School, Cumnock, for the provision of a trophy to celebrate their 25th Anniversary, up to the value of £75.00;
- (ii) to remit the necessary arrangements, including Council representation, to the Director of Corporate Resources in consultation with the Chair; and
- (iii) that it be remitted to the Director of Corporate Resources to enquire whether the School would also wish to issue a Commemorate Badge to the pupils who receive the trophy annually, which the pupils could keep.

4.2 SCOTTISH WOMEN'S BOWLING ASSOCIATION AND INTERNATIONAL BRITISH ISLES SERIES

There was submitted a report dated 3 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to consider a request for civic hospitality from Mrs Myra Mitchell, Ladies Section, Crosshouse Bowling Club, in recognition of the appointment of Mrs Francis McHarg as President of the Women's Scottish

Bowling Association. The report also covered a request for civic hospitality from Mrs McHarg in her capacity as President in connection with an International and British Isles Bowling Series for ladies to be hosted at Kilmarnock Portland Bowling Club from 21-24 June 2001.

It was agreed:-

- (i) to the request for civic hospitality for both events to take place on Friday 22 June 2001 at a cost of £440; and
- (ii) to remit the necessary arrangements including Council representation at the event to the Director of Corporate Resources in consultation with the Chair.

4.3 DALMELLINGTON BAND

There was submitted a report dated 3 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to consider an application from Dalmellington Band for a pre-concert civic reception and meal for approximately 100 people on 15 September 2001.

It was agreed:-

- (i) to the request from Dalmellington Band for a pre-concert civic reception and meal at a cost of £500; and
- (ii) to remit the necessary arrangements including Council representation at the event, to the Director of Corporate Resources in consultation with the Chair.

4.4 VISIT BY THE MODERATOR OF THE GENERAL ASSEMBLY OF THE CHURCH OF SCOTLAND

There was submitted a report dated 3 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on a request from the Church of Scotland, Presbytery of Irvine and Kilmarnock, to provide a civic lunch for the visit by the Moderator of the General Assembly on either Monday 29 October or Friday 2 November 2001, to take place in the Dower House, Dean Castle, Kilmarnock.

It was agreed:-

- (i) to the request from the Presbytery of Irvine and Kilmarnock for a civic lunch at a cost of £300; and
- (ii) to remit the necessary arrangements, including Council representation at the event to the Director of Corporate Resources in consultation with the Chair.

4.5 DARVEL AND DISTRICT COMMUNITY COUNCIL/DARVEL IMPROVEMENT GROUP

There was submitted a report dated 17 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to consider an application from Darvel and District Community Council/Darvel Improvement Group for the provision of a civic reception to mark the opening of a Heritage Garden in Darvel.

It was agreed:-

- (i) to the request by Darvel and District Community Council/Darvel Improvement Group at a cost of £400 for the civic reception to mark the opening of the Heritage Garden; and

- (ii) to remit the necessary arrangements, including Council representation to the Director of Corporate Resources in consultation with the Chair.

INFORMATION TECHNOLOGY FACILITIES FOR ELECTED MEMBERS

5. There was submitted a report dated 14 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to request that a survey be carried out to determine the information technology requirements for Elected Members.

It was agreed:-

- (i) that a survey of Elected Members be carried out to determine individual Members' requirements;
- (ii) that implementation of identified needs of Members' IT facilities be remitted to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair;
- (iii) that the results of the survey would be reported to the next Sub-Committee meeting; and
- (iv) otherwise, to note the contents of the report.

The meeting terminated at 1153 hours.

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.

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.

APPENDIX IV

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 5 JUNE 2001 AT 1445 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre and Eric Jackson.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel and Julie Armstrong, Principal Administrative Officer.

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

REQUEST FOR EARLY RETIREMENT

2. There was submitted a report dated 30 May 2001 (circulated) by the Head of Personnel which (a) sought approval of requests for early retirement which was subject to the Personnel and Property Sub-Committee at their meeting on 5 June 2001 approving the staffing proposals reflected in the joint report by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services on the Development Services Roads Division staffing structure; and (b) reported on the number of employee ill health retirements in financial year 2000/2001.

It was noted that the Personnel and Property Sub-Committee at their meeting on 5 June 2001 had approved the staffing proposals in relation to the Roads Division staffing structure.

It was agreed:-

- (i) to approve the early retirement applications as detailed in Appendix A to the report;
- (ii) to note the number of ill health retirements in the financial year 2000/2001; and
- (iii) that the Head of Personnel submit a report to a future meeting providing the number of employees retiring on the grounds of ill health for the financial year 2001/2002.

The meeting terminated at 1448 hours.

AGENDA