

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON THURSDAY 13 JUNE 2002 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, Iain Linton, Jane Darnbrough, John Knapp, Finlay MacLean, Eric Jackson, Tommy Farrell, Eric Ross, Elaine Dinwoodie and Jimmy Carmichael.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; John Mulgrew, Director of Educational and Social Services; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Colin Houston, Chief Auditor; David Mitchell, Head of Administrative and Legal Services; Kay Gilmour, Head of Community Support; Jim Kane, Head of Roads and Transportation; Joseph McLachlan, Audit Manager (Client Services); Graham Stewart, IT Business Manager; John Alexander, Principal Officer, Quality and Planning, Department of Educational and Social Services; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors Robert McDill, Jimmy Kelly and Provost Jimmy Boyd.

CHAIR: Councillor Drew McIntyre, Chair.

CHAIR'S REMARKS

1. The Chair, with great delight, informed the Committee that last night in London it was announced that the Dalmellington Area Centre Management Team had won the OPM (Office for Public Management) prize for Public Management 2002.

The Chair advised that the award recognised the managerial efforts of the Dalmellington Area Centre Project Management Team to produce improvements in public services, strengthen public decision making and accountability, and to increase organisational effectiveness to achieve intended social results.

The Chair went on to state that this was a first for a Scottish Council and only the second time that a Council had won this award. In addition, the Chair advised that it was a first for the NHS and the Police force in Scotland.

The Chair and members of the Committee then extended their congratulations to each member of the project team for their contribution.

SUB-COMMITTEE MINUTES

2. 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:-
 - 2.1 **CHAIR'S SUB-COMMITTEE OF 30 APRIL 2002** - Appendix I.
 - 2.2 **APPEALS SUB-COMMITTEE OF 7 MAY 2002** - Appendix II.

2.3 MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 22 MAY 2002 - Appendix III.

2.4 CORPORATE SUB-COMMITTEE OF 4 JUNE 2002 - Appendix IV.

STATISTICAL INFORMATION ON REVENUE COLLECTION

3. There was submitted and noted a report dated 28 May 2002 (circulated) by the Director of Finance which updated Members on the position of the Council with regard to billing and collection of local taxes as at 31 March 2002 (Period 13).

BENEFITS SERVICE PERFORMANCE (Item 8, Page 1738, 99/02)

4. There was submitted and noted a report dated 23 May 2002 (circulated) by the Director of Finance which updated Members on the performance of the Benefits Service.

INTERNAL AUDIT - ANNUAL REPORT 2001/02

5. There was submitted and noted a report (circulated) by the Chief Auditor which gave details of the Internal Audit Annual Report for the financial year 2001/02.

SCOTTISH LOW PAY UNIT (Item 9, Page 2433, 99/02)

6. There was submitted a report dated 8 May 2002 (circulated) by the Director of Community Services which advised of the outcome of a review of funding for the work of the Scottish Low Pay Unit.

It was agreed:

- (i) not to provide financial support to the Scottish Low Pay Unit for 2002/03;
- (ii) to make an additional grant of £4,400 to the Citizens Advice Bureau in East Ayrshire in respect of any additional work which would be undertaken on behalf of those individuals on low income;
- (ii) to remit to the Director of Community Services to advise the organisation accordingly; and
- (iv) otherwise to note the contents of the report.

FIRE AND SECURITY

7. There was submitted a report dated 5 June 2002 (circulated) by the Director of Community Services which advised of the findings of an Officer Working Group on fire and security issues and which sought endorsement of a series of recommendations suggested by the Working Group.

It was agreed:

- (i) to endorse the following recommendations of the Officer Working Group on fire and security issues:
 - (a) not to establish a telephone "hotline" for the reporting of incidents but to actively encourage reporting of incidents to emergency services and to further develop the use of the Council Helpline and to highlight the possibility of anonymous reporting;

- (b) that a publicity campaign be instigated through the local media to raise awareness of fire and security issues and that promotional material be purchased to complement an educational programme in schools again designed to raise awareness of key issues.

The scale of implementation of both of these recommendations would be subject to appropriate funding being available;

- (c) that the existing security contract be extended to provide out-of-hours security for specified premises in the Kilmarnock and Cumnock areas from 1 July to 31 October. An evaluation on this project would thereafter be submitted to the Senior Staff Management Team for consideration;
 - (d) that all Community Councils, Elected Members and business organisations be made aware of the Community support/Intelligence Initiative and their support in furthering the objectives sought;
 - (e) that all new public buildings and public buildings that are being significantly altered or extended be fitted with fire sprinkler systems. Consideration would also be given to retrofitting systems in high risk/value and key priorities subject to the availability of resources;
 - (f) that all new or refurbished public buildings be fitted with industry standard security alarms and that Directors give consideration to upgrading and extending existing systems in high risk/value key properties where resources allow;
 - (g) to support, in principle, the establishment of a centralised CCTV monitoring facility for property protection purposes;
 - (h) that consideration be given to centralising the testing of portable electrical appliances;
 - (i) that awareness of fire and security issues form part of induction training and in particular the role of the individual employee in preventing accidents;
 - (j) that awareness of fire and security issues for existing employees be promoted through Toolbox talks;
 - (k) that the programme of fixed wire testing of electrical systems be continued and developed within the resources available;
 - (l) that the format of fire registers be reviewed by the Health and Safety Manager;
 - (m) that all Directors ensure that fire registers remain current at all times;
 - (n) that Fire Wardens receive adequate training to allow them to carry out their duties fully;
 - (o) that fire risk assessments should be reviewed on a regular basis; and
 - (p) that consideration be given to establishing a programme of fire safety audits; and
- (ii) otherwise to note the contents of the report.

**PARTNERSHIP WORKING FRAMEWORK BETWEEN EAST AYRSHIRE
COUNCIL AND AYRSHIRE AND ARRAN PRIMARY CARE (NHS) TRUST**

8. There was submitted a report dated 6 June 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought Members' approval of an overarching Partnership Working Framework between the Council and Ayrshire and Arran Primary Care (NHS) Trust to govern projects such as the proposed Northwest Kilmarnock Primary Care Neighbourhood Centre and other similar projects.

It was agreed:

- (i) to approve the proposed Partnership Working Framework between the Council and Ayrshire and Arran Primary Care (NHS) Trust as appended to the report subject to a minor textual amendment at paragraph 1;
- (ii) that regular briefing meetings be held with Local Members to update on progress;
- (iii) that the Depute Chief Executive/Director of Corporate Resources, in consultation with the Head of Administrative and Legal Services be requested to develop project specific Minutes of Agreement as required; and
- (iv) to note that the Partnership Working Framework between the Council and Ayrshire and Arran Primary Care (NHS) Trust would be used as a basis for the development of similar Partnership Frameworks between the Council and our other Community Planning Core partners as and when such Agreements may be required.

**AYRSHIRE AND ARRAN NHS BOARD DRAFT MATERNITY SERVICES
STRATEGY CONSULTATION (Item 13, Page 2247, 99/02)**

9. There was submitted a report dated 4 June 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised Members of the content and proposals outlined in the Ayrshire and Arran NHS Board Draft Maternity Services Strategy and which sought authority to submit a response to the NHS Board in the terms set out within the report.

It was agreed:

- (i) to endorse the general aims and principles of the NHS Ayrshire and Arran NHS Board Draft Maternity Services Strategy;
- (ii) to authorise Officers of the Council to submit a response to the NHS Board in the terms set out within the report and the appendix to the report;
- (iii) that Officers work with NHS Ayrshire and Arran to clarify the implementation issues arising from the draft Strategy for East Ayrshire Council services, particularly in relation to Social Work and Education Services; and
- (iv) otherwise to note the contents of the report.

**COMMUNITY BUDGETING CONSULTATION EXERCISE -
PROPOSED RESPONSE**

10. There was submitted a report dated 7 June 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the consultation exercise currently being carried out by the Scottish Executive in relation to

community budgeting and to present a draft response, from the Council to the Scottish Executive, on this subject for Committee approval.

It was agreed:

- (i) to approve the response to the Scottish Executive in respect of community budgeting;
- (ii) that the Depute Chief Executive/Director of Corporate Resources submit an expression of interest to the Scottish Executive in receiving a share of the community budgeting grant; and
- (iii) otherwise to note the contents of the report.

**PERFORMANCE MANAGEMENT AND PLANNING AUDIT -
CORPORATE LEVEL FOLLOW-UP AUDIT (Item 15, Page 2100, 99/02)**

11. There was submitted a report dated 7 June 2002 (circulated) by the Chief Executive on the outcome of the 2001/02 Performance Management and Planning (PMP) Corporate Level Follow-up Audit.

It was agreed:

- (i) to note the positive outcome of the 2001/02 Performance Management and Planning Corporate Level Follow-up Audit;
- (ii) to note that relevant Directors would report the detailed conclusions from the 2001/02 Service Level Audits to their respective Service Committees for consideration; and
- (iii) otherwise to note the contents of the report.

MATCH FUND BUDGET (Item 12, Page 2404, 99/02)

12. There was submitted a report dated 7 June 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the submissions made to the Match Fund Budget and which recommended projects for grant support.

It was agreed:

- (i) to approve the recommendations made on projects to receive grant support from the Match Fund Budget as follows, viz:-

<u>Group</u>	<u>Amount</u>
Domestic Abuse Strategy Implementation Officer (East Ayrshire)	£13,000
Women's Aid Outreach Project (Cumnock and Doon Valley)	£6,000
Irvine Valley Community Link Project	<u>£12,000</u>
TOTAL	£31,000

- (ii) that the Depute Chief Executive/Director of Corporate Resources make the necessary arrangements to place the Match Fund within the existing Administration Services' arrangements for the management of grant applications; and
- (iii) otherwise to note the contents of the report.

LOCAL COMMITTEE GRANTS SCHEME

13. There was submitted a report dated 28 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on some recent developments in the Local Committee Grants process and which sought approval of further proposals to increase the capacity of the community and voluntary sector in accessing other funding opportunities and approval of some amendments to the grant administration process itself.

It was agreed:

- (i) to recommend to Council approval of the recommendations within the report as follows, viz:-
- (a) that from 1 January 2003, the Council accepts applications for its grant scheme only from organisations whose Constitutions meet the required standards;
 - (b) that prior to that date, all groups who have obtained grant funding, are advised on what changes are necessary to their Constitution, and are given assistance to achieve the required standard, this would include the provision of a model/template Constitution;
 - (c) that training be given to officers who liaise with community groups to identify missing elements in Constitutions and offer relevant advice which could rectify their Constitutions;
 - (d) that in addition to the group's accounting of the Community Grant awarded by the Council, that a view is also taken of the group's general financial stability, and in particular that a check is made between previous applications to ensure (a) a general stability of growth; and (b) a clear carry-forward of year end balances to start of year balances between financial years;
 - (e) that training be given to officers who liaise with community groups to identify potential issues of financial management;
 - (f) that clear requirements regarding signatories to bank accounts, policies on volunteer expenses and retention of records, are made and that accounts are signed by office bearers confirming their acceptance before the members of the organisation at an annual general meeting;
 - (g) that training in financial aspects be given to relevant officers dealing with voluntary/community groups;
 - (h) that training is given to staff who liaise with voluntary/community groups in order that they may identify appropriate sources of funding from both Council and external sources as part of the Community Grant assessment process;
 - (i) that in respect of cross-boundary grant applications, it be remitted to the Administration Manager to deal with such grants in the normal processing of applications in accordance with the following formula: "that if the total share of a grant for a particular Local Committee is 5% or less of the total grant applied for, then that Local Committee's share be disbursed equally between the remaining qualifying Local Committees;

- (j) that the undernoted condition be introduced to the Council's conditions of grant for voluntary organisations:

“Religious Organisations and Projects

The Council welcomes applications from religious organisations that want to carry out work in the community, but the Council does not normally fund projects or activities:

- that are designed primarily to promote religion itself; or
 - where people must take part in religious services in order to benefit.”
- (k) that as part of the recent grants review, the Guide to Grant should be amended to state that “Grants for gratuity or cash gifts will not normally be given”. Such an amendment would allow applications to be made for the provision of meals/gift vouchers etc but would not permit the awarding of money/gratuities;
- (ii) to remit to the Depute Chief Executive/Director of Corporate Resources, authority to introduce advised administrative and assessment arrangements for the processing of Local Community Grants which would provide for greater opportunity for local voluntary/community groups to access external funding; and
- (iii) otherwise to note the contents of the report.

**PROGRESS REPORT -
CROSSHOUSE LOCAL OFFICE (Item 2, Page 1590, 99/02)**

14. There was submitted a report dated 22 May 2002 (circulated) by the Director of Community Services which outlined the progress made in the provision of a Local Office in Crosshouse.

It was agreed:

- (i) to reaffirm that, in principle, a Local Office be provided in Crosshouse;
- (ii) that the Director of Community Services bring forward a further report giving detailed costings etc of the preferred options in due course; and
- (iii) otherwise to note the contents of the report.

ELECTRONIC GOVERNMENT PROGRESS REPORT (Item 12, Page 1903, 99/02)

15. There was submitted a report dated 15 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which reported progress on meeting targets for electronic service delivery within the Council.

It was agreed:

- (i) to note the progress being made to meet the targets for the delivery of E-Government within the Council;
- (ii) to note the progress made on the implementation of the MGF1 Projects;
- (iii) to note the Council's initial success in reaching the final detailed bidding stage of the second round of the Modernising Government Fund (MGF2) and agree

to the development and submission of a detailed bid in accordance with executive guidelines; and

- (iv) otherwise to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

16. The 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 as shown against each item.

NORTHWEST YOUTH PROJECT (PARA 6) (Item 18, Page 2530, 99/02)

17. There was submitted a report dated 30 May 2002 (circulated) by the Director of Educational and Social Services which updated on progress made in resolving financial management issues in the Northwest Youth Project.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) that the Director of Educational and Social Services report to the Committee by October 2002 on the progress of the project's financial management;
- (ii) to remit to Officers the authority to make interim payments to the project, of up to £15,345, if appropriate; and
- (iii) otherwise to note the contents of the report.

Councillor W Coffey, seconded by Councillor D Coffey, moved as an amendment the above and that a copy of the Internal Audit report be given to the Local Member.

On a division by a show of hands and there being an equality of votes (eight for the motion and eight for the amendment) the Chair exercised his casting vote in favour of the motion.

VIREMENT: PALACE THEATRE/GRAND HALL REVENUE BUDGET 2002/03 (PARA 8) (Item 20, Page 2625, 99/02)

18. There was submitted a report dated 30 May 2002 (circulated) by the Director of Community Services which sought approval for virement of budgets at the Palace Theatre/Grand Hall to reflect the new management and procurement arrangements for the annual pantomime.

It was agreed to the virement proposals shown in paragraph 3.2 of the report and that the Director of Finance make the necessary adjustments to the corporate ledger.

The meeting terminated at 1125 hrs.

APPENDIX I

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 30 APRIL 2002 AT 0930 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Eric Jackson and Tommy Farrell.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Graham Haugh, Head of Personnel; and Anne Marie Carr, Administrative Officer.

CHAIR: Councillor Eric Jackson, Vice-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 involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

REQUEST FOR VOLUNTARY SEVERANCE

2. There was submitted a report dated 23 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought the Sub-Committee's approval of a request for voluntary severance from an employee within the Personnel Section (Skills Training Unit) of the Corporate Resources Department.

It was agreed to approve the early retiral application from an employee in the Corporate Resources Department as detailed in Appendix A to the report.

The meeting terminated at 0932 hrs.

APPENDIX II

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 7 MAY 2002 AT 1400 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Provost Boyd and Councillors Reid, Wilson, Kelly and Farrell.

ATTENDING: David Mitchell, Head of Administrative and Legal Services; and Julie Armstrong, Principal Administrative Officer.

CHAIR: Provost Jimmy Boyd, 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 involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

GRIEVANCE APPEAL NO G1/2002

2. There was submitted a copy of the Grievance and Disputes procedure together with statement of appeal by Staff Trade Union Convenor on behalf of the Joint Trade Union side and report by the Head of Personnel dated 30 April 2002 which advised of the background circumstances relating to a failure to agree between the Head of Personnel and the APT&C Trade Unions (representing Local Government employees) (all circulated).

OUTCOME OF APPEAL

3. Having heard both parties, the Sub-Committee unanimously agreed that the grounds of the Grievance Appeal had not been substantiated and the appeal was not upheld.

The meeting terminated at 1430 hrs.

APPENDIX III

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 22 MAY 2002 AT 1125 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Tommy Farrell, Daniel Coffey, Douglas Reid, Drew McIntyre, Harry Wilson, John Knapp, Finlay MacLean and Eric Ross.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Bill Walkinshaw, Administration Manager; David Hewet, Senior Policy Adviser; and Christine Baillie, Administrative Officer.

APOLOGY: Provost Jimmy Boyd.

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 2002/2003 which was £4,200.00 and that the balance as at 15 May 2002 which was £3,277.40.

CONFERENCES/COURSES

**2.1 COALFIELD COMMUNITIES CAMPAIGN - ANNUAL CONFERENCE 2002 - 16/18
SEPTEMBER 2002, SALFORD QUAYS**

There was submitted a report dated 10 May 2002 (circulated) by the Director of Development Services which advised of the Coalfield Communities Campaign Annual Conference 2002 to be held between 16 and 18 September 2002 at The Lowry, Salford Quays.

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.

CONFERENCES AND COURSES

3. There was submitted and noted the Civic Ceremonial budget for financial year 2002/2003 which was £9,470.00 and the balance remaining as at 15 May 2002 which was £8,560.05.

CIVIC CEREMONIAL APPLICATIONS

4.1 CUMNOCK COMMUNITY COUNCIL

There was submitted and noted a report dated 16 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a

contribution of £125 made in terms of the delegated authority of the Depute Chief Executive/Director of Corporate Resources, following consultation with the Chair, to Cumnock Community Council towards the cost of hosting a reception for Billy Crawford, former Chairperson of the Community Council which had been held on 17 May 2002 at which Provost Boyd had represented the Council.

4.2 NEW CUMNOCK GOLF CLUB

4.2.1 Declaration of Interest

Councillor Eric Ross declared a non pecuniary interest in this item.

4.2.2 Consideration of Item

There was submitted a report dated 24 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on an application from New Cumnock Golf Club for a contribution towards their centenary celebrations to take place on 2 November 2002.

It was agreed:-

- (i) to approve the request from New Cumnock Golf Club for a contribution towards the cost of their centenary celebrations of £300.00; and
- (ii) to remit the necessary arrangements, to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

4.3 SCOTTISH WOMEN'S RURAL INSTITUTE - MAUCHLINE

There was submitted a report dated 22 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on an application from SWRI Mauchline, for a contribution towards their 80th Anniversary celebrations to take place on 17 March 2003.

It was agreed:-

- (i) to approve the request from the SWRI Mauchline for a contribution towards the cost of their 80th Anniversary of £240.00; and
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

4.4 VOLUNTEERS WEEK - PRESENTATION OF CERTIFICATES

There was submitted a report dated 7 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a request from East Ayrshire Volunteer Agency to host a Volunteers Certificate Event in June 2002.

It was agreed:-

- (i) to approve the request from East Ayrshire Volunteer Agency to host a Volunteers Certificate Event in June 2002; and
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

4.5 QUEEN'S GOLDEN JUBILEE CELEBRATIONS - ROYAL VISIT - 2 JUNE 2002

There was submitted a report dated 7 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a letter received from R N Martin, Clerk of the Lord Lieutenant which sought financial assistance of £5,000 from each of the Ayrshire Authorities, towards the cost of a visit by HRH Princess Anne to Ayrshire on 2 June 2002. It was also reported that both South and North Ayrshire Councils had agreed to the request.

It was agreed:-

- (i) to approve the request from the Lord Lieutenant for a contribution of £5,000 towards the cost of the Royal Visit; and
- (ii) to remit the necessary arrangements to the Depute Chief Executive/Director of Corporate Resources in consultation with the Chair.

PROPOSED PROTOCOL TO BE FOLLOWED FOR COUNCIL EVENTS

5. There was submitted a report dated 7 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which set out for approval the consideration that should be followed when determining appropriate arrangements for representation at Council events.

It was agreed subject to minor textual amendments clarifying the role of the Chief Executive in respect of Ministerial visits:-

- (i) to recommend approval of this protocol to Council; and
- (ii) that the Depute Chief Executive/Director of Corporate Resources advise all Directors of the agreed protocol to be followed when organising protocols and other publicity related matters.

The meeting terminated at 1210 hours.

APPENDIX IV

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 4 JUNE 2002 AT 1400 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Daniel Coffey, Douglas Reid, John Weir, Drew McIntyre, 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; John Mulgrew, Director of Educational and Social Services; Alex McPhee, Director of Finance; John Clayton, Head of Corporate Development & Communication; Chris McAleavey, Head of Homes; Graham Haugh, Head of Personnel; Graham Short, Head of Schools; Stephen Moore, Head of Social Work and Gillian Hamilton, Administrative Officer.

CHAIR: Councillor Eric Jackson, Chair.

**DEPARTMENT OF CORPORATE RESOURCES - HEALTH AND SAFETY
PLAN 2002-2003**

1. There was submitted a report dated 20 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which reviewed progress against the Department of Corporate Resources 2001/2002 Health and Safety Action Plan and recommended a prioritised Departmental Health and Safety Action Plan for 2002/2003.

It was agreed:-

- (i) to note the action taken by the Department of Corporate Resources in response to its 2001/2002 Health and Safety Action Plan;
- (ii) to approve the proposed plan for the year 2002/2003; and
- (iii) otherwise, to note the report.

**DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S
OFFICE - ABSENCE MANAGEMENT REPORT (QUARTER 1 2002)**

2. There was submitted and noted a report dated 24 April 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 29 March 2002.

LOCAL GOVERNMENT EMPLOYEES, CRAFT EMPLOYEES AND CHIEF OFFICIALS - MANAGING ABSENCE AND RECRUITMENT AND SELECTION

3. There was submitted a report dated 14 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of proposed changes to the Council's Managing Absence Policy and Recruitment and Selection Policy.

It was agreed:-

- (i) to approve the proposed changes to the Council's Managing Absence and Recruitment and Selection Procedures; and
- (ii) otherwise, to note the contents of the report.

EMPLOYEE COMMUNICATIONS

4. There was submitted a report dated May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of the introduction of an employee communications policy.

It was agreed:-

- (i) to approve the recommended approach to developing an employee communications policy;
- (ii) that the proposed approach be developed and piloted in one area of each of the Council's Departments;
- (iii) that the Depute Chief Executive/Director of Corporate Resources report back on the outcome of the pilot exercise early next year; and
- (iv) otherwise, to note the report.

ONSITE SERVICES BUSINESS UNIT - EMPLOYEE DEVELOPMENT AND LEARNING

5. There was submitted a report dated 20 May 2002 (circulated) by the Head of Personnel which informed of the current training initiative within the Onsite Services Business Unit.

It was agreed:-

- (i) to note the contents of the revised Training Plan for employees of the Onsite Services Business Unit, appended to the report which had been referred for information by the Education Committee of 11 April 2002; and
- (ii) otherwise, to note the report.

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

**REVIEW OF STAFFING ARRANGEMENTS WITHIN LOCAL OFFICES AND
REGISTRATION SERVICES (PARA 1)**

7. There was submitted a joint report dated 14 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Community Services which sought approval of amendments to the establishment within the Local Offices and Registration Service of the Department of Community Services.

It was agreed:-

- (i) to approve the proposed amendment to the staffing structure of the Local Offices and Registration Service; and
- (ii) otherwise, to note the report.

**EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - SENIOR
MANAGEMENT STRUCTURE (PARA 1)**

8. There was submitted a report dated May 2002 (circulated) by the Chief Executive which sought approval of an addition to the Senior Staff Management Structure within the Educational and Social Services Department, subject to consultation with Trade Unions.

It was agreed:-

- (i) to strengthen the Senior Staff Management Structure by approving the addition of a Head of Quality Improvement to the Educational and Social Services Department, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

EDUCATIONAL AND SOCIAL SERVICES (RESOURCE SUPPORT) (PARA 1)

9. There was submitted a report dated May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended staffing amendments within the Resource Support function of the Educational and Social Services Department, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained within Sections 3 and 4 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

Councillor Kelly left the meeting following discussion of the above item.

REVIEW OF SCHOOL BASED TECHNICIAN SERVICE (PARA 1)

10. There was submitted a joint report dated 14 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which advised of the outcome of the review of the Schools Technicians Service in the Department of Educational and Social Services and sought approval to implement the revised staffing proposals (subject to Education Committee approving related operational based paper at its meeting on 28 May 2002).

It was agreed:-

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

IMPLICATIONS FOLLOWING TRANSFER OF PRESERVED RIGHTS (PARA 1)

11. There was submitted a joint report dated 16 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and 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 required to support the increase in responsibilities resulting from the transfer of DSS Preserved Rights.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.2 of the report, subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the contents of the report.

RECRUITMENT AND RETENTION OF QUALIFIED SOCIAL WORKERS AND OTHER PROFESSIONALLY QUALIFIED STAFF IN SOCIAL WORK SERVICES (PARA 11)

12. There was submitted a joint report dated 20 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which advised of an action plan to recruit and retain qualified Social Workers and other professionally qualified staff within the Social Work Service and sought approval for the relevant personnel aspects of the report.

It was agreed:-

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

HOME CARE REVIEW - STAGE 2 (PARA 1)

13. There was submitted a joint report dated 14 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which recommended pay and grading arrangements in respect of the implementation of the Home Care Review - Stage 2 regarding APT&C employees.

It was agreed:-

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

CHANGING CHILDREN'S SERVICE FUND (PARA 1)

14. There was submitted a joint report dated 16 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval for the establishment of temporary posts funded through the Changing Children's Service Fund, pending approval from the Scottish Executive of the Council's related funding bid and subject to Trade Union consultation.

It was agreed:-

- (i) to approve the establishment of the posts set out in paragraph 3.1 of the report pending approval from the Scottish Executive of East Ayrshire's submission for the Changing Children's Service Fund and subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the report.

ROLL OUT OF NEW COMMUNITY SCHOOL APPROACH (PARA 1)

15. There was submitted a report dated 8 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for the establishment of a Children's Services Integration Manager, subject to confirmation of receipt of related funding from the Changing Children's Services Fund and consultation with Trade Unions.

It was agreed:-

- (i) to approve the establishment of a Children's Services Integration Manager, subject to confirmation of receipt of related funding from the Changing Children's Services Fund and consultation with Trade Unions; and
- (ii) otherwise, to note the content of the report.

FINANCE DEPARTMENT STAFFING STRUCTURE (PARA 1)

16. There was submitted a joint report dated 21 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which proposed amendments to the current structure of the Revenues Section within the Exchequer Services division of the Finance Department.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

MANAGEMENT OF ASBESTOS (PARA 1)

17. There was submitted a joint report dated May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Homes and Technical Services which recommended the strengthening of resources with respect to the management of asbestos in the light of forthcoming legislation.

It was agreed:-

- (i) to approve the strengthening of the Council's resource for managing asbestos by establishing a post of Asbestos Co-ordinator as detailed in paragraph 3 of the report; and
- (ii) otherwise, to note the report.

WORK-LIFE BALANCE - EMPLOYMENT POLICIES (PARA 11)

18. There was submitted a report dated 14 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of employment policies relating to Work-life Balance.

It was agreed:-

- C** (i) to recommend to Council the approval of the employment related policies relating to Work-Life Balance detailed in the report, subject to consultation with the Trade Unions; **C**
- (ii) that the Head of Personnel pilot the schemes as appropriate and implement a training and communication programme prior to any extended introduction from 1 April 2003; and
- (iii) otherwise, to note the contents of the report.

DISPLAY SCREEN EQUIPMENT (PARA 11)

19. There was submitted a report dated 20 May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended revised health and safety arrangements with respect to display screen equipment in order to clarify eyesight and spectacle repayment procedures subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the revised health and safety policy arrangements for display screen equipment subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

PROPOSED DISPOSAL OF LAND AND BUILDINGS AT BARONY ROAD INDUSTRIAL ESTATE, AUCHINLECK (PARA 9)

20. There was submitted a report dated 20 May 2002 (circulated) by the Director of Development Services which requested approval of outline terms for the disposal of Units 1, 2 and 3 together with adjoining land at Barony Road Industrial Estate, Auchinleck.

It was agreed:-

- (i) to agree to the disposal of the site to Barony Universal Products Plc on the basis of a deferred purchase agreement as detailed in the report;
- (ii) to authorise the Solicitor to the Council to draw up the necessary legal documentation; and
- (iii) otherwise, to note the report.

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - DEBT ADVICE SERVICE (PARA 1)

21. There was submitted a joint report dated May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval for additional staffing within the Reception and Anti Poverty Team within the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.3 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the report.

**DEPARTMENT OF HOMES AND TECHNICAL SERVICES - POLICY UNIT -
REVIEW OF STAFFING ARRANGEMENTS (PARA 1)**

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

It was agreed:-

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

The meeting terminated at 1450 hours.

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