

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:-

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- (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;
- (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.

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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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