

APPENDIX V

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 12 FEBRUARY 2002 AT 1400
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON
ROAD, KILMARNOCK**

PRESENT: Councillors Eric Jackson, Daniel Coffey, Drew McIntyre, Iain Linton, John Knapp, Jimmy Kelly and Provost Jimmy Boyd.

ATTENDING: David Montgomery, Chief Executive; Bill Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work; and Gillian Hamilton, Administrative Officer.

APOLOGIES: Councillors Douglas Reid, John Weir, Harry Wilson and Tommy Farrell.

CHAIR: Councillor Eric Jackson, Chair.

BUDGETARY CONTROL SUMMARY STATEMENTS

1.1 POLICY AND RESOURCES (CENTRAL SERVICES)

There was submitted and noted a report dated 23 January 2002 (circulated) by the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Central Services).

1.2 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 22 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Corporate Resources).

ABSENCE MANAGEMENT REPORTS

2.1 DEPARTMENT OF FINANCE - QUARTER 4 (2001)

There was submitted and noted a report dated 25 January 2002 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarterly period ended 31 December 2001.

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

2.2 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - QUARTER 4 (2001)

There was submitted and noted a report dated 22 January 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 31 December 2001.

SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES CIRCULAR SJC/12 - FIRST AID ALLOWANCE

3. There was submitted and noted a report dated 4 February 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of Circular SJC/12 received from the Scottish Joint Council for Local Government Employees intimating revised first aid allowances effective from the pay weeks including 1 October 2001, 1 October 2002 and 1 October 2003.

Councillor McIntyre re-joined the meeting during discussion of the above item.

JOINT STAFFING WATCH RETURN - DECEMBER 2001

4. There was submitted and noted a report dated 15 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the December 2001 reporting period.

WORK LIFE BALANCE PROJECT

5. There was submitted a report dated 29 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Council's progress in managing its Work Life Balance Project following a successful bid for financial support from the Government's Work Life Balance Challenge Fund to address local issues.

It was agreed:-

- (i) to note the Council's progress with the Work Life Balance Challenge Fund Project;
- (ii) to approve the Work Life Balance Challenge Fund Vision Statement appended to the report;
- (iii) that the Head of Personnel provide an update report and any related policy considerations to the Sub-Committee's meeting on 9 April 2002; and
- (iv) otherwise, to note the report.

PARENTAL LEAVE

6. There was submitted a report dated 22 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed amendments to the Council's Parental Leave provisions in consideration of the Maternity and Parental Leave (Amendment) Regulations 2001 which became effective from 10 January 2002.

It was agreed:-

- (i) that the Council's Parental Leave provisions be updated to reflect the recent changes arising from the Maternity and Parental Leave (Amendment) Regulations 2001; and
- (ii) otherwise, to note the report.

VEHICLE POLICY

7. There was submitted a report dated 5 February 2002 (circulated) by the Director of Development Services which sought approval of the Vehicle Policy.

It was agreed:-

- (i) that the Sub-Committee approve the Vehicle Policy appended to the report, subject to consultation with Trade Union representatives;
- (ii) that the Director of Development Services, in consultation with the Head of Personnel, make minor amendments of a textual nature or to reflect detailed points raised through consultation with Trade Union representatives; and
- (iii) otherwise, to note the report.

INFORMATION TECHNOLOGY TRAINING

8. There was submitted a report dated 30 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed the creation of a new post of Assistant Training and Development Officer (ICT) which would reduce the Council's dependence on external training providers for ICT training and increase actual training delivered.

It was agreed:-

- (i) to approve the establishment of a part-time Assistant Training and Development Officer, graded AP3, subject to consultation with the Trade Union;
- (ii) to amend paragraph 2.3 of the report as follows, viz:- "of the Council's IT training events during June 2001 to March 2002 51 days will have been undertaken by external training providers at a cost of £17,800"; and
- (iii) otherwise, to note the report.

INVESTMENT IN DRAMA - SOCIAL INCLUSION

9. There was submitted a joint report dated 21 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for the establishment of two drama development posts, for two years, funded by the East Ayrshire Coalfield Area Social Inclusion Partnership (SIP) and the Scottish Arts Council (SAC).

It was agreed:-

- (i) to approve the establishment of the posts of Drama Development Officer and Drama Worker for up to two years; and
- (ii) otherwise, to note the content of the report.

AWARDING OF CONTRACTS

10. There was submitted and noted a report dated 28 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted as follows:-

CONTRACT	SUCCESSFUL CONTRACTOR	AMOUNT
Provision of Banking Services	Clydesdale Bank Plc	£171,000 (estimate)
Maintenance of ISDX Telephone Equipment	B.T.	Schedule of Rates

MINUTES OF JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)

11. There was submitted and noted Minutes of the Joint Consultative Committee (Local Government Employees and Craftpersons) held on 29 November 2001 (circulated).

EXCLUSION OF PRESS AND PUBLIC

12. 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.

RECONFIGURATION OF SOCIAL WORK STAFFING RESOURCES (PARA 1)

13. There was submitted a joint report dated 25 January 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for proposed amendments to the structure of the Social Work Service 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 3.1 of the report, subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the content of the report.

DEPARTMENT OF COMMUNITY SERVICES - RECREATION SECTION - PROPOSED ADMINISTRATION AND CLERICAL SUPPORT REVIEW (PARA 1)

14. There was submitted a report dated 8 January 2002 (circulated) by the Director of Community Services which detailed proposals for a restructure within Recreation Services to allow it to continue to develop and meet the demands of the service.

It was agreed:-

- (i) to approve the Administration/Clerical restructure within Recreation Services subject to consultation with the appropriate Trade Unions;

- (ii) that the Director of Community Services implement the restructure with immediate effect; and
- (iii) otherwise, to note the report.

**PALACE THEATRE/GRAND HALL, KILMARNOCK - MANAGEMENT REVIEW
(PARA 1)**

15. There was submitted a report dated 12 November 2001 (circulated) by the Director of Community Services which sought approval for a management restructure at the Palace Theatre/Grand Hall, Kilmarnock.

It was agreed:-

- (i) to approve the management restructure described in the report, subject to consultation with the appropriate Trade Unions;
- (ii) that the Director of Community Services implement the restructure with immediate effect; and
- (iii) otherwise, to note the report.

**STAFFING SUPPORT FOR BURNS HOUSE MUSEUM AND CATHCARTSON
VISITOR CENTRE (PARA 1)**

16. There was submitted a report dated 12 November 2001 (circulated) by the Director of Community Services which sought approval for a restructure of the museum support posts at two visitor attractions in the Coalfield area.

It was agreed:-

- (i) to approve the management restructure described in the report, subject to consultation with the appropriate Trade Unions;
- (ii) that the Director of Community Services implement the restructure with immediate effect, in respect of Cathcartson Visitor Centre and Administration, and subject to the availability of appropriate resources, the Burns House Museum; and
- (iii) otherwise, to note the report.

**DISPOSAL OF FORMER AUCHINLECK PRIMARY SCHOOL, MAIN STREET,
AUCHINLECK**

17. There was submitted a joint report dated 29 January 2002 (circulated) by the Solicitor to the Council and the Director of Development Services.

It was agreed:-

- (i) to authorise the Solicitor to the Council to accept the offer from IBC Ltd to dispose of the former Auchinleck Primary School Site at Main Street, Auchinleck subject to the terms and conditions outlined in paragraph 8 of the report;
- (ii) that the Director of Development Services repay Scottish Enterprise Ayrshire a sum equivalent to 50% of the sale price, subject to further discussion with Scottish Enterprise Ayrshire on the potential for use of this sum for future regeneration projects;

- (iii) to note that a further report would be submitted by the Director to the Development Services Committee on the proposal at (ii) above; and
- (iv) otherwise, to note the report.

**PROPOSED DISPOSAL OF NETHERTON BUSINESS CENTRE, KILMARNOCK
(PARA 9)**

18. There was submitted a joint report dated 6 February 2002 (circulated) by the Director of Development Services and the Solicitor to the Council.

It was agreed:-

- (i) to authorise the Solicitor to the Council to conclude the disposal of the Units within the Netherton Business Centre, Kilmarnock as detailed in paragraph 2.1 of the report to Mr J Kirkwood, Mr J Geddes and Messrs J H Greene, subject to the terms and conditions detailed in paragraph 3.2 and paragraph 6 of the report; and
- (ii) otherwise, to note the report.

**DISPOSAL OF FORMER GLEBE RESOURCE CENTRE, GLEBE ROAD,
KILMARNOCK (PARA 9)**

19. There was submitted a joint report dated 6 February 2002 (circulated) by the Solicitor to the Council and the Director of Development Services.

Councillor Jackson, seconded by Provost Boyd moved that Committee authorise the reduction in the sale price of the subjects as detailed in paragraph 5.1 of the report subject to purification by the purchasers of all suspensive conditions in the missives to allow settlement to be effected.

Councillor Linton, seconded by Councillor Coffey moved as an amendment that the offer detailed in paragraph 3 of the report did not represent best value for the Council and if Klin Holdings Limited were unwilling to honour their original offer to purchase the subjects, the site should be re-marketed.

On a division by a show of hands, the motion was carried by 5 votes to 2.

**RENT REVIEW OF RESIDENTIAL FLATS A, B AND C, 66 BANK STREET,
KILMARNOCK (PARA 9)**

20. There was submitted a report dated 28 January 2002 (circulated) by the Director of Development Services.

It was agreed:-

- (i) to approve the increase in rental in respect of flats A, B and C, 66 Bank Street, Kilmarnock leased to the Council by Dawn Group Ltd, as detailed in paragraph 4.1 of the report with effect from 15 March 2001, subject to the existing terms and conditions of lease and authorise the Solicitor to the Council to formalise the variation; and
- (ii) otherwise, to note the report.

PROPOSED RENT REVIEW AT 2 THE CROSS, KILMARNOCK (PARA 9)

21. There was submitted a report dated 28 January 2002 (circulated) by the Director of Development Services.

It was agreed:-

- (i) to approve the provisionally agreed rental for the proposed review of the above subjects as detailed in paragraph 3.3. of the report effective from 25 March 2001 and instruct the Solicitor to the Council to conclude matters on behalf of the Council; and
- (ii) otherwise, to note the report.

PROPOSED LEASE OF UNITS 1 AND 2, BONNYTON INDUSTRIAL ESTATE, KILMARNOCK (PARA 9)

22. There was submitted a report dated 29 January 2002 (circulated) by the Director of Development Services.

It was agreed:-

- (i) that the Solicitor to the Council formalise the lease of units 1 and 2, Bonnyton Industrial Estate, Munro Place, Kilmarnock for an initial period of 2 years to Tuff Nutt Limited as detailed in paragraph 6.1.1 and subject to the conditions contained within paragraph 6 of the report; and
- (ii) otherwise, to note the report.

The meeting terminated at 1500 hours.

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