

APPENDIX VII

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 11 FEBRUARY 2003 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: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Alex McPhee, Director of Finance; Stephen Chorley, Director of Development Services; David Mitchell, Head of Administrative and Legal Services; Chris McAleavey, Head of Homes; Malcolm Roulston, Head of Information Technology; Graham Haugh, Head of Personnel; Euan Couperwhite, Head of Resource Support; Stephen Moore, Head of Social Work; and Gillian Hamilton, Administrative Officer.

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

CHAIR: Councillor Eric Jackson, Chair.

BUDGETARY CONTROL SUMMARY STATEMENTS

1.1 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 7 January 2003 (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).

1.2 POLICY AND RESOURCES (CENTRAL SERVICES)

There was submitted and noted a report dated 7 January 2003 (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).

ABSENCE MANAGEMENT REPORTS

**2.1 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S
OFFICE - QUARTER 4 (2002)**

There was submitted and noted a report dated 30 January 2003 (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 2002.

2.2 FINANCE

There was submitted and noted a report dated 20 January 2003 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarterly period ended 31 December 2002.

CRAFT OPERATIVES - PAY INCREASE

3. There was submitted and noted a report dated 6 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised that agreement had been reached in the 2002-2003 pay negotiations for craft operatives.

EMPLOYEE BENEFITS

4. There was submitted a report dated 15 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which informed of the development of the Council's Employee Benefits package, with particular reference to specific employee health care provisions.

It was agreed:-

- (i) to approve the development of the Council's Employee Benefits package as described in Paragraph 3 of the report;
- (ii) that the Head of Personnel should establish if the Benefits would be made available to all employees and Elected Members; and
- (iii) otherwise, to note the contents of the report.

EMPLOYEE CONTRIBUTIONS TO CHARITY

5. There was submitted a report dated 27 January 2003 (circulated) by the Head of Personnel which recommended that the Council promote its existing payroll facility which allowed employees to contribute to charities of their choice and sought agreement that the Council work in partnership with the organisations Caring Together and Charity Direct to promote this facility.

It was agreed:-

- (i) that the Council promote its existing payroll facility to allow employees to contribute to charities of their choice;
- (ii) that the Council work in partnership with Caring Together to publicise payroll giving to charities and with Charity Direct to administer contributions; and
- (iii) otherwise, to note the contents of the report.

JOINT STAFFING WATCH RETURN - DECEMBER 2002

6. There was submitted and noted a report dated 16 January 2003 (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 2002 reporting period.

**MATERNITY LEAVE, MATERNITY SUPPORT AND PATERNITY LEAVE,
ADOPTION LEAVE, REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS**

7. There was submitted a report dated 20 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised (a) of changes to the Maternity Leave, Maternity Support and Paternity Leave provisions; (b) of new statutory Adoption Leave provisions; and (c) of the new right for parents of young children to request a flexible working arrangement.

It was agreed:-

- (i) to note the Council's position in relation to the rights contained in the Employment Act 2002;
- (ii) to approve the necessary changes to the administrative arrangements before 6 April 2003; and
- (iii) otherwise, to note the contents of the report.

RACE RELATIONS (AMENDMENT) ACT 2000

8.1 CORPORATE RESOURCES DEPARTMENT

There was submitted a report dated 17 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources on action taken and progress made in implementing the Council's Race Equality Scheme within the Department of Corporate Resources.

It was agreed:-

- (i) to approve the departmental actions detailed in paragraphs 4 to 6 of the report;
- (ii) that the Depute Chief Executive/Director of Corporate Resources provide a future update report on the Department's progress; and
- (iii) otherwise, to note the contents of the report.

8.2 FINANCE DEPARTMENT

There was submitted a report dated 27 January 2003 (circulated) by the Director of Finance on action taken and progress made in implementing the Race Equality Scheme within the Department of Finance.

It was agreed:-

- (i) to approve the departmental actions detailed in paragraphs 4 to 6 of the report;
- (ii) that the Director of Finance provide a future update report on the Department's progress; and
- (iii) otherwise, to note the contents of the report.

SCOTLAND'S HEALTH AT WORK SCHEME - ACHIEVEMENT OF GOLD AWARD

9. There was submitted and noted a report dated 4 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised that the Council had been awarded the Gold Level Award of the "Scotland's Health at Work" Scheme.

EXCLUSION OF PRESS AND PUBLIC

10. 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(s) of Schedule 7A of the Act as shown against each item.

RECREATION SECTION MANAGEMENT REVIEW (PARAS 1 & 11)

11. There was submitted a joint report dated 27 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which sought approval for a management restructure within the Recreation Section of the Department of Community Services, subject to consultation with Trade Unions.

It was agreed:-

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

PROPOSED AMENDMENTS TO THE STRUCTURE OF THE INFORMATION TECHNOLOGY SERVICE (PARAS 1 & 11)

12. There was submitted a report dated 3 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of proposed amendments to the Information Technology Services staffing structure resulting from the Best Value Service Review, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the proposed amendments to the Information Technology Service staffing structure as set out in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

MODERNISING GOVERNMENT FUND - IMPLICATIONS FOR THE INFORMATION TECHNOLOGY SERVICE (PARAS 1 & 11)

13. There was submitted a report dated 25 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for the establishment of a post of DMA Co-ordinator, for a period of two years, within the Information Technology Service, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the proposed amendment to the Information Technology Service staffing structure as detailed in paragraph 3.1 of the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

**REVISION OF PAY STRUCTURE OF CRAFT AND MANUAL EMPLOYEES
WITHIN THE TRANSPORT SERVICES SECTION OF DEVELOPMENT SERVICES
(PARAS 1 & 11)**

14. There was submitted a joint report dated 3 February 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which requested approval for a revision to the pay structure of the craft and manual employees within the Transport Services Section of Development Services.

It was agreed:-

- (i) to approve the proposed revision to the pay structure of craft and manual employees within the Transport Services Section of Development Services as set out in paragraph 3 of the report;
- (ii) to note that the pay aspect of the agreement would mean future annual pay awards being determined by the level of awards to the Craftpersons pay award body; and
- (iii) otherwise, to note the contents of the report.

**DEPARTMENT OF HOMES AND TECHNICAL SERVICES - HOMELESS SECTION
(PARAS 1 & 11)**

15. There was submitted a joint report dated 31 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval for staffing amendments to the Homeless Section of the Department of Homes and Technical Services as part of the development of the Council's Homelessness Strategy, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals set out in paragraph 4 of the report, subject to consultation with Trade Unions and confirmation of funding being available under the Supporting People Grant; and
- (ii) otherwise, to note the contents of the report.

**DEPARTMENT OF HOMES AND TECHNICAL SERVICES - IT SUPPORT
SECTION (PARAS 1 & 11)**

16. There was submitted a joint report dated 16 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval for the temporary appointment of a part-time Service Officer (Systems) in the IT Support Section of the Department of Homes and Technical Services for a period of two years, subject to consultation with Trade Unions.

It was agreed:-

- (i) to agree the temporary appointment of a part-time Service Officer (Systems) for a period of two years, as detailed in the report, subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

THE SUPPORTING PEOPLE PROGRAMME (PARAS 1 & 11)

- 17.** There was submitted a joint report dated 29 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources, the Director of Educational and Social Services and the Director of Homes and Technical Services which sought approval for amendments to the staffing structure within the Department of Homes and Technical Services subject to consultation with Trade Unions.

It was agreed:-

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

MANUAL HANDLING CO-ORDINATOR (PARA 11)

- 18.** There was submitted a joint report dated 13 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for the establishment of the post of Manual Handling Co-ordinator within Social Work in the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the establishment of the post of Manual Handling Co-ordinator as detailed in the report; and
- (ii) otherwise, to note the contents of the report.

STAFFING IN RESIDENTIAL HOMES FOR OLDER PEOPLE (PARA 11)

- 19.** There was submitted a joint report dated 20 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for the temporary continuation of two full-time Social Care Workers within the Social Work function in the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the continuation of two temporary posts as detailed in the report; and
- (ii) otherwise, to note the contents of the report.

INTENSIVE SUPPORT FUND (PARAS 1 & 11)

20. There was submitted a joint report dated 14 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of staffing adjustments within the Department of Educational and Social Services (Social Work) staffing structure in response to the Council successfully securing funding via the Intensive Support Fund, 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 contents of the report.

RESTRUCTURING OF RESOURCE SUPPORT (PERSONNEL) (PARA 11)

21. There was submitted a joint report dated 21 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which recommended amendments to the administrative structure within Resource Support (Personnel) in the Department of Educational and Social Service.

It was agreed:-

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

**ADMINISTRATIVE SUPPORT TO EARLY YEARS DAY CARE SERVICE
(PARA 11)**

22. There was submitted a joint report dated 16 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for additional staffing within the Early Years Service within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.1 of the report; and
- (ii) otherwise, to note the contents of the report.

FINANCIAL SUPPORT TO COMMUNITY CARE (PARA 11)

23. There was submitted a joint report dated 14 January 2003 (circulated) by the Director of Educational and Social Services and the Director of Finance which sought approval of a dedicated Senior Accountant post to ensure that the Department of Educational and Social Services fulfilled its responsibilities in respect of Care in the Community. This matter was referred from the Social Work Committee of 30 January 2003.

It was agreed:-

- (i) to approve the addition of a Senior Accountant, as detailed in Paragraph 3 of the report, to Community Care, to provide financial and accounting support; and

- (ii) otherwise, to note the contents of the report.

REVIEW OF SCHOOL LIBRARY SERVICE (PARA 11)

- 24.** There was submitted a joint report dated 20 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which advised of the outcome of the review of the School Library Service in the Department of Educational and Social Services and sought approval to implement the revised staffing proposals.

It was agreed:-

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

REVIEW OF CENTRE BASED ICT TECHNICIAN SUPPORT (PARA 11)

- 25.** There was submitted a joint report dated 20 January 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which advised of the outcome of the review of the Central ICT Technician Support in the Department of Educational and Social Services and sought approval to implement the revised staffing proposals.

It was agreed:-

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

The meeting terminated at 1434 hours.