

APPENDIX VII

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 25 SEPTEMBER 2001 AT 1400
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Daniel Coffey, John Weir, Drew McIntyre, John Knapp and Jimmy Kelly.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; Malcolm Roulston, Head of Information Technology; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work; Anna Gallagher, Solicitor/Team Leader; and Stuart Nelson, Administrative Officer.

APOLOGIES: Councillors Douglas Reid, Harry Wilson, Iain Linton, Tommy Farrell and Provost Jimmy Boyd.

CHAIR: Councillor Eric Jackson, Chair.

ADDITIONAL ITEM

1. The Chair reported, and it was agreed, that an additional item of business be dealt with as Item 3.2, below.

BUDGETARY CONTROL SUMMARY STATEMENTS

2.1 POLICY AND RESOURCES (CENTRAL SERVICES)

There was submitted and noted a report dated 6 September 2001 (circulated) by the Director of Finance which advised of the current budgetary control position and the project out-turn for the year for the services within the remit of the Policy and Resources (Central Services).

2.2 POLICY AND RESOURCES (CORPORATE RESOURCES)

There was submitted and noted a joint report dated 6 September 2001 (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: QUARTER 2 (2001)

3.1 DEPARTMENT OF FINANCE

There was submitted and noted a report dated 25 July 2001 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarter ended 29 June 2001.

3.2 CHIEF EXECUTIVE'S OFFICE AND DEPARTMENT OF CORPORATE RESOURCES

There was submitted and noted a report dated 17 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of absence rates for the Chief Executive's Office and the Department of Corporate Resources for the quarter ended 29 June 2001.

Arising from discussion, it was agreed to request the Depute Chief Executive/Director of Corporate Resources to review the presentational format of information to be included in future absence management reports with a view to facilitating analysis and interpretation.

PERFORMANCE MANAGEMENT AND PLANNING AUDIT 2000/2001: INFORMATION TECHNOLOGY SERVICE (Item 3, Page 1107, 99/02)

4. There was submitted a report dated 3 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the outcome of the 2000/2001 Performance Management and Planning (PMP) Audit of the Council's IT Services Section which was carried out by Audit Scotland on behalf of the Accounts Commission.

It was agreed:-

- (i) to note the generally positive outcome of the 2000/2001 PMP Audit of the IT Service and the implementation of an Improvement Action Plan to address issues identified through the Audit; and
- (ii) otherwise, to note the terms of the report.

STATUTORY PERFORMANCE INDICATORS FOR 2000/2001

5. There was submitted a joint report dated 30 May 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the Council's performance in 2000/2001 against the Council Wide and Finance Statutory Performance Indicators.

It was agreed:-

- (i) to note the performance of the Council in 2000/2001 against the Council Wide and Finance Statutory Performance Indicators as detailed in the Appendix to the report;
- (ii) to note the proposals to publish all Statutory Performance Indicators at the end of September in accordance with statutory requirements; and
- (iii) that the relevant Directors ensure that performance information is incorporated, as appropriate, within the Council's agreed public performance reporting arrangements.

DEPARTMENTAL HEALTH AND SAFETY PLANS

6.1 DEPARTMENT OF CORPORATE RESOURCES (Item 6, Page 1746, 99/02)

There was submitted a report (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a prioritised Health and Safety Action Plan for the Department of Corporate Resources.

It was agreed:-

- (i) to approve the Departmental Health and Safety Action Plan as set out in the Appendix to the report; and
- (ii) that the Depute Chief Executive/Director of Corporate Resources provide a future update report on the Department's response to the Action Plan.

6.2 DEPARTMENT OF FINANCE (Item 6, Page 1746, 99/02)

There was submitted a report dated 13 September 2001 (circulated) by the Director of Finance which recommended a prioritised Health and Safety Action Plan for the Department of Finance.

It was agreed:-

- (i) to approve the Departmental Health and Safety Action Plan as set out in the Appendix to the report; and
- (ii) that the Director of Finance provide a future update report on the Department's response to the Action Plan.

GOLDEN JUBILEE PUBLIC HOLIDAY

7. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for the arrangements for the Golden Jubilee Public Holiday which has been agreed for 3 June 2002.

It was agreed:-

- (i) to remit to Council the matter of approving local arrangements which establish next year's public holiday arrangements to include a May holiday weekend on 24 and 27 May 2002 and the additional Golden Jubilee holiday on 3 June 2002;
- (ii) to instruct the Head of Personnel to communicate the national agreement for the Golden Jubilee holiday 2002 and related payment arrangements to employees at the earliest possible date; and
- (iii) otherwise, to note the terms of the report.

JOINT CONSULTATIVE ARRANGEMENT (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)

8. There was submitted a report dated 17 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a change to the Council's Joint Consultative Committee (JCC) arrangements.

It was agreed:-

- (i) to approve the introduction of a Joint Consultative Committee (Local Government Employees and Craftpersons);
- (ii) to remit to Council approval of the JCC Constitution, as set out in the Appendix to the report subject to further consideration by Council of the composition of Council representation;

- (iii) subject to Council approval in respect of (ii) above, to ask the Head of Administrative and Legal Services to arrange an early meeting of the JCC and to extend an invitation to the constituent Trade Unions as detailed within Paragraph 3.1 of the Constitution; and
- (iv) otherwise, to note the terms of the report.

**DEPARTMENT FOR EDUCATION AND EMPLOYMENT WORK-LIFE BALANCE
CHALLENGE FUND**

9. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Department for Education and Employment's Work-Life Balance Challenge Fund and the Council's success in submitting a bid for financial support from the Fund to address local issues.

It was agreed:-

- (i) to note the Council's success in gaining support from the Government's Work-Life Balance Challenge Fund;
- (ii) to support the Initiative throughout the process and with an early emphasis on encouraging employees to complete and return the Employee Questionnaire to be issued in October 2001; and
- (iii) to invite the Depute Chief Executive/Director of Corporate Resources to provide future update reports to this Sub-Committee.

JOINT STAFFING WATCH RETURN - JUNE 2001

10. There was submitted and noted a report dated 11 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the Joint Staffing Watch statistics submitted to CoSLA in respect of the June 2001 reporting period.

SKILLS TRAINING UNIT BUSINESS PLAN 2001/2002 ETC

11. There was submitted a report dated 3 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Business Plan for the Skills Training Unit for 2001/2002 and other recent achievements of the Unit.

It was agreed:-

- (i) to endorse the main aims for the Skills Training Unit as detailed in the Business Plan; and
- (ii) otherwise, to note the terms of the report.

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 7A of the Act as shown against each item.

SKILLS TRAINING UNIT: EASY PROGRAMME: STAFFING (PARA 1)

13. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed additional staffing resources for the East Ayrshire Strategy for Youth (EASY) Programme.

It was agreed:-

- (i) to approve the addition of the post of Youth Development/Access Worker and Assistant Development Officer to the establishment of the Skills Training Unit on a temporary basis until March 2003, subject to continued Social Inclusion funding and subject to consultation with Trade Unions; and
- (ii) otherwise, to note the terms of the report.

**CHILDREN'S CHANGE FUND ALLOCATION FOR TACKLING DRUGS AND ASSOCIATED DRUG REHABILITATION INITIATIVES (PARA 1)
(Item 7, Page 2045, 99/02)**

14. There was submitted a joint report dated 6 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of staffing proposals in relation to the Council's introduction of a range of initiatives aimed at tackling the problems of drug misuse.

It was agreed to approve the staffing proposals set out in the report, subject to consultation with Trade Unions.

**KILMAURS PARTNERSHIP PROJECT: STAFFING ARRANGEMENTS (PARA 1)
(Item 8, Page 2046, 99/02)**

15. There was submitted a joint report dated 6 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval to additional staffing arrangements within the Department of Educational and Social Services in relation to the Kilmaurs Partnership Development.

It was agreed to approve the proposed staffing adjustments within the Educational and Social Services (Social Work) staffing structure, subject to consultation with the Trade Unions.

DEVELOPMENTS TO SUPPORT FAMILIES WITH YOUNG CHILDREN AND CHILDCARE INITIATIVES (PARA 1) (Item 15, Page 2063, 99/02)

16. There was submitted a joint report dated 3 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval of staffing proposals in relation to further developments of the Sure Start Initiative, the Childcare Strategy and Childcare: The Training Challenge.

It was agreed to approve the staffing proposals detailed in Sections 3.1, 3.2, 3.3 and 3.4 of the report.

**ALTERATION TO TRANSPORT SERVICES SECTION WITH THE DEPARTMENT
OF DEVELOPMENT SERVICES (PARA 1)**

17. There was submitted a joint report dated 4 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which sought approval to an amendment to the establishment within the Transport Services Section of the Department of Development Services.

It was agreed to approve the amendment to the staffing structure of the Transport Services Section of the Department of Development Services, as detailed in the report.

**PROPOSED AMENDMENT TO ADMINISTRATIVE AND LEGAL SERVICES
STRUCTURE (PARA 1)**

18. There was submitted a report dated 5 September 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed amendments to the current staffing establishment of the Administrative and Legal Section within the Department of Corporate Resources.

It was agreed, subject to consultation with the Trade Unions:-

- (i) to the deletion of the existing Legal Manager's post;
- (ii) to the creation of an additional Solicitor's post as set out in Paragraph 4 of the report;
- (iii) to the creation of an additional District Court Administrative Assistant post as set out in Paragraph 5 of the report; and
- (iv) to the regrading of the existing GS1/2 post within the Council House Sales Team as set out in Paragraph 6 of the report; and
- (v) to the regrading of the present Administration Manager's post as set out in Paragraph 7 of the report.

**PROPOSED DISPOSAL OF BELLFIELD COTTAGE, BELLFIELD,
KILMARNOCK (PARA 9)**

19.1 Declarations of Interest

Councillors Weir and Knapp each declared a non-pecuniary interest in this item and took no part in consideration or determination of this matter.

19.2 Consideration of Item

There was submitted a report dated 6 September 2001 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of Bellfield Cottage, Bellfield Estate, Kilmarnock, and sought authority to dispose of the subjects.

It was agreed that the Solicitor to the Council be instructed to accept the offer from Mr Shauket Aslam, subject to the conditions as outlined in Section 10 of the report; and should the sale to Mr Aslam fail to proceed to conclusion within a reasonable period of time as shall be determined by the Solicitor to the Council, that the Solicitor to the Council be authorised to accept the offer from Mr Naseem Akhtar subject to the conditions as outlined in Section 10 of the report.

**RENT REVIEW: OFFICE ACCOMMODATION AT GREENHOLM STREET,
KILMARNOCK (PARA 9)**

20. There was submitted a report (circulated) by the Director of Development Services which advised of the rent review for office accommodation at Greenholm Street, Kilmarnock.

It was agreed to approve the revised rental as indicated in Paragraph 4.1 of the report, effective from 7 May 2001 for the office accommodation at Greenholm Street, Kilmarnock, and to instruct the Solicitor to the Council to enter into a formal Minute of Agreement on behalf of the Council.

**LEASE RENEWAL OF INDUSTRIAL PREMISES OCCUPIED BY DATUM
DYNAMICS LIMITED, THISTLE BUSINESS PARK SOUTH, CUMNOCK (PARA 9)**

21. There was submitted a report dated 10 September 2001 (circulated) by the Director of Development Services which advised of the lease renewal in respect of industrial premises at Thistle Business Park South, Cumnock, occupied by Datum Dynamics Ltd.

It was agreed to renew the lease of the premises at Thistle Business Park South, Cumnock, to Datum Dynamics Ltd., on the terms set out in Paragraph 4.1 of the report.

**REVIEW OF RENTAL OF RETAIL PREMISES OCCUPIED BY JOHNSON GROUP
CLEANERS UK LIMITED AT 22 THE FOREGATE, KILMARNOCK (PARA 9)**

22. There was submitted a report dated 10 September 2001 (circulated) by the Director of Development Services which advised of a review of rental in respect of retail premises at 22 The Foregate, Kilmarnock, occupied by Johnson Group Cleaners UK Ltd.

It was agreed to review the rental of Unit 22, The Foregate, Kilmarnock, as indicated in Paragraph 4.1 of the report, with effect from 28 May 2000.

The meeting terminated at 1454 hours.

**TO RETURN TO PREVIOUS PAGE
PLEASE PRESS THE BACK BUTTON
AT THE TOP LEFT OF THE PAGE**