

**APPENDIX V**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 24 SEPTEMBER 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, 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; Alex McPhee, Director of Finance; Jim Lavery, Director of Homes and Technical Services; Stephen Moore, Head of Social Work; Robert Paton, Head of Economic Development; Graham Haugh, Head of Personnel; Jane Wilson, Employee Relations Officer; and Gillian Hamilton, Administrative Officer.

**APOLOGIES:** Councillors Harry Wilson and Iain Linton.

**CHAIR:** Councillor Eric Jackson, Chair.

**BUDGETARY CONTROL SUMMARY STATEMENTS**

**1.1 POLICY AND RESOURCES (CENTRAL SERVICES)**

There was submitted and noted a report dated 9 September 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 9 September 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 - ABSENCE MANAGEMENT REPORT - QUARTER  
2 (2002)**

There was submitted and noted a report dated 16 September 2002 (circulated) by the Director of Finance which advised of absence rates for the Department of Finance for the quarterly period ended 28 June 2002.

## **2.2 DEPARTMENT OF CORPORATE RESOURCES AND CHIEF EXECUTIVE'S OFFICE - ABSENCE MANAGEMENT REPORT - QUARTER 2 (2002)**

There was submitted and noted a report dated 12 July 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 28 June 2002.

### **DEPARTMENTAL HEALTH AND SAFETY PLAN**

3. There was submitted a report dated 29 July 2002 (circulated) by the Director of Finance which reviewed progress against the Department of Finance's Health and Safety Action Plan 2001/2002 and identified the recommended Departmental Health and Safety Action Plan for 2002/2003.

It was agreed:-

- (i) to note the action taken by the Department of Finance 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 contents of the report.

### **OCCUPATIONAL HEALTH STRATEGY - UPDATE**

4. There was submitted a report dated September 2002 (circulated) by the Head of Personnel on the development of an Occupational Health Strategy for East Ayrshire Council.

It was agreed:-

- (i) to note the positive response to government strategy and to occupational issues and opportunities; and
- (ii) otherwise to note the report.

Councillor Weir joined the meeting following discussion of the above Item.

### **SINGLE STATUS UPDATE**

5. There was submitted a report dated 10 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

It was agreed:-

- (i) to note the report which updated the Sub-Committee on the Council's response to the Single Status Agreement for Local Government Employees; and
- (ii) that the Depute Chief Executive/Director of Corporate Resources continue to provide future update reports.

### **RE-GRADING PENDING THE IMPLEMENTATION OF JOB EVALUATION**

6. There was submitted a report dated 16 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought agreement on re-grading pending the implementation of job evaluation.

It was agreed:-

- (i) that any temporary re-gradings established in the period up to 31 March 2002 as part of the Council's response to Single Status be made permanent;
- (ii) that any re-gradings after 1 April 2002 and in the lead up to the implementation of Single Status at 1 April 2004 be temporary pending job evaluation; and
- (iii) otherwise to note the report.

#### **CAR LEASING SCHEME**

7. There was submitted a report dated 6 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised that the current Car Leasing Scheme contract was due to terminate on 30 September 2002 and sought approval for the extension of one further year to the current contract.

It was agreed:-

- (i) to extend the current Car Leasing Scheme contract for a further period of 1 year up to 30 September 2003; and
- (ii) otherwise to note the contents of the report.

#### **CHRISTMAS AND NEW YEAR HOLIDAY ARRANGEMENTS**

8. There was submitted a report dated September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of a proposed closure of Council offices during the Christmas and New Year holiday period and related Conditions of Service proposals.

It was agreed:-

- (i) to approve the proposed Christmas and New Year Holiday arrangements for local government employees and craft persons as detailed in the report;
- (ii) to grant 1 day's additional annual leave for this year only to all local government employees and craft persons (excluding those employees identified in paragraph 2.8 of the report) to secure the proposed agreement detailed in the report;
- (iii) that the Depute Chief Executive/Director of Corporate Resources finalise negotiations with Trade Unions with a view to formalising an agreement on the terms detailed in the report;
- (iv) on the assumption that agreement would be reached, that the Depute Chief Executive/Director of Corporate Resources ensure that the Council's arrangements during the Christmas and New Year period and future public holiday arrangements are communicated to the public; and
- (v) otherwise to note the contents of the report.

#### **STATUTORY PERFORMANCE INDICATORS FOR 2001/2002**

9. There was submitted a joint report dated 4 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which informed of the Council's performance in 2001/2002 against the Council-wide and Finance statutory performance indicators.

It was agreed:-

- (i) to note the performance of the Council in 2001/2002 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;
- (iii) that relevant Directors ensure that performance information is incorporated, as appropriate, within the Council's agreed public performance reporting arrangements;
- (iv) that a further report on previous years' council-wide sickness absence would be submitted to the Sub-Committee in due course; and
- (v) otherwise to note the report.

#### **MINUTES OF CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFT PERSONS)**

10. There was submitted and noted Minutes of the Central JCC (Local Government Employees and Craft Persons) meetings held on 22 May 2002 and 11 September 2002 (circulated) as detailed in the Annexation to these Minutes.

#### **AWARDING OF CONTRACT**

11. There was submitted and noted a report dated 17 July 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of a tender which had been accepted as follows:-

<b>CONTRACT</b>	<b>SUCCESSFUL CONTRACTOR</b>	<b>AMOUNT</b>
Construction, Supply and Delivery of Polling Booths	John Moulds (Kilmarnock) Ltd, Kilmarnock	£25,623.40

#### **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.

#### **TRAINING AND DEVELOPMENT AND SKILLS TRAINING UNIT (PARA 1)**

13. There was submitted a report dated September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the further service and staffing issues arising from (a) the introduction, by Scottish Enterprise, of a new model for the delivery of training services to young people with additional support needs; and (b) consideration of the business advantage to be gained in greater integration of some of the activities of the Skills Training Unit with those of the Training and Development Team, particularly in light of the Scottish Executive's Lifelong Learning Agenda.

It was agreed:-

- (i) to approve the structural proposals outlined in the report for the Council's Skills Training and Training and Development functions;
- (ii) to approve the related staffing proposals outlined in the report and Appendices; and
- (iii) otherwise to note the contents of the report.

**MODERN APPRENTICESHIP - INFORMATION TECHNOLOGY (PARA 1)**

14. There was submitted a report dated September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval of the addition of five modern apprenticeships to the staffing structure of the Information Technology Service of the Corporate Resources Department.

It was agreed:-

- (i) to endorse the addition of five modern apprenticeships (Information Technology) to the staffing structure of the Information Technology Section within the Corporate Resources Department; and
- (ii) otherwise to note the report.

**DEPARTMENT OF CORPORATE RESOURCES - CORPORATE DEVELOPMENT AND COMMUNICATION SECTION (PARA 11)**

15. There was submitted a report dated September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for proposed amendments to the structure of the Corporate Development and Communication Section of the Department of Corporate Resources.

It was agreed:-

- (i) to approve the permanent addition of the External Funding and Sustainability post to the staffing structure of the Corporate Resources Department as detailed in the report, subject to consultation with Trade Unions; and
- (ii) otherwise to note the report.

**NORTH SOCIAL INCLUSION CO-ORDINATOR (PARA 1)**

16. There was submitted a report dated 2 September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for the establishment of the post of North Social Inclusion Co-ordinator.

It was agreed:-

- (i) to approve the establishment of a temporary post of North Social Inclusion Co-ordinator; and
- (ii) otherwise to note the report.

**PROJECT PERFORMANCE MONITORING - DEVELOPMENT SERVICES  
(PARA 11)**

17. There was submitted a joint report dated September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services which recommended the addition of a Project Performance Monitoring Officer to the staffing structure of the Development Services Department.

It was agreed:-

- (i) to approve the addition of a Project Performance Monitoring Officer as detailed in paragraph 3.2 of the report to the staffing structure of the Development Services Department;
- (ii) to approve the deletion of the Project Finance Officer from the Ayrshire Electronic Community Project and the Finance Assistant post from the East Ayrshire Woodland Project, as detailed in paragraph 4 of the report; and
- (iii) otherwise to note the content of the report.

**RECRUITMENT AND RETENTION OF PLANNING STAFF (PARA 11)**

18. There was submitted a report dated 11 September 2002 (circulated) by the Director of Development Services which reviewed staff recruitment and retention in relation to planning staff as agreed by the Development Services Committee on 27 August 2002.

It was agreed:-

- (i) to approve the revised grading structure and additional post identified in paragraph 4 of the report for implementation subject to consultation with Trade Unions; and
- (ii) otherwise to note the report.

**TEACHERS - CONTINUING PROFESSIONAL DEVELOPMENT (PARA 11)**

19. There was submitted a joint report dated September 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which recommended the addition of a temporary Administrative Assistant to the staffing structure of the Educational and Social Services Department to support the continuous professional development (CPD) of teachers, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the addition of a temporary Administrative Assistant to the staffing structure of the Educational and Social Services Department, subject to consultation with Trade Unions; and
- (ii) otherwise to note the report.

**RESTRUCTURING OF RESOURCE SUPPORT DIVISION (PARA 11)**

20. There was submitted a report dated 6 September 2002 (circulated) by the Director of Educational and Social Services which sought approval for proposals to re-structure the Resource Support Division of the Department of Educational and Social Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the savings proposals outlined in Section 3 of the report; and
- (ii) otherwise to note the contents of the report.

**CHANGES TO HOUSING BENEFITS AND COUNCIL TAX BENEFITS:  
IMPLICATIONS FOR THE COUNCIL (PARA 1)**

- 21.** There was submitted a report (circulated) by the Director of Finance which provided information on (i) the Department for Work and Pensions Performance Standards Initiative and the implications for the Council and sought endorsement to adopt these standards; and (ii) the new tax credit and pension credit schemes and the potential impact on the Benefits Service.

It was agreed:-

- (i) to endorse the adoption of the Performance Standards;
- (ii) to approve the establishment of the Development Officer and 3 Benefits Assistant posts as indicated in the report, subject to consultation with Trade Unions; and
- (iii) otherwise to note the content of the report.

**TECHNICAL SERVICES REVIEW: AN OPTION APPRAISAL (PARA 11)**

- 22.** There was submitted a report dated 3 September 2002 (circulated) by the Director of Homes and Technical Services which indicated that a range of options for the future of the Technical Services Division of the Department of Homes and Technical Services had been examined and made recommendations for its future management, subject to consultation with Trade Unions.

It was agreed:-

- (i) that the appointment of a Head of Technical Services proceed and that the postholder's first priority be to review the organisation, in conjunction with the Director, and make such changes as required, reporting back to the Council where appropriate; and
- (ii) otherwise to note the report.

**SENIOR MANAGEMENT STRUCTURE (PARA 11)**

- 23.** There was submitted a report dated 12 September 2002 (circulated) by the Chief Executive which sought approval of an increase in salary grading of the Head of Social Work, subject to consultation with Trade Unions and provided an update on developments, as emerging from other Councils, in the management of Chief Officers' salary arrangements following on from the national review of Chief Executives' salaries.

It was agreed:-

- (i) to approve the increase in salary grading of the Head of Social Work post, subject to consultation with Trade Unions;
- (ii) that the Chief Executive monitor the continuing developments in Chief Officials' salary and grading structures across Scotland and provide an update

review of the position to an early meeting of the Sub-Committee in the new financial year; and

- (iii) otherwise to note the report.

**KILMARNOCK TOWN CENTRE GROUND LEASE - PHASE 1 (PARA 9)**

- 24.** There was submitted a report dated 16 September 2002 (circulated) by the Director of Development Services which sought approval in connection with the granting of landlord's consent.

It was agreed:-

- (i) to grant landlord's consent to enable Burns Precinct (No. 1) Limited and Burns Precinct (No. 2) Limited to assign their interest in the Kilmarnock Town Centre Ground Lease (Phase 1) to Eagle Star Life Assurance Company Ltd and authorise the Head of Administrative and Legal Services to issue the appropriate documentation; and
- (ii) otherwise to note the report.

**PARTIAL RELINQUISHMENT OF SUBJECTS LEASED AT COUNCIL OFFICES, PEESWEEP BRAE, LUGAR (PARA 9)**

- 25.** There was submitted a report dated 17 September 2002 (circulated) by the Director of Development Services which sought approval to authorise the Solicitor to the Council to formally renounce the existing lease and concurrently enter into a new lease agreement for the subjects at Peesweep Brae, Lugar.

It was agreed:-

- (i) to authorise the Solicitor to the Council to simultaneously renounce the existing lease and complete a new lease of the canteen buildings and carpark on the terms and conditions detailed in paragraph 6 of the report; and
- (ii) otherwise to note the report.

The meeting terminated at 1506 hours.