

Christine Baillie, Direct Dial: (01563) 576129

To: Councillors Jackson (Chair), D Coffey, Reid, Weir, McIntyre, Wilson, Linton, Knapp, Kelly, Farrell and Provost Boyd.

27 March 2001

Dear Councillor

PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE: 2 APRIL 2001

You are requested to attend a meeting of the **Personnel and Property Sub-Committee of the Policy and Resources Committee** to be held on **MONDAY 2 APRIL 2001** at **1130 HOURS** in **THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** to discuss the undernoted business.

Yours sincerely

SIGNED OFF BY BILL WALKINSHAW

Fiona Lees
Depute Chief Executive/
Director of Corporate Resources

CB/LR

B U S I N E S S

INTIMATE APOLOGIES

1. MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES

- 1.1 APT&C ETC STAFFS (Pages 1-3)** - Submit Minutes of meeting held on 14 March 2001 for noting (copy enclosed).



- 1.2 MANUAL WORKERS AND CRAFT PERSONS** - Submit Minutes of meeting held on 20 March 2001 for noting (copy enclosed).



2. **ENERGY MANAGEMENT PROGRESS REPORT (Pages 4-5)** - Submit report dated 1 March 2001 (copy enclosed) by the Director of Homes and Technical Services on progress in the implementation of the Council's Energy Management Policy in respect of non-housing properties.

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3. **CAR LEASING SCHEME (Pages 6-7)** - Submit report dated 8 March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising that the current Car Leasing Scheme contract is due to terminate on 30 September 2001 and seeking approval for the extension of one further year to the current contract.

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4. **LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND) REGULATIONS 1998 PROPOSALS FOR DEPENDANTS' PENSIONS (Pages 8-10)** - Submit joint report dated 16 March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Finance seeking support for the proposal to amend the Local Government Pension Scheme to introduce dependants' pensions.

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5. **SINGLE STATUS (Pages 11-19)** - Submit report dated 12 March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the Council's response to the Single Status Agreement.

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6. **HEALTH AND SAFETY PLAN (pages 20-30)** - Submit report dated 19 March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending a prioritised Health and Safety Action Plan.

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7. **MANAGING STRESS IN THE WORKPLACE POLICY (Pages 31-40)** - Submit report dated 21 March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending the introduction of a Managing Stress in the Workplace Policy, subject to consultation with the relevant Trade Unions.

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8. **SUMMER SUPPORT PROJECTS: HILLSIDE AND WITCHHILL SCHOOLS (Pages 41-42)** - Submit joint report dated 23 March 2001 (copy enclosed) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources recommending alterations to the staffing for the Summer Support Projects at Hillside and Witchhill Schools, subject to consultations with Trade Unions.

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9. **THE EXCELLENCE FUND FOR SCHOOLS - CLASSROOM ASSISTANTS; SUPPORTING BEHAVIOUR INITIATIVES IN SCHOOLS - APPOINTMENT OF AN ADDITIONAL OUTDOOR EDUCATION INSTRUCTION; HM PRISON, KILMARNOCK: ADDITIONAL POST OF SOCIAL WORKER; AND ADMINISTRATIVE ASSISTANT AND POLICY OFFICER (DEVELOPMENT) POSTS (Pages 43-46)** - Submit report dated 21 March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for staffing proposals that have been considered at recent Service Committee meetings.



10. **FINANCE DEPARTMENT STAFFING STRUCTURE** - Submit joint report (copy enclosed) by the Director of Finance and Depute Chief Executive/Director of Corporate Resources seeking approval for changes to the Finance Department staffing structure designed to save £95,500 per annum as part of the Council restructure agreed in the 2000/2001 budget, subject to consultation with Trade Unions.



11. **EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Sub-Committee pass the following Resolution:- "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 involve the likely disclosure of exempt information as defined in Paragraph 9 of Schedule 7A of the Act".

12. **REVIEW OF RENTAL OF INDUSTRIAL PREMISES OCCUPIED BY EAST AYRSHIRE COUNCIL UNIT 7, THISTLE BUSINESS PARK, AYR ROAD, CUMNOCK (Pages 47-48)** - Submit report (copy enclosed) by the Director of Development Services advising of the review of rental in respect of the industrial premises, Unit 7, Thistle Business Park, Ayr Road, Cumnock, occupied by East Ayrshire Council's Leisure Services. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**

13. **PROPOSED CENTRAL STORE BMK BUILDING, HOLMQUARRY ROAD, KILMARNOCK (Pages 49-55)** - Submit joint report dated 14 March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Development Services requesting authorisation for a new 15 year lease of the BMK Building, Holmquarry Road, Kilmarnock for use as the Council's Central Records/Equipment Store. **Report not enclosed - Refer to Exclusion of Press and Public paragraph.**