

Ian Gemmell, Direct Dial: (01563) 576149

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

30 May 2001

Dear Councillor

**PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - TUESDAY 5 JUNE 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 **TUESDAY 5 JUNE 2001** at **1400 HOURS** in **THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** to discuss the undernoted business.

Yours sincerely

SIGNED OFF BY BARBARA HAUGHAN

Fiona Lees  
Depute Chief Executive/  
Director of Corporate Resources

IG/LR

**B U S I N E S S**

**INTIMATE APOLOGIES**

1. **JOINT STAFFING WATCH RETURN - MARCH 2001 (Pages 1-2)** - Submit report dated 8 May 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on the Joint Staffing Watch statistics submitted to CoSLA in respect of the March 2001 reporting period.



2. **LOCAL GOVERNMENT EMPLOYEES - 2000-2004 PAY AGREEMENT (Pages 3-4)** - Submit report dated 10 April 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising the Sub-Committee that an agreement has been reached in pay negotiations for Local

Government employees (formally APT&C staff and manual workers) covering the period 2000-2004.



- 3. SKILLS TRAINING UNIT - SERVICE REVIEW (Pages 5-13)** - Submit report dated 18 May 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources to review the service provided by the Skills Training Unit.



- 4. REVISED RECRUITMENT AND SELECTION PROCEDURES (Pages 14-22)** - Submit report dated 15 May 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources requesting the Sub-Committee to approve proposed changes to the Council's recruitment and selection procedures following a review of the current recruitment process, subject to consultation with the Trade Unions.



- 5. HEALTH IMPROVEMENT FUND (Pages 23-25)** - Submit joint report dated 18 May 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services requesting the Sub-Committee to approve staffing adjustments within the Educational and Social Services (Social Work) staffing structure in response to the Council successfully securing funding via the Health Improvement Fund. This matter was remitted from the Social Work Committee of 24 May 2001.



- 6. 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 1 of Schedule 7A of the Act".

- 7. AMENDMENT TO THE STAFFING ESTABLISHMENT OF THE INTERNAL AUDIT SECTION (Pages 27-28)** - Submit report dated 10 May 2001 (copy enclosed) by the Chief Executive proposing an amendment to the staffing establishment of the Internal Audit Section within the Chief Executive's Office. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

- 8. RECREATION PARTNERSHIP PROJECT (Pages 29-30)** - Submit joint report dated 22 May 2001 (copy enclosed) by the Director of Community Services and the Depute Chief Executive/Director of Corporate Resources seeking the Sub-Committee's approval of additional staffing required to extend and develop the Recreation Partnership Project throughout East Ayrshire, subject to consultation with Trade Unions. This matter is remitted

from the Community Services Committee of 30 May 2001. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

9. **NURSERY NURSE POSTS (Pages 31-32)** - Submit joint report dated 16 May 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services seeking approval to establish (a) a Nursery Nurse post at the Gaelic Nursery Class, Onthank Primary School; and (b) nine permanent Nursery Nurses on a peripatetic basis to provide additional special educational needs support. This matter is remitted from the Education Committee meeting of 29 May 2001. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
10. **AN INTEGRATED APPROACH TO SUPPORTING COMMUNITIES (Pages 33-37)** - Submit joint report dated 23 May 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking Committee agreement to the proposed revised management structure for the Community Education Service and Community Development Service, subject to consultation with Trade Unions. This matter is remitted from the Education Committee of 29 May 2001. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
11. **DEPARTMENTAL ORGANISATION OF HOMES AND TECHNICAL SERVICES (Pages 38-43)** - Submit joint report dated 22 May 2001 (copy enclosed) by the Director of Homes and Technical Services and the Depute Chief Executive/Director of Corporate Resources on the results of the Housing Committee's deliberations on the review of the structure of the Technical Services Division and other elements of the Department's organisation. This matter is remitted from the Housing Committee meeting of 23 May 2001. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
12. **ALTERATIONS TO DEVELOPMENT SERVICES ROADS DIVISION STAFFING STRUCTURE** - Submit joint report (copy to follow) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval of amendments to the staffing structure of the Roads Division of the Development Services Department, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**