

Christine Baillie: Direct Dial Number: (01563) 576129

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

15 November 2000

Dear Councillor

PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 21 NOVEMBER 2000

You are requested to attend the meeting of the **Personnel and Property Sub-Committee of the Policy and Resources Committee** to be held in the **MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**, on **TUESDAY 21 NOVEMBER 2000 at 1400 HOURS**, to discuss the undernoted business.

Yours sincerely

SIGNED OFF BY BILL WALKINSHAW

Fiona Lees
Depute Chief Executive/Director of Corporate Resources

CB/SR

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 1-6)** - Submit Minutes of Meetings held on 30 May 2000 and 28 September 2000 for noting (copies enclosed).



- 1.2 MANUAL WORKERS AND CRAFTPERSONS (pages 7-14)** - Submit Minutes of Meetings held on 1 June 2000 and 5 October 2000 for noting (copies enclosed).



2. **ENERGY MANAGEMENT PROGRESS REPORT (pages 15-18)** - Submit report dated 1 November 2000 (copy enclosed) by the Director of Homes and Technical Services indicating the progress in the implementation of the Council's Energy Management Policy in respect of non-housing properties.

3. **COSLA PERSONNEL CIRCULARS 2000 PAY NEGOTIATIONS - LOCAL GOVERNMENT EMPLOYEES (pages 19-20)** - Submit report dated 3 November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Council's receipt of various Personnel Services Industrial Relations Circulars from CoSLA relating to the 2000 pay negotiations for Local Government employees.

4. **JOINT STAFFING WATCH RETURN - SEPTEMBER 2000 (pages 21-24)** - Submit report dated 24 October 2000 (copy enclosed) by the Director of Corporate Resources advising of the Joint Staffing Watch statistics submitted to CoSLA in respect of the September 2000 reporting period.

5. **CORPORATE HUMAN RESOURCE INFORMATION SYSTEM (pages 25-27)** - Submit report dated 3 November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing the Sub-Committee with a progress report on the operation of the Corporate Human Resource Information System (CYBORG).

6. **SINGLE STATUS (pages 28-31)** - Submit report dated 31 October 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources updating the Sub-Committee on the Council's response to the Single Status Agreement.

7. **TEMPORARY EMPLOYMENT (pages 32-36)** - Submit report dated 3 November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of temporary employment in East Ayrshire Council as at 30 September 2000.

8. **INDIVIDUAL LEARNING ACCOUNTS (pages 37-41)** - Submit report dated 30 October 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the introduction of Individual Learning Accounts (ILA's) by the Scottish Executive and seeking support for a proposed initial response by the Council to their introduction.


9. **TIME OFF FOR TRADE UNION DUTIES, ACTIVITIES AND TRAINING (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS) (pages 42-66)** - Submit report dated November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval for a procedural document incorporating the Council's existing policy content on Time Off for Trade Union Duties, Activities and Training for Local Government Employees and Craftpersons, subject to consultation with the former Manual Workers and Craftpersons trade unions.
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10. **DEPARTMENT OF DEVELOPMENT SERVICES - REVIEW OF BUILDING CONTROL OFFICERS (Item 12, Page 1307) (pages 67-69)** - Submit joint report dated 30 October 2000 (copy enclosed) by the Directors of Corporate Resources and Development Services seeking approval to re-designate and introduce a new grading scheme for Building Control Officers in the Building Control Section within the Department of Development Services subject to consultation with the Trade Unions.
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11. **APPOINTMENT OF ICT CO-ORDINATOR WITHIN THE DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES (pages 70-71)** - Submit joint report dated 9 November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services seeking approval for the appointment of an ICT Co-ordinator to the Department of Education and Social Services subject to consultation with Trade Unions.
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12. **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 the Paragraph of Schedule 7A of the Act as shown against each item".
13. **STAFFING AMENDMENTS - CORPORATE RESOURCES (CORPORATE DEVELOPMENT AND COMMUNICATION) AND COMMUNITY SERVICES (LIBRARY AND INFORMATION SERVICES) (PARA 1) (pages 72-79)** - Submit joint report dated 6 November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Community Services seeking approval for staffing adjustments in the Community Services and Corporate Resources Departments as part of the ongoing Council wide restructure, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
14. **RENT REVIEW OF UNIT 24, THE FOREGATE, KILMARNOCK (PARA 9) (pages 80-82)** - Submit report dated 6 November 2000 (copy enclosed) by the Director of Development Services advising of the review of rental of Unit

24, The Foregate, Kilmarnock. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

15. **LEASE RENEWAL - LEASE OF PATNA GOLF PAVILION, HILLSIDE, PATNA TO DOON VALLEY GOLF CLUB, RENT REVIEW - LEASE OF NEW CUMNOCK GOLF COURSE, NEW CUMNOCK (NEW CUMNOCK GOLF CLUB) AND RENT REVIEW - LEASE OF LAND AT WARDNEUK DRIVE, KILMARNOCK (NORTHWEST KILMARNOCK BOWLING CLUB) (PARA 9) (pages 83-91)** - Submit report dated 14 November 2000 (copy enclosed) by the Director of Development Services advising of the (a) proposed new lease of Patna Golf Pavilion, Hillside, Patna to Doon Valley Golf Club; (b) review of rental in connection with the lease of New Cumnock Golf Course to New Cumnock Golf Club; and (c) review of rental in connection with the lease of land at Wardneuk Drive, Kilmarnock to the Northwest Kilmarnock Bowling Club. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**

RE-ADMISSION OF PRESS AND PUBLIC

16. **PROPOSED DISPOSAL OF LAND AT MILL O'SHIELD ROAD, DRONGAN (pages 92-94)** - Submit report dated November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources seeking approval to the inclusion of an area of ground off Mill O'Shield Road, Drongan, shown outlined and crossed on the attached plan, within the land area identified for disposal to Ayrshire and Arran Primary Care NHS Trust for the purpose of the Drongan Resource Centre.



17. **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 Paragraph 1 of Schedule 7A of the Act".
18. **DEPARTMENT OF COMMUNITY SERVICES - PROPOSED AMENDMENT TO STAFFING STRUCTURE (pages 95-97)** - Submit joint report dated 14 November 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services outlining plans for a lottery funded project which will support the introduction of a Community Based Health and Fitness Initiative. The Community Services Committee at its meeting on 15 November 2000 will consider the report and the Sub-Committee are asked to approve related staffing proposals in the assumption that the Director's recommendations are approved. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**