

Christine Baillie: Direct Dial Number: (01563) 576129

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

21 September 2000

Dear Councillor

PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 28 SEPTEMBER 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 **THURSDAY 28 SEPTEMBER 2000** at **0930 HOURS**, to discuss the undernoted business.

Yours sincerely

SIGNED OFF BY JULIE ARMSTRONG

Fiona Lees
Depute Chief Executive/Director of Corporate Resources







CB/SR

BUSINESS

INTIMATE APOLOGIES

- 1. COSLA PERSONNEL CIRCULARS 2000 PAY NEGOTIATIONS - LOCAL GOVERNMENT EMPLOYEES** - Submit report dated 12 September 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.



2. **ACAS CODE OF PRACTICE ON DISCIPLINARY AND GRIEVANCE PROCEDURES** - Submit report dated 4 September 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the revised Advisory Conciliation and Arbitration Service (ACAS) Code of Practice on Disciplinary and Grievance Procedures effective from 4 September 2000 and recommending changes to the Council's Conditions of Service.

3. **SCOTLAND'S HEALTH AT WORK SCHEME** - Submit report dated 12 September 2000 (copy enclosed) by the Director of Corporate Resources advising of the Council's achievement of the Scotland's Health at Work Scheme Silver Award in recognition of its efforts made in promoting Health at Work to Council employees and advising of the partnership approach of the Council and Trade Unions in the promotion of Health and Safety at Work during October 2000.

4. **SUMMARY REPORT ON INJURY ACCIDENTS STATISTICS** - Submit report dated 5 September 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing a summary of those injury accidents which required to be reported to the Health and Safety Executive, in line with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

5. **SINGLE STATUS** - Submit report dated 6 September 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.

6. **TEMPORARY EMPLOYMENT** - Submit report dated 31 August 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of temporary employment in East Ayrshire Council as at 30 June 2000.

7. **THE PRINCESS ROYAL TRUST - EAST AYRSHIRE CARERS CENTRE "CARERS AND EMPLOYMENT INFORMATION PACK"** - Submit report dated 4 September 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the launch of the Princess Royal Trust East Ayrshire Carers Centre "Carers in Employment Information Pack" and the Council's subsequent action in supporting and promoting this initiative to all employees.

8. **DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - PROPOSED AMENDMENTS TO STAFFING STRUCTURE** - Submit joint report dated 7

September 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval of related staffing proposals.

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9. **ACTION PLAN FOR THE TRAINING AND DEVELOPMENT OF WORKERS IN EARLY EDUCATION, CHILDCARE AND PLAYWORK** - Submit joint report dated 1 September 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval for additional staffing requirements for Educational and Social Services, Pre-5 Services in relation to the development and implementation of the "Action Plan for the Training and Development of Workers in Early Education, Childcare and Playwork" recently published by the Scottish Executive.

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10. **FINANCE DEPARTMENT - PROPOSED AMENDMENT TO STAFFING STRUCTURE** - Submit joint report (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance advising of the consequences for the Council of a transfer of housing stock by Scottish Homes to East Ayrshire Housing Partnership on 13 September 2000.

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11. **PROPOSED REVISION TO INTERNAL AUDIT STAFFING ESTABLISHMENT** - Submit report dated 19 September 2000 (copy enclosed) by the Chief Executive proposing a revision to the staffing establishment of the Internal Audit Section within the Chief Executive's staffing.

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12. **ALTERATION TO THE BUILDING CONTROL SECTION WITHIN PLANNING AND BUILDING CONTROL DIVISION (DEVELOPMENT SERVICES DEPARTMENT)** - Submit joint report dated 21 August 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Development Services seeking approval of an amendment to the establishment within the Planning and Building Control Division of Development Services.

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13. **IMPROVEMENT OF CANTEEN FACILITIES, LONDON ROAD, KILMARNOCK** - Submit report dated 20 September 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources proposing a series of measures designed to improve the existing canteen facilities at London Road, Kilmarnock.

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14. **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”.

15. **EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - PERSONNEL PROPOSALS (PARA 1)** - Submit joint report dated 4 September 2000 (copy enclosed) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources inviting Members to consider proposed changes to personnel arrangements within the Educational and Social Services Department with particular reference to finance, personnel and property support within the new Department. **Report not enclosed - Refer to Exclusion of Press and public paragraph above.**
16. **OCCUPATIONAL THERAPY AND SENSORY IMPAIRMENT SERVICE - ADDITION OF TECHNICAL POST (INDEPENDENT LIVING SERVICES) (PARA 1)** - Submit joint report dated 30 August 2000 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services seeking approval of the addition of a Technician post to the Council's Occupational Therapy and Sensory Impairment Service. **Report not enclosed - Refer to Exclusion of Press and public paragraph above.**
17. **PROPOSED DISPOSAL OF THE FORMER GLEBE RESOURCE CENTRE, GLEBE ROAD, KILMARNOCK (PARA 6)** - Submit report dated 11 September 2000 (copy enclosed) by the Solicitor to the Council advising of the outcome of the recent marketing of the former Glebe Resource Centre, Glebe Road, Kilmarnock, and seeking authority to dispose of the subjects. **Report not enclosed - Refer to Exclusion of Press and public paragraph above.**
18. **PART DISPOSAL AND RELATED MATTERS - FORMER PRIMARY SCHOOL AT SCHOOL ROAD, AUCHINLECK (PARA 6)** - Submit joint report dated 20 September 2000 (copy enclosed) by the Director of Development Services and Solicitor to the Council requesting that the Sub-Committee authorises the Director of Development Services to finalise negotiations on the terms of disposal of those areas of land at School Road, Auchinleck, shown outlined and crossed on the attached plan, authorising the Solicitor to the Council to conclude the transaction and authorising the Director of Development Service to re-market the remainder of the subjects. **Report not enclosed - Refer to Exclusion of Press and public paragraph above.**
19. **RENT REVIEW OF AUCHINLECK INDOOR BOWLING CLUB, WELL ROAD, AUCHINLECK (PARA 9)** - Submit report dated 5 September 2000 (copy enclosed) by the Director of Development Services advising of the review of rental of Auchinleck Indoor Bowling Club, Well Road, Auchinleck. **Report not enclosed - Refer to Exclusion of Press and public paragraph above.**