

Christine Baillie, Direct Dial: (01563) 576129

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

7 February 2001

Dear Councillor/Officer

**PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE - 13 FEBRUARY 2001**

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 13 FEBRUARY 2001** 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/LR

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

**INTIMATE APOLOGIES**

**1. MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES**

- 1.1 (APT&C ETC STAFF) (Pages 1-3)** - Submit Minutes of meeting held on 21 November 2000 for noting (copy enclosed).



- 1.2 MANUAL WORKERS AND CRAFT PERSONS (Pages 4-6)** - Submit Minutes of Meeting held on 30 November 2000 for noting (copy enclosed).



2. **AWARDING OF CONTRACT (Pages 7-8)** - Submit report dated 26 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing, for information, details of a tender which has been accepted.

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3. **LOCAL GOVERNMENT EMPLOYEES, CRAFT GROUP EMPLOYEES AND CHIEF OFFICIALS - PAY INCREASES (Pages 9-11)** - Submit report dated 23 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Council's receipt of various correspondence from CoSLA relating to pay increases to Local Government Employees, Craft Group Employees and Chief Officials.

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4. **JOINT STAFFING WATCH RETURN - DECEMBER 2000 (Pages 12-14)** - Submit report dated 29 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the Joint Staffing Watch statistics submitted to CoSLA in respect of the December 2000 reporting period.

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5. **HEALTH AND SAFETY REPORT (Pages 15-21)** - Submit report dated 29 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources providing an information update on current and developing health and safety issues.

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6. **SINGLE STATUS (Pages 22-24)** - Submit report dated 22 January 2001 (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.

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7. **CODE OF CONDUCT FOR EMPLOYEES (pages 25-27)** - Submit report dated 29 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending an amendment to the Council's Code of Conduct for Employees, subject to consultation with Trade Unions.

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8. **PUBLIC DUTIES, CONDITIONS OF EMPLOYMENT AND LEAVE OF ABSENCE (pages 28-32)** - Submit report dated 29 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources recommending paid leave of absence provisions for employees who require to take time off work to perform Local Authority or other public duties and seeking recommendations on a related Scottish Executive Consultation.

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9. **POLICY AND PROCEDURE GOVERNING THE USE OF TELEPHONES, INTERNET AND E-MAIL (Pages 33-44)** - Submit report dated 23 January 2001 (copy enclosed) by the Director of Corporate Resources recommending a revision to the Council's existing Employee Internet and E-Mail policy, subject to consultation with Trade Unions and the introduction of a standard disclaimer to be attached to all outgoing e-mail messages.

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10. **DEPARTMENT OF COMMUNITY SERVICES - OVERSEAS EXCHANGE (pages 45-46)** - Submit report dated 30 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of a request from the Director of Community Services for a Librarian employed at the Dick Institute, Kilmarnock to apply to participate in an overseas exchange programme.

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11. **EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - STAFFING PROPOSALS (Pages 47-49)** - Submit joint report (copy enclosed) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources asking the Sub-Committee to agree proposed staffing changes within the Educational and Social Services Department with particular reference to clerical support within the Social Work function, subject to consultation with Trade Unions.

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12. **REPORT ON BALLOCHMYLE CLOSURE - RESOURCE TRANSFER (Pages 50-51)** - Submit joint report dated 29 January 2001 (copy enclosed) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources seeking authority for the addition of 2 part-time Day Care Workers to the staffing establishment of the Educational and Social Services Department (Social Work function).

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13. **COMMUNITY SERVICES DEPARTMENT - COUNTRYSIDE ACCESS UNIT (Pages 52-54)** - Submit joint report dated 30 January 2001 (copy enclosed) by the the Depute Chief Executive/Director of Corporate Resources and Directors of Community Services and Development Services seeking approval for the establishment of a Countryside Access Unit comprising two Countryside Access Officers and an additional Countryside Ranger Post, subject to approval of the Community Services Committee meeting of 7 February 2001 in confirmation of financial support from Scottish Natural Heritage.

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14. **CUMNOCK NEW COMMUNITY SCHOOLS BID (Pages 55-56)** - Submit joint report dated 24 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services seeking approval for additional temporary staffing for Educational and Social Services in relation to New Community Schools, subject to the approval of a related funding bid to the Scottish Executive.



15. **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".
16. **POLICY OFFICER POST - DEPARTMENT OF HOMES AND TECHNICAL SERVICES (Pages 57-58)** - Submit joint report dated 24 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources and Director of Homes and Technical Services obtaining approval to adjust the establishment within the Homes (Policy and Strategy) Section of the Department of Homes and Technical Services, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
17. **SKILLS TRAINING UNIT - REVIEW OF SCOPE OF BUSINESS (pages 59-63)** - Submit report dated 19 January 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the scope of business of the Skills Training Unit (STU) and to review the existing staffing and financial arrangements. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
18. **PROPOSED LEASE OF SITE OF FORMER TENNIS COURT AT BARBIESTON ROAD, DALRYMPLE TO DALRYMPLE AND DISTRICT COMMUNITY COUNCIL (PARA 9) (pages 64-67)** - Submit report (copy enclosed) by the Director of Development Services to advise the Sub-Committee of the proposed lease of the subjects at the abovementioned location to Dalrymple and District Community Council and to seek authority to depart from the Council's Concessionary Rental Policy regarding the rent payable for the site. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**