

## **EAST AYRSHIRE COUNCIL**

### **CORPORATE SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE**

#### **MINUTES OF MEETING HELD ON TUESDAY 9 APRIL 2002 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Daniel Coffey, Douglas Reid, John Weir, Drew McIntyre, Harry Wilson, Iain Linton, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

**ATTENDING:** Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; David Mitchell, Head of Administrative and Legal Services; Graham Haugh, Head of Personnel; Stephen Moore, Head of Social Work; Joe Rafferty, Health and Safety Manager; and Gillian Hamilton, Administrative Officer.

**CHAIR:** Councillor Eric Jackson, Chair.

#### **CHAIR'S COMMENTS**

1. The Chair thanked Elected Members and Officers for messages of condolence submitted following the loss of Councillor David Macrae and advised that full respects would be paid at the next Council meeting on 2 May 2002.

#### **ORDER OF BUSINESS**

2. At the request of the Chair and in terms of Standing Order 15.1, it was agreed to consider Item 12 on the Agenda at the end of the meeting.

#### **BUDGETARY CONTROL SUMMARY STATEMENTS**

##### **3.1 POLICY AND RESOURCES (CENTRAL SERVICES)**

There was submitted and noted a report dated 21 March 2002 (circulated) by the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Central Services).

##### **3.2 POLICY AND RESOURCES (CORPORATE RESOURCES)**

There was submitted and noted a joint report dated 21 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the current budgetary control position and the projected out-turn for the year for the services within the remit of Policy and Resources (Corporate Resources).

#### **ACCOUNTS COMMISSION REPORT ON THE EDUCATION DEPARTMENT OVERSPEND BY SCOTTISH BORDERS COUNCIL**

4. There was submitted a report dated 22 March 2002 (circulated) by the Director of Finance which advised of the findings of a report by the Accounts Commission on an overspend by the Education Department of Scottish Borders Council in 2000/01.

It was agreed:-

- (i) to note the findings of the Controller of Audit's report on the Education overspend in Borders Council;
- (ii) to recommend to the Council that the requirement not to report routinely on budget performance to all Service Committees be formally deleted from the Council's arrangements;
- (iii) to note this Council's previous actions to improve financial governance; and
- (iv) otherwise, to note the contents of the report.

### **HEALTH AND SAFETY**

5. There was submitted a report dated 25 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which informed of the Council's progress in response to its 2001/02 Health and Safety Action Plan and recommended a Health and Safety Action Plan for 2002/03.

It was agreed:-

- (i) to note the Council's response to its 2001/02 Health and Safety Action Plan;
- (ii) to approve Appendix I of the report as the basis of the Council's Health and Safety Action Plan for 2002/03;
- (iii) that the Head of Personnel distribute this report to Directors asking them to prepare a similar report for their services in terms of their progress against their 2001/02 Action Plans and proposals for 2002/03; and
- (iv) otherwise, to note the report.

### **JOINT STAFFING WATCH RETURN - MARCH 2002**

6. There was submitted and noted a report dated 22 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the March 2002 reporting period.

### **SINGLE STATUS UPDATE**

7. There was submitted a report dated 8 March 2002 (circulated) by the Head of Personnel which provided an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

It was agreed:-

- (i) to note the update report on the Council's response to the Single Status Agreement for Local Government employees; and
- (ii) that the Head of Personnel provide future update reports.

### **MINUTES OF JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)**

8. There was submitted and noted Minutes of the Joint Consultative Committee (Local Government Employees and Craftpersons) held on 21 March 2002 (circulated).

## **WORK-LIFE BALANCE PROJECT STAFF ATTITUDE SURVEY**

9. There was submitted a report (circulated) by the Depute Chief Executive/Director of Corporate Resources which informed of employee feedback from the Staff Attitude Survey (October 2001) and Work-Life Balance Project; recommended proposed development of employment policies in response to the employee feedback, earlier work undertaken by the Senior Staff Management Team and the Council's Personnel staff; and sought agreement for a common approach to managing and communicating the feedback information.

It was agreed:-

- (i) to note the information contained in the report and Appendices;
- (ii) to approve the proposed developments in Work-Life Balance related employment policies as detailed in paragraph 4.1 of the report;
- (iii) to approve the proposed approach to managing and communicating the feedback information as detailed in paragraph 5.2 of the report; and
- (iv) that the Depute Chief Executive/Director of Corporate Resources provide a future update report on these matters.

## **AWARDING OF CONTRACTS**

10. There was submitted and noted a report dated 25 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of tenders which had been accepted as follows:-

<b><u>CONTRACT</u></b>	<b><u>SUCCESSFUL CONTRACTOR</u></b>	<b><u>AMOUNT</u></b>
Supply and Delivery of One Citroen Relay Van	Arnold Clark Automobiles, Kilmarnock	£9,515.00
Provision of Fibre Cabling	Scotsmuir Securities Ltd, East Kilbride	£21,713.50

## **EXCLUSION OF PRESS AND PUBLIC**

11. The Sub-Committee resolved 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 involved the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act shown against each Item.

## **AYRSHIRE ELECTRONIC COMMUNITY PROJECT - PHASE 2 (PARA 1)**

12. There was submitted a report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the extension to the funding of the Ayrshire Electronic Community (AEC) Project and sought approval of proposed amendments to the staff structure.

It was agreed:-

- (i) to approve the revised staffing structure of the Ayrshire Electronic Community, detailed in the report, subject to confirmation of funding from Strathclyde European Partnership and agreement with the Trade Unions;
- (ii) that the Depute Chief Executive/Director of Corporate Resources forward a report on the Ayrshire Electronic Community exit strategy to the appropriate Council Committee in due course; and
- (iii) otherwise, to note the content of the report.

#### **FINANCE DEPARTMENT STAFFING STRUCTURE (PARA 1)**

13. There was submitted a joint report (circulated) by the Director of Finance and the Depute Chief Executive/Director of Corporate Resources which proposed amendments to the current structure of the Treasury and Insurance Section within the Accounting Services division of the Finance Department.

It was agreed:-

- (i) to approve the proposed staffing changes outlined in the report; and
- (ii) otherwise, to note the report.

#### **EAST AYRSHIRE WOODLANDS - REVIEW OF MANAGEMENT STRUCTURE (PARA 1)**

14. There was submitted a joint report dated 20 March 2002 (circulated) by the Director of Development Services and the Depute Chief Executive/Director of Corporate Resources which sought approval for a review of the East Ayrshire Woodlands Management Structure.

It was agreed:-

- (i) to approve the proposed staffing changes outlined in the report subject to Trade Union consultation; and
- (ii) otherwise, to note the report.

#### **SENSORY IMPAIRMENT SERVICE: REVIEW OF STAFFING (PARA 1)**

15. There was submitted a joint report dated 22 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of the proposals arising from a review of the staffing requirements of the Sensory Impairment Service within the Department of Educational and Social Services.

It was agreed:-

- (i) to approve the staffing proposals contained in paragraph 3.1 of the report; and
- (ii) otherwise, to note the content of the report.

## **REVIEW OF SOCIAL WORK ADMINISTRATIVE STRUCTURE (PARA 1)**

16. There was submitted a joint report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which advised of developments in relation to the review of the administrative structure for the Social Work Service within the Department of Educational and Social Services and sought approval for revised staffing proposals.

It was agreed:-

- (i) to approve the revised staffing proposals contained in Appendix I of the report, subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the content of the report.

## **EDUCATIONAL AND SOCIAL SERVICES - SITE SERVICES BUSINESS UNIT - SUPPORT STAFFING (PARA 1)**

17. There was submitted a report dated 21 March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended the addition of a Clerical Assistant to the Support Staffing group within the Site Services Business Unit of the Educational and Social Services Department.

It was agreed:-

- (i) to approve the addition of a Clerical Assistant, as detailed within paragraph 3.4 of the report, to the staffing establishment of the Support Section within the Site Services Business Unit; and
- (ii) otherwise, to note the report.

## **TRAINING DELIVERY TO YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS (PARA 1)**

18. There was submitted a report dated March 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of (a) the introduction, by Scottish Enterprise National (SEN) of a new model for the delivery of training services to young people with additional support needs and (b) the Skills Training Unit's (STU) proposals to Scottish Enterprise Ayrshire (SEA) to undertake training within the new framework; and proposed interim revised staffing arrangements for STU to ensure the effective delivery of training to young people with additional support needs.

It was agreed:-

- (i) to note the introduction of the new model for the delivery of training services to young people with additional support needs effective from 1 April 2002;
- (ii) to note the response of Scottish Enterprise Ayrshire to the Head of Personnel's proposals for the delivery by the Skills Training Unit of training services to young people with additional support needs;
- (iii) to approve the interim organisational and staffing changes as set out in paragraph 3 of the report;
- (iv) that the Depute Chief Executive/Director of Corporate Resources ensure the fullest consultation with and provision of information to Skills Training Unit employees and their representatives;

- (v) that the Depute Chief Executive/Director of Corporate Resources manages the transition phase, including any staffing issues, in accordance with the details of the report;
- (vi) that the Depute Chief Executive/Director of Corporate Resources gives urgent priority to the completion of consideration of the further service and staffing issues outlined in paragraph 5 of the report and report again to the Sub-Committee after the recess on this matter; and
- (vii) otherwise, to note the contents of the report.

#### **RETENTION OF EMPLOYEE BEYOND RETIRAL AGE (PARA 1)**

- 19.** There was submitted a joint report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Homes and Technical Services which sought approval for the retention of an employee beyond retiral age.

It was agreed:-

- (i) that the Council retain the services of the Senior Structural Engineer for a maximum period of six months from 4 May 2002 in order to ensure a smooth transitional hand over of design and site services prior to the completion of the Galston Primary School project; and
- (ii) otherwise, to note the report.

#### **OUTDOOR EDUCATION IN EAST AYRSHIRE (PARA 1)**

- 20.** There was submitted a joint report dated 2 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of the appointment of an additional Outdoor Instructor to the Outdoor Education Service in East Ayrshire.

It was agreed:-

- (i) to approve the addition of an Outdoor Instructor post to the Outdoor Education Service; and
- (ii) otherwise, to note the report.

#### **HOME CARE REVIEW - STAGE 1 (PARA 1)**

- 21.** There was submitted a joint report dated 28 March 2002 (circulated) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources which recommended pay and grading arrangements for Home Care employees following a review of the Home Care service, subject to final endorsement by Trade Unions.

It was agreed:-

- (i) to approve the staffing proposals contained in the report;
- (ii) to approve the proposed package of pay and conditions referred to and appended to the report, subject to formal confirmation of their acceptance from trade unions;

- (iii) that the Director of Educational and Social Services submit a report to the next meeting of the Sub-Committee on the outcome of his discussions with APT&C trade unions; and
- (iv) to note the contents of the report and the review findings.

#### **ADULT LITERACY AND NUMERACY FUNDING (PARA 1)**

22. There was submitted a report dated 22 March 2002 (circulated) by the Director of Educational and Social Services which sought approval of additional staffing required within the Support to Communities section of the Educational and Social Services Department in response to a Community Learning Partnership award to establish additional essential skills services for people with literacy and numeracy difficulties.

It was agreed:-

- (i) to approve the additional temporary staffing for the Support to Communities Section of the Educational and Social Service Department as detailed in paragraph 3.5 of the report, subject to the Education Committee approving the related operational considerations at their meeting on 11 April 2002 and Trade Unions consultation; and
- (ii) otherwise, to note the report.

#### **SCOTTISH COMMISSION FOR THE REGULATION OF CARE (PARA 1)**

23. There was submitted a joint report dated 8 March 2002 (circulated) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources which sought approval in principal for staffing proposals to meet the gap in services as a result of the Scottish Commission for the Regulation of Care being established, subject to consideration of operational matters by the Education Committee at its meeting on 11 April 2002 and any related consultation with trade unions.

It was agreed:-

- (i) to approve the staffing proposals set out in paragraph 3 of the report, subject to the approval of operational considerations by the Education Committee at its meeting on 11 April 2002 and any subsequent consultation with trade unions; and
- (ii) otherwise, to note the contents of the report.

#### **PROPOSALS FOR DEVELOPMENT OF THE NORTHWEST KILMARNOCK PRIMARY CARE NEIGHBOURHOOD SERVICES CENTRE (PARA 9)**

24. There was submitted a report dated 4 April 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of further potential options open to the Council to facilitate implementation of the Northwest Kilmarnock Primary Care Neighbourhood Services Centre and sought approval to proceed with the most advantageous option.

It was agreed:-

- (i) to note the potential development options open to the Council and the Primary Care Trust for the planning, development, construction and eventual use of the Northwest Kilmarnock Primary Care Neighbourhood Services Centre;
- (ii) in principle, subject to receiving more detailed financial advice, that the Council retain overall control of the Project as being the most advantageous for the successful conclusion of the Project; and
- (iii) otherwise, to note the content of the report.

**COSLA PERSONNEL CIRCULAR - INDUSTRIAL RELATIONS 3/01 - CHIEF EXECUTIVES REVIEW AND CHIEF OFFICIALS PAY SETTLEMENT (PARA 1)**

25. There was submitted a report dated 22 March 2002 (circulated) by the Head of Personnel which advised of CoSLA Circular - Industrial Relations 3/01 on the Chief Executives Review and Chief Officials Pay Settlement and sought consideration of the discretionary element of the Chief Executive's resultant pay award.

It was agreed:-

- (i) to note the pay agreement reached for Chief Officials over the period 1 April 2002 to 31 March 2004;
- (ii) that the Chief Executive's pay award be phased in, with the minimum point being applied from 1 April 2002 and the maximum at 1 April 2003; and
- (iii) otherwise, to note the report.

The meeting terminated at 1453 hours.

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