

APPENDIX II**EAST AYRSHIRE COUNCIL****PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND
RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 16 NOVEMBER 1999 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

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

ATTENDING: Fiona Lees, Depute Chief Executive; Barbara Haughan, Director of Corporate Services; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; Allan McDougall, Depute Director of Social Work (Finance and Resources); Iain MacMillan, Head of Exchequer Services; Graham Haugh, Head of Personnel; John Sheridan, Senior Employee Relations Officer; George Malone, Principal Engineer, Homes and Technical Services; David Mitchell, Principal Solicitor; Sam McVie, Principal Surveyor; Julie Armstrong, Senior Administrative Officer; and Christine Baillie, Trainee Administrative Officer.

APOLOGY: Councillor Daniel Coffey.

CHAIR: Councillor Eric Jackson, Chair.

CHAIR'S REMARKS

1. The Chair, at his discretion and in terms of Standing Order 15.1, agreed that Item 11 on the Agenda be now taken as Item 14.

ENERGY MANAGEMENT PROGRESS REPORT

2. There was submitted and noted a report dated 26 October 1999 (circulated) by the Director of Homes and Technical Services which indicated the progress in the implementation of the Council's Energy Management Policy in respect of non-housing properties.

COSLA PERSONNEL SERVICES CIRCULAR - HUMAN RESOURCE ADVICE 7/99

3. There was submitted and noted a report dated 4 October 1999 (circulated) by the Director of Corporate Services which provided a summary comment on the contents of Personnel Services Circular (Human Resources Advice) 7/99 received from CoSLA.

Councillor Reid joined the meeting during discussion of the above item.

SINGLE STATUS AGREEMENT - PROGRESS REPORT (Item 7, Page 427)

4. There was submitted a report dated 4 November 1999 (circulated) by the Director of Corporate Services on the Council's initial progress in response to the Single Status Agreement.

It was agreed:-

- (i) to note the content of the report; and
- (ii) that the Director of Corporate Services continue to provide regular update reports to the Sub-Committee on the Council's implementation of the Single Status Agreement.

Provost Boyd joined the meeting during discussion of the above item.

REVIEW OF EAST AYRSHIRE COUNCIL AS A DISABILITY SYMBOL USER

5. There was submitted a report dated 21 October 1999 (circulated) by the Director of Corporate Services which advised of the review by the Employment Service of East Ayrshire Council as a Disability Symbol user.

It was agreed to note the Council's continued status as an employer that is recognised by the Employment Service as being positive about disabled people and to support the ongoing action as detailed in Paragraph 4 of the report.

Councillor Weir joined the meeting at this point.

REVIEW OF EAST AYRSHIRE COUNCIL'S SMOKING POLICY

6. There was submitted a report dated 26 October 1999 (circulated) by the Director of Corporate Services which brought forward for consideration the introduction of a revised East Ayrshire Council Smoking Policy. After hearing from the Head of Personnel Services and the Council's Monitoring Officer on the health and legal background issues, it was agreed to continue consideration of this item to a future meeting to allow further consultation to take place.

Councillor Farrell left the meeting at this point.

EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION PARTNERSHIP PROGRAMME - OLDER PEOPLE'S DAY CARE USERS GROUP

7. There was submitted a joint report dated 1 November 1999 (circulated) by the Chief Executive and the Director of Corporate Services which sought approval for the creation of two new temporary posts to support the development of the Older People's Day Care Project funded via the Coalfield Area Social Inclusion Partnership Programme, subject to consultation with the Trade Union.

It was agreed:-

- (i) to approve the appointment of a temporary Project Worker and temporary Clerical Worker (subject to consultation with appropriate Trade Unions);
- (ii) that the Head of Personnel commence the recruitment process;
- (iii) to add the identified posts to the establishment of the Social Work Department; and
- (iv) otherwise, to note the contents of the report.

RETURN TO LEARN

8. There was submitted a report dated 25 October 1999 (circulated) by the Director of Corporate Services on the intention to offer a Return to Learn Course in partnership with UNISON and the Workers' Educational Association.

It was agreed:-

- (i) that the Return to Learn Programme be promoted to all employees and delivered as a joint activity with UNISON and the Workers' Educational Association; and
- (ii) to note that progress of the programme would be included in future "Training and Development Update" reports.

TEMPORARY EMPLOYMENT

9. There was submitted a report dated 2 November 1999 (circulated) by the Director of Corporate Services which advised of temporary employment in East Ayrshire Council as at 30 September 1999.

It was agreed:-

- (i) that the Director of Corporate Services continue to provide quarterly reports on temporary employment to the Sub-Committee;
- (ii) to recommend to Council that the Personnel and Property Sub-Committee of the Policy and Resources Committee be delegated powers to give approval of temporary employment beyond 12 months and to review as appropriate the levels of temporary employment within Departments;
- (iii) that the Head of Administration amend the Scheme of Delegation accordingly; and
- (iv) otherwise, to note the contents of the report.

It was agreed that Items 9 and 10 on the Agenda be considered together.

ALTERATION TO ADMINISTRATION SECTION AND DEVELOPMENT PROMOTION SECTION WITHIN PLANNING AND BUILDING CONTROL DIVISION (DEVELOPMENT SERVICES) (Item 5, Page 450, 99/02)

10. There were submitted joint reports (circulated) by the Directors of Corporate Services and of Development Services which requested approval of amendments to the establishment within the Administration Section and the Development Promotion Section within the Planning and Building Control Division of Development Services, subject to further Trade Union consultation.

It was agreed to approve the proposed amendments as detailed in Paragraph 3 of each report, subject to further consultation with the Trade Union.

SOCIAL WORK DEPARTMENT - PROPOSED AMENDMENT TO STAFFING STRUCTURE (Items 1, 2 and 3, Page 411 and 412)

11. There was submitted a joint report dated 28 October 1999 (circulated) by the Directors of Social Work and of Corporate Services which sought approval for staffing proposals approved in principle by the Community Care Sub-Committee of the Social Work Committee on 7 October 1999.

It was agreed:-

- (i) to approve the proposed adjustments to the Social Work Department's staffing structure as detailed in the report; and
- (ii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

12. 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 as shown against each item.

FINANCE DEPARTMENT (BENEFITS SECTION) - AMENDMENT TO STAFFING STRUCTURE (PARA 1)

13. There was submitted a joint report dated 11 November 1999 (circulated) by the Directors of Corporate Services and of Finance which sought approval for amendments to the staffing structure within the Finance Department (Benefits Section) remitted from the Member/Officer Benefits Administration Working Group held on 11 November 1999.

It was agreed to approve the amendments to the staffing structure within the Finance Department (Benefits Section), subject to consultation with the Trade Unions.

THE LOCAL GOVERNMENT (COMPENSATION FOR REDUCTION OF REMUNERATION ON RE-ORGANISATION) (SCOTLAND) REGULATIONS 1995 (PARAS 1 AND 11)

14. There was submitted a joint report dated 4 November 1999 (circulated) by the Director of Corporate Services and Solicitor to the Council which advised of recent developments relating to "detriment compensation" payments made in accordance with the above-mentioned regulations and which sought the Sub-Committee's direction in respect of those employees who remained in a "detriment" situation as at 31 March 1999.

It was agreed to approve the recommendation made by the Head of Personnel and Principal Solicitor to adopt Option 2 as detailed in Paragraph 4.2 of the report as settlement of a claim from UNISON in respect of those employees who remained in a "detriment" situation at 31 March 1999.

CORPORATE SERVICES - ADMINISTRATIVE SUPPORT (PARA 1)

15. There was submitted a report dated 5 November 1999 (circulated) by the Director of Corporate Services which recommended an amendment to the administrative support within the Administration (Members and Common Services) function of the Corporate Services Department subject to consultation with the Trade Unions.

It was agreed to approve the recommendation that a Clerical Assistant post graded GS 1/2 within the Administration function of Corporate Services be regraded GS3.

RENT REVIEW AT BLOCK 2, GLENCAIRN INDUSTRIAL ESTATE, KILMARNOCK (PARA 9) (Item 17, Page 430)

16. There was submitted and noted a report dated 1 November 1999 (copy enclosed) by the Director of Development Services which provided details of the sub-let arrangements currently in place in respect of the Industrial Unit known as Block 2, Glencairn Industrial Estate, Bellsland Grove, Kilmarnock.

RENT REVIEW AT UNIT 1, GLAISNOCK SHOPPING CENTRE, TOWNHEAD STREET, CUMNOCK (PARA 9)

17. There was submitted a report dated 26 October 1999 (circulated) by the Director of Development Services which advised of the review of rental of Unit 1, Glaisnock Shopping Centre, Cumnock.

It was agreed to approve the increase in rental as detailed in Paragraph 6 of the report effective from 1 April 1999 for Unit 1, Glaisnock Shopping Centre, Townhead Street, Cumnock, and to instruct the Solicitor to the Council to conclude the transaction on behalf of the Council.

SURPLUS PROPERTY - FORMER GLEBE RESOURCE CENTRE, KILMARNOCK (PARA 9) (Item 10, Pages 3689-3690)

18. There was submitted a report dated 9 November 1999 (circulated) by the Director of Development Services which sought approval to proceed with the disposal of the former Glebe Resource Centre, Kilmarnock.

It was agreed to grant authority to allow the Director of Development Services to proceed with the advertising for sale on the open market of the subjects comprising the Former Glebe Resource Centre, Kilmarnock.

LEASE OF 2 AREAS OF GROUND ADJACENT TO THE COUNCIL'S SWIMMING POOL AND SPORTS HALL, NEW CUMNOCK (PARA 9)

19. There was submitted a report dated 28 October 1999 (circulated) by the Director of Development Services which requested authorisation for the Solicitor to the Council to lease to New Cumnock Environmental Regeneration Volunteers (NERV) ground adjacent to the Council's Swimming Pool and ground adjacent to the Council's Games Hall, both Castle, New Cumnock.

It was agreed to authorise the Solicitor to the Council to lease to New Cumnock Environmental Regeneration Volunteers the areas of land adjacent to the Council's swimming pool and sports hall, Castle, New Cumnock, subject to the conditions outlined in Paragraph 7 of the report.

PROPOSED DIVISION OF RENTAL INCOME OF UNITS 2, 11 AND 14, GLAISNOCK SHOPPING CENTRE, TOWNHEAD STREET, CUMNOCK WITH DUMFRIES HOUSE ESTATES (PARA 9)

20. There was submitted a report dated 11 November 1999 (circulated) by the Director of Development Services which advised of the proposed division of rental income for Units 2, 11 and 14, Glaisnock Shopping Centre, Townhead Street, Cumnock, and which sought authority to enter into an appropriate Minute of Agreement.

It was agreed to approve the terms of the proposed Minute of Agreement with Dumfries House Estates as outlined in Section 3 of the report and to instruct the Solicitor to the Council to conclude this transaction on behalf of the Council.

EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION PARTNERSHIP - USE OF PREMISES - BARRHILL ROAD, CUMNOCK (PARA 9)

21. There was submitted a report dated 11 November 1999 (circulated) by the Director of Development Services which sought approval for the use of vacant property owned

by the Council located at Barrhill Road, Cumnock, to accommodate the Management Team for the East Ayrshire Coalfield Social Inclusion Partnership (SIP) and certain Social Inclusion Projects.

It was agreed:-

- (i) that the vacant property comprising the former Nursery School and former office accommodation at Barrhill Road, Cumnock, in the ownership of East Ayrshire Council, be made available to provide office accommodation related to the promotion of Social Inclusion within the East Ayrshire Coalfield area;
- (ii) to remit to the Head of Economic Development (Property Unit) and the Solicitor to the Council to conclude negotiation of concessionary leases for the properties concerned to the "CONNECTED" Project at a concessionary rent on terms and conditions to be agreed; and
- (iii) to authorise the Director of Development Services to thereafter arrange to terminate the current leases for the office accommodation at 25/1 The Square and 26/1 The Square, Cumnock.

The meeting terminated at 1115 hours.