

EAST AYRSHIRE COUNCIL**PERSONNEL SUB-COMMITTEE
OF THE POLICY & RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 14 DECEMBER 1995 AT
0830 HRS IN THE LONDON ROAD CENTRE, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors McIntyre (Chair), Reeves, O'Neill, Hall, Beattie, Coffey, Ross, Sneller and Boyd.

ATTENDING: Chief Executive; Depute Chief Executive; Director of Community Services; Director of Development Services; Director of Education; Director of Finance; Director of Housing; Director of Personnel; Director of Social Work; Director of Support Services and Admin Support (J Adams and V Murdoch).

APOLOGIES: Councillors Stirling and Turnbull

EXCLUSION OF PRESS AND PUBLIC

The Sub-Committee resolved, in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the Press and Public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 7(A) of the Act.

1. EAST AYRSHIRE STAFFING STRUCTURES

There was submitted a report dated 8 December 1995 (circulated, with minor amendments tabled) by the Director of Personnel Services which recommended the adoption of interim departmental staffing structures and the matching of staff to these structures with effect from 1 April 1996 for all Council departments in accordance with Staff Commission Guidelines and as agreed locally with appropriate Trade Unions.

It was agreed:

- (i) that the interim departmental staff structures for managerial and support posts as detailed in the organisation charts for each department of the Council be approved;
- (ii) that the procedure for transfer and matching of individuals to posts as detailed in the report be approved.

- (iii) that the matching lists for the assimilation of staff to the new interim departmental structures be approved subject to the following amendments:-
 - (a) The reference in paragraph 2.3 to Housing Department staff being assimilated as Housing Officers to read "6 years experience in housing work"; and
 - (b) that the use of proposed designation "Engineer" in the Department of Development Services be continued pending further information to be submitted to the next meeting.
- (iv) that the lists of posts and staff for the restricted interview process as detailed in the statements attached to the report be approved, subject to any appeals being received;
- (v) that the matching proposals for secretaries as detailed in the report be approved;
- (vi) that the Director of Personnel be authorised to proceed with the immediate advertisement, in accordance with the proposals in the report, for those posts in the departmental lists of vacancies which had been classified as "essential";
- (vii) that the styles of letter for issue to appropriate employees should be amended to include a welcoming first paragraph and indicate a point of contact for employee enquiries and be otherwise approved; and
- (viii) that a definitive staffing document incorporating all amendments be prepared and issued to all elected Members in due course.

In conclusion the Chair and Vice-Chair commended the officers and staff involved in the preparation and issuing of the interim departmental staffing structure and staff matching lists.

The meeting terminated at 0910 hrs.