

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF SPECIAL MEETINGS HELD ON TUESDAY 24 NOVEMBER at 0915 HRS, WEDNESDAY 25 NOVEMBER AT 0915 HRS AND WEDNESDAY 16 DECEMBER 1998 AT 1130 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors David Sneller, Drew McIntyre, Irene Reeves, Wilma Doyle, Ronald Brailsford, Kathleen Hall, Ann Hay, Daniel Coffey, David Fulton, George Turnbull, Robert McDill, Jim Kelly, Jimmy Boyd, John Smith and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services; John Mulgrew, Director of Education; Alex McPhee, Director of Finance; John Hillis, Director of Housing; Douglas Bulloch, Director of Social Work; Chris McAleavey, Senior Depute Director of Housing; Robin Gourlay, Depute Director of Commercial Operations; Graham Haugh, Depute Director of Personnel Services; Mary Fegan, Depute Director of Social Work; Kate McVey, Solicitor to the Council; Roddy Wallace, Head of Administration; and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Provost Robert Stirling and Councillor Tommy Farrell.

CHAIR: Councillor Sneller, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The 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 paragraph 1 of Schedule 7A of the Act.

MEMBER/OFFICER WORKING GROUP -**REPORT ON THE AIDS AND ADAPTATIONS SERVICE (Item 11, Page 3690)**

2. There was submitted a report (circulated) by the Member/Officer Working Group on the findings and recommendations of the Member/Officer Working Group on the Aids and Adaptations Service and which sought Committee approval of the recommendations within the report.

It was agreed:

- (i) to recommend to Council approval of the general recommendations set out in Sections 9 and 11 of the report and the financial recommendations which relate to 1998/99;
- (ii) that the Directors of Social Work, Housing, Support Services and the Acting Director of Commercial Operations implement arrangements accordingly as soon as possible and report to Personnel and Property Sub-Committee on staffing consequences;
- (iii) that the financial recommendations in relation to 1999/2000 be taken into account in the budget construction process for the coming financial year; and

- (iv) otherwise to note the contents of the report.

Councillor Kelly left the meeting at this point.

ADJOURNMENT

It was agreed to adjourn the meeting at 0957 hours and reconvene at 0915 hours on Wednesday 25 November 1998.

RECONVENTION/CONTINUATION OF BUSINESS

The Committee reconvened at 0915 hrs on Wednesday 25 November 1998 in the Main Meeting Room with the undernoted Members and Officials present and in attendance.

PRESENT: Councillors David Sneller, Drew McIntyre, Irene Reeves, Jim O'Neill, Daniel Coffey, David Fulton, Jim Kelly and John Smith.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; William Stafford, Director of Community Services, Alex McPhee, Director of Finance; Margaret Burnell, Senior Depute Director of Education; Robin Gourlay, Depute Director of Commercial Operations; Graham Haugh, Depute Director of Personnel Services; Kate McVey, Solicitor to the Council; Roddy Wallace, Head of Administration and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillors Douglas Reid, Wilma Doyle, Provost Robert Stirling, Councillors Ann Hay, George Turnbull, Robert McDill, Jimmy Boyd and Tommy Farrell.

CHAIR: Councillor David Sneller, Chair.

REVIEW OF DEPARTMENTAL STRUCTURES (Item 26, Page 3873)

3. There was submitted a report dated 12 November 1998 (circulated) by the Chief Executive which updated the Committee on the development of the proposed restructuring of certain Council Services and Departments to address current issues and strengthen corporate governance and which sought approval of detailed staffing structures where appropriate.

It was agreed:

- (i) to note the successful agreement and proposed implementation of Phase 1 of the restructuring exercise involving the Chief Executive and Finance Department;
- (ii) to approve the proposed staffing structure for the Finance Department - Benefits work subject to consultation with Trade Unions;
- (iii) to approve the broad organisational structure as outlined in Appendix II for the Homes and Technical Services Department and that the Director of Homes and Technical Services and Head of Building and Works posts be advertised at an early date;
- (iv) to note the current situation in relation to the Development Services Department and that a report would be submitted to an early meeting of this Committee including detailed structure information;

- (v) to approve the proposed structure for the Community Services Department as detailed in Appendix III of the report subject to completion of the consultation process and in consultation with Trade Unions;
- (vi) to note the current situation in relation to the Social Work Department and that a report would be submitted to an early meeting of this Committee including detailed structure information;
- (vii) in relation to the Education Department:
 - (a) to approve the agreed staffing changes within the mainstream Education Department; and
 - (b) approve the proposed staffing structure for the Site Services Business Unit subject to consultation with Trade Unions concerning implementation;
- (viii) agreed to approve the proposed staffing structures as agreed with Trade Unions in respect of the Corporate Services Department;
- (ix) to approve the procedure for transfer and matching of employees to posts;
- (x) that the Chief Executive and appropriate Service Directors report back at an early date on the outcome of their consultations with Trade Unions on the outstanding proposals referred to above;
- (xi) in reference to recommendation (x) above to continue delegation to the Policy and Resources Committee on full powers to determine on the Council's behalf the detailed further proposals and the method and timescales for their implementation.

ADJOURNMENT

It was agreed (i) to adjourn the meeting at 0940 hours and (ii) that the Director of Support Services, in consultation with the Chair, would determine a suitable date and time for the reconvened meeting to be held.

RECONVENTION/CONTINUATION OF BUSINESS

The Committee reconvened at 1130 hours on Wednesday 16 December 1998 in the Main Meeting Room with the undernoted Members and Officials present and in attendance.

PRESENT: Councillors David Sneller, Irene Reeves, Jim O'Neill, Daniel Coffey, Jim Kelly, Jimmy Boyd, John Smith and Eric Jackson.

ATTENDING: David Montgomery, Chief Executive; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; John Hillis, Director of Housing, Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services and Julie Armstrong, Senior Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Douglas Reid, Ronald Brailsford, Provost Robert Stirling, Kathleen Hall, Anne Hay, David Fulton, Robert McDill and Tommy Farrell.

CHAIR: Councillor David Sneller, Chair.

REVIEW OF DEPARTMENTAL STRUCTURES (Item 3, Page 4063)

4. There was submitted a report dated 11 December 1998 (circulated) by the Chief Executive which updated the Committee on the development of the proposed restructuring of certain Council Services and Departments to address current issues and strengthen corporate governance and which sought approval of detailed structures where appropriate.

It was agreed:-

- (i) to approve the recommendations relating to the proposed Departmental and Service Delivery changes as detailed within the report;
- (ii) that the Chief Executive report back at an early date on the outcome of the consultations with Trade Unions in relation to the Departments of Homes and Technical Services and Development Services;
- (iii) to approve the proposed timescale for implementing the revised structure as follows:-

Chief Executive's Department	Ongoing - complete early 1999
Finance Department (Outposted)	Ongoing - complete early 1999
Community Services	1 February 1999
Education (including Site Services Business Unit)	1 February 1999
Finance Department (Benefits)	1 April 1999
Corporate Services	1 April 1999
Development Services (including Roads DLO and Vehicle Maintenance DSO)	1 April 1999
Homes and Technical Services (Homes/Property/Technical Services)	1 April 1999
Building and Works DLO	1 July 1999
Social Work Department	In accordance with timetable to be submitted to Social Work Committee in the first instance.

- (iv) that the Director of Personnel Services be given delegated authority to action requests for voluntary severance as appropriate with the exception of Chief Officers and in accordance with Council Policy subject to report to the Chair's Sub-Committee of the Policy and Resources Committee in due course;
- (v) that the Directors and Heads of Functions who could not be assimilated into a suitable post in the new structure be assigned to the Chief Executive's Department; and
- (vi) in respect of recommendation (ii) above to continue delegation to the Policy and Resources Committee of full powers to determine on the Council's behalf the detailed further proposals.

The meeting terminated at 1150 hours.