

EAST AYRSHIRE COUNCIL

POLICY AND RESOURCES COMMITTEE

**Minutes of meeting held on Tuesday 27 June 1995 at 10am
in the Council Chambers, Lugar, Cumnock**

- PRESENT:** Councillors D Sneller (Chair); W Doyle, A McIntyre, J O'Neill, I Reeves, D Reid, R Stirling and R Taylor.
- ATTENDING:** D Montgomery, Chief Executive; G Fraser; D McVicar; S Chorley and A M Carr, Chief Executive's Department; J Overton, Senior Executive Officer (KLDC); C Johnston, Interim Finance Officer; J Ross, Interim Personnel Adviser.
- APOLOGIES:** Councillors J Boyd, T Farrell and D Coffey.

1. MINUTES OF PREVIOUS MEETING

Submitted and approved as a correct record minutes of meeting held on 31 May 1995.

2. MATTERS ARISING

(a) EXTENSION OF COMPULSORY COMPETITIVE TENDERING TO PROFESSIONAL SERVICES AND JOINT ARRANGEMENTS - RESPONSE TO SCOTTISH OFFICE (CIRCULATED)

Submitted, for information, response issued by the Chief Executive to The Scottish Office in connection with the proposals for the extension of compulsory competitive tendering to professional services and joint arrangements.

Arising from discussion, agreed that it be remitted to the Chief Executive to make representation on behalf of East Ayrshire Council to both local MP's advising them of the Council's concern in the matter and inviting them to make efforts to have the position reversed in Parliament in due course.

(b) PUBLIC CONSULTATION EXERCISE - VERBAL UPDATE BY THE CHIEF EXECUTIVE

Reported by Chief Executive that the response to the public consultation exercise had been very good, particularly given its necessary timing and drew members attention to the information pack relating to the series of public meetings which had been tabled prior to the commencement of the meeting.

Also advised that a further report on the progress to date would be submitted to the Council meeting on 29 June 1995.

Noted.

3. URBAN PROGRAMME : PROGRAMMES FOR PARTNERSHIP

Submitted report by Chief Executive dated 16 June 1995 (circulated) together with the undernoted annexes, viz:-

- (i) draft response to The Scottish Office;
- (ii) the case for eligibility for smaller settlements;
- (iii) statistical basis of analysis of areas of deprivation;
- (iv) the new system for the urban programme in Scotland; and
- (v) Urban Programme: list of Regional and District Councils current projects.

S Chorley reported on how Urban Programmes had been managed previously and then provided details regarding the development of a strategy for submission to The Scottish Office in accordance with the new authority - wide partnership approach (Priority Partnership Area PPA) and highlighted the undernoted points:-

- (i) the success of bids made in the Autumn may depend on the total number of bids which will have been submitted nationally;
- (ii) the development of strategy should be based on the "archipelago" arrangement, grouping a number of small areas of deprivation together, thus avoiding fragmentation through the application of overall strategies and should address issues of deprivation, poverty, unemployment and encourage economic regeneration throughout the authority; and
- (iii) the need for the relaxation of the rules set by The Scottish Office in relation to the percentage of people who are excluded from accessing Urban Programme Projects by virtue of the programme's apparently rigid definition of eligible areas.

Agreed -

- (1) to approve the draft response to The Scottish Office as detailed at Annex 1 of the report together with the detailed case for extending eligibility for urban programme funding to smaller settlements as set out in Annex 2;
- (2) that subject to this approach being unsuccessful, to request that The Scottish Office give consideration to the development of an anti-poverty strategy for such areas of rural deprivation where they cannot be accommodated in an urban aid related strategy for East Ayrshire Council;
- (3) to approve the establishment of an Officer Working Group led by the Council and including representatives from the District and Regional Councils, Enterprise Ayrshire, Scottish Homes and the Health Board to draw up an initial report as detailed in paragraph 10 of the report;
- (4) that the Chief Executive be requested, in consultation with the Chair of the Policy and Resources Committee, to arrange for appropriate consultations with the community and voluntary organisations as outlined in paragraph 10 of the report;
- (5) that the Chief Executive be requested to draw up options for the composition and format of a partnership organisation to be established to draw up a regeneration strategy and programme covering all deprived areas within East Ayrshire, including a proposal for designation of an "archipelago" PPA, for submission to The Scottish Office by the end of November.

4. PROPOSALS FOR COMMITTEE AND ASSOCIATED MANAGEMENT STRUCTURES AND INITIAL SUPPORT STAFF

(a) PROPOSED COMMITTEE STRUCTURES FROM AUGUST 1995

Submitted report dated 19 June 1995 (circulated) by Chief Executive, attached as Appendix A.

Agreed to approve a central Committee structure, meeting initially on a six week cycle, set out for East Ayrshire Council for operation from August 1995 onwards as detailed, viz:-

- (i) Policy and Resources Committee (20 members with the establishment of a Decentralisation Sub-Committee.
- (ii) Education Committee (20 members);
- (iii) Social Work Committee (20 members);
- (iv) Housing Committee (20 members);
- (v) Joint Service Committees
 - (a) Community Services Committee (15 members);
 - (b) Development Services Committee (15 members); and
 - (c) Commercial Operations (13 members).

Also agreed that the Policy and Resources Committee would have the overall responsibility for the delegation of functions to Service Committees and that a scheme of delegation relating to a local Committee structure will be recommended by the Decentralisation Sub-Committee of the Policy and Resources Committee in due course.

(b) PROPOSED DEPARTMENTAL STRUCTURES

Submitted report dated 19 June 1995 (circulated) by Chief Executive, attached as Appendix B.

Agreed to approve the departmental structure for East Ayrshire Council as detailed in Section 2.1, 2.2 and 2.3 of the report, reflecting the Committee structure approved in (a) above.

(c) FURTHER SENIOR OFFICER APPOINTMENTS

Submitted report dated 19 June 1995 (circulated) by Chief Executive setting out further steps to implement the establishment of the departmental structure approved in (b) above, attached as Appendix C.

Agreed -

- (i) to recommend that the posts detailed in the report be established ;
- (ii) that the salary levels outlined as a percentage of the Chief Executive's salary be approved;
- (iii) that it be remitted to the Recruitment and Personnel Committee to frame the terms of advertisements for circulation as soon as possible;

- (iv) that arrangements be progressed with a view to appointments being made from August 1995 onwards; and
- (v) that the Recruitment and Personnel Committee be asked to consider arrangements for letting and interviewing of applicants for the posts against the background of elected members being appointed to the new Committee structure.

(d) PROPOSED SUPPORT UNIT

Submitted report dated 19 June 1995 (circulated) by Interim Personnel Adviser, attached as Appendix D, which outlined an Interim Support Unit which would serve the Chief Executive and elected members.

Agreed the establishment of a number of posts as proposed and that it be remitted to the Chief Executive to undertake the filling of the posts on an ongoing basis subject to budgetary provision, workloads and the Directors and Heads of functions taking up appointment with the appointment of staff to service the political groups being undertaken in consultation with appropriate elected members.

5. FINANCE

(a) CURRENT FINANCIAL POSITION

Submitted report dated 22 June 1995 (circulated) by Interim Finance Officer.

Reported by Interim Finance Officer that further billing in respect of the re-charging of expenditure for East Ayrshire Council by the Regional Council and both District Councils was awaited.

Chief Executive reported on meetings with Regional Council officials in relation to their calculation of the disaggregation of revenue budgets over the unitary authorities for 1995/96, indicating that he had subsequently written to the Regional Council recording certain areas of initial concern which were still being pursued.

Noted.

(b) MEMBERS' BASIC ALLOWANCES

Submitted report by Interim Finance Officer (circulated).

Having heard the Chief Executive, agreed that the period of payment of members' basic allowance under the present scheme be extended for a further three months to 30 September 1995, when reconsideration can be given to arrangements in light of the new Committee structure.

(c) SPECIAL RESPONSIBILITY ALLOWANCE - OPPOSITION LEADER

Submitted report by Interim Finance Officer (circulated).

Agreed -

- (i) that in respect of the Opposition Leader, his Provost's allowance from Kilmarnock and Loudoun District Council, which takes account of civic expenses to be borne, be disregarded in the calculation of his special responsibility allowance from East Ayrshire Council.

It was noted at this point that the Leader of the opposition had been hospitalised and it was agreed to convey the good wishes of the Policy and Resources Committee to Councillor Coffey, hoping that he made a speedy recovery.

6. ACCOMMODATION

(a) LONDON ROAD CENTRE PROGRESS REPORT

Submitted and noted report dated 21 June 1995 (circulated) by Chief Executive.

The Chair congratulated all of the staff concerned in making such good progress in a remarkably short time.

(b) NON-HOUSING CAPITAL CONSENT : ACCOMMODATION AND INFORMATION TECHNOLOGY BIDS 1995/96

Submitted report dated 21 June 1995 (circulated) by Chief Executive.

Agreed -

- (i) to approve the bid to The Scottish Office in respect of capital funding for accommodation totalling £487,000, outlined in Section 2 of the report; and
- (ii) that with regard to information technology, the Council register an interest in making a detailed bid by 30 September 1995.

7. POLICE AND FIRE SERVICES : RESPONSE TO SCOTTISH OFFICE CONSULTATION

Reported by Chief Executive that this item had been remitted for consideration by the Council at its meeting on 29 June 1995.

8. MEETING OF LEADERS AND CHIEF EXECUTIVES : MATTERS ARISING

Reported by Chief Executive that this item had been remitted for consideration by the Council at its meeting on 29 June 1995.

9. CONSULTATION WITH TRADE UNIONS

The Chair reported on an informal meeting already held with trade union representatives and indicated that proposals for more formal arrangements would be presented to the full Council on 29 June 1995.

10. DURATION OF MEETING

The meeting terminated at 1205 hrs.

EAST AYRSHIRE COUNCIL**PROPOSED COMMITTEE STRUCTURES FROM AUGUST 1995****Report by Chief Executive****1. Introduction**

At its meeting on 31 May 1995 the Policy and Resources Committee initiated consideration of the matter of committee structures to be put in place from August 1995 with a view to taking the Council forward through 1 April 1996 and into its early operational phase.

Discussion centred on the starter paper which comprised Appendix 18 of the East Ayrshire Joint Advisory Committee report which set out the findings of its Model Structures Joint Working Group in the form of three options.

Members favoured option 3 for committee structures as described by the joint working group and called for this further report by the Chief Executive based on that approach, rehearsing the arguments related to the placing of leisure and recreation within the committee structure, and making firm proposals for an East Ayrshire Committee structure.

2. Leisure and Recreation

2.1 Arguments for inclusion of the leisure and recreation function in an Education Committee's remit:

- there is some similarity between the aims and objectives of leisure and recreation departments and education departments, with leisure services contributing to the personal development of young people and adults and sometimes developing programmes with significant health education components.
- linking leisure and recreation with Community Education within the remit of an Education Department reporting to an Education Committee could provide benefits such as:
 - a one door approach for the public for this type of provision;
 - improved coherence in the design of programmes with educational components;
 - more efficient utilisation of facilities and resources both human and material;
 - facilitation of a common approach to letting and public access to council premises; and
 - the prospect of economies of scale

2.2 Arguments for inclusion of the leisure and recreation function in a Community Services Committee remit:

- the avoidance of overloading the Education Committee's relative responsibilities as a single committee within the Council for example in relation to the share of the Council's budget to be overseen.
- the maintenance of strong significance for leisure and recreation issues as a major component of the remit of a main Committee of the Council.
- the recognition of the unique role within the community of leisure and recreation services, which is not primarily an educational one in the narrower sense.
- the highlighting of the community focus of leisure and recreation services.
- close corporate working, which will be the hallmark of East Ayrshire Council departments, will achieve productive co-operation between education and leisure and recreation services without the need for a single committee as a point of reference.

2.3 Accordingly it is proposed that a Community Services Committee should oversee the leisure and recreation function including museums, community arts and cultural activities, and, public library services.

There would be close corporate liaison between officers of the public library and museums services and the school education resource service which includes secondary school libraries as well as central support for both primary and secondary schools to ensure that the potential for joint working across the Council's area is capitalised upon.

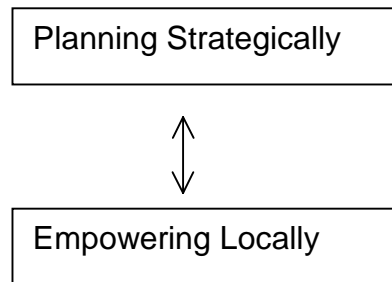
All aspects of the Community Education function, the basis of which is contained within the Education Act, and which comprises Adult Education, Youth Work and Community Development would be discharged by the Department of Education on behalf of the Education Committee. Further, this might best be achieved in East Ayrshire if the staff of Strathclyde's Social Work Department engaged in community work which is not specific to client groups such as the aged or disabled were to transfer to Education in future and work under a common policy direction and management oversight thus avoiding potential fragmentation within the area and freeing-up Social Work Committee time to address the growing responsibilities associated with Care in the Community.

3. Committee Structure

- 3.1 Any committee structure adopted by the Council should reflect the values of quality, equality, access and partnership to which public commitment has already been made in terms of a vision for East Ayrshire's future.

These values argue for a structure which will minimise the tying-up of resources, personnel and time at the centre, in second line services and in overheads. Rather the maximum possible resources including elected member time should be allocated at points as close as possible to front line service delivery and to the people. The relevant committees should establish early formal consultative mechanisms to meet with local communities, trade unions and key interest groups as appropriate.

The authority's approach should therefore be:



The structural implications of this are a strengthening of the local dimension, with local management being empowered through service budget delegation and local committees being set up with consultative, monitoring and decision making powers in respect of local issues, local services and the allocation of local community funds.

- 3.2 The number of central committees established should be small, with the Committees themselves proposing the establishment of Sub-Committees as necessary. There should be a network of Local Committees established widely to cover the Council's whole area. Close and continuous two-way communication between the local areas and the centre will inform effectively the process of policy formulation, implementation, monitoring and review to secure further improvement.

Flexibility can be achieved within the Council's structures by the establishment of task groups as the need arises. Groups composed of small numbers of both elected members and officers can investigate and make recommendations on specific issues of current importance, particularly where more than one service interest is involved.

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- Compact Central Committee Structure
 - determining policies, setting criteria, reviewing performance
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- Local Area Committee Structure
 - consulting local communities; monitoring local services, allocating local community funds.
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- Member/Officer Task Groups, as necessary
 - carrying out set tasks against a fixed timescale
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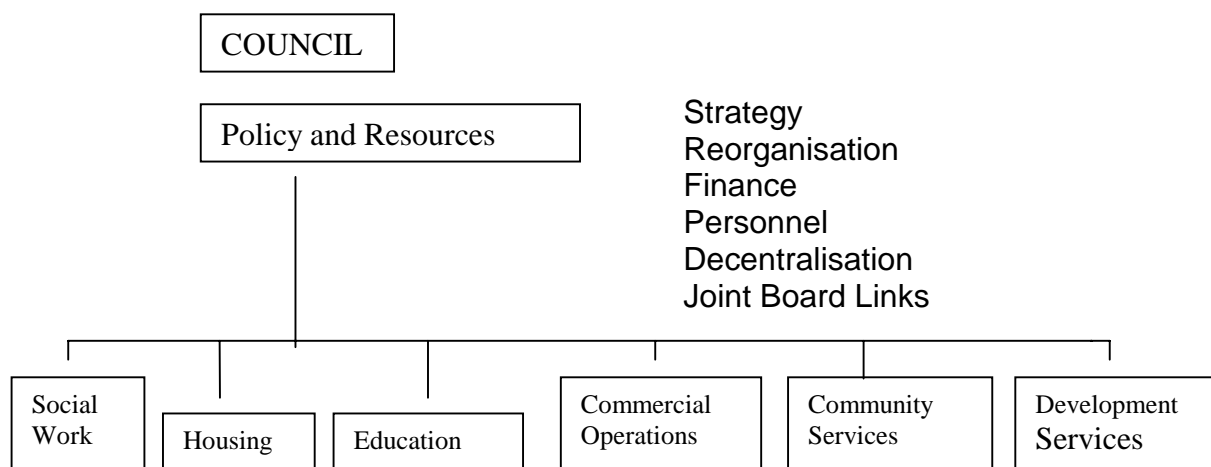
In addition to bringing about devolved decision making, there is a need to maintain the momentum of service delivery and development while securing stability of the system through a seamless transition from the current councils to the new unitary authority.

The Council's priorities and immediate tasks therefore will call for initial committee structures which are reasonably familiar, readily understood, accountable, responsive, flexible and cost-effective.

The priorities attaching to economic and social strategies suggest that these should be located as key concerns of the Policy and Resources Committee, holding all service committees and their departments to account for their contributions to the implementation of action plans.

3.3 Central Committees

A Central Committee structure, meeting initially on a 6 week cycle which would be reviewed before April 1996, is proposed as follows:



3.3.1 Overall Policy and Review Committees

Policy and Resources Committee (20 members)

Remit: Guidance to the Council on formulation of policy objectives and priorities
 Advice on capital programming and capital and revenue expenditure estimates
 Monitoring and review of the efficiency and effectiveness of all of the Council's work and the levels and standards of service provided.
 Decentralisation of service provision and political processes within the Council.
 Oversight of the organisation and management processes of the Council.
 Advice to the Council on the allocation of its financial, personnel, property and material resources.
 Resolution of any differences arising between Committees of the Council.
 Acquisition and disposal of buildings and property.
 Oversight of financial advice to the Council on all matters of finance and rating.
 Monitoring of all Council expenditure.
 Members allowances and arrangements for representation at conferences.
 Co-ordination of the provision of information, publicity and public relations.
 Consideration of electoral arrangements
 Links with Joint Board
 Matters relating to reorganisation of Local Government
 Any matter not falling within the terms of reference of any other Committee.

- Note: (i) Council representation on Joint Boards will include at least one member of the Policy and Resources Committee.
 (ii) Possible Sub-Committees on Strategy, Finance and Property, Personnel and decentralisation

3.3.2 Single Service Committees

(a) Education Committee (20 elected members)

Remit: To direct and supervise the discharge of the functions of the Council as an Education Authority in terms of the relevant legislation including Community Education and Community Development and Pre-5 Services.

Note: (i) The Committee should make an early recommendation to the Council regarding church representation and any other interest groups which it feels should be represented within its membership, such as teachers.

(b) Social Work Committee (20 members)

Remit: To discharge the Social Work functions of the Council in terms of the relevant legislation including community care.

Note: (i) Sub-Committee on Community Care.

(c) Housing Committee (20 members)

Remit: To discharge the housing functions of the Council in terms of the relevant legislation and in respect of all housing issues both public and private, including rent collection and housing benefits.

3.3.3 Joint Service Committees - with smaller services grouped round common themes.

(a) Community Services Committee (15 members)

Remit: To discharge the Council's functions in respect of leisure and recreation services, museums, community arts and cultural activities, public library services, the letting of council premises, environmental health, waste disposal, consumer and trading standards, public chemist and analyst responsibilities, licensing, burial grounds, registration services, emergency planning

Note (i) Possible Sub-Committee on Leisure.

(b) Development Services Committee (15 members)

Remit: To discharge the Council's functions in respect of economic development, planning, the environment, roads and transportation and building control.

Note: (i) Possible Sub-Committee on Planning.

(c) Commercial Operations (13 members)

Remit: To be responsible for the structuring, supervision and control of Direct Labour Organisations (DLOs) and Direct Service Organisations (DSOs) within the Council and to ensure the operation of these organisations complies with the requirements of the relevant legislation.

3.3.4 The detailed structures within each committee and the Sub-Committees which it might establish would be reviewed by the Committee itself.

The Policy and Resources Committee would have the overall responsibility for delegating functions to service committees.

The first meeting of Committees would take place in a six week cycle to be initiated in August 1995 and reviewed before April 1996.

3.4 Local Committees

A scheme of delegation and a Local Committee structure will be recommended by the decentralisation Sub-Committee of the Policy and Resources Committee in due course.

Public consultation has been initiated, with responses being able to be submitted to the Council until 31 August 1995 on the following draft area structure for 7 Local Committees.

Irvine Valley

(5 wards: Hurlford, Crookedholm, Galston, Newmilns and Darvel).

Doon Valley

(3 wards: Drongan, Patna, Dalmellington, Rankinston and Dalrymple)

Cumnock area

(7 wards: Cumnock, Auchinleck, New Cumnock, Catrine, Sorn, Mauchline, Muirkirk, Logan and Lugar)

The North

(3 wards: Stewarton, Stewarton Landward, Kilmaurs and Fenwick).

Kilmarnock North

(4 wards: Forest Grove, New Farm Loch, Onthank, Altonhill, Wardneuk, Longpark and Knockinlaw).

Kilmarnock Central

(5 wards: Bonnyton, Town Centre, Piersland, Grange, Bentinck, Howard, Gargieston, Crosshouse, Knockentiber and Gatehead).

Kilmarnock South

(3 wards: Bellfield, Shortlees, Riccarton and Kirkstyle)

It is envisaged that Local Committees would be established during the initial year of the Council in 1995/96 to prepare for operational service from April 1996.

4. Committee Chairs and Vice Chairs

It is intended to submit detailed implementation arrangements such as the names of Chairs and Vice Chairs for whatever Committee structure is supported by the Policy and Resources Committee on 27 June to the full Council for approval at its meeting on 29 June 1995.

5. Recommendation

Committee is asked to approve this report and in particular the new central committee structure which it sets out for East Ayrshire Council for operation from August 1995 onwards.

Chief Executive

DM/JS

19 June 1995

EAST AYRSHIRE COUNCIL**PROPOSED DEPARTMENTAL STRUCTURE****REPORT BY CHIEF EXECUTIVE****1. Introduction**

It is proposed that a compact departmental structure be established for East Ayrshire Council which reflects the same values which underlie its committee structure and which mirrors the service committee responsibilities accordingly.

2. Departmental Structure

The diagram attached as appendix 1 sets out the recommended management structure.

2.1 Chief Executive

It is not proposed to set up a Chief Executive's Department as such. In addition to a Depute Chief Executive with responsibility for corporate strategies and, a personal clerical and administrative support capability, there would be established a customer care unit reporting direct to the Chief Executive.

The customer care unit would provide a helpline for a public to raise, direct, any issues of concern. This would supplement complaints procedures which would be established by all service departments and publicised to their customers. The customer care unit would also co-ordinate the analysis of departmental complaints records and clear up rates and make regular reports to the Chief Executive for further consideration with Chief Officers.

2.2 Single Service Departments

The departments of Education, Social Work and Housing would be headed by Directors who may be supported by Depute Directors heading up functional responsibilities within the departments further proposals for which will be brought forward in due course by the Directors via Service Committees.

Similarly proposals for deputies for the Finance and Personnel Departments will be advanced to the Policy and Resources Committee.

2.3 Joint Service Departments

The Departments of Commercial Operations, Community Services, Development Services and Support Services each encompass a

number of distinct disciplines which call for the establishment of posts operating at Depute Director level and acting as heads of particular functions, reporting to the Director.

The posts of Head of Property and Head of Public Relations and Marketing have already been created.

The Director of Commercial Operations will be expected to submit proposals for support at senior level once internal structures have been clarified.

At this stage it can be seen that the Department of Community Services will require a Head of Leisure, Recreation Libraries and other associated functions and a Head of Protective Services including Environmental Health and Consumer and Trading Standards. Similarly, the Department of Development Services will require a Head of Economic Development, a Head of Planning and a Head of Roads and Transportation. The Department of Support Services will need, in addition to a Head of Property and a Head of Public Relations, a Head of Information Technology, a Head of Administration, a Head of Legal Services and a Head of Contracting and Technical Services.

3. Corporate Management

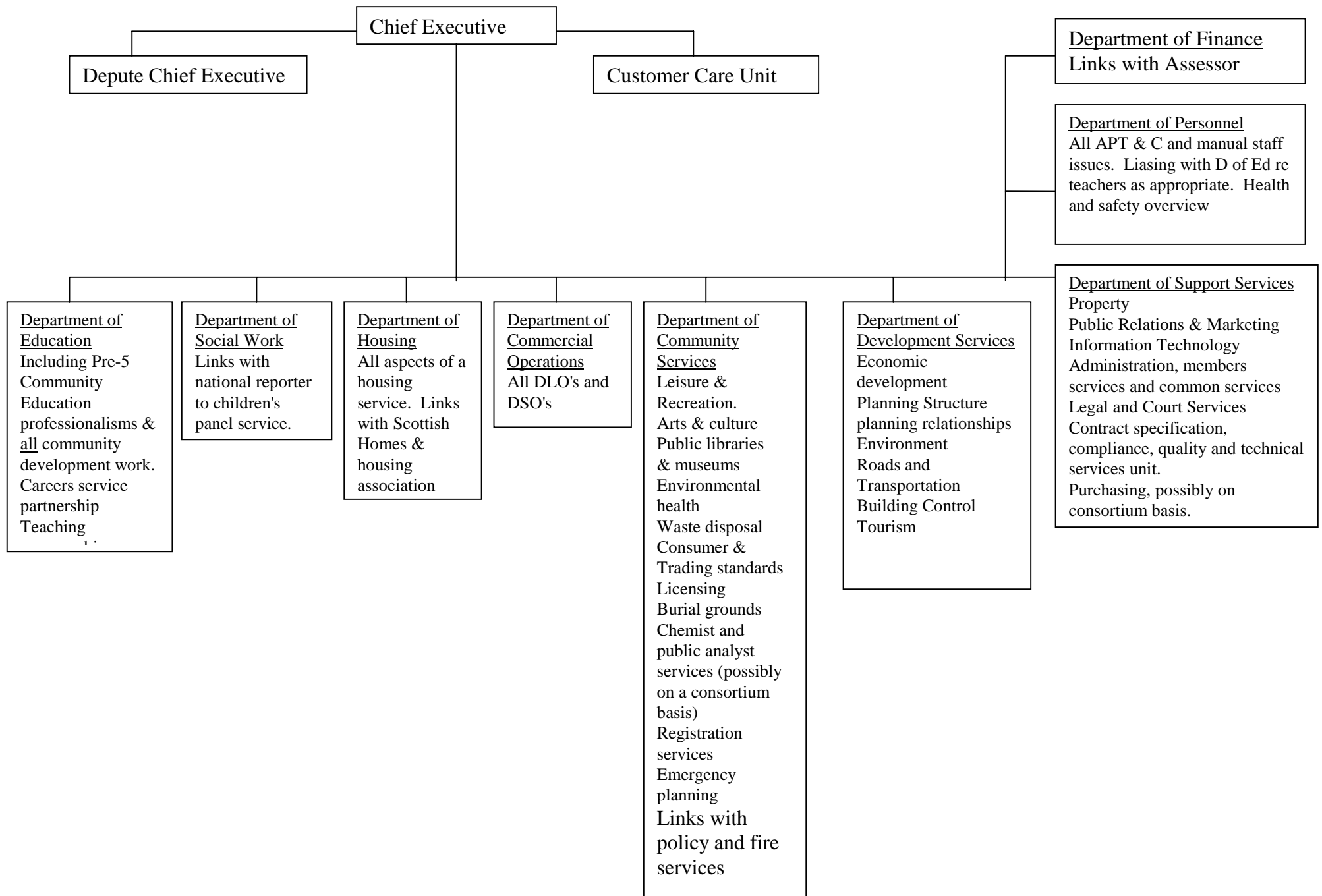
The Senior Management Team of East Ayrshire Council, dedicated to supporting its operation at every level and to carrying out its policies to the maximum benefit of the people of East Ayrshire, will comprise the Chief Executive and Depute and the Directors of the 9 departments proposed.

4. Recommendation

Committee is asked to approve the departmental structure for East Ayrshire Council set out in this report.

Chief Executive
DM/JS
19 June 1995

EAST AYRSHIRE COUNCIL: PROPOSED DEPARTMENTAL STRUCTURE



EAST AYRSHIRE COUNCIL
FURTHER SENIOR OFFICER APPOINTMENTS
REPORT BY CHIEF EXECUTIVE

1. Introduction

It is of critical importance that senior posts as yet unfilled within any departmental structure approved by the Policy and Resources Committee are advertised and appointments made to them without delay.

In the case of Director of Commercial Operations, the current timescale for preparation for the next round of CCT - ideally starting in July 1995 for 1980 Act Work and from October 1995 onwards for 1988 Act Work - makes early appointment imperative if competitiveness is not to be lost; this is a most important post in terms of the Council's ability to continue to employ large numbers of staff after the next round of CCT.

In all cases East Ayrshire Council has to view with other new unitary authorities to attract the best staff from which to select. The momentum gained in the first phase of Senior Officer appointments must not be lost.

2. Posts Proposed for Immediate Advertisement

Accordingly the establishment of the following posts should be approved at the salary levels indicated.

		(% of Chief Executive's salary)
Director of Commercial Operations	£60,225	82½ %
Director of Community Services	£58,400	80%
Director of Development Services	£58,400	80%
Director of Support Services	£58,400	80%
Depute Chief Executive	£54,750	75%
Head of Leisure Services	£43,800	60%
Head of Protective Services	£43,800	60%
Head of Economic Development	£43,800	60%

Head of Planning	£43,800	60%
Head of Roads and Transportation	£43,800	60%
Head of Information Technology	£43,800	60%
Head of Contract and Technical Services	£43,800	60%
Head of Administration	£40,150	55%
Head of Legal Services	£40,150	55%

3. Recommendation

It is recommended that the above posts be established as indicated and it be remitted to the Personnel and Recruitment Committee to frame the terms of advertisements for circulation as soon as possible and to progress arrangements with a view to appointments being made from August 1995 onwards.

Chief Executive
DM/JS
19 June 1995

EAST AYRSHIRE COUNCIL**PROPOSED SUPPORT UNIT****REPORT BY INTERIM PERSONNEL ADVISER**1. Introduction

In the period up to 1 April 1996, arrangements will be required to ensure that the Chief Executive, Directors, Heads of Functions and Elected Members have clerical and administrative support. Further there will be a need for the Council to have its operations underpinned by adequate research on strategic matters, support on policy development and arrangements for servicing of meetings including the compilation of agendas and the recording of minutes. To meet this need it is recommended that an interim unit be formed as follows.

2. Service to Chief Executive

It is suggested that this service be provided by a Personal Assistant at APV-PO2 (£17,325-£21,684), and a Clerical Assistant/Typist at GS2 (£9,672-£10,170).

3. Member Support Section

It will be necessary to provide secretarial and administrative support to Elected Members.

To carry out this function, in the early stages, it is suggested that a team is provided comprising 3 Secretaries at API/II (£10,800-£12,915) to carry out duties for Members of the administration and 1 Secretary at AP1/II (£10,800 - £12,915) for Members of the opposition.

The duties of these staff will include:-

- providing secretarial and administrative back-up and support to Councillors.
- dealing with mail and telephone enquiries.
- surgery Case-work.
- maintenance of diary commitments; and
- all other administrative and clerical work required by the Elected Members.

The staff complement supporting members in this way would be subject to review as the workload on members in the new Council increases with new structures becoming firmly bedded in.

4. Research and Information Section

It is suggested that this Section comprises 2 Researchers at APV-PO2 (£17,325-£21,684) plus one Administrative Officer at APII (£11,898-£12,915).

Duties will include:-

- providing information and carrying out research for Chief Officers.
- digests/precis of legislation;
- preparation for new initiatives;
- statistical and demographic profiles;
- monitoring of external agencies; and
- any other appropriate duties assigned by the Chief Executive.

5. Corporate Strategy/Committee Support Section

It is suggested that, in the early stages, this unit comprises one Team Leader at PO11 (£25,161-£27,000) with two Principal Officers at PO8 (£23,421-£25,161) and two Administrative Officers at APIII (£13,299 - £14,637) supported by three Clerical Assistants/typists at GS2 (£9,672-£10,170) supplemented as necessary by secondments.

The main duties and responsibilities of this unit will comprise:-

- policy development as required;
- council and committee administration (preparation of reports/distribution of papers/arrangements for meetings, etc);
- day to day administration (letters/calls etc);
- support on ad hoc issues as they arise (reports/papers/meetings, etc);
- liaison with existing councils/external bodies (Staff Commission/Scottish Office, etc);
- assistance with the preparation of Newsletters;
- assistance with public consultation programmes;
- maintenance of a record of progress; and
- any other appropriate duties assigned by the Chief Executive.

6. Secretarial cover for Directors and Heads of Functions

The Directors and Heads of Functions will require secretarial/administrative support to enable them to carry out their duties effectively from an early stage and it is recommended that 5 secretaries at APII/III be appointed to support the 9 Directors of departments and the Depute Chief Executive and a further 6 secretaries at API/II be appointed to the 11 Heads of Functions, in both cases on an appropriately phased basis as senior officers take up post and address an increasing workload.

7. Advertising Issues

It is proposed that these core posts will be filled on a permanent basis by appointment now to East Ayrshire Council. Having regard to the requirements for fairness in this process the approved posts will be advertised to existing staff in the areas covered by Cumnock and Doon Valley District Council, Kilmarnock and Loudoun District Council and Strathclyde Regional Council with eligibility for the posts being restricted to those staff who have been identified by the existing authorities for transfer to East Ayrshire Council on reorganisation at 1 April 1996.

Recommendation

It is recommended that the Chief Executive be empowered to undertake the filling of these posts on an ongoing basis subject to budgetary provision, workloads, and the Directors and Heads of Functions taking up appointment with the appointment of staff to service the political groups being undertaken on consultation with appropriate elected members.

Personnel

JR/

19 June 1995