

APPENDIX II

EAST AYRSHIRE COUNCIL

**PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND
RESOURCES COMMITTEE**

**MINUTES OF MEETING HELD ON TUESDAY 25 MAY 1999 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Katie Hall, Daniel Coffey, John Weir, Drew McIntyre, Harry Wilson, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

ATTENDING: Barbara Haughan, Director of Corporate Services; Margaret Burnell, Senior Depute Director of Education; Graham Haugh, Head of Personnel Services; Eoghan Baird, Training and Development Manager; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGY: Councillor Douglas Reid.

CHAIR: Councillor Eric Jackson, Chair.

UPDATE ON HEALTH AND SAFETY MATTERS

1. There was submitted a report dated 7 May 1999 (circulated) by the Director of Corporate Services which provided an update report on issues relating to Health and Safety matters.

It was agreed:-

- (i) to note that the Head of Personnel Services would in relation to an asbestos exposure incident at Galston Nursery School, hold follow-up meetings with relevant employees to keep them informed of current progress and to respond to any personal concerns; and
- (ii) otherwise, to note the contents of this report.

SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

2. There was submitted and noted a report dated 7 May 1999 (circulated) by the Director of Corporate Services which provided a summary of those injury accidents which required to be reported to the Health and Safety Executive, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Councillor Kelly joined the meeting at this point.

GENERAL UPDATE ON TRAINING AND DEVELOPMENT MATTERS

3. There was submitted and noted a report dated 11 May 1999 (circulated) by the Director of Corporate Services which provided an update on issues relating to training and development matters.

TEMPORARY EMPLOYMENT

4. There was submitted a report dated 10 May 1999 (circulated) by the Director of Corporate Services which advised of temporary employment in East Ayrshire Council as at 31 March 1999.

It was agreed:-

- (i) that the Director of Corporate Services continue to provide quarterly reports on temporary employment to this Sub-Committee; and
- (ii) otherwise, to note the contents of this report.

THE EXCELLENCE FUND FOR SCHOOLS (Item 11.1, Page 4168)

5. There was submitted a joint report dated 10 May 1999 (circulated) by the Directors of Education and of Corporate Services which informed of the terms of the Excellence Fund for Schools and sought approval to appoint APT & C staff recommended in the Excellence Programme, subject to consultation with the appropriate Trade Unions.

It was agreed:-

- (i) to approve the establishment of the APT & C posts as detailed within the report in consultation with the appropriate Trade Unions; and
- (ii) otherwise, to note the contents of this report.

NEW COMMUNITY SCHOOLS (Item 12, Page 4169)

6. There was submitted a joint report dated 11 May 1999 (circulated) by the Directors of Education, of Social Work and of Corporate Services which informed of the Government's initiative to develop New Community Schools and sought approval to appoint a Support Services Manager and Clerical Assistant for this new development, subject to consultation with the appropriate Trade Unions.

It was agreed:-

- (i) to approve the establishment of a post of Support Services Manager, Grade SO 15 and a post of Clerical Assistant, Grade GS 1/2, for the period of three years subject to consultation with the appropriate Trade Unions; and
- (ii) otherwise, to note the contents of this report.

EXCLUSION OF PRESS AND PUBLIC

7. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, that 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.

CORPORATE SERVICES - REVIEW OF COUNCIL OFFICERS

8. There was submitted a report dated 7 May 1999 (circulated) by the Director of Corporate Services which recommended re-gradings of the Council Officers posts and related changes in their working arrangements.

It was agreed to approve the proposed re-gradings and amended working arrangements for Council Officers as detailed within the report.

CORPORATE SERVICES (INFORMATION TECHNOLOGY) - AMENDMENT TO STAFFING STRUCTURE

9. There was submitted a report dated 7 May 1999 (circulated) by the Director of Corporate Services which recommended amendments to the staffing structure of the Information Technology Services.

It was agreed to approve the amendments to the staffing structure of Information Technology Services, as detailed within the report, subject to consultation with the Trade Unions.

COMMUNITY SERVICES DEPARTMENT - AMENDMENT TO STAFFING STRUCTURE

10. There was submitted a joint report dated 11 May 1999 (circulated) by the Directors of Community Services and of Corporate Services which requested agreement to amend the staffing structure of the Community Services Department.

It was agreed to adjust the staffing structure of the Community Services Department as detailed in the report, subject to consultation with the Trade Unions.

The meeting terminated at 1026 hours.