

APPENDIX V

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 7 OCTOBER 1997 AT 1000 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Irene Reeves, Provost Robert Stirling, Councillors Kathleen Hall, George Turnbull and Jimmy Boyd.

ATTENDING: Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Charlie McBreen, Senior Safety Officer; and Bill Walkinshaw, Principal Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Jim O'Neill, Bob Beattie, Daniel Coffey and David Sneller.

CHAIR: Councillor Eric Jackson, Chair.

UPDATE OF HEALTH AND SAFETY MATTERS (Item 2, Page 2232)

1. There was submitted and noted a quarterly report dated 24 September 1997 (circulated) by the Director of Personnel Services on issues relating to Health and Safety matters.

SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

2. There was submitted and noted a report dated 23 September 1997 (circulated) by the Director of Personnel Services providing a summary of injury accidents from April to August 1997, including those which required to be reported to the Health and Safety Executive, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

JOINT STAFFING WATCH - MARCH 1997 RETURN

3. There was submitted and noted a report dated 16 September 1997 (circulated) by the Director of Personnel Services providing details of the statistics issued by The Scottish Office and CoSLA on the Joint Staffing Watch Return of March 1997 concerning the numbers of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

**TRAINING PROVISION FOR SKILLSEEKERS WITH SPECIAL TRAINING NEEDS
IN THE SOUTH OF EAST AYRSHIRE (Item 16, Page 2082)**

4. There was submitted a report dated 11 September 1997 (circulated) by the Director of Personnel Services regarding the progress made in extending training provision for Skillseekers with special needs into the south of East Ayrshire as proposed by the Sub-Committee at its meeting on 8 April 1997.

It was agreed:-

- (i) to approve the amendment to the Personnel Services Department staffing structure which involved the deletion of two currently vacant posts of Training Supervisor graded Engineering Craftsmen (£12,457 per annum), and replacement by two Project Trainers graded AP1 (£11,658 - £12,504); and
- (ii) to note the progress made in extending the training provision for Skillseekers with special needs into the South of East Ayrshire.

**HOUSING DEPARTMENT - AMENDMENT TO STAFFING STRUCTURE
(Item 7, Page 2374)**

5. There was submitted a report dated 23 September 1997 (circulated) by the Director of Personnel Services recommending the addition of a post of Hostel Manager, graded AP4 to the staffing structure of the Housing Department.

The Housing Committee at its meeting on 27 August 1997 had remitted the management and supervision staffing issues related to the new St Andrew's Street Hostel to this Sub-Committee for consideration.

The Sub-Committee agreed that the post of Hostel Manager, graded AP4 (£16,281 - £18,066) be added to the staffing structure of the Housing Department.

EXCLUSION OF PRESS AND PUBLIC

6. 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 7A of the Act.

APT & C STAFFS TRADE UNION CONVENOR - UNPAID LEAVE OF ABSENCE

7. There was submitted and noted a report dated 24 September 1997 (circulated) by the Director of Personnel Services providing details of a period of unpaid leave being granted to the APT & C Staffs Trade Union Convenor together with details of the arrangements for replacing the Convenor during the leave of absence.

The meeting terminated at 1016 hours.