

EAST AYRSHIRE COUNCIL**POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 5 OCTOBER 2000 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Eric Jackson, Stephanie Young, Daniel Coffey, Willie Coffey, Douglas Reid, John Weir, David Macrae, Harry Wilson, Iain Linton, John Knapp, Finlay MacLean, Robert McDill, Jimmy Kelly, Provost Jimmy Boyd and Councillors Eric Ross, Elaine Dinwoodie and Robert Taylor.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; John Mulgrew, Director of Educational and Social Services; Alex McPhee, Director of Finance; James Lavery, Director of Homes and Technical Services; Barbara Haughan, Head of Administrative and Legal Services; Ian Gemmell, Head of Anti-Poverty; Kay Gilmour, Head of Community Support; Douglas Campbell, Head of Corporate Development and Communication; Iain MacMillan, Head of Exchequer Services; Colin Houston, Chief Auditor; Euan Couperwhite, Departmental Finance Manager, Educational and Social Services; and Julie Armstrong, Principal Administrative Officer.

APOLOGIES: Councillors Jane Darnbrough and Tommy Farrell.

CHAIR: Councillor Drew McIntyre, Chair.

SUB-COMMITTEE MINUTES

1. There were submitted and approved, both as correct records and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendices I to VI of these Minutes, viz:-
 - 1.1 **APPEALS SUB-COMMITTEE OF 7 AUGUST 2000** - Appendix I.
 - 1.2 **CHAIR'S SUB-COMMITTEE OF 8 AUGUST 2000** - Appendix II.
 - 1.3 **CHAIR'S SUB-COMMITTEE OF 14 AUGUST 2000** - Appendix III.
 - 1.4 **APPEALS SUB-COMMITTEE OF 30 AUGUST 2000** - Appendix IV.
 - 1.5 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 13 SEPTEMBER 2000** - Appendix V.
 - 1.6 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 28 SEPTEMBER 2000** - Appendix VI.

BUDGET MONITORING GROUP

2. There were submitted and noted (circulated) the Minutes of the undernoted Budget Monitoring Group meetings, viz:-
 - 2.1 **BUDGET MONITORING GROUP OF 19 JUNE 2000.**
 - 2.2 **BUDGET MONITORING GROUP OF 31 AUGUST 2000.**

SOCIAL INCLUSION STRATEGIC PARTNERSHIP GROUP

3. There were submitted the Minutes of the Social Inclusion Strategic Partnership Group held on 28 September 2000 (circulated).

Councillor Macrae, seconded by Councillor Dinwoodie, moved to note the Minutes.

Councillor W Coffey, seconded by Councillor Linton, moved as an amendment not to note the Minute as it was inaccurate.

On a division by a show of hands the motion was carried by 10 votes to 8.

BUDGETARY CONTROL SUMMARY STATEMENTS TO 25 AUGUST 2000 (PERIOD 5)

4. There were submitted and noted the undernoted reports (circulated) on the current budgetary control position and projected out-turn for the period ended 25 August 2000 (Period 5), viz:-
- 4.1 **POLICY AND RESOURCES (CENTRAL SERVICES)** - Report by the Director of Finance dated 21 September 2000.
- 4.2 **POLICY AND RESOURCES (CORPORATE RESOURCES)** - Joint report by the Director of Finance and the Director of Corporate Resources dated 21 September 2000.

BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES REVENUE ACCOUNT - SUMMARY TO 25 AUGUST 2000 (PERIOD 5)

5. There was submitted a report dated 21 September 2000 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account for the period ended 25 August 2000 (Period 5).

The Director of Finance reported that the surplus balance brought forward of £1.224m would be affected by a timing adjustment in respect of income due for the sale of the Council's interest in the King Street shopping units. A technical issue over part of the title had delayed payment and the External Auditor had indicated that in his view the transaction should be moved from 1999/00 to 2000/01. This meant that the balance brought forward from last year would be reduced by £2.75m and the projected in year surplus for this year would be increased by the same amount. The projected cumulative surplus at 31 March 2001 would be unaffected however.

The Committee noted the report.

BUDGETARY CONTROL SUMMARY STATEMENT - HOUSING REVENUE ACCOUNT TO 25 AUGUST 2000 (PERIOD 5)

6. There was submitted and noted a joint report dated 19 September 2000 (circulated) by the Director of Finance and the Director of Homes and Technical Services on the current budgetary control position for the Housing Revenue Account for the period ended 25 August 2000 (Period 5).

**VIREMENT - 2000/01 REVENUE BUDGET:
INCLUDING THE ALLOCATION OF ADDITIONAL FUNDING (Item 5, Page 1241,
99/02)**

7. There was submitted a report dated 22 September 2000 (circulated) by the Director of Educational and Social Services which sought approval for the allocation of resources for new Education initiatives and virement of budgets in order to facilitate accurate monitoring of expenditure against budget.

It was agreed:

- (i) to the virement and adjustments noted in Section 3.2 of the report and that the Director of Finance make the necessary adjustments to the Corporate ledger; and
- (ii) otherwise to note the contents of the report.

**CAPITAL PROGRAMME 2000/01 - COMMUNITY SERVICES (Item 16, Page 1261,
99/02)**

8. There was submitted a report dated 26 September 2000 (circulated) by the Director of Finance which sought approval to amend the Community Services Capital Programme for the current financial year.

It was agreed:

- (i) to the re-allocation of resources within the Community Services Capital Programme; and
- (ii) otherwise to note the contents of the report.

STATISTICAL INFORMATION ON REVENUE COLLECTION

9. There was submitted and noted a report dated 19 September 2000 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 25 August 2000 (Period 5).

PROPOSED WRITE-OFFS

10. There were submitted the undernoted reports as follows:

10.1 Proposed Non-Domestic Rates Write-Offs - Report dated 21 September 2000 (circulated) by the Director of Finance which recommended that non-domestic rates debt relating to 1996/97 and 1997/98 be written-off within the financial year 2000/01.

10.2 Proposed Sundry Debtors Write-Offs - Report dated 21 September 2000 (circulated) by the Director of Finance which recommended that sundry debtors debt for which bills were raised prior to 31 March 2000 and was now considered irrecoverable be written-off within the financial year 2000/01.

10.3 Decision

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) in respect of both papers to approve the write-offs in the 2000/01 financial year of the sums detailed in the tables at Section 3 of the reports; and
- (ii) otherwise to note the contents of the reports.

Councillor D Coffey, seconded by Councillor Reid, moved as an amendment to note both papers and remit the matter to full Council to agree or otherwise the write-offs.

On a division by a show of hands, the motion was carried by 10 votes to 8.

BENEFITS SERVICE PERFORMANCE (Item 10, Page 825, 99/02)

11. There was submitted a report dated 19 September 2000 (circulated) by the Director of Finance to update on the performance of the Benefits Service following the implementation of the new structure in April 2000.

It was agreed to note the performance statistics for Benefits and that performance information was continuing to be developed.

INTERNAL AUDIT - ANNUAL REPORT 1999/2000

12. There was submitted and noted a report (circulated) by the Chief Auditor which submitted details of the Internal Audit Annual Report 1999/2000.

A REVIEW OF EAST AYRSHIRE'S SOCIAL INCLUSION IMPLEMENTATION ARRANGEMENTS

13. There was submitted a report dated 22 September 2000 (circulated) by the Chief Executive which proposed revised arrangements for delivering Social Inclusion initiatives within East Ayrshire following a comprehensive review of the Council's current arrangements.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) to note the review of the Council's arrangements for implementing Social Inclusion;
- (ii) to approve the changes to the decision making process as outlined within the report and the appendix to the report;
- (iii) to reduce the number of Social Inclusion areas within East Ayrshire from three to two by amalgamating the current Kilmarnock area with the Irvine Valley and Northern area; and
- (iv) that the Director of Corporate Resources, in conjunction with appropriate Directors and the Head of Personnel, amend the staffing support arrangements for Social Inclusion as a consequence of the changes outlined within the report and subject to consultation with the Trade Unions.

Councillor W Coffey, seconded by Councillor D Coffey, moved as an amendment to:

- (i) note the review of the Council's arrangements for implementing Social Inclusion; and
- (ii) reconsider the matter in six weeks at a special meeting of the Social Inclusion Strategic Partnership Group.

On a division by a show of hands the motion was carried by 10 votes to 8.

CHRISTMAS LIGHTS 2000

14. There was submitted a report dated 14 September 2000 (circulated) by the Director of Community Services which requested approval to expend up to £8,000 from the

Kilmarnock Common Good Fund to finance the provision of Christmas lights in Kilmarnock Town Centre.

Councillor Reid, seconded by Councillor D Coffey, moved:

- (i) to note expenditure of up to £8,000 and remit to the Director of Community Services to explore alternative finance including commercial sponsorship;
- (ii) report back on the legal issues regarding the use of the Common Good Fund; and
- (iii) that the matter be thereafter considered at an early meeting.

Councillor McIntyre, seconded by Councillor Jackson, moved as an amendment to approve the expenditure of up to £8,000 from the Common Good Fund for the provision of Christmas lights in Kilmarnock.

On a division by a show of hands the amendment was carried by 10 votes to 8.

ABSENCE MANAGEMENT REPORTS - QUARTER 2 (2000)

15. There were submitted and noted the undernoted reports (circulated) on the absence rates for the quarter ended 30 June 2000 in respect of the following Departments, viz:-

15.1 FORMER CORPORATE SERVICES AND CHIEF EXECUTIVE'S OFFICE - Report by the Director of Corporate Resources dated 19 September 2000.

15.2 FINANCE DEPARTMENT - Report by the Director of Finance dated 17 September 2000.

BI-ANNUAL COMMUNITY COUNCIL CONSULTATIVE MEETING

16. There was submitted a report dated 13 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the outcome of the Bi-Annual Consultative Meeting between East Ayrshire Council and East Ayrshire Community Councils held on the evening of 21 August 2000 in Council Headquarters, London Road, Kilmarnock.

It was agreed to note:

- (i) the outcome of the Bi-Annual Consultative meeting (as shown in Appendix 1 of the report) between East Ayrshire Council and East Ayrshire Community Councils held on 21 August 2000; and
- (ii) that the issues raised at the meeting, by Community Council representatives were either being progressed or had been dealt with.

CONSULTATION ON A PROPOSED FRAMEWORK FOR CORPORATE GOVERNANCE IN LOCAL GOVERNMENT

17. There was submitted a report dated 28 September 2000 (circulated) by the Chief Executive which advised of the submission of a consultation document on Corporate Governance and of a request for comments thereon.

It was agreed:

- (i) that the Council note the consultation document on proposed Framework for Corporate Governance in Local Government, a copy of which had been placed in the Members' Information Point;
- (ii) that the Chief Executive advise CIPFA of the Council's support for the model framework document;
- (iii) that whilst noting that the Council operated many or similar types of systems identified within the guidance notes enclosed with the report that on receipt of the final framework document for Corporate Governance in Local Government the Chief Executive, together with appropriate Officers, prepare a report on the development of East Ayrshire Council's own Local Code of Governance as required;
- (iv) to note that the Council would continue to develop its own systems and processes supporting Corporate Governance and that Officers make reference to the draft framework for Corporate Governance in Local Government in this respect; and
- (v) otherwise to note the contents of the report.

REVIEW OF POLITICAL LEADERSHIP STRUCTURES (Item 11, Page 1128, 99/02)

- 18.** There was submitted a report dated 29 September 2000 (circulated) by the Member/Officer Working Group to (i) advise of the consideration by the Member/Officer Working Group of the political leadership structure and decision making arrangements within the Council and to present their recommendations (a) for taking the review forward to the consultation phase; (b) on the response to the proposals of the Renewing Local Democracy Group (the Kerley Committee); and (c) to a CoSLA consultation document; and (ii) to present the proposed consultation document on structures for approval.

It was agreed:

- (i) to approve (i) the timetable for the review process as detailed in Appendix I of the report; and (ii) the consultation process in the consultation document in relation to the review as detailed in Appendices II and V of the report respectively;
- (ii) to adopt the response of the Member/Officer Working Group to the Kerley Report as detailed in Appendix III as the council's position on the matter;
- (iii) to the recommendations of the Member/Officer Working Group in respect of the review to date as detailed in Appendix VI to the report;
- (iv) to the proposed response to CoSLA's consultation document on a proposed Partnership Agreement between the Scottish Executive and Local Government and confirmed the proposed response outlined in paragraph 5 of the report; and
- (v) that the Member/Officer Group be authorised to proceed with their remit following the consultation period and feedback from the Leadership Advisory Panel and produce further recommendations as to the decision making structure and consequential matters for consideration thereafter.

“THE SAME AS YOU?” - A REVIEW OF SERVICES FOR PEOPLE WITH LEARNING DISABILITIES

19. There was submitted a report dated 8 September 2000 (circulated) by the Director of Educational and Social Services which advised of the Scottish Executive launch of “The Same as You?” a Review of Services for People with Learning Disabilities, to inform Members of the joint Ayrshire Agency response to the document and which sought approval to proceed with implementation arrangements.

It was agreed:

- (i) to the recommendation set out in paragraph 5.1 of the report in relation to the development and implementation of Partnership in Practice Plans; and
- (ii) otherwise to note the content of the Ayrshire response to “The Same as You?” a Review of Services for People with Learning Disabilities.

“SAFEGUARDING SOCIAL SECURITY - GETTING THE INFORMATION WE NEED” - A CONSULTATION DOCUMENT

20. There was submitted a report dated 28 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for the submission of a response to CoSLA following receipt of the Department of Social Security’s consultation document “Safeguarding Social Security - Getting the Information We Need”.

It was agreed that the proposed Council response as shown in Appendix I of the report be forwarded to CoSLA in order that they may prepare a composite response to be forwarded to the Department of Social Security.

BAIRD INSTITUTE PHYSICAL ACCESS IMPROVEMENTS

21. There was submitted a report dated 13 September 2000 (circulated) by the Director of Community Services which sought approval for the release of the funds of the Baird Institute Trust to provide for physical access improvements at the Baird Institute History Centre and Museum, Cumnock.

It was agreed:

- (i) to approve the release of the funds of the Baird Institute Trust totalling £20,000 to provide for physical access improvements at the Baird Institute; and
- (ii) otherwise to note the contents of the report.

CAIRNS NURSERY SCHOOL - 25th ANNIVERSARY

22. There was submitted a report dated 27 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested consideration of an application from Cairns Nursery School, Farm Road, Kilmarnock for civic hospitality in respect of their 25th Anniversary celebrations.

It was agreed to a grant of £140 in respect of the celebrations for the 25th Anniversary of Cairns Nursery School.

SUPPORT FOR THE COSTS OF DEVELOPING PUBLIC PRIVATE PARTNERSHIP PROJECTS FOR SCHOOL BUILDINGS

- 23.** There was submitted a report dated 27 September 2000 (circulated) by the Director of Educational and Social Services which advised of the content of a recent Circular from the Scottish Executive Education Department which invited Authorities to bid for financial support for the costs of a feasibility study into developing Public Private Partnership (PPP) projects for school buildings and which sought agreement to the Director submitting a bid to the Scottish Executive in response to the Circular.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) in principle, to the development of a Public Private Partnership (PPP) project for school buildings;
- (ii) that the Director of Educational and Social Services submit a bid for the costs of early investigation and feasibility studies into school PPP projects;
- (iii) that the Director report back on progress in due course; and
- (iv) otherwise to note the contents of the report.

Councillor Reid, seconded by Councillor Wilson, moved as an amendment to reject the development of a Public Private Partnership project for school buildings and note the report.

On a division by a show of hands the motion was carried by 10 votes to 8.

SOCIAL INCLUSION CHALLENGE FUND

- 24.** There was submitted a report dated 26 September 2000 (circulated) by the Director of Corporate Resources which sought approval for Social Inclusion Challenge funding for three projects, details of which were contained within the report.

It was agreed to approve the following Challenge Fund bids as follows:

- (i) Drugs and Alcohol Support Project - £7,000;
- (ii) Shopmobility Feasibility Study - £2,000; and
- (iii) Shortlees Youth Shelter - £4,000.

The meeting terminated at 1115 hrs.

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 7 AUGUST 2000 AT 1000 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Eric Jackson, Daniel Coffey, Harry Wilson, Tommy Farrell and Provost Jimmy Boyd.

ATTENDING: John Sheridan, Senior Employee Relations Officer; and Alex Hewetson, Administrative Officer.

CHAIR: Councillor Eric Jackson, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. 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 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.

GRIEVANCE APPEAL NO G2/00

2.1 SUBMISSION OF ADDITIONAL MATERIAL

The Sub-Committee agreed that as part of the appellants' submission, a copy of an extract from Personnel Circular 45/96 and an extract of a report to the Policy and Resources Committee of 19 February 1999, be circulated.

There was submitted a copy of the Appeals Hearing Procedure together with a summary report by the Head of Personnel enclosing a summary of the Trade Union case and submissions relating to the collective grievance by the three appellants with associated documentation and a report by the Department of Social Work and associated documentation (all circulated).

2.2 ADJOURNMENT/RECONVENTION

The Sub-Committee adjourned at 1006 hrs to enable the Sub-Committee members and relevant parties to peruse the additional submissions and reconvened for consideration of the appeal at 1014 hrs with the same Members and Officials present and in attendance.

2.3 CONSIDERATION OF APPEAL

Having heard both parties, Councillor Jackson, seconded by Provost Boyd, moved that the grounds of the grievance appeal had not been substantiated and the appeal was not upheld.

Councillor D Coffey, seconded by Councillor Wilson, moved as an amendment that the grounds of the grievance appeal had been substantiated and that the appeal was upheld.

On a division by a show of hands the motion was carried by three votes to two.

ADJOURNMENT/RECONVENTION

3. The Sub-Committee adjourned at 1120 hrs and reconvened at 1135 hrs with the same Members and Officials present and in attendance.

GRIEVANCE APPEAL NO G3/00

- 4.1 There was submitted a copy of the Appeals Hearing Procedure together with a summary report by the Head of Personnel enclosing a summary of the Trade Union case and submissions by the appellant with associated documentation and a report by the Department of Homes and Technical Services with associated documentation (all circulated).

4.2 CONSIDERATION OF APPEAL

Having heard both parties, the Sub-Committee agreed that the grounds of the grievance appeal had been substantiated in part and the appeal was upheld to the extent that the employee would be placed on Grade AP3/4 at spinal column point 23 with effect from 1 January 1998 with normal incremental progression thereafter.

The meeting terminated at 1302 hrs.

AGENDA

APPENDIX II

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON TUESDAY 8 AUGUST 2000 AT 1408 HRS
IN MEETING ROOM 3, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Eric Jackson and Tommy Farrell.

ATTENDING: Graham Haugh, Head of Personnel; John Sheridan, Senior Employee Relations Officer; and Robert Beaton, Administrative Officer.

CHAIR: Councillor Eric Jackson, Vice-Chair.

EXCLUSION OF PRESS AND PUBLIC

1. 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.

REQUEST FOR VOLUNTARY SEVERANCE

2. There was submitted a report dated 7 August 2000 together with an amended Appendix A to the report (circulated) by the Head of Personnel which sought the Sub-Committee's approval of requests for early retirement from three employees within the Departments of Community Services, Development Services and Finance.

It was agreed:

- (i) to approve the early retirement application from an employee in the Department of Development Services as detailed in the amended Appendix A to the report; and
- (ii) to continue consideration of the remaining two early retirement applications to allow the Head of Personnel, in consultation with the appropriate Director, to clarify and report back further on the financial implications.

The meeting terminated at 1425 hrs.

AGENDA

EAST AYRSHIRE COUNCIL

CHAIR'S SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 14 AUGUST 2000 AT 1304 HRS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Eric Jackson and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Graham Haugh, Head of Personnel; and Robert Beaton, Administrative Officer.

CHAIR: Councillor Eric Jackson, Vice-Chair.

ADDITIONAL ITEM

1. The Chair agreed to take a further request for early retirement at agenda item 4 as an early decision was required.

EXCLUSION OF PRESS AND PUBLIC

2. 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 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.

REQUEST FOR EARLY RETIREMENT

3. There was submitted report dated 9 August 2000 (circulated) by the Head of Personnel which sought the Sub-Committee's approval of a request for early retirement from an employee within the Finance Department.

It was agreed to approve the early retirement application from an employee in the Finance Department as detailed in Appendix A to the report.

REQUEST FOR EARLY RETIREMENT

4. There was submitted a joint report dated 14 August 2000 (circulated) by the Director of Community Services and Head of Personnel which sought the Sub-Committee's approval of a request for early retirement from an employee within the Community Services Department.

It was agreed to approve the early retirement application from an employee in the Community Services Department as detailed in Appendix A to the report.

The meeting terminated at 1313 hrs.

AGENDA

APPENDIX IV

EAST AYRSHIRE COUNCIL

APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

**MINUTES OF MEETING HELD ON WEDNESDAY 30 AUGUST 2000 AT 1330 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Provost Jimmy Boyd and Councillors Daniel Coffey, Harry Wilson, John Knapp and Jimmy Kelly.

ATTENDING: Graham Haugh, Head of Personnel; and Alex Hewetson, Administrative Officer.

IN ATTENDANCE: Elaine Gerrard, Employee Relations Assistant.

CHAIR: Provost Jimmy Boyd, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. 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.

GRIEVANCE APPEAL NO G4/00

- 2.1 There was submitted a copy of the Appeals Hearing Procedure together with a summary report by the Head of Personnel enclosing a summary of the Trade Union case and submissions by the appellant with associated documentation and a report by the Department of Educational and Social Services and associated documentation (all circulated).

2.2 CONSIDERATION OF APPEAL

Having heard both parties, Provost Boyd, seconded by Councillor Kelly, moved that the grounds of the grievance appeal had not been substantiated and the appeal be not upheld.

Councillor D Coffey, seconded by Councillor Wilson, moved as an amendment that the grounds of the grievance appeal had been substantiated and that the appeal be upheld.

On a division by a show of hands, the motion was carried by three votes to two.

The meeting terminated at 1405 hrs.

EAST AYRSHIRE COUNCIL

MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 13 SEPTEMBER 2000 AT 1202 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Tommy Farrell, Daniel Coffey, Drew McIntyre, Harry Wilson, John Knapp, Finlay MacLean and Provost Jimmy Boyd.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Karl Doroszenko, Policy and Projects Manager, Department of Development Services; Campbell Johnston, Design Services Manager, Department of Homes and Technical Services; Bill Walkinshaw, Administration Manager; and Christine Baillie, Trainee Administrative Officer.

APOLOGIES: Councillors Douglas Reid and Eric Ross.

CHAIR: Councillor Tommy Farrell, Chair.

CONFERENCES AND COURSES BUDGETARY UPDATE

1. There was submitted the Conferences and Courses Budgetary Update which advised that the allocation as at 13 September 2000 was £3,422.44.

CONFERENCES AND COURSES

2.1 SCOTTISH HOUSING AND PLANNING CONFERENCE AND EXHIBITION 2000, PEEBLES: 27-29 SEPTEMBER 2000

There was submitted a report dated 23 August 2000 (circulated) by the Director of Development Services which advised of the forthcoming Scottish Housing and Planning Conference and Exhibition and which requested that the Council be represented at the above event.

It was agreed to authorise attendance at the above Conference by one member of the administration, if available, the name to be notified to the Chief Executive as soon as possible.

Councillor MacLean joined the meeting during this Item.

2.2 CELEBRATING LEARNING CONFERENCE AND ANNUAL GENERAL MEETING OF WORKERS AND EDUCATIONAL ASSOCIATION, SCOTLAND: EDINBURGH - 7 OCTOBER 2000

There was submitted a report dated 22 August 2000 (circulated) by the Director of Educational and Social Services which invited members to consider representation at the Celebrating Learning Conference and AGM of the Workers Educational Association.

It was agreed that there be no Elected Member representation at the Conference.

2.3 DUKE OF EDINBURGH AWARD SCHEME GENERAL COUNCIL: LONDON - 21-22 NOVEMBER 2000

There was submitted a report dated 22 August 2000 (circulated) by the Director of Educational and Social Services which invited members to consider representation at the biennial General Council of the Duke of Edinburgh Award Scheme.

It was agreed to authorise attendance at the above Conference by one member of the administration, if available, the name to be notified to the Chief Executive as soon as possible.

Councillor Wilson joined the meeting during this Item.

2.4 SEMINAR FOR THE SCOTTISH HEALTH SEMINAR AND LOCAL AUTHORITIES ON VOLUNTEERING POLICIES " AT ONE WITH VOLUNTEERS" - 1 NOVEMBER 2000, EDINBURGH

There was submitted a report dated 18 July 2000 (circulated) by the Director of Corporate Resources which asked the Sub-Committee to consider attendance at the above Seminar.

It was agreed to authorise attendance at the above Seminar by one member of the administration, if available, the name to be notified to the Chief Executive as soon as possible.

2.5 LOCAL AUTHORITY MEMBERS ASSOCIATION AND THE NATIONAL ASSOCIATION OF COUNCILLORS - JOINT CONFERENCE - 13-15 OCTOBER 2000

There was submitted a report dated 28 August 2000 (circulated) by the Director of Corporate Resources which requested members to consider attendance at the above Conference.

It was agreed that there be no additional Elected Member representation at the Conference.

2.6 SOCIETY OF DIRECTORS OF PERSONNEL IN SCOTLAND ANNUAL CONFERENCE - 8-10 NOVEMBER 2000, TURNBERRY HOTEL

There was submitted a report dated 1 September 2000 (circulated) by the Director of Corporate Resources which advised of the forthcoming above Conference.

It was agreed to authorise attendance at the above Conference by one member of the administration, if available, the name to be notified to the Chief Executive as soon as possible.

CIVIC CEREMONIAL BUDGETARY UPDATE

3. There was submitted the Civic Ceremonial Budgetary Update advising that the allocation remaining as at 13 September 2000 was £10,244.63.

**ERECTION OF FLAGPOLES AT COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK (Item 4, Page 1106)**

4. There was submitted a joint report dated 22 May 2000 (circulated) by the Directors of Corporate Resources and of Homes and Technical Services which asked the Sub-Committee to consider the erection of new flagpoles at the Council Headquarters, London Road, Kilmarnock at a position to be agreed.

Councillor Farrell, seconded by Provost Boyd, moved:-

- (i) that the Council erect three new ground mounted anti-vandal poles for the Council Headquarters, London Road to the rear of the notice board at the front entrance to the Headquarters as shown on the plan enclosed with the report; and
- (ii) that for Europe Day the following flags be flown: European flag, the Union flag and the Saltire.

Councillor D Coffey, seconded by Councillor Wilson, moved as an amendment:-

- (i) that the Council purchase 1 ground mounted anti-vandal pole for the Council Headquarters, London Road to the rear of the notice board at the front entrance to the Headquarters this financial year and that a further report be submitted to the Sub-Committee next financial year in respect of the erection of further flagpoles.

Following a division by a show of hands, the motion was carried by 4 votes to 3.

The meeting terminated at 1220 hours.

AGENDA

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON THURSDAY 28 SEPTEMBER 2000 AT 0937
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Daniel Coffey, Douglas Reid, Drew McIntyre, Harry Wilson, Iain Linton, John Knapp, Jimmy Kelly and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Graham Haugh, Head of Personnel; Allan McDougall, Head of Resource Support; Iain MacMillan, Head of Exchequer Services; David Mitchell, Legal Manager; Julie Armstrong, Principal Administrative Officer; and Christine Baillie, Trainee Administrative Officer.

APOLOGIES: Councillors John Weir and Tommy Farrell.

CHAIR: Councillor Eric Jackson, Chair.

**COSLA PERSONNEL CIRCULARS 2000 PAY NEGOTIATIONS - LOCAL
GOVERNMENT EMPLOYEES**

1. There was submitted and noted a report dated 12 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Council's receipt of various Personnel Services Industrial Relations Circulars from CoSLA relating to the 2000 pay negotiations for Local Government employees.

Councillor Knapp joined the meeting during discussion of the above item.

**ACAS CODE OF PRACTICE ON DISCIPLINARY AND GRIEVANCE
PROCEDURES**

2. There was submitted a report dated 4 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the revised Advisory Conciliation and Arbitration Service (ACAS) Code of Practice on Disciplinary and Grievance Procedures effective from 4 September 2000 and which recommended changes to the Council's Conditions of Service.

It was agreed:-

- (i) to note the Council's position in relation to the rights contained in the Employment Relations Act 1999 and the ACAS Code of Practice on Disciplinary and Grievance Procedures; and
- (ii) to amend the disciplinary and grievance procedures to formally reflect their extended coverage to all workers and general guidance offered in the ACAS code and as described in the report.

SCOTLAND'S HEALTH AT WORK SCHEME

3. There was submitted a report dated 12 September 2000 (circulated) by the Director of Corporate Resources which advised of the Council's achievement of the Scotland's Health at Work Silver Award in recognition of its efforts made in promoting Health at Work to Council employees and which advised of the partnership approach of the Council and Trade Unions in the promotion of Health and Safety at Work during October 2000.

It was agreed:-

- (i) to note the Council's achievement of the Scotland's Health at Work Silver Award;
- (ii) to approve the principle of paid time-off for those employees who have fixed lunch-breaks to attend Health and Safety at Work Month events; and
- (iii) to recognise the partnership working between the Council and the Trade Unions in continuing to support and promote Health and Safety at Work.

SUMMARY REPORT ON INJURY ACCIDENTS STATISTICS

4. There was submitted and noted a report dated 5 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources 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.

SINGLE STATUS

5. There was submitted a report dated 6 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated the Sub-Committee on the Council's response to the Single Status Agreement.

It was agreed:-

- (i) to note the report which updated the Sub-Committee on the Council's response to the Single Status Agreement for Local Government employees; and
- (ii) that the Head of Personnel provide future update reports.

TEMPORARY EMPLOYMENT

6. There was submitted a report dated 31 August 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of temporary employment in East Ayrshire Council as at 30 June 2000.

It was agreed:-

- (i) to note the numbers of temporary employees as provided by Departments;
- (ii) to approve, as appropriate, the extension of temporary employment beyond 12 months in respect of those employees as detailed in Appendix A of the report;
- (iii) to approve, as appropriate, the revised termination dates as identified by Heads of Department for those employees as detailed in Appendix B of the report;

- (iv) that the Depute Chief Executive/Director of Corporate Resources continue to provide quarterly reports on temporary employment to the Sub-Committee; and
- (v) otherwise, to note the contents of the report.

THE PRINCESS ROYAL TRUST - EAST AYRSHIRE CARERS CENTRE “CARERS IN EMPLOYMENT INFORMATION PACK”

7. There was submitted a report dated 4 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the launch of the Princess Royal Trust East Ayrshire Carers Centre “Carers in Employment Information Pack” and the Council’s subsequent action in supporting and promoting this initiative to all employees.

It was agreed:-

- (i) to note the Council’s role in assisting the East Ayrshire Carers Centre develop their “Carers in Employment Initiative”; and
- (ii) to note the subsequent promotion of the Carers Centre to the Council’s workforce.

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - PROPOSED AMENDMENTS TO STAFFING STRUCTURE (Item 19, Page 1245, 99/02)

8. There was submitted a joint report dated 7 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of related staffing proposals.

It was agreed:-

- (i) to approve the amendments to the staffing arrangements within the Department of Educational and Social Services; and
- (ii) otherwise, to note the contents of the report.

ACTION PLAN FOR THE TRAINING AND DEVELOPMENT OF WORKERS IN EARLY EDUCATION, CHILDCARE AND PLAYWORK (Item 7, Page 1241, 99/02)

9. There was submitted a joint report dated 1 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for additional staffing requirements for Educational and Social Services, Pre-5 Services in relation to the development and implementation of the “Action Plan for the Training and Development of Workers in Early Education, Childcare and Playwork” recently published by the Scottish Executive.

It was agreed:-

- (i) to approve the additional staffing requirement for Educational and Social Services in relation to the implementation of the Action Plan for the Training and Development of Workers in Early Education, Childcare and Playwork; and
- (ii) otherwise, to note the contents of the report.

FINANCE DEPARTMENT - PROPOSED AMENDMENT TO STAFFING STRUCTURE

10. There was submitted a joint report (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the consequences for the Council of a transfer of housing stock by Scottish Homes to East Ayrshire Housing Partnership on 13 September 2000.

It was agreed:-

- (i) to note the transfer of responsibility for the administration of Housing Benefit from Scottish Homes to the Council;
- (ii) to approve the use of resources transferred as indicated in Paragraph 4.1 of the report; and
- (iii) otherwise, to note the contents of the report.

Councillor Reid joined the meeting during discussion of the above item.

PROPOSED REVISION TO INTERNAL AUDIT STAFFING ESTABLISHMENT

11. There was submitted a report dated 19 September 2000 (circulated) by the Chief Executive which proposed a revision to the staffing establishment of the Internal Audit Section within the Chief Executive's staffing.

It was agreed to approve the revision to the staffing establishment of the Internal Audit Section within the Chief Executive's staffing.

ALTERNATION TO THE BUILDING CONTROL SECTION WITHIN PLANNING AND BUILDING CONTROL DIVISION (DEVELOPMENT SERVICES DEPARTMENT)

12. There was submitted a joint report dated 21 August 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Development Services which sought approval of an amendment to the establishment within the Planning and Building Control Division of Development Services.

It was agreed to approve the proposed amendment to the establishment within the Planning and Building Control Division of Development Services as detailed in Paragraph 3 of the report.

IMPROVEMENT OF CANTEEN FACILITIES, LONDON ROAD, KILMARNOCK

13. There was submitted a report dated 20 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed a series of measures designed to improve the existing canteen facilities at London Road, Kilmarnock.

It was agreed:-

- (i) to approve the proposals contained within the report to improve the canteen facilities; and
- (ii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

14. 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act as shown against each item.

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - PERSONNEL PROPOSALS (PARA 1)

15. There was submitted a joint report dated 4 September 2000 (circulated) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources which invited Members to consider proposed changes to personnel arrangements within the Educational and Social Services Department with particular reference to finance, personnel and property support within the new Department.

It was agreed:-

- (i) to approve the recommendations contained in the report; and
- (ii) otherwise, to note the contents of the report.

OCCUPATIONAL THERAPY AND SENSORY IMPAIRMENT SERVICE - ADDITION OF TECHNICIAN POST (INDEPENDENT LIVING SERVICES) (PARA 1)

16. There was submitted a joint report dated 30 August 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of the addition of a Technician post to the Council's Occupational Therapy and Sensory Impairment Service.

It was agreed to approve the re-designation of a Service Technician post.

PROPOSED DISPOSAL OF THE FORMER GLEBE RESOURCE CENTRE, GLEBE ROAD, KILMARNOCK (PARA 6)

17. There was submitted a report dated 11 September 2000 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of the former Glebe Resource Centre, Glebe Road, Kilmarnock, and which sought authority to dispose of the subjects.

It was agreed that the Solicitor to the Council accept the offer from Klin Holdings Limited subject to the conditions as outlined in Section 8 of the report.

PART DISPOSAL AND RELATED MATTERS - FORMER PRIMARY SCHOOL AT SCHOOL ROAD, AUCHINLECK (PARA 6)

18. There was submitted a joint report dated 20 September 2000 (circulated) by the Director of Development Services and Solicitor to the Council which (i) requested authorisation for the Director of Development Services to finalise negotiations on the terms of disposal of those areas of land at School Road, Auchinleck, (ii) thereafter requested authorisation for the Solicitor to the Council to conclude the transaction; and (iii) requested authorisation for the Director of Development Services to re-market the remainder of the subjects.

It was agreed:-

- (i) that the Director of Development Services finalise negotiations on the terms of disposal of land at School Road, Auchinleck, to Mr John Campbell and thereafter that the Solicitor to the Council conclude the disposal to Mr John Campbell on the terms and conditions as detailed in Section 7 of the report; and
- (ii) to authorise the Director of Development Services to re-market the remainder of the School Road subjects as a potential Business Centre Development, the results of which to be submitted to the Sub-Committee in due course.

**RENT REVIEW OF AUCHINLECK INDOOR BOWLING CLUB, WELL ROAD,
AUCHINLECK (PARA 9)**

19. There was submitted a report dated 5 September 2000 (circulated) by the Director of Development Services which advised of the review of rental of Auchinleck Indoor Bowling Club, Well Road, Auchinleck.

It was agreed to approve the increase in rental as detailed in Paragraph 6 of the report from £16,000 per annum to £20,000 per annum for years 1 and 2 and to £21,000 per annum for years 3, 4 and 5 effective from 1 June 2000 for the premises at Auchinleck Indoor Bowling Club, Well Road, Auchinleck, and that the Solicitor to the Council conclude this transaction on behalf of the Council.

The meeting terminated at 1037 hours.