

APPENDIX VIII

EAST AYRSHIRE COUNCIL

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

**MINUTES OF SPECIAL MEETING HELD ON THURSDAY 26 JUNE 1997 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Drew McIntyre, Provost Robert Stirling, Councillors Jim O'Neill, Kathleen Hall, Bob Beattie, Daniel Coffey and Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Irene Reeves, George Turnbull and David Sneller.

CHAIR: Councillor Eric Jackson, Chair.

**CoSLA PERSONNEL SERVICES CIRCULARS (INDUSTRIAL RELATIONS) 4/97
AND 5/97**

1. There was submitted and noted a report dated 13 June 1997 (circulated) by the Director of Personnel Services providing a summary comment on the contents of Circular 4/97 - Revised Fees for Doctors Assisting Local Authorities and Circular 5/97 - APT & C/Manual Workers - Pay and Single Status Employment (Progress Report).

**COSLA PERSONNEL SERVICES CIRCULARS (HUMAN
RESOURCES ADVICE) 2/97 AND 3/97**

2. There was submitted and noted a report dated 13 June 1997 (circulated) by the Director of Personnel Services providing a summary comment on the contents of Circular 2/97, TUPE/Acquired Rights Directive and Circular 3/97, Part-Timers and Pensions.

**SOCIAL WORK DEPARTMENT - CHILDREN'S CARERS
SCHEME (Item 6, Page 2138)**

3. There was submitted a report dated 13 June 1997 (circulated) by the Director of Personnel Services which recommended staffing resources required to support the Children's Carers Scheme approved by the Children, Families and Criminal Justice Sub-Committee of the Social Work Committee on 23 April 1997.

It was agreed to approve the staffing proposals as detailed within the report.

ADDITIONAL ITEM

4. The Chair agreed that the undernoted item of urgent business be considered as an early decision was required.

IMPLEMENTATION OF THE CHILDREN (SCOTLAND) ACT 1995

5. Reference was made to a joint report dated 25 June 1997 by the Directors of Social Work and of Personnel Services which advised of the increased workload demands arising out of the implementation of the Children (Scotland) Act 1995 and which recommended an additional post to the establishment of the Social Work Department to service the demands of the Act,

It was agreed that the new post of Service Officer Children (Scotland) Act, graded SO2 (£20,781 - £22,731) be added to the establishment of the Social Work 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 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.

SUPPORT SERVICES DEPARTMENT - PROPOSED INCREASE TO THE PERMANENT ESTABLISHMENT OF THE CENTRAL INFORMATION TECHNOLOGY FUNCTION

7. There was submitted a joint report dated 18 June 1997 (circulated) by the Directors of Support Services and of Personnel Services seeking approval for additional staffing resources for the Central Information Technology Function following a decision by the Policy and Resources Committee on 17 June 1997 to re-allocate financial resources within the function.

It was agreed that 3 new posts of Support Analyst and 4 new posts of Business analyst, each graded AP5/SO2 (£18,180 - £22,731) be added to the establishment of the Information Technology Function of the Support Services Department.

COMMERCIAL OPERATIONS DEPARTMENT - SITE SERVICES, CLEANSING, GROUNDS AND LEISURE - PROPOSED ALTERATIONS TO CLERICAL SUPPORT STRUCTURES

8. There was submitted a report dated 16 June 1997 (circulated) by the Director of Personnel Services which recommended minor alterations to the Clerical Support Structure in the Cleansing and Grounds Sections of the Department of Commercial Operations.

It was agreed to approve the establishment alterations referred to in the amended report subject to consultation with the appropriate Trade Unions.

COMMERCIAL OPERATIONS DEPARTMENT - ALTERATIONS TO STAFFING STRUCTURE OF MANAGEMENT ACCOUNTING SECTION

9. There was submitted a joint report dated 16 June 1997 (circulated) by the Director of Commercial Operations and Director of Personnel Services which recommended alterations to the staffing structure of the Management Accounting Section of the Support Services in Commercial Operations.

It was agreed to approve the proposed alterations to the establishment as outlined in the report.

**COMMUNITY SERVICES DEPARTMENT - LIBRARY SERVICE - STAFF
RESTRUCTURE**

- 10.** There was submitted a joint report dated 11 June 1997 (circulated) by the Directors of Community Services and of Personnel Services which outlined a revised structure for the Library Service Section of the Department of Community Services and which recommended various adjustments to duties and remit as part of this revision.

It was agreed:

- (i) to approve the revised structure for the Library Service as detailed within the report;
- (ii) to authorise the Directors of Community Services and of Personnel Services to consult with appropriate Trade Unions; and
- (iii) otherwise, to note the report.

The meeting terminated at 1035 hours.