

**TO ALL MEMBERS OF DUMFRIES AND
GALLOWAY COUNCIL**

Your Ref:

Our Ref: DGC-AH/LM087

If telephoning or calling please ask for:

Mr Alex Haswell

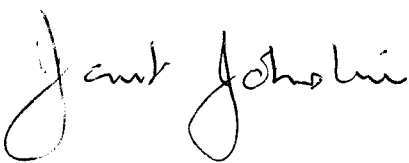
Direct Dial (01387) 260021

23 September 2002

**DUMFRIES AND GALLOWAY COUNCIL
MEETING OF TUESDAY 24 SEPTEMBER 2002**

With reference to the agenda and papers circulated for the above meeting, I now enclose the undernoted agenda item:-

3. MINUTE OF 13 SEPTEMBER 2002 (Page 5101)



Janet Johnstone
Secretary to the Council

Enc

James M Smith - Secretary to the Council & Monitoring Officer

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DUMFRIES AND GALLOWAY COUNCIL

Present

Members

| | | |
|--|---|-----------------------------|
| Andrew R Campbell (Convener) | - | Castle Douglas - Urr |
| Beth Gordon (Depute Convener) | - | Lochar |
| John Agnew | - | Rhins North |
| Helen F Bell | - | Dalbeattie - Milton |
| Andrew O Bell-Irving | - | Hoddum & Kinmount |
| Ian Callander | - | Lochvale |
| Ken Cameron | - | Heathhall |
| Brian D Conchie | - | Georgetown |
| Kathleen Davidson | - | Dalbeattie - Craignair |
| John G Dinwoodie | - | Canonbie & Kirtle |
| Grahame A Forster | - | Rhins South |
| John W Forteath (Leader of the Council) | - | Marchmount |
| Alistair Geddes | - | Whithorn |
| Anthony W Gilbey | - | Stewartry West |
| Patsy Gilroy | - | Kirkcudbright - Tarff |
| Allan Graham | - | Solway Border |
| Robert J Higgins (Depute Leader of the Council) | - | Stranraer East |
| Thomas E Holmes | - | Loreburn |
| William Little | - | Caerlaverock |
| Thomas A McAughtrie | - | Troqueer |
| George L McBurnie | - | Palmerston |
| Sandra McDowall | - | Wigtown |
| Neil McKay | - | Mid Nithsdale |
| David J McKie | - | Lincluden |
| Marjory O McQueen | - | Lockerbie & Upper Annandale |
| Jane S Maitland | - | Kirkcudbright - Bengairn |
| Joan Mitchell (Depute Leader of the Council) | - | Cree |
| William G Nimmo | - | Lochside |
| Wilma R Paterson | - | Annan West |
| Ian A Pennie | - | Lochmaben |
| George N Prentice | - | Stewartry North |
| Jock Purdie | - | Castle Douglas - Dee |
| Bert Saunders | - | Kirkconnel |
| William Scobie | - | Stranraer South |
| Thomas K Sloan | - | Stranraer North |
| Tony Turner | - | Annan Central |
| Donald R Urquhart | - | Maxwelltown |
| Allan G Wright | - | Cairn Valley |

Apologies

| | | |
|---------------------------|---|--------------------------|
| James H Dempster | - | Sanquhar & District |
| Ivor A Hyslop | - | Nithsdale East |
| William B Lockhart | - | Moffat |
| Denis R Male | - | Langholm & Upper Eskdale |
| Sean W Marshall | - | Chapelcross |
| Fred B Murray | - | Luce |
| John Ramage | - | Annan East |
| Michael J Thomson | - | Criffel |
| Lavinia Vaughan | - | Dryfe & Lockerbie East |

James M Smith
Secretary to the Council

37 Members present**0.1 COMMEMORATION OF ACTS OF TERRORISM IN THE USA**

The Council observed one minutes silence as a mark of respect for the victims and relatives of the acts of terrorism in the USA on 11 September 2001.

0.2 ASSOCIATION FOR PUBLIC SERVICE EXCELLENCE

Donald R Urquhart, Chair of Commercial Services Committee advised Council that the Commercial Services Group had recently received a special award from the Association for Public Service Excellence for their outstanding contribution to local communities during the 2001 Foot and Mouth Disease Outbreak.

The Convener received the award on behalf of the Council and offered the Council's sincere congratulations to the various teams involved, paying tribute to the work undertaken by all concerned.

Decision

AGREED to congratulate all members of staff involved in the Councils response to the emergency and that the Award should be placed on display at an appropriate location within the Commercial services Group.

1. COUNCIL STRUCTURES – Report dated 9 September 2002 by Lead Officer for the Management of Change**Decision****AGREED**

1.1 the creation of and Job Outlines for five Group Posts within Education & Community Services, **NOTING** the comments of the Chief Executive regarding the strong recommendation that Housing be grouped within the Education and Community Services;

1.2 that a two stage process be adopted in order to minimise disruption during the process for the transition of Housing Services to new arrangements. **NOTING** three key issues; homelessness strategies etc, contract compliance with DGHP and the assumption by the Council of the development role, and securing funding transfer from Communities Scotland;

1.3 the creation of and Job Outlines for three Group Posts within Planning and Environment;

1.4 the creation of and Job Outlines for three Group Posts within Corporate Services;

1.5 the creation of the Financial Services and continued role of the Director for Finance reporting direct to the Chief Executive to secure continued stability and security of the Councils financial arrangement particularly during this time of management change in other key service areas;

1.6 the continuation of Community Planning joint appointments until such time as the new structures and arrangements were determined;

1.7 the creation of and Job Descriptions for six Posts within Combined Operations;

1.8 to receive a further report setting out proposals for the recruitment of the Director of Combined Operations with the Managing Director, Commercial Services carrying out these responsibilities for the duration of his contract with the Council or until such time as the new arrangements were in place in order to reduce fragmentation and avoid duplication;

1.9 the Job Descriptions for the four Posts of Area Manager and the recruitment process which would finalise implementation of the Scheme for Decentralisation and enable delivery of the standard of local service that the public expected from the Council, **NOTING** the intention of the Chief Executive that Area Managers would be asked to address, as a top priority, better access to services at local level and the development of Counter Services through the network of local offices with a special focus in the first instance on the provision of Benefits and Council Tax Services on a decentralised basis together with the introduction of a customer relationship management system;

1.10 that the interviewing and appointment of the Group posts be undertaken by the existing Appointments Sub-Committee which comprised the Convener, Depute Convener, Leader and Leaders of the Labour, SNP, Conservative and Liberal Democrat Groups augmented by one additional member from each political group giving a sub-committee membership of twelve with a date of 28 October 2002 for transfer of line management responsibilities to Corporate Directors;

1.11 a three year personal protection scheme for Chief Officials based on cash conservation and effective from 1 January 2003, consistent with the scheme applied to other Council employees under the Single Status Agreements and consultation with the Trade Unions, **NOTING** that external legal advice had been obtained in developing these proposals with particular reference to the consequences of Management of Change;

1.12 to receive a further report, if necessary, on any outstanding Chief Official employment issues after the filling of all new posts at Group and Area Manager level, **APPRECIATING** that the Council had agreed at an early stage to implement an Early Retirement Scheme as a management tool to facilitate the Change process.

MEMBER - Willie Scobie joined the meeting – 38 Members present

1.13 a revised target date for the full implementation of Single Status of 1 April 2004;

1.14 to receive a further report by the end of this calendar year, on detailed salary costings, the Management of Change fund, the review of the restructure agreed for March 2004, and other relevant matters including the financial consequences of the Management of Change proposals over the coming months, **APPRECIATING** that the Director for Finance and Corporate Services was of the opinion that the Management of Change proposals were based on reasonable assumptions of the potential implications associated with the restructuring on the pension fund and that these would be further reported on in due course;

1.15 to ratify the decision taken by the Chief Executive that Roger Guy assume the role of Lead Officer to take forward the Education PPP project;

1.16 that the James M Smith should continue in the role of Lead Officer on Stock Transfer to ensure the process continued to move towards the transfer; and

1.17 that Substance Misuse issues be primarily centred within Education and Community Services who would liaise with partner organisations including the police.

NOTED

1.18 the nature and extent of consultations received on the management structure proposals;

1.19 preliminary financial projections on the Chief Officials salary costs under the old and new establishments; and

1.20 the action being taken to safeguard the integrity of the Pension Fund;

1.21 that arrangements for the integration of Common Support Services for Council in Corporate Services would secure better value for money, allow close working with partner organisations and maintain the highest regard to Governance and Accountability which would be a strong feature of the emerging arrangements; and

1.22 that the management arrangements which would apply to all services and were based on Governance and Accountability, and had a strong emphasis on management information were crucial to the integrity of whole of the Council's operations.

2. CHIEF EXECUTIVES APPRAISAL - Report dated 9 August 2002 by Head of Personnel Services

Decision

2.1 **ADOPTED** the Appraisal System outlined in Circular CO/137 with effect from 1 April 2002 with the first appraisal to take place in April 2004.

2.2 **AGREED** that the Appraisal Panel for the present structure should comprise the Convener, Depute Convener, Leader and Leaders of all political parties and this panel attend the COSLA briefing session when arranged.

2.3 Further **AGREED** that the appointment of an Adviser to the Panel would receive consideration after the COSLA briefing session.

2.4 **NOTED** the Chief Executive's participation in the Chartered Management Institute.

2.5 **ENDORSED** the increased focus on performance management and leadership throughout the new Council management structures through work with partners and Quality Scotland and possible membership if the Scottish Leadership Foundation.