

EAST AYRSHIRE COUNCIL

CENTRAL JOINT CONSULTATIVE COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 20 NOVEMBER 2002 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Eric Jackson, Daniel Coffey, Drew McIntyre, Harry Wilson, Finlay MacLean, and Provost Jimmy Boyd; Marie Frew (Unison), Graeme Cumming (Unison), John Wales (GMB), June Minnery (GMB), William Cree (TGWU), Philip McGhee (TGWU), Andrew Wilson (UCATT) and David Spelman (AEEU).

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; John Mulgrew, Director of Educational and Social Services; John Walker, Head of Building and Works; Graham Haugh, Head of Personnel; James Kane, Head of Roads and Transportation; Robin Gourlay, Contracts Manager; George Park, Employee Relations Manager; Joe Rafferty, Health and Safety Manager and Gillian Hamilton, Administrative Officer.

ALSO ATTENDING: Arthur West (UNISON) and David Doran (GMB), Joint Secretaries and Simon MacFarlane (UNISON).

APOLOGIES: Jennifer Elliot (TGWU), Councillors John Weir and Jimmy Kelly, Les Anderson (UNISON), Kate Connell (GMB) and Harry O'Neil (TGWU).

CHAIR: Councillor Eric Jackson, Vice-Chair.

EXCLUSION OF PRESS AND PUBLIC

1. It was 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 11 of Schedule 7A of the Act.

MINUTES OF PREVIOUS MEETING

2. There was submitted and noted Minutes of meeting held on 11 September 2002 (circulated).

Work-Life Balance Projects

It was reported and noted that Homeworking and Flexible Working Policies had been agreed. Flexible Working arrangements would be subject to further consultation during the Pilot Projects.

Health and Safety Action Plan - Avoidance of Verbal and Physical Violence to Staff

It was reported and noted that there had been recent consultation with the Trade Unions on developing policy for the avoidance of verbal and physical violence to staff. Updated documentation had been issued by the Head of Personnel for an early response by the Trade Unions and the Committee would receive an update in the New Year. The Trade Unions welcomed this progress.

Public Private Partnership Proposals

The Director of Educational and Social Services referred to a special meeting of the Education Committee to be held on 21 November 2002 which would confirm the Council's support for the Public Private Partnership Schools Project and endorse the Council's commitment to consult with all interested parties including employees, on the content of the programme.

HEALTH AND SAFETY ACTION PLAN

3. There was submitted a report dated 4 November 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised on the progress of the 2002/2003 Health and Safety Action Plan.

It was agreed:-

- (i) to note that the Council was to receive the Gold award for its participation in HEBS Scotland's Health at Work Scheme which was viewed by the Committee as a good example of successful joint working with the Trade Unions;
- (ii) that the establishment of a safety committee to deal with personal carers issues was a priority for the Trade Unions; and
- (iii) otherwise to note the progress made in response to the Council's Corporate Health and Safety Plan.

SINGLE STATUS UPDATE

4. There was submitted a report dated November 2002 (circulated) by the Head of Personnel which provided an update on the Council's response to the Scottish Joint Council Single Status Agreement.

It was agreed:-

- (i) to note the Council's commitment to the 2004 end date for implementation of single status;
- (ii) that the Head of Personnel continue to provide future update reports; and
- (iii) otherwise to note the report.

EMPLOYEE RECOGNITION

5. There was submitted a report dated 28 October 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the completion of an Employee Recognition Policy document.

It was agreed:-

- (i) that the Employee Recognition Policy built on existing good practice and was another good example of joint working with the Trade Unions;
- (ii) to note that the Committee would receive a further report on the development of an employee suggestion scheme in due course;
- (iii) to note that the Trade Unions welcomed the policy document which would strengthen communication within the Council;
- (iv) to endorse the Employee Recognition Policy appended to the report; and

- (v) otherwise to note the report.

PROCESSING AND PAYMENT OF WEEKLY WAGES OVER CHRISTMAS AND NEW YEAR PERIOD 2002/2003

6. There was submitted a report dated 28 October 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources on payment arrangements in advance of the forthcoming festive period.

It was agreed:-

- (i) to note that the Trade Union's preferred option for the processing and payment of weekly wages over the festive period was for employees to receive two weeks pay on Thursday 19 December 2002 with normal weekly payments (with estimated bonus and overtime, where appropriate) commencing on Thursday 2 January 2003;
- (ii) to note that the "skeleton payroll staff" arrangements detailed in Paragraph 3.1 of the report was intended to deal only with employees who did not receive a pay, and not with any variation in employee's expectations of pay which would be considered as normal on 6 January 2002, and that this would be notified to employees by the Payments Manager and departmental Payroll staff; and
- (iii) otherwise to note the report.

EMPLOYEE IDENTIFICATION

7. There was submitted a report (circulated) by the Joint Secretaries inviting consideration of a corporate Employee Identification Scheme.

It was agreed:-

- (i) that the Head of Personnel liaise with the Head of Corporate Development and Communications and the Trade Unions to explore the wider issue of employee identification,
- (ii) that the above group also consider any issues related to the return of identification cards on completion of service;
- (iii) that employees whose duties involved home visits be given priority in the issue of any new form of identification agreed; and
- (iv) otherwise to note the report.

GENERAL AGREEMENT ON TRADE IN SERVICES

8. There was submitted a report (circulated) by the Joint Secretaries which highlighted the potential implication of GATS on Local Government Services.

It was agreed:-

- (i) that the Head of Personnel would meet with the Trade Unions and relevant Officers to discuss this issue and report back as appropriate in due course.

The meeting terminated at 1433 hours.