

**ANNEXATION II**

**EAST AYRSHIRE COUNCIL**

**JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFT PERSONS)**

**MINUTES OF MEETING HELD ON 30 NOVEMBER 2000 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Drew McIntyre, Tommy Farrell, Jimmy Kelly, Harry Wilson, and John Weir; and Trade Union Representatives: David Spelman and William Hadden (AEEU); David Doran and John Wales (GMB); William Cree (TGWU); Andrew Wilson and Alex Smith (UCATT); and Ian Leggat (UNISON).

**ATTENDING:** David Montgomery, Chief Executive; Graham Haugh, Head of Personnel; Jim Kane, Head of Roads and Transportation; Robin Gourlay, Contracts Manager, Educational and Social Services; George Park, Employee Relations Manager; Mike Gallagher, Health and Safety Manager; Martin O'Rourke, Principal Officer and Robert Beaton, Administrative Officer.

**ALSO ATTENDING:** Harry O'Neil, Regional Officer (TGWU).

**APOLOGIES:** Councillors Finlay MacLean and Douglas Reid; and Trade Union Representatives Philip McGhee (TGWU) and Sandra McLelland (UNISON).

**CHAIR:** David Spelman, Chair.

**EXCLUSION OF PRESS AND PUBLIC**

1. The Committee resolved that under 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 the minutes of previous meeting held on 5 October 2000 (circulated).

**MATTERS ARISING**

- 3.1 **Employee Identification (Item 4.2, Page 000, 99/02)** - Noted that the Director of Homes and Technical Services had written to contractors to advise them of their responsibilities regarding employee identification and that the Head of Personnel had provided the Chair with the relevant correspondence relating to this matter.
- 3.2 **Disabled Employee Consultative Forum (Item 4.4, Page 000, 99/02)** - Noted that the Manual Workers and Craft Persons Convenor had received minutes of the Disabled Employee Consultative Forum.
- 3.3 **Health and Safety at Work Week (Item 6, Page 000, 99/02)** – The Trade Unions raised concerns regarding the low take up at some of the events during the recent Health and Safety at Work Week in October and it was noted that attendances at these well publicised events were the responsibility of individual employees.
- 3.4 **Partnership at Work (Item 9, Page 000, 99/02)** - Noted that the Head of Personnel had met with the Trade Union Convenors to progress the initiative and that an officer from the Department of Trade and Industry would be invited to make a presentation

to the group on projects with the potential to be funded under partnership at work initiative.

- 3.5 East Ayrshire General Employee Review (EAGER) (Item 10, Page 000, 99/02) -** Noted that the Head of Personnel had met with the Manual Workers and Craft Persons Trade Union Convenor and that the final programme for implementation of EAGER in respect of manual workers had been confirmed.
- 3.6 Procurement and maintenance vehicles (Item 13, Page 000,99/02) -** Noted that the Director of Development Services had convened an initial meeting with the Manual and Craft Persons Trade Union Convenor and that a further meeting would be held to update on the arrangements for procurement and maintenance of vehicles.

### **SINGLE STATUS**

- 4.** There was submitted a report dated 20 November 2000 (circulated) by the Head of Personnel which updated on the Council's response to the Single Status Agreement.

It was agreed:-

- (i) to note the report updating the Committee on the Council's response to the Single Status Agreement for local government employees; and
- (ii) to request the Head of Personnel to provide future update reports.

### **BEST VALUE UPDATE**

- 5.** There was submitted and noted a report dated 14 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated on the Council's progress on Best Value.

In response to the Trade Unions' concern about the possibility of an over-emphasis on "cheapest price" within the Best-Value Initiative, the employers side confirmed that the Council had a quality approach to providing services in a Best Value context and requested the Trade Union side to provide specific details of cases where they perceived contracts had not represented Best Value and to draw these to the attention of the Head of Personnel.

### **HEALTH AND SAFETY REPORT**

- 6.** There was submitted and noted a report dated 20 November 2000 (circulated) by the Head of Personnel which provided an information update on recent and developing health and safety issues.

Following a request from the Trade Union side, it was noted that the Head of Personnel would review the current arrangements for circulation of risk assessments to safety representatives and appropriate consultation arrangements.

In response to the Trade Unions' request to provide appropriate training to safety representatives, possibly on a joint basis with management training, it was confirmed that the Head of Personnel would examine the broad training of employees and report back in due course on the involvement of safety representatives in appropriate health and safety training courses.

### **TEMPORARY EMPLOYMENT**

7. There was submitted and noted a report dated 9 November 2000 (circulated) by the Head of Personnel which updated on the temporary employment in the Council as at 30 September 2000.

### **INDIVIDUAL LEARNING ACCOUNTS**

8. There was submitted a report dated 20 November 2000 (circulated) by the Head of Personnel which advised of the introduction of individual learning accounts (ILAs) by the Scottish Executive and which sought the Trade Union's support in publicising ILAs to employees.

It was agreed:-

- (i) to note the Council's promotion of individual learning accounts to the whole of the Council's workforce by distributing a flyer with payslips.
- (ii) to note that the Trade Unions were supportive in promoting ILAs to their members;
- (iii) to request the Head of Personnel to provide a future report on employee response and any proposals for the Council's extended involvement with individual learning accounts; and
- (iv) otherwise, to note the contents of the report.

### **REQUEST FROM TRADE UNION SIDE FOR RE-INSTatement OF LONG SERVICE AWARDS**

9. There was submitted a letter from the Manual Persons and Craft Workers Convenor requesting the re-instatement of Long Service Awards.

It was agreed:-

- (i) to note that the Council already undertook an extensive programme of awarding Long Service Awards on retirement; and
- (ii) to request that the Head of Personnel consider this matter as part of a wider consultation on employee recognition and to report back in due course on any specific proposals.

The meeting terminated at 1535 hours.

**AGENDA**