

**APPENDIX VII**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 21 NOVEMBER 2000 AT 1400  
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; Robert Paton, Head of Economic Development; John Griffiths, Head of Leisure Services; Graham Haugh, Head of Personnel; Graham Short, Head of Schools; Gerrard Cairns, Library and Information Services Manager; and Julie Armstrong, Principal Administrative Officer.

**APOLOGIES:** Councillors John Weir and Tommy Farrell.

**CHAIR:** Councillor Eric Jackson, Chair.

**MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES**

1. There were submitted and noted the undernoted Minutes (circulated) as contained in Annexations I and II of these Minutes.
- 1.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS) OF 30 MAY 2000 AND 28 SEPTEMBER 2000 - ANNEXATION I.**
- 1.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS) OF 1 JUNE 2000 AND 5 OCTOBER 2000 - ANNEXATION II.**

**ENERGY MANAGEMENT PROGRESS REPORT**

2. The Sub-Committee agreed to consider this matter at the end of the Agenda.  
Councillor McIntyre joined the meeting at this point.

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

3. There was submitted a report dated 3 November 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.

It was reported that GMB and T&G had accepted management's offer of 3% increase on current pay points from 1 October 2000 with 2% of that backdated to 1 April 2000; and a further 3% increase on 1 October 2000 pay points effective from 1 February 2001. This offer equating to a 6.11% over 2 years with the next review of pay being effective from 1 April 2002.

It was further reported that following an employer's side meeting on Friday 17 November 2000 the employer's side had agreed that the implementation of the proposed increase should apply to all employees within the local government employees pay award body regardless of their membership of a Trade Union or not. This decision followed the outcome of informal discussions via ACAS and all Councils had agreed that they would implement the proposed pay increase from the earliest possible pay date.

### **3.1 Declaration of Interest**

Councillor Reid declared a non-pecuniary interest in this matter.

Councillor Jackson seconded by Councillor McIntyre moved (a) to endorse the direction of the employers side of the Scottish Joint Council and (b) to instruct the Head of Personnel and the Director of Finance to make the necessary arrangements to pay the Employer's side offer as mentioned earlier with effect from the earliest possible pay date.

Councillor Reid seconded by Councillor D Coffey, moved as an amendment that the Council support Unison's action while expressing concern over effects on public services and ask that an urgent Meeting of CoSLA be held for further investigations to take place to resolve the dispute.

On a division by a show of hands, the motion was carried by 5 votes to 4.

### **JOINT STAFFING WATCH RETURN - SEPTEMBER 2000**

4. There was submitted and noted a report dated 24 October 2000 (circulated) by the Director of Corporate Resources which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the September 2000 reporting period.

### **CORPORATE HUMAN RESOURCE INFORMATION SYSTEM**

5. There was submitted a report dated 3 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided the Sub-Committee with a progress report on the operation of the Corporate Human Resource Information System (CYBORG).

It was agreed:-

- (i) to note the progress made in introducing the Corporate Human Resource Information System to the Council; and
- (ii) that the Head of Personnel report to a future meeting of the Sub-Committee on future reporting proposals.

### **SINGLE STATUS**

6. There was submitted a report dated 31 October 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 updating 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**

7. There was submitted a report dated 3 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of temporary employment in East Ayrshire Council as at 30 September 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 detailed in Appendix A to the report;
- (iii) to approve as appropriate the revised termination dates as identified by Heads of Departments for those employees as detailed in Appendix B to the report;
- (iv) to recommend to Council that the Head of Personnel be delegated powers to give approval of temporary employment beyond 12 months and to review as appropriate the levels of temporary employment within Departments;
- (v) that the Head of Administrative and Legal Services amend the Scheme of Delegation accordingly;
- (vi) that the Director of Corporate Resources provide an annual report on temporary employment to the Sub-Committee; and
- (vii) otherwise, to note the contents of the report.

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### **INDIVIDUAL LEARNING ACCOUNTS**

8. There was submitted a report dated 30 October 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the introduction of Individual Learning Accounts (ILA's) by the Scottish Executive and which sought support for a proposed initial response by the Council to their introduction.

It was agreed:-

- (i) to approve the promotion of Individual Learning Accounts to the whole of the Council's workforce by distributing the flyer shown attached to the report with pay-slips as soon as practicable;
- (ii) that the Head of Personnel provide a future report on employee response and any proposals for the Council's extended involvement with Individual Learning Accounts; and
- (iii) otherwise, to note the contents of the report.

### **TIME OFF FOR TRADE UNION DUTIES, ACTIVITIES AND TRAINING (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)**

9. There was submitted a report dated November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for a procedural document incorporating the Council's existing policy content on Time Off for Trade Union Duties, Activities and Training for Local Government Employees and Craftpersons, subject to consultation with the former Manual Workers and Craftpersons Trade Unions.

It was agreed:-

- (i) to approve the procedural document shown attached to the report incorporating the Council's existing policy content and time off for Trade Union Duties, Activities and Training for Local Government employees and craftpersons, subject to consultation with the former Manual Workers and Craftpersons Trade Unions; and
- (ii) that the Head of Personnel investigate whether the procedure for time off for Councillor duties requires updating and strengthening and report back if necessary.

**DEPARTMENT OF DEVELOPMENT SERVICES - REVIEW OF BUILDING CONTROL OFFICERS**

- 10.** There was submitted a joint report dated 30 October 2000 (circulated) by the Directors of Corporate Resources and of Development Services which sought approval to re-designate and introduce a new grading scheme for Building Control Officers in the Building Control Section within the Department of Development Services subject to consultation with the Trade Unions.

It was agreed to approve the proposed progression scheme and re-designation of the post of Building Control Officer as detailed in Paragraph 4.1 of the report subject to consultation with Trade Unions.

**APPOINTMENT OF ICT CO-ORDINATOR WITHIN THE DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES**

- 11.** There was submitted a joint report dated 9 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval for the appointment of an ICT Co-ordinator to the Department of Educational and Social Services subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the appointment of a Network Co-ordinator in the Department of Educational and Social Services subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the contents of the report.

**PROPOSED DISPOSAL OF LAND AT MILL O'SHIELD ROAD, DRONGAN**

The Sub-Committee agreed to consider this item on the Agenda at this time.

- 12.** There was submitted a report dated November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval to the inclusion of an area of ground off Mill O'Shield Road, Drongan, within the land area identified for disposal to Ayrshire and Arran Primary Care NHS Trust for the purpose of the Drongan Resource Centre.

It was agreed:-

- (i) that the area of ground identified in the plan attached to the report be included within the site area to be disposed of to Ayrshire and Arran Primary Care NHS Trust; and
- (ii) otherwise, to note the contents of the report.

### **EXCLUSION OF PRESS AND PUBLIC**

13. 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.

Councillor McIntyre left the meeting at this point.

### **STAFFING AMENDMENTS - CORPORATE RESOURCES (CORPORATE DEVELOPMENT AND COMMUNICATION) AND COMMUNITY SERVICES (LIBRARY AND INFORMATION SERVICES) (PARA 1)**

14. There was submitted a joint report dated 6 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Community Services which sought approval for staffing adjustments in the Community Services and Corporate Resources Departments as part of the ongoing Council wide restructure, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the staffing adjustments in the Community Services and Corporate Resources Departments as detailed within the report, subject to consultation with Trade Unions;
- (ii) that the Depute Chief Executive/Director of Corporate Resources co-ordinate a report from the Directors of Educational and Social Services and Homes and Technical Services to be submitted to the next meeting of the Sub-Committee; and
- (iii) otherwise, to note the contents of the report.

### **RENT REVIEW OF UNIT 24, THE FOREGATE, KILMARNOCK (PARA 9)**

15. There was submitted a report dated 6 November 2000 (circulated) by the Director of Development Services which advised of the review of rental of Unit 24, The Foregate, Kilmarnock.

It was agreed that the rental for Unit 24, The Foregate, Kilmarnock, remain at its current level of £21,000 per annum with effect from the rent review date of 28 November 2000.

### **LEASE RENEWAL - LEASE OF PATNA GOLF PAVILION, HILLSIDE, PATNA TO DOON VALLEY GOLF CLUB, RENT REVIEW - LEASE OF NEW CUMNOCK GOLF COURSE, NEW CUMNOCK (NEW CUMNOCK GOLF CLUB) AND RENT REVIEW - LEASE OF LAND AT WARDNEUK DRIVE, KILMARNOCK (NORTHWEST KILMARNOCK BOWLING CLUB) (PARA 9)**

16. There was submitted a report dated 14 November 2000 (circulated) by the Director of Development Services which advised of the (a) proposed new lease of Patna Golf Pavilion, Hillside, Patna, to Doon Valley Golf Club; (b) review of rental in connection with the lease of New Cumnock Golf Course to New Cumnock Golf Club; and (c) review of rental in connection with the lease of land at Wardneuk Drive, Kilmarnock, to the Northwest Kilmarnock Bowling Club.

It was agreed:-

- (i) to grant Doon Valley Golf Club a new lease of the Golf Pavilion at Hillside, Patna, for a period of 20 years, with effect from 5 April 2000 at a rental (exclusive of rates) of £1,850 per annum, with the rent being subject to a review every three years and to instruct the Solicitor to the Council to conclude the transaction on behalf of the Council;
- (ii) that the rental for New Cumnock Golf Course be increased to £1,500 per annum, with effect from 15 May 2000 and to instruct the Solicitor to the Council to conclude the transaction on behalf of the Council; and
- (iii) not to review the rent to full market value in respect of the lease of the land at Wardneuk Drive, Kilmarnock, which is leased to Northwest Kilmarnock Bowling Club on the basis that the Club pay a rental (exclusive of rates) of £225 per annum with effect from 2 July 2000 with the position being reconsidered at the next rent review on 2 July 2004 and to instruct the Solicitor to the Council to conclude the transaction on behalf of the Council.

#### **DEPARTMENT OF COMMUNITY SERVICES - PROPOSED AMENDMENT TO STAFFING STRUCTURE (PARA 1)**

17. There was submitted a joint report dated 14 November 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Community Services which outlined a plan for a Lottery funded project which would support the introduction of a community based health and fitness initiative. The Community Services Committee at its meeting on 15 November 2000 approved the report and the Sub-Committee were asked to approve related staffing proposals.

It was agreed to approve the additional staffing requirements for the Department of Community Services, subject to consultation with Trade Unions.

#### **RE-ADMISSION OF PRESS AND PUBLIC**

18. The Press and public were re-admitted.

#### **ENERGY MANAGEMENT PROGRESS REPORT**

19. There was submitted a report dated 1 November 2000 (circulated) by the Director of Homes and Technical Services which indicated the progress in the implementation of the Council's Energy Management Policy in respect of non-housing properties.

It was agreed:-

- (i) to note the contents of the report; and
- (ii) that, provided there is no financial detriment, the Council take up as much as is possible of their allocation of "green electricity" from the supply contract.

The meeting terminated at 1440 hours.

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