

ANNEXATION I

EAST AYRSHIRE COUNCIL

JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS)

MINUTES OF MEETING HELD ON 14 MARCH 2001 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Eric Jackson and Drew McIntyre, Provost James Boyd and Councillors Daniel Coffey and Finlay MacLean; and Nigel Pimm, Arthur West and Lynn MacGregor representing UNISON and Jennifer Elliot representing ACTSS.

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; Graham Haugh, Head of Personnel; George Park, Employee Relations Manager; Mike Gallagher, Health and Safety Manager; James Lally, Principal Officer, Performance and Best Value; and Stuart Nelson, Administrative Officer.

APOLOGIES: Councillors Tommy Farrell, Harry Wilson and John Weir; Graeme Cumming, Elaine Raeside and Les Anderson, all UNISON and June Minnery, GMB.

CHAIR: Nigel Pimm, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The 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 11 of Schedule 7A of the Act.

MINUTES OF PREVIOUS MEETING

2. There were submitted and noted the Minutes of the previous meeting held on 21 November 2000.

MATTERS ARISING

- 3.1 **Individual Learning Accounts** – Noted that Personnel Services had issued information to employees with payslips and received approximately 25 requests from employees for further information in relation to Individual Learning Accounts.

BEST VALUE UPDATE

4. There was submitted and noted a report dated March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an update on the Council's progress on Best Value.

HEALTH AND SAFETY REPORT

5. There was submitted a report dated 5 March 2001 (circulated) by the Health and Safety Manager which provided an information update on current and developing health and safety issues.

It was agreed:-

- (i) to note that the next IOSH Managing Safely course would commence in March 2001 rather than in March 2000 as indicated in Paragraph 6.1 of the report;
- (ii) to ask the Health and Safety Manager to arrange early discussion with Trade Unions on the response to his review of the Health and Safety Management System; and
- (iii) otherwise, to note the terms of the report.

SINGLE STATUS

6. There was submitted a report dated 5 March 2001 (circulated) by the Head of Personnel which provided an update on the Council's response to the Single Status Agreement.

It was agreed:-

- (i) to note the update report on the Council's response to the Single Status Agreement for Local Government employees; and
- (ii) to ask the Head of Personnel to provide future update reports.

CODE OF CONDUCT FOR EMPLOYEES

7. There was submitted a report dated 8 March 2001 (circulated) by the Head of Personnel which informed of an amendment to the Council's Code of Conduct for Employees, subject to consultation with Trade Unions.

It was agreed:-

- (i) to note the amendments to the Council's Code of Conduct for Employees; and
- (ii) to note the Trade Unions commitment to assist in the communication of the revised position to employees.

POLICY AND PROCEDURE GOVERNING USE OF TELEPHONES, INTERNET AND E-MAIL

8. There was submitted a report dated 9 March 2001 (circulated) by the Head of Personnel which informed of a revision to the Council's existing Employee Internet, and E-mail Policy.

It was agreed:-

- (i) to note the revised Policy and Procedure Governing the Use of Telephones, Internet and E-mail as appended to the report;
- (ii) to note, as reported verbally by the Head of Personnel, that the revised policy and procedures had been agreed with all Trade Unions and that the Policy and Procedure document would be issued to all employees shortly in the form of a PER circular; and
- (iii) to note the Trade Unions commitment to assist in the communication of the revised policy and procedures to all employees.

PUBLICISING THE WORK OF THE COUNCIL'S EDUCATIONAL AND CULTURAL ACTIVITIES TO STAFF

9. There was submitted a report dated 7 March 2001 (circulated) by the Staff Trades Union Convenor which highlighted the possibility of the Trades Union side and the Authority working together to publicise educational and cultural activities being promoted by the Council.

Following discussion, it was agreed:-

- (i) to support the request that exhibitions and other events in Council premises be publicised to Council employees;
- (ii) to request the Director of Community Services and the Director of Educational and Social Services to liaise, where appropriate, with representatives of the Trade Unions to publicise exhibitions and events amongst Council staff groups, including in respect of the exhibition of Cuban photography at the Dick Institute, Kilmarnock and the Baird Institute, Cumnock, in April 2001; and
- (iii) to note that the Staff Trades Union Convenor was working on arrangements for a meeting with Luis Marron and would inform the Council as appropriate regarding any future meeting arrangements.

FAIR TRADE GOODS

10. There was submitted a report dated 7 March 2001 (circulated) by the Staff Trades Union Convenor which examined how the provision of Fair Trade Goods could widen the range of products available within the Council's cafeterias, and make a contribution towards ensuring that workers and producers from poor countries receive a fair return for items they produce.

Following discussion, it was agreed to request the Director of Educational and Social Services to consider the feasibility of On Site Services providing Fair Trade Goods amongst the other products within the Authority's cafeteria facilities.

FUTURE JOINT CONSULTATIVE COMMITTEE ARRANGEMENTS

11. There was submitted a report dated 8 March 2001 (copy enclosed) by the Head of Personnel which informed of ongoing consultation in respect of future arrangements for the Council's Joint Consultative Committees for Local Government Employees and Craftpersons.

It was agreed to note that the Trade Unions would submit a response on the proposed future arrangements in response to consultation undertaken by the Head of Personnel, by the requested response date of 16 March 2001.

The meeting terminated at 1432 hours.