

**APPENDIX II**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON MONDAY 2 APRIL 2001 AT 1130 HOURS IN  
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Daniel Coffey, Douglas Reid, John Weir, Drew McIntyre, Harry Wilson, Iain Linton, John Knapp, Tommy Farrell and Provost Jimmy Boyd.

**ATTENDING:** Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Alex McPhee, Director of Finance; Graham Haugh, Head of Personnel; Alan MacDougall, Head of Resource Support; Bill Walkinshaw, Administration Manager; Mike Gallagher, Health and Safety Manager; Joe Cassidy, Policy Officer (Homes and Technical Services); George Malone, Principal Engineer (Homes and Technical Services); Sam McVie, Principal Surveyor and Christine Baillie, Trainee Administrative Officer.

**APOLOGIES:** Councillor Jimmy Kelly.

**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 14 MARCH 2001 - ANNEXATION I**
  - 1.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS) OF 20 MARCH 2001 - ANNEXATION II**

**ENERGY MANAGEMENT PROGRESS REPORT**

2. There was submitted and noted a report dated 1 March 2001 (circulated) by the Director of Homes and Technical Services on progress on the implementation of the Council's Energy Management Policy in respect of non-housing properties.

**CAR LEASING SCHEME**

3. There was submitted a report dated 8 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised that the current Car Leasing Scheme contract was due to terminate on 30 September 2001 and which sought approval for the extension of one further year to the current contract.

It was agreed:-

- (i) to extend the current Car Leasing Scheme contract for a further period of one year up to 30 September 2002; and

- (ii) otherwise, to note the contents of the report.

#### **LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND) REGULATIONS 1998 PROPOSALS FOR DEPENDANTS' PENSIONS**

4. There was submitted a joint report dated 16 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Finance which sought support for the proposal to amend the Local Government Pension Scheme to introduce dependants' pensions.

It was agreed:-

- (i) to support the proposal that an amendment to the Local Government Pension Scheme be sought to permit non-married employees who are contributing to the Scheme to nominate:-
  - (a) a partner who is either dependent due to disability or who is financially inter-dependent at the date of the member's death;
  - (b) a parent or sibling whose either dependent due to disability or who is financially dependent upon the member at the date of the member's death;
 to receive a dependant's pension upon the death of the scheme member; and
- (ii) that the Head of Personnel advise Strathclyde Pension Fund of the Council's position on the matter.

#### **SINGLE STATUS**

5. There was submitted a report dated 12 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources 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) that the Head of Personnel provide future update reports.

#### **HEALTH AND SAFETY PLAN**

6. There was submitted a report dated 19 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a prioritised Health and Safety Action Plan.

It was agreed:-

- (i) to approve the Health and Safety Action Plan attached to the report and summarised in paragraph 3 of the report;
- (ii) that the Chief Executive inform each Director to submit their Departmental Action Plan in support of the Corporate Plan to the appropriate Service Committee; and
- (iii) that the Health and Safety Manager provide regular update reports on the Council's response to the Action Plan to the Sub-Committee.

### **MANAGING STRESS IN THE WORKPLACE POLICY**

7. There was submitted a report dated 21 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended the introduction of a Managing Stress in the Workplace Policy, subject to consultation with the relevant Trade Unions.

It was agreed:-

- C** (i) to recommend to Council the approval of the introduction of the proposed Managing Stress in the Workplace Policy, subject to consultation with the relevant Trade Unions; **C**
- (ii) that the Head of Personnel implement a training and communication programme in advance of its introduction on 1 October 2001; and
- (iii) that the Head of Personnel report to the Committee on an annual basis in accordance with the monitoring and review arrangements set out within Section 6 of the Policy.

Councillor Reid joined the meeting during discussion of the above item.

### **SUMMER SUPPORT PROJECTS: HILLSIDE AND WITCHHILL SCHOOLS**

8. There was submitted a joint report dated 23 March 2001 (circulated) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources which recommended alterations to staffing for the Summer Support Projects at Hillside and Witchhill Schools, subject to consultation with Trade Unions.

It was agreed to approve the recommended staffing arrangements for the Summer Support Project and Hillside and Witchhill Schools, subject to consultation with Trade Unions.

### **THE EXCELLENCE FUND FOR SCHOOLS - CLASSROOM ASSISTANTS; SUPPORTING BEHAVIOUR INITIATIVES IN SCHOOLS - APPOINTMENT OF AN ADDITIONAL OUTDOOR EDUCATION INSTRUCTOR; HM PRISON, KILMARNOCK: ADDITIONAL POST OF SOCIAL WORKER; AND ADMINISTRATIVE ASSISTANT AND POLICY OFFICER (DEVELOPMENT) POSTS**

9. There was submitted a report dated 21 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which sought approval for staffing proposals that have been considered at recent Service Committee meetings.

It was agreed to approve the staffing proposals referred to in Sections 2 and 3 of the report.

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

10. 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 paragraphs of Schedule 7A of the Act as shown against each item.

**FINANCE DEPARTMENT STAFFING STRUCTURE (PARA 1)**

11. There was submitted a joint report dated 26 March 2001 (circulated) by the Director of Finance and Depute Chief Executive/Director of Corporate Resources which sought approval for changes to the Finance Department staffing structure as part of the Council's Restructure agreed in the 2000/2001 budget, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the changes in the staffing establishment of the Finance Department; and
- (ii) otherwise, to note the contents of the report.

**REVIEW OF RENTAL OF INDUSTRIAL PREMISES OCCUPIED BY EAST AYRSHIRE COUNCIL UNIT 7, THISTLE BUSINESS PARK, AYR ROAD, CUMNOCK (PARA 9)**

12. There was submitted a report (circulated) by the Director of Development Services which advised of the review of rental in respect of the industrial premises, Unit 7, Thistle Business Park, Ayr Road, Cumnock occupied by East Ayrshire Council's Leisure Services.

It was agreed to a nil increase of rental at review for Unit 7, Thistle Business Park, Ayr Road, Cumnock occupied by the Council's Leisure Services, the rental remaining at its existing level of £18,600 per annum, with effect from 6 January 2001.

**PROPOSED CENTRAL STORE, BMK BUILDING, HOLMQUARRY ROAD, KILMARNOCK (PARA 9)**

13. There was submitted a joint report dated 14 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Development Services which requested authorisation of a new 15 year lease of the BMK Building, Holmquarry Road, Kilmarnock for use as the Council's central records/equipment store.

It was agreed:-

- (i) to recommend that the Policy and Resources Committee agrees the spending of £70,000 of the Capital Programme from the allocations identified for office accommodation, for the provision of a central records and equipment store; and
- (ii) to authorise the new lease of the building for 15 years at a rental of £29,606 per annum, subject to the terms and conditions outlined in paragraph 3.3 and 3.4 of the report.

The meeting terminated at 12 Noon.