

**EAST AYRSHIRE COUNCIL****POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON THURSDAY 5 APRIL 2001 AT 1000 HRS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,  
LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Stephanie Young, Daniel Coffey, Willie Coffey, Douglas Reid, John Weir, David Macrae, Harry Wilson, Jane Darnbrough, John Knapp, Finlay MacLean, Eric Jackson, Jimmy Kelly, Tommy Farrell, Provost Jimmy Boyd and Councillors Eric Ross, Elaine Dinwoodie and Robert Taylor.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; Alex McPhee, Director of Finance; Barbara Haughan, Head of Administrative and Legal Services; Douglas Campbell, Head of Corporate Development and Communication; Kay Gilmour, Head of Community Support; Colin Houston, Chief Auditor; and Julie Armstrong, Principal Administrative Officer.

**APOLOGIES:** Councillors Ian Linton and Robert McDill.

**CHAIR:** Councillor Drew McIntyre, Chair.

**SUB-COMMITTEE MINUTES**

1. There were submitted and approved as correct records and in respect of any recommendations contained therein, the undernoted Sub-Committee Minutes as contained within Appendices I and II of these Minutes, viz:-
  - 1.1 **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF 28 MARCH 2001** - Appendix I.
  - 1.2 **PERSONNEL AND PROPERTY SUB-COMMITTEE OF 2 APRIL 2001** - Appendix II.

**BUDGET MONITORING GROUP**

2. There were submitted and noted (circulated) the Minutes of the Budget Monitoring Group of 20 March 2001.

**EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION  
PARTNERSHIP BOARD****3.1 MINUTES OF MEETING**

There were submitted and noted and approval given in respect of any recommendations contained therein the Minutes of 15 March 2001 (circulated).

**3.2 FUTURE ARRANGEMENTS FOR THE BOARD**

There was submitted a report dated 27 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised Members of the establishment of a constituted Board for the East Ayrshire Coalfield Area Social Inclusion Partnership and which proposed that responsibility for decision making and budgetary matters be devolved to the new Board.

It was agreed:

- (i) to note the creation of East Ayrshire Coalfield Area Social Inclusion Partnership as an unincorporated association as detailed within the report; and
- (ii) to devolve responsibility for decision making on budgetary and other matters to the new Board.

#### **BUDGETARY CONTROL SUMMARY STATEMENTS**

- 4. There were submitted and noted the undernoted reports (circulated) on the current budgetary control position and projected out-turn for the year, viz:-
  - 4.1 **POLICY AND RESOURCES (CENTRAL SERVICES)** - Report by Director of Finance dated 16 March 2001.
  - 4.2 **POLICY AND RESOURCES (CORPORATE RESOURCES)** - Joint report by Director of Finance and Director of Corporate Resources dated 16 March 2001.

#### **BUDGETARY CONTROL SUMMARY STATEMENT - GENERAL SERVICES REVENUE ACCOUNT**

- 5. There was submitted a report dated 16 March 2001 (circulated) by the Director of Finance on the current budgetary control position of the General Services Revenue Account.

It was agreed:

- (i) to instruct Directors to continue to take all necessary management action to control expenditure within budget without cutting across existing Council policies; and
- (ii) otherwise to note the contents of the report.

#### **BUDGETARY CONTROL SUMMARY STATEMENT - HOUSING REVENUE ACCOUNT TO 9 FEBRUARY 2001 (PERIOD 11)**

- 6. There was submitted and noted a joint report dated 12 March 2001 (circulated) by the Director of Finance and Director of Homes and Technical Services on the current budgetary control position of the Housing Revenue Account for the period ended 9 February 2001 (Period 11).

#### **STATISTICAL INFORMATION ON REVENUE COLLECTION**

- 7. There was submitted and noted a report dated 20 March 2001 (circulated) by the Director of Finance on the position of the Council with regard to billing and collection of local taxes as at 9 March 2001 (Period 12).

#### **BENEFITS SERVICE PERFORMANCE (Item 10, Page 825, 99/02)**

- 8. There was submitted a report dated 21 March 2001 (circulated) by the Director of Finance which updated Members on the performance of the Benefits Service following the approval of the Service review in March 2001 and Medium Term Action Plan.

It was agreed:

- (i) to note the progress made against the Action Plan;
- (ii) to endorse the proposal to keep a watching brief on the most appropriate time to sign up to the verification framework;
- (iii) to explore whether comparison figures for the previous period may be included in future reports; and
- (iv) otherwise to note the contents of the report.

#### **INTERNAL AUDIT PLAN 2001/2002**

9. There was submitted and noted a report (circulated) by the Chief Auditor which submitted details of the 2001/2002 Internal Audit Plan.

#### **BETTER NEIGHBOURHOOD SERVICES FUND**

10. There was submitted a report dated 2 April 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated Members on information received from the Scottish Executive on the use of the new Better Neighbourhood Services Fund and which proposed that the Council prepares the case for identifying Shortlees/Riccarton and Northwest Kilmarnock as Better Neighbourhood pilot areas for discussion with community planning partners and the Scottish Executive.

It was agreed:

- (i) that the Chief Executive, in consultation with the Chair of the Policy and Resources Committee, prepare proposals for using the Better Neighbourhood Services Fund within the neighbourhoods of Shortlees/Riccarton and Northwest Kilmarnock for discussion with community planning partners, local Members, Community Representatives in Shortlees, Riccarton and North West, Kilmarnock and the Scottish Executive; and
- (ii) that a further detailed report be submitted to a future Policy and Resources Committee detailing how the funds would be used and the outcomes that would be secured in these communities subject to final Scottish Executive endorsement.

#### **ETHICAL STANDARDS IN PUBLIC LIFE - CODE OF CONDUCT FOR COUNCILLORS**

11. There was submitted a report dated 20 March 2001 (circulated) by the Director of Corporate Resources which advised of the current position in regard to the introduction of new legislation governing Ethical Standards in Public Life and a Code of Conduct for Councillors.

It was agreed that a response be made to the consultation document highlighting areas of potential confusion within the draft Code and to seek greater clarification in respect of those issues and on the advice given on interpretation and implementation.

**EAST AYRSHIRE COUNCIL COMMUNITY COUNCIL SCHEME, 1997 -  
OUTCOME OF THE FIRST PERIOD OF FORMAL PUBLIC CONSULTATION AND  
THE SECOND REVIEW OF THE SCHEME (Item 17, Page 1417, 99/02)**

12. There was submitted a report dated 20 March 2001 (circulated) which advised of the outcome of the first of three periods of formal public consultation on the Review of the East Ayrshire Council Community Council Scheme, 1997 and which presented for consideration proposed amendments to the Scheme and issues for further consultation identified as a result of the consultation exercise and operational experience.

It was agreed:

- (i) to the recommendations contained within Appendix 2 of the report for the purposes of the second period of public consultation with the following additional sentence being included within paragraph 6.2 of the Appendix: "It is further recommended that the current requirement of 50% to meet the quorum requirements at one meeting in four be amended to 50% of current membership".
- (ii) that the Depute Chief Executive/Director of Corporate Resources undertake the necessary statutory public notification of this decision in terms of Section 53(3) of the Local Government (Scotland) Act 1973; and
- (iii) to note that subject to budgetary provision support to Community Councils would be developed to meet existing and future needs.

**AFFILIATIONS TO OUTSIDE ORGANISATIONS**

13. There was submitted a report dated 16 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources to consider the background, aims and objectives and activities of those organisations which had sought association with and affiliation of the Council.

Councillor McIntyre, seconded by Councillor Jackson, moved:

- (i) to agree the applications, in principle, as detailed in Appendix III to this Minute; and
- (ii) that appropriate Departments make payment of the affiliation fees to those approved organisations.

Councillor Reid, seconded by Councillor Danny Coffey, moved as an amendment to agree in principle the applications as detailed in Appendix III to this Minute but that the affiliation to the Scottish Nuclear Free Authorities be continued.

On a division by a show of hands the motion was carried by 12 votes to 6.

**REVIEW OF POLICY AND RESOURCES CENTRAL  
GRANTS BUDGET (Item 15.2, Page 1599)**

14. There was submitted a report dated 2 April 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on the outcome of the review of the central grants budget held by the Policy and Resources Committee and which proposed the creation of a new fund to maximise external funding opportunities.

It was agreed:

- (i) to establish a new match funding budget at a level of £50,540 in financial year 2001/2002 for use for projects throughout the whole of East Ayrshire and administered by the Policy and Resources Committee;
- (ii) that the existing Social Inclusion Challenge Fund budget, £65,000, be devolved to the Northern Area Social Inclusion Initiative Board once constituted for use in supporting activities in the north of the area;
- (iii) that the funds currently set aside for the Northwest Kilmarnock Youth Fund be diverted to the new match funding budget; and
- (iv) otherwise to note the contents of the report.

## **POLICY AND RESOURCES COMMITTEE GRANTS BUDGET - REQUESTS FOR GRANTS**

### **15.1 SCOTTISH HUMAN RIGHTS CENTRE**

There was submitted a report dated 16 March 2001 (circulated) by the Director of Educational and Social Services in relation to the grant application made to the Council from the Scottish Human Rights Centre and which made a recommendation accordingly.

It was agreed:

- (i) to approve a grant of £1,200 to the Scottish Human Rights Centre for 2001/2002; and
- (ii) otherwise to note the contents of the report.

### **15.2 WEST OF SCOTLAND COMMUNITY RELATIONS COUNCIL (WSCRC)**

There was submitted a report dated 14 February 2001 (circulated) by the Chief Executive which advised of a request for a grant of £5,464 by the West of Scotland Community Relations Council (WSCRC) and which recommended accordingly.

It was agreed:

- (i) that a grant of £3,000 be approved in order to encourage the continued development of the West of Scotland Community Relations Council; and
- (ii) to pay a contribution (normally £500) to the WSCRC annual calendar competition.

### **15.3 ETHNIC MINORITIES LAW CENTRE**

There was submitted a report dated 21 March 2001 (circulated) by the Director of Educational and Social Services to consider a request for funding from the Ethnic Minorities Law Centre.

It was agreed:

- (i) to a grant of £4,476 for the Ethnic Minorities Law Centre for the year 2001/2002 subject to sufficient funding being agreed by the Councils detailed in paragraph 3.1 of the report; and
- (ii) otherwise to note the contents of the report.

### **15.4 EAST AYRSHIRE LOCAL VOLUNTEER DEVELOPMENT AGENCY**

There was submitted a report dated 23 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided information on a request

for grant received from the East Ayrshire Local Volunteer Development Agency (LVDA) and which made recommendations accordingly.

It was agreed to a grant of £10,000 for the East Ayrshire Local Volunteer Development Agency.

**DRAFT CONTAMINATED LAND INSPECTION STRATEGY**

16. There was submitted a report dated 12 March 2001 (circulated) by the Director of Community Services to submit East Ayrshire Council's Contaminated Land Inspection Strategy draft document for consideration and approval if acceptable.

It was agreed:

- (i) to approve the draft Inspection Strategy; and
- (ii) otherwise to note the contents of the report.

**ENVIRONMENTAL STRATEGY (item 15, Page 1416, 99/02)**

17. There was submitted a report dated 26 March 2001 (circulated) by the Director of Community Services to request adoption of an Environmental Strategy which had been revised in consultation with the wider community.

It was agreed:

- (i) to recommend to Council adoption of the revised Environmental Strategy; and
- (ii) otherwise to note the contents of the report.

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The meeting terminated at 1050 hrs.

## **EAST AYRSHIRE COUNCIL**

### **MEMBERS' SERVICES AND CIVIC CEREMONIAL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE**

#### **MINUTES OF MEETING HELD ON WEDNESDAY 28 MARCH 2001 AT 1110 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Daniel Coffey, John Knapp, Finlay MacLean and Provost Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; Bill Stafford, Director of Community Services; Fred Wildridge, Education Central Services; Bill Walkinshaw, Administration Manager; and Christine Baillie, Trainee Administrative Officer.

**APOLOGIES:** Councillors Tommy Farrell, Douglas Reid, Harry Wilson and Eric Ross.

**CHAIR:** In the absence of the Chair, Councillor Drew McIntyre was unanimously appointed and took the Chair.

#### **CONFERENCES AND COURSES BUDGETARY UPDATE**

- 1.1 There was submitted and noted the Conferences and Courses budgetary update which advised that the allocation as at 21 March 2001 was £604.18.

#### **CONFERENCES AND COURSES**

- 2.1 **INSTITUTE OF WASTES MANAGEMENT CONFERENCE: 12-15 JUNE 2001, TORBAY**

There was submitted a report dated 9 March 2001 (circulated) by the Director of Community Services which advised of an invitation to be represented at the above International Conference on Waste Management.

It was agreed that there be no Elected Member representation at the Conference.

- 2.2 **TRADING STANDARDS INSTITUTE ANNUAL CONFERENCE: 19-21 JUNE 2001, CARDIFF**

There was submitted a report dated 14 February 2001 (circulated) by the Director of Community Services which advised of a request to be represented at the above event.

It was agreed that there be no Elected Member representation at the Conference.

#### **CIVIC CEREMONIAL BUDGETARY UPDATE**

- 3.1 There was submitted and noted the Civic Ceremonial budgetary update which advised that the allocation remaining as at 14 March 2001 was £332.74.

- 3.2 **ROYAL CALEDONIAN CURLING CLUB**

There was submitted a report dated 27 February 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which requested that the Sub-

Committee consider a request for civic hospitality from the Royal Caledonian Curling Club (National Organisation) to organise and provide a light buffet lunch in the Galleon Centre, Kilmarnock, on 31 October 2001 for American curlers who are touring Scotland.

It was agreed:-

- (i) to award £100 to assist with the cost of civic hospitality; and
- (ii) to remit the necessary arrangements including Council representation at the civic lunch, to the Director of Corporate Resources, in consultation with the Chair.

### **3.3 LOUDOUN ACADEMY**

There was submitted a report dated 26 March 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources on a request for civic hospitality from Loudoun Academy to fund a finger buffet to be held in Loudoun Academy on 8 May 2001 to mark the visit by a group of 25 young people and 5 adults from Les Clayes, a town south of Paris.

It was agreed to remit the application to the Director of Educational and Social Services for further consideration.

The meeting terminated at 1120 hours.

**AGENDA**

**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.

## **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 (Item 8, Page , 99/02)** – 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.

**AGENDA**

## **EAST AYRSHIRE COUNCIL**

### **JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS)**

#### **MINUTES OF MEETING HELD ON 20 MARCH 2001 AT 1137 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Drew McIntyre, Tommy Farrell, Harry Wilson, Finlay MacLean; and Trade Union Representatives David Spelman and William Haddon (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; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; John Walker, Head of Building and Works; Graham Haugh, Head of Personnel; Robin Gourlay, Contracts Manager (Educational and Social Services); George Park, Employee Relations Manager; Mike Gallagher, Health and Safety Manager; James Lally, Senior Officer (Corporate Development); and Robert Beaton, Administrative Officer.

**ALSO ATTENDING:** Harry O'Neill, Regional Organiser (TGWU); Brian Docherty, Regional Officer (AEEU); and Frank Minnery, Regional Organiser (GMB).

**APOLOGIES:** Councillors Jimmy Kelly, John Weir, Douglas Reid and Trade Union Representatives Philip McGee (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 were submitted and noted the Minutes of the previous meeting held on 30 November 2000 (circulated).

#### **MATTERS ARISING**

##### **3.1 Employee Identification (Item 3.1 Page 000, 99/02) -**

In response to Trade Union's concerns about employee identification and it was confirmed that the Director of Homes and Technical Services had been in contact with contractors confirming their responsibility regarding employee identification. The Trade Union side was asked to provide specific details of any cases where they perceived that there was a breach of responsibility by contractors and to draw these to the attention of the Director of Homes and Technical Services.

##### **3.2 Procurement and Maintenance of Vehicles (Item 3.6, Page 000, 99/02)**

The Head of Building and Works confirmed that arrangements for procurement and maintenance of vehicles would be finalised by 31 March 2001 and that the Trade Union Convenor would be kept informed.

### **BEST VALUE UPDATE**

4. There was submitted a report dated March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources which updated on the Council's progress on Best Value.

It was agreed:-

- (i) to note the progress on Best Value as detailed within the report;
- (ii) to note that the Head of Building and Works would provide the Manual and Craftpersons Trade Union Convener with a copy by 23 March 2001 of the draft 2001/02 Building and Works Business Plan for comment and would hold an early consultation meeting with the Trade Union side as soon as possible thereafter.

### **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 developing health and safety issues.

It was agreed:-

- (i) to note the content of the report; and
- (ii) to request that the Health and Safety Manager arrange early discussion with Trade Unions in connection with the review of the Health and Safety Management system.

### **SINGLE STATUS**

6. There was submitted a report dated 5 March 2001 (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 on the Council's response to the Single Status Agreement for Local Government employees; and
- (ii) to request the Head of Personnel 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 to note the amendments to the Council's Code of Conduct for Employees, and the Trade Union side were requested to assist in the communication of the revised policy position.

### **POLICY AND PROCEDURE GOVERNING THE 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 to note the revised policy procedure governing the use of telephones, internet and E-mail and the Trade Union side were requested to assist in communication of the revised policy procedures.

#### **FUTURE JOINT CONSULTATIVE COMMITTEE ARRANGEMENTS**

9. There was submitted a report dated 8 March 2001 (circulated) 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 consultation with the Trade Unions side would continue regarding future arrangements for the Council's Joint Consultative Committees for Local Government Employees and Craftpersons.

#### **PENSIONS INFORMATION AND COMMUNICATION**

10. The Trade Union Convener (Manual Workers and Craftpersons) advised that a number of employees had received pension statements which contained inaccurate information.

It was agreed to note that the Head of Personnel would request a meeting with representatives from the Pension Funding Provider involving Trade Union representatives, to respond to Trade Union concerns in relation to the Pensions Scheme.

The meeting terminated at 1232 hours.

**AGENDA**

**APPENDIX III****AFFILIATIONS TO OUTSIDE ORGANISATIONS**

<b>Name</b>	<b><u>Estimate/Cost of Affiliation for 2000/2001</u></b>	<b><u>Recommending Department</u></b>
National Association of Councillors	£300	Corporate Resources
Scottish Local Government Information Unit	£2,490	Corporate Resources
Baby Milk Action Group	Nil	Not recommended
Equality Exchange	£240	Corporate Resources
Women's Forum Scotland	£35	Corporate Resources
Ayrshire Occupational Health and Safety Group	£50	Corporate Resources
British Association of Adoption and Fostering Agencies	£1,935	Educational and Social Services
Disability Scotland	£77	Educational and Social Services
National Fostering association	£931	Educational and Social Services
Scottish Local Government Forum on Poverty	£1,240	Educational and Social Services
Scottish Child Law Centre	£30	Educational and Social Services
Social Services Research Group	£29	Educational and Social Services
Child Poverty Action Group	£211	Educational and Social Services
NAPO Associate Membership	£25	Educational and Social Services
BAPSCAN	£125	Educational and Social Services
Young Minds Trust	£25	Educational and Social Services
Scottish Local Authority Welfare Rights Advisors	£25	Educational and Social Services
Chartered Institute of Housing in Scotland	£1,150	Homes and Technical Services
Scottish Council for Single Homeless	£96	Homes and Technical Services
SHELTER (Scotland)	£500	Homes and Technical Services
Royal Society for the Prevention of Accidents	£350	Community Services
Scottish Accident Prevention Council	£250	Community Services
Royal Environmental Health Institute of Scotland	£200	Community Services
Library Association	£450	Community Services

Scottish Nuclear Free Authority	Nil	Not recommended
National Society for Clean Air and Environmental Protection	£400	Community Services
Children in Scotland	£1,862	Educational and Social Services
Scottish Childminding Association	£100	Educational and Social Services
Scottish Pre-School Play Association	£100	Educational and Social Services
Action for Southern Africa	£100	Educational and Social Services
Scottish Urban Regeneration Forum	Nil	Not recommended
Association for Public Service Excellence (formerly known as Association of DLOs)	£2,209	Chief Executive