

ANNEXATION II**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**

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, 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.