

ANNEXATION

EAST AYRSHIRE COUNCIL

CENTRAL JOINT CONSULTATIVE COMMITTEE

MINUTES OF MEETING HELD ON WEDNESDAY 11 SEPTEMBER 2002 AT 1500 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Jennifer Elliot (TGWU); Councillors Daniel Coffey, Harry Wilson and Eric Jackson; Marie Frew (UNISON), Kate Connell (GMB), John Wales (GMB), June Minnery (GMB), William Cree (TGWU), Philip McGee (TGWU), Ian Austin (UCATT) and David Spelman (AEEU).

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; John Mulgrew, Director of Educational and Social Services; Graham Haugh, Head of Personnel; John Walker, Head of Building and Works; Joe Rafferty, Health and Safety Manager; George Park, Employee Relations Manager; and Gillian Hamilton, Administrative Officer.

ALSO ATTENDING: Arthur West (UNISON) and David Doran (GMB), Joint Secretaries; Simon MacFarlane, Full-time Officer (UNISON), Harry O'Neil, Full-time Officer (TGWU), and Frank Minnery, Full-time Officer (GMB).

APOLOGIES: Provost Jimmy Boyd and Councillors John Weir, Finlay MacLean and Jimmy Kelly; Graeme Cumming (UNISON) and Les Anderson (UNISON).

CHAIR: Jennifer Elliot (TGWU).

CHAIR'S COMMENTS

1. It was agreed to observe one minute's silence in remembrance of those who lost their lives in the USA on September 11, 2001.

EXCLUSION OF PRESS AND PUBLIC

2. It was 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

3. There were submitted and noted Minutes of meeting held on 22 May 2002 (circulated).

MATTERS ARISING

4.1 Worklife Balance Project

It was noted that there had been positive discussion with the Trade Unions on proposed career break, home working and flexible working policies. Career break and home working policies would be issued shortly. Flexible working arrangements were being piloted in a number of areas with a view to finalised arrangements being

implemented from 1 April 2004. The Head of Personnel was working on the final report to be returned to the Government as part of their Challenge Fund's evaluation.

4.2 Employee Communications

It was noted that a working group had been formed with representatives from each Department and the Trade Union's emphasis on considering isolated workers had been recognised.

4.3 Employee Recognition

A positive joint working party meeting had taken place during August. Good progress had been made and a final draft policy position would return to the working party at their next meeting for consideration and submission thereafter to the Corporate Sub-Committee of the Policy and Resources Committee.

4.4 Local Government Pension Scheme

It was noted that a meeting to discuss standby payments had taken place.

4.5 Absence Management

It was noted that a positive meeting had taken place with the Trade Unions on 20 August. Some text amendments were being made with a view to reaching an understanding on what the policy and its procedures set out to achieve.

HEALTH AND SAFETY ACTION PLAN - PROGRESS REPORT

5. There was submitted a report dated September 2002 (circulated) by the Head of Personnel which advised on the progress of the 2002/2003 Health and Safety Action Plan.

It was agreed:-

- (i) to note the extensive progress made in response to the Council's corporate Health and Safety Plan;
- (ii) to note that interviews were taking place for the appointment of an Asbestos Co-ordinator, the appointment of which would assist the Council's commitment to the management of asbestos;
- (iii) to note that the Trade Unions' concerns regarding lone workers had been raised at the Health and Safety Strategy Group;
- (iv) to note that the Trade Unions would welcome consultation on avoidance of verbal and physical violence to staff. Discussion had taken place at the Health and Safety Strategy Group with a view to further developing existing policy; and
- (v) otherwise, to note the contents of the report.

SINGLE STATUS UPDATE

6. There was submitted a report dated September 2002 (circulated) by the Head of Personnel which provided an update on the Council's response to the Scottish Joint Council's Single Status Agreement.

It was agreed:-

- (i) to note that there had been changes made to the Scottish Joint Council's Job Evaluation Scheme and CoSLA software, subject to formal endorsement at the October Scottish Joint Council meeting. This would result in changes to the wording of the Job Overview. Evaluation data would require to be re-input and jobs examined with any changes returning to the employee and manager for endorsement. Conditions of Service would be reviewed locally during the Autumn with a view to holding discussions early in 2003;
- (ii) to note that Single Status Update No 9 would be issued with the Autumn edition of Eastwards. The Trade Unions requested information on the Council's progress against implementation target;
- (iii) to note the report updating the Committee on the Council's response to the Single Status Agreement for Local Government Employees; and
- (iv) that the Head of Personnel continue to provide future update reports.

PROCESSING AND PAYMENT OF WEEKLY WAGES OVER CHRISTMAS AND NEW YEAR PERIOD 2002/2003

7. There was submitted a report dated 30 August 2002 (circulated) by the Head of Personnel which advised of arrangements agreed for the processing and payment of weekly wages over Christmas and New Year period 2002/2003.

It was agreed:-

- (i) that the preferred option for the processing and payment of weekly wages over the festive period was for employees to receive two weeks pay on Thursday 19 December 2002 with normal weekly payments (with estimated bonus and overtime, where appropriate) commencing on Thursday 2 January 2003;
- (ii) to note that the Head of Personnel would meet with the Director of Finance with a view to this option being accommodated; and
- (iii) that the Trade Unions report the finally agreed pay arrangements to employees via their own communication channels.

PUBLIC PRIVATE PARTNERSHIP PROPOSALS

8. There was submitted correspondence (circulated) by the Manual and Craftworkers Convener which requested an update on progress being made on the Council's PPP/PFI application.

The Director of Educational and Social Services reported that the Scottish Executive had indicated during June 2002 the maximum level of support the Council could expect for a Schools PPP.

The Education Committee on 17 September 2002 would consider whether to accept the Scottish Executive's offer of funding and recommend to Council accordingly. Wide consultation with all interested parties would take place thereafter.

Arising from the Trade Union's request for monthly updates, it was noted that consultative arrangements would be formalised by the Director of Educational and Social Services.

The meeting terminated at 1550 hours