

APPENDIX II**EAST AYRSHIRE COUNCIL****CENTRAL JOINT CONSULTATIVE COMMITTEE****MINUTES OF MEETING HELD ON WEDNESDAY 18 JUNE 2003 AT 1400 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillor John Knapp, Provost Jane Darnbrough, and Councillors Daniel Coffey, Drew McIntyre, and Harry Wilson; Marie Frew (UNISON), Kate Connel, John Wales and June Minnery (all GMB), Jennifer Elliott and William Cree (both TGWU), David Spelman (AMICUS/AEEU), and Andrew Wilson (UCATT).

ATTENDING: David Montgomery, Chief Executive; John Walker, Head of Building and Works; Graham Haugh, Head of Personnel; Robin Gourlay, Contracts Manager; George Park, Employee Relations Manager; Sandy Gillatt, Chief Engineer; and Gillian Hamilton, Administrative Officer.

ALSO ATTENDING: Arthur West (UNISON) and David Doran (GMB) Joint Secretaries; Simon McFarlane (UNISON), Harry O'Neill (TGWU), Joe McLaren (UCATT) and Frank Minnery (GMB).

APOLOGIES: Councillors Douglas Reid, John Weir and Jimmy Kelly and Graeme Cumming and Brian Reid (both UNISON).

CHAIR: Councillor John Knapp (Chair).

APPOINTMENT OF CHAIR

1. The Chief Executive reported that in accordance with the rotation arrangements embodied in the Constitution, the Chair of the Joint Consultative Committee for 2003/04 was due to be filled by a nomination from the Employer's side and invited nominations.

It was agreed unanimously to appoint Councillor John Knapp as Chair.

APPOINTMENT OF VICE CHAIR

2. The Chair reported that in accordance with the rotation arrangements embodied in the Constitution, the Vice Chair of the Joint Consultative Committee 2003/04 was due to be filled by a nomination from the Employees' side and invited nominations.

It was agreed unanimously to appoint Jennifer Elliott (TGWU) as Vice Chair.

MEMBERSHIP OF JCC FOR 2003/04

3. There was submitted and noted details of JCC Membership for 2003/04 as detailed below, viz:-

<u>EMPLOYER'S SIDE</u>	<u>EMPLOYEES' SIDE</u>
Councillor John Knapp	Jennifer Elliott (TGWU)
Councillor Daniel Coffey	Brian Reid (UNISON)
Councillor Douglas Reid	Marie Frew (UNISON)
Councillor John Weir	Graeme Cumming (UNISON)
Councillor Drew McIntyre	Kate Connell (GMB)

<u>EMPLOYER'S SIDE</u>	<u>EMPLOYEES' SIDE</u>
Councillor Harry Wilson Provost Jane Darnbrough Councillor James Kelly	John Wales (GMB) June Minnery (GMB) William Cree (TGWU) Philip McGhee (TGWU) Andrew Wilson (UCATT) David Spelman (AMICUS/AEEU)

EXCLUSION OF PRESS AND PUBLIC

4. 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

5. There were submitted and approved the Minutes of the previous meeting held on 19 March 2003 (circulated).

MATTERS ARISING

6.1 Employee Benefits

It was noted that as a result of low uptake, presentations by AIG on employee healthcare schemes had been stood down. As an alternative, promotional material would be distributed to employees.

6.2 Employee Contributions to Charity

It was noted that following presentations by Caring Together to promote payroll giving to charities, 170 employees had signed up to contribute to charities of their choice.

SINGLE STATUS UPDATE

7. There was submitted a report dated June 2003 (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) that the Head of Personnel would assess the potential impact of a further "patch" to the computerised job evaluation system and consult with the Trade Unions as matters progressed;
- (ii) to note the report updating the Committee on the Council's response to the Single Status Agreement for Local Government employees; and
- (iii) that the Head of Personnel continue to provide future update reports.

HEALTH AND SAFETY ACTION PLAN

8. There was submitted a report dated 15 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources advising of an agreed Council Health and Safety Action Plan for 2003/2004.

It was agreed:-

- (i) to note that a policy agreement with the Trade Unions in respect of "violence at work" was anticipated by end June 2003;
- (ii) to note the agreed Council Health and Safety Action Plan 2003/04 as appended to the report;
- (iii) to note that each Service Director would prepare a Health and Safety Action Plan 2003/04 for their Service with a view to the Plan being submitted to the Service Committees immediately following the Summer recess;
- (iv) that the Head of Personnel provide regular reports on the Council's progress against the Action Plan's objectives; and
- (v) otherwise, to note the contents of the report.

TEMPORARY EMPLOYMENT POLICY AND PROCEDURE - LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS

9. There was submitted a report dated 15 May 2003 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of proposed changes to the Council's Temporary Employment Policy and Procedure following a review of the current process.

It was agreed:-

- (i) to note the proposed changes to the Council's Temporary Employment Policy and Procedure, subject to consultation with the Trade Unions; and
- (ii) otherwise, to note the contents of the report.

ON-STREET PARKING

10. There was submitted a report (circulated) by the Joint Secretaries requesting (i) the introduction of a parking permit for employees who use a vehicle when on Council business; (ii) consultation with the Council's Risk Manager on the introduction of practical security measures to help address parking problems at Morton Place and Viaduct Car Parks; and (iii) that the Council explore the possibility of making available a tier of the Town Centre's multi-storey car park to employees at a discounted rate.

It was agreed:-

- (i) to note that recent changes introduced in respect of Town Centre on-street parking were intended only to restrict waiting and loading on street corners for safety reasons;
- (ii) to note that the Joint Secretaries would be formally notified regarding progress with consultation on Town Centre on-street parking and that the Council was committed to involve the Trade Unions in further discussions;
- (iii) to note the current position regarding proposals to introduce discounted season ticket parking for Council employees in the Town Centre's multi-storey car park ;
- (iv) to ask the Director of Development Services to consider practical measures which could address any security problems at Morton Place and Viaduct car parks;
- (v) to receive a further progress report on the above issues in due course; and
- (vi) otherwise, to note the contents of the report.

APPRENTICESHIPS

11. There was submitted a report (circulated) by the Joint Secretaries which sought clarification on the possibility of Council investment in additional apprenticeship places in Building and Works.

It was agreed:-

- (i) to note that no additional apprenticeships were currently anticipated. However, the arrangements would be reviewed annually and consideration given to increasing the ratio when opportunity arose in the business plan for Building and Works;
- (ii) to recognise the extent of current training opportunities across the range of Council services; and
- (iii) otherwise, to note the content of the report.

AREA CONTRACTS

12. There was submitted a report (circulated) by the Joint Secretaries seeking Council commitment to in-house contracts.

It was agreed:-

- (i) to note that currently there were no plans to bring two areas presently operated by the private sector back "in-house";
- (ii) to note the Trade Unions' supporting arguments in respect of bringing the areas in question back "in-house" which would be taken into account during assessment of all available options by the Policy and Resources Committee during November 2003;
- (iii) to note that, in the meantime, the Trade Unions would have the opportunity to re-emphasise their support for bringing the areas back "in-house" at regular meetings with the Head of Building and Works; and
- (iv) otherwise, to note the report.

TIMETABLE OF FUTURE MEETINGS

13. There was submitted a report (circulated) by the Joint Secretaries seeking approval for a meetings calendar for 2003.

It was agreed:-

- (i) that meetings would be held on Wednesday 24 September 2003 and Wednesday 3 December 2003 at 1400 hours in the Meeting Room, Council Headquarters, London Road, Kilmarnock with pre-meetings at 1330 hours in the Meeting Room for the employees side and in Meeting Room 2 for the employer's side; and
- (ii) otherwise, to note the content of the report.

The meeting terminated at 1457 hours.