

Robert Beaton, Direct Dial: (01563) 576140

To: Members of the East Ayrshire Joint Consultative Committee (Manual Workers and Craft Persons)

13 March 2001

Dear Member/Colleague

JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFT PERSONS) - 20 MARCH 2001

You are requested to attend a meeting of the **Joint Consultative Committee (Manual Workers and Craft Persons)** to be held on **TUESDAY 20 MARCH 2001** at **1130 HOURS** in **THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK** in order to discuss the undernoted business.

Pre-Meetings will take place at 1100 hours in The Meeting Room for the staff side and 1100 hours in Meeting Room 2 for the employers side.

Yours sincerely

SIGNED OFF BY JULIE ARMSTRONG

Fiona Lees
Depute Chief Executive/
Director of Corporate Resources

RB/LR

BUSINESS

INTIMATE APOLOGIES

- 1. EXCLUSION OF PRESS AND PUBLIC** - Recommend that the Committee pass the following Resolution:- "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 involve the likely disclosure of exempt information as defined in Paragraph 11 of Schedule 7A of the Act".

2. **MINUTES OF PREVIOUS MEETING (Pages 1-3)** - Submit Minutes (copy enclosed) of previous meeting held on 30 November 2000. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
3. **MATTERS ARISING** - Receive verbal report by the Head of Personnel providing an update on the matters arising from the Minutes of the Committee's previous meeting on 30 November 2000.
4. **BEST VALUE UPDATE (Pages 4-7)** - Submit report dated March 2001 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources updating on the Council's progress on Best Value. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
5. **HEALTH AND SAFETY REPORT (Pages 8-13)** - Submit report dated 5 March 2001 (copy enclosed) by the Health and Safety Manager providing an information update on current and developing health and safety issues. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
6. **SINGLE STATUS (Pages 14-16)** - Submit report dated 5 March 2001 (copy enclosed) by the Head of Personnel updating on the Council's response to the Single Status Agreement. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
7. **CODE OF CONDUCT FOR EMPLOYEES (Pages 17-18)** - Submit report dated 8 March 2001 (copy enclosed) by the Head of Personnel informing of an amendment to the Council's Code of Conduct for Employees, subject to consultation with Trade Unions. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
8. **POLICY AND PROCEDURE GOVERNING THE USE OF TELEPHONES, INTERNET AND E-MAIL (Pages 19-30)** - Submit report dated 9 March 2001 (copy enclosed) by the Head of Personnel informing of a revision to the Council's existing employee Internet and E-mail Policy. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
9. **FUTURE JOINT CONSULTATIVE COMMITTEE ARRANGEMENTS (Pages 31-38)** - Submit report dated 8 March 2001 (copy enclosed) by the Head of Personnel informing of ongoing consultation in respect of future arrangements for the Council's Joint Consultative Committees for Local Government Employees and Craftpersons. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
10. **PENSIONS INFORMATION AND COMMUNICATION** - Verbal report by the Head of Personnel.