

## **EAST AYRSHIRE COUNCIL**

### **CENTRAL JOINT CONSULTATIVE COMMITTEE**

#### **MINUTES OF MEETING HELD ON WEDNESDAY 22 MAY 2002 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Jennifer Elliott (TGWU), Councillors Daniel Coffey, John Weir, Andrew McIntyre, Harry Wilson, Finlay MacLean and Eric Jackson; Marie Frew (UNISON), Graeme Cumming (UNISON), Kate Connell (GMB), John Wales (GMB), June Minnery (GMB), William Cree (TGWU), Philip McGee (TGWU), Ian Howat (AEEU) and Andrew Wilson (UCATT).

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; John Mulgrew, Director of Educational and Social Services; John Walker, Head of Building and Works; Graham Haugh, Head of Personnel Services; Robin Gourlay, Contracts Manager; Joe Rafferty, Health and Safety Manager and Gillian Hamilton, Administrative Officer.

**ALSO ATTENDING:** Arthur West (UNISON) and David Dorran (GMB), Joint Secretaries; Harry O'Neill, Full-time Officer (TGWU) and Frank Minnery, Full-time Officer (GMB).

**APOLOGIES:** Provost Jimmy Boyd and Councillor Jimmy Kelly; and David Spelman (AEEU).

**CHAIR:** Jennifer Elliott, (TGWU)

#### **APPOINTMENT OF CHAIR**

1. In accordance with the rotation arrangements embodied in the Constitution, the Chair of the Joint Consultative Committee for this year was due to be filled by a nomination from the staff side.

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

#### **APPOINTMENT OF VICE CHAIR**

2. In accordance with the rotation arrangements embodied in the Constitution, the Vice Chair of the Joint Consultative Committee for this year was due to be filled by a nomination from the employer's side.

It was agreed to appoint Councillor Eric Jackson as Vice Chair.

#### **MEMBERSHIP OF JCC FOR 2002/03**

3. There was submitted and noted details of JCC membership for 2002/03.

It was agreed:-

- (i) to welcome Marie Frew whose nomination had been confirmed by UNISON; and
- (ii) otherwise to note the membership details as detailed below, viz:-

<u>Council side</u>	<u>Staff side</u>
Councillors Danny Coffey John Weir Drew McIntyre Harry Wilson Finlay MacLean Eric Jackson Jimmy Kelly Provost Jimmy Boyd	Graeme Cumming (UNISON) Les Anderson (UNISON) Marie Frew (UNISON) Kate Connell (GMB) John Wales (GMB) June Minnery (GMB) William Cree (TGWU) Philip McGhee (TGWU) Jennifer Elliot (TGWU) Andrew Wilson (UCATT) David Spelman (AEEU)

### **VICE CHAIR'S/JOINT SECRETARIES' COMMENTS**

4. The Vice Chair and the Joint Secretaries were saddened by the recent loss of Nigel Pimm, recognised the contribution that he had made to the JCC and UNISON both locally and nationally and the Joint secretaries were asked to convey the Committee's condolences to his family.

### **EXCLUSION OF PRESS AND PUBLIC**

5. 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**

6. There was submitted and noted Minutes of meeting held on 21 March 2002 (circulated).

### **MATTERS ARISING**

#### **7.1 Use of Contract Hire Vehicles**

Arising from a recent incident, it was agreed vehicle hirers should be required to ensure the availability of all necessary vehicle documentation.

#### **7.2 Request for Increased Apprenticeships for Building and Works and Transportation Sections**

It was noted that this year's departmental business plans allowed for 4 apprenticeships in Building and Works and one apprenticeship in the Transport Section.

#### **7.3 Health and Safety**

It was noted that the importance of risk assessments had been highlighted to Senior Officers for inclusion in departmental health and safety action plans.

#### **7.4 Work Life Balance Project**

It was noted that attitude survey results had been forwarded to Directors for consideration at departmental level and that convenors had received an update on work life balance by the Head of Personnel.

#### **HEALTH AND SAFETY ACTION PLAN**

8. There was submitted a report dated 13 May 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 early progress made in response to the Council's corporate Health and Safety Plan;
- (ii) to note that a report on Management of Asbestos would be considered by the Corporate Sub Committee of the Policy and Resources Committee on 4 June 2002 for detailed discussion with Trade Unions thereafter;
- (iii) to note that the format of risk assessment documentation would be simplified and followed up by training later this year;
- (iv) to note that issues of concern highlighted by Trade Union Representatives, in relation to lone workers and transportation of clients, emphasised the need for departmental Health and Safety Action Plans to reflect service department priorities;
- (v) to note that Trade Unions would welcome progress in the establishment of safety committees; and
- (vi) otherwise to note the report.

#### **SINGLE STATUS UPDATE**

9. There was submitted a report dated 13 May 2002 (circulated) by the Head of Personnel which provided an update on the Council's response to the Scottish Joint Councils' Single Status Agreement.

It was agreed:-

- (i) to note the update on the Council's response to the Single Status Agreement on Local Government Employees;
- (ii) to note that receipt of final amendments to the Job Evaluation Scheme was awaited, the implications of which would require to be reviewed. It was not anticipated that this would affect the implementation timescale, however convenors, full-time officials and JCC members would be briefed should this position change; and
- (iii) otherwise to note the report.

#### **EMPLOYEE COMMUNICATIONS**

10. There was submitted a report dated May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which invited consideration and comments on the development of an Employee Communications Policy.

It was agreed:-

- (i) to note that a report on Employee Communications would be considered by the Corporate Sub Committee of the Policy and Resources Committee on 4 June 2002;
- (ii) to note that the Employee Communications Policy would be piloted initially within Corporate Resources for review and roll out thereafter to other departments;
- (iii) to recognise the need for an early second pilot involving isolated workers; and
- (iv) otherwise to note the report.

### **EMPLOYEE RECOGNITION**

- 11.** There was submitted a report dated May 2002 (circulated) by the Depute Chief Executive/Director of Corporate Resources which invited discussion on the proposed introduction of an Employee Recognition Scheme and sought agreement that a small joint working party be established to develop a formal scheme for consideration by the Council.

It was agreed:-

- (i) to note that the Trade Unions welcomed the report on the establishment of an employee recognition scheme;
- (ii) that the introduction of an Employee Recognition Scheme would be an appropriate response to matters raised by employees in the recent Employee Attitude Survey;
- (iii) that the Head of Personnel form a small joint working party involving the 3 Trade Union Conveners and 3 Senior Managers to design the contents of a formal Employee Recognition Scheme around the options described in the report and submit related recommendations to the JCC and Council at the earliest; and
- (iv) otherwise to note the report.

### **STATUS OF PUBLIC PRIVATE PARTNERSHIP PROPOSAL**

- 12.** The Director of Educational and Social Services provided a verbal update on the Council's bid which was with the Scottish Executive with a response expected during May 2002 and consultation with Trade Unions thereafter.

It was agreed:-

- (i) to note the Trade Unions concerns regarding Public Private Partnership, particularly in relation to timescales and the importance of ongoing debate on this issue; and
- (ii) otherwise, to note the verbal update.

Councillor McIntyre left the meeting following discussion of the above item.

### **POLICY AND PROCEDURES FOR VEHICLE HIRE**

- 13.** There was submitted a report dated 15 May 2002 (circulated) by the Director of Development Services which provided an update on the introduction of revised

Policy and Procedures relating to the Hire of Vehicles by all departments of the Council.

It was agreed:-

- (i) to welcome the progress which had been made in introducing a co-ordinated Policy and Procedures for Vehicle Hire; and
- (ii) otherwise to note the report.

#### **LOCAL GOVERNMENT PENSION SCHEME**

- 14.** There was submitted a report dated 6 May 2002 (circulated) by the Head of Personnel which provided an update on the meeting which recently took place with representatives of Strathclyde Pension Fund.

It was agreed:-

- (i) to note the Pension Fund's confidence in predicting the continuation of a final salary pension scheme;
- (ii) that a meeting to discuss stand by payments would be arranged by the Head of Personnel; and
- (iii) otherwise to note the report.

#### **ABSENCE MANAGEMENT**

- 15.** There was submitted correspondence from the Joint Secretaries inviting discussions with Personnel in order to agree the format of Absence Review correspondence.

It was agreed:-

- (i) that the Head of Personnel arrange a meeting to review absence review correspondence and clarify the Trade Unions' position regarding Absence Management procedures;
- (ii) that absence management was a challenge for the Council in general; and
- (ii) otherwise to note the correspondence.

The meeting terminated at 1500 hours.