

Gillian Hamilton, Direct Dial (01563) 576093

To: All Members of the East Ayrshire Central Joint Consultative Committee

13 November 2002

Dear Member/Colleague

**CENTRAL JOINT CONSULTATIVE COMMITTEE - 20 NOVEMBER 2002**

You are requested to attend a meeting of the **Central Joint Consultative Committee** to be held on **Wednesday 20 November 2002** at **1400 hours** in the **Meeting Room, Council Headquarters, London Road, Kilmarnock** in order to discuss the undernoted business.

Pre-meetings will take place at 1330 hours in the Meeting Room for the employees side and at 1330 hours in Meeting Room 2 for the employers side.

Yours sincerely



Fiona Lees  
Depute Chief Executive/  
Director of Corporate Resources

GH/JW

**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 11 September 2002. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
3. **MATTERS ARISING**
  - 3.1 **ABSENCE MANAGEMENT** - Verbal update by the Head of Personnel.
  - 3.2 **CONSULTATION ON AVOIDANCE OF VERBAL AND PHYSICAL VIOLENCE TO STAFF** - Verbal update by the Head of Personnel.
  - 3.3 **PUBLIC/PRIVATE PARTNERSHIP PROPOSALS** - Verbal update by the Director of Educational and Social Services.
4. **HEALTH AND SAFETY ACTION PLAN - PROGRESS REPORT (Pages 4-6)** - Submit report dated 4 November 2002 (copy enclosed) by the Head of Personnel advising on the progress of the 2002-2003 Health and Safety Action Plan. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
5. **SINGLE STATUS UPDATE (Pages 7-8)** - Submit report dated November 2002 (copy enclosed) by the Head of Personnel providing an update on the Council's response to the Scottish Joint Councils Single Status Agreement. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
6. **EMPLOYEE RECOGNITION (Pages 9-20)** - Submit report dated 28 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources advising of the completion of an Employee Recognition Policy document. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
7. **PROCESSING AND PAYMENT OF WEEKLY WAGES OVER CHRISTMAS AND NEW YEAR PERIOD 2002/2003 (Pages 21-22)** - Submit report dated 28 October 2002 (copy enclosed) by the Depute Chief Executive/Director of Corporate Resources on payment arrangements in advance of the forthcoming festive period. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
8. **EMPLOYEE IDENTIFICATION (Page 23)** - Submit report (copy enclosed) by the Joint Secretaries inviting consideration of the introduction of a corporate employee identification scheme. **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**
9. **GENERAL AGREEMENT ON TRADE IN-SERVICES (Page 24)** - Submit report (copy enclosed) by the Joint Secretaries highlighting the potential implication of GATS on local government services **Report not enclosed - Refer to Exclusion of Press and Public paragraph above.**