

## **EAST AYRSHIRE COUNCIL**

### **JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFT PERSONS)**

#### **MINUTES OF MEETING HELD ON 5 OCTOBER 2000 AT 1402 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Drew McIntyre, Jimmy Kelly, Harry Wilson, Findlay MacLean; and Trade Union Representatives David Spelman and William Hadden (AEEU); David Dorran and John Wales (GMB); Phillip McGhee and William Cree (TGWU); Andrew Wilson and Alex Smith (UCATT); and Ian Leggat and Sandra McLelland (UNISON).

**ATTENDING:** Fiona Lees, Depute Chief Executive/Director of Corporate Resources; William Stafford, Director of Community Services; Steven Chorley, Director of Development Services; John Walker, Head of Building and Works; Graham Haugh, Head of Personnel; Robin Gourlay, Contracts Manager, Educational and Social Services; George Park, Employee Relations Manager; Michael Gallacher, Health and Safety Manager; and Robert Beaton, Administrative Officer.

**ALSO ATTENDING:** Harry O'Neill, Regional Officer (TGWU)

**APOLOGIES:** Councillors Tommy Farrell, John Weir and Douglas Reid;

**CHAIR:** David Spelman.

#### **CHAIR'S REMARKS**

1. The Chair welcomed Michael Gallacher, Health and Safety Manager to the meeting and wished him success in his new post.

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

2. The Committee resolved 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 was submitted and noted the minutes of previous meeting held on 1 June 2000 (circulated) subject to the amendment at Item 12, Page 3, Paragraph (ii) that "Risk Assessments" be replaced with "Occupational Health Services".

#### **MATTERS ARISING**

- 4.1 **Working Families Tax Credit Campaign (Item 4, Page 2, 99/02)** - Noted that the Head of Personnel confirmed the Council's commitment to review any implications for individual employee's entitlement to Working Family Tax Credit as a result of the recent reduction in the working week. The Head of Personnel agreed to meet the Manual Workers and Craftpersons Convenor to hear his detailed concerns.
- 4.2 **Employee Identification (Item 10, Page 3, 99/02)** - Noted that the Head of Personnel would advise the Chair on arrangements for monitoring the requirements for sub-contractor personnel engaged by the Council to display appropriate

employee identification and report back in due course to a future meeting of the Committee.

- 4.3 Apprenticeship Scheme (Item 11, Page 3, 99/02)** - Noted that four new apprentices had been engaged by the Council as at 19 September 2000.

The Trade Union side welcomed the steps taken by the Council.

- 4.4 Disabled Employee Consultative Forum (Item 14, Page 4 99/02)** - Noted that the Head of Personnel would arrange for the Manual Workers and Craftpersons Convenor to receive Minutes of the Disabled Employee Consultative Forum.

### **SINGLE STATUS**

- 5.** There was submitted a report dated 27 September 2000 (circulated) by the Head of Personnel which updated the Committee on the Council's response to the Single Status Agreement.

It was agreed:-

- (i) to note the update report on the Council's response to Single Status agreement for Local Government employees; and
- (ii) to request the Head of Personnel provide future update reports.

### **SCOTLAND'S HEALTH AT WORK SCHEME**

- 6.** There was submitted a report dated 27 September 2000 (circulated) by the Head of Personnel which advised of (a) the Council's achievement of the Scotland's Health at Work Scheme Silver Award in recognition of its efforts made in promoting health at work to council employees; and (b) the partnership approach of the Council and Trade Unions in the promotion of health and safety at work during October 2000.

It was agreed:-

- (i) to note the Council's achievement of the Scotland's Health at Work Silver Award;
- (ii) to recognise the partnership working between the Council and the Trade Unions in continuing to support and promote health and safety at work; and
- (iii) to note that the Personnel and Property Sub-Committee of the Policy and Resources Committee on 28 September 2000 had approved the principle of paid time-off for those employees who have fixed lunch-breaks to attend Health and Safety at Work month events.

Councillor McIntyre arrived during discussion of the above item.

### **INFORMATION UPDATE ON HEALTH AND SAFETY ISSUES**

- 7.** There was submitted a report dated 25 September 2000 (circulated) by the Head of Personnel which provided an information update on recent and developing health and safety issues.

It was agreed:-

- (i) to note the content of the report; and

- (ii) to note that Mr Frank Gardiner had been appointed to the vacant position of Safety Officer, Corporate Resources and would take up post on 6 November 2000.

#### **PRINCESS ROYAL TRUST – EAST AYRSHIRE CARERS CENTRE “CARERS IN EMPLOYMENT INFORMATION PACK”**

- 8. There was submitted a report dated 27 September 2000 (circulated) by the Head of Personnel which advised of the launch of the Princess Royal Trust East Ayrshire Carers Centre “Carers in Employment Information Pack” and the Council’s subsequent action in supporting and promoting this initiative to all employees.

Having heard the Chair congratulate the Council on its support to this initiative, It was agreed:-

- (i) to note the Council’s role in assisting the East Ayrshire Carers Centre develop their “Carers in Employment Initiative”; and
- (ii) to note the subsequent promotion of the Carers Centre to the Council’s workforce.

#### **PARTNERSHIP AT WORK**

- 9. There was submitted a report dated 27 September 2000 (circulated) by the Head of Personnel which advised of the Government’s Partnership at Work Fund and sought the Committee’s endorsement that the Joint Secretaries work together with a view to recommending a joint employment initiative which may qualify for funding from the Government’s Partnership at Work Fund.

It was agreed:-

- (i) to note the content of the report; and
- (ii) to support the Head of Personnel and the JCC Secretaries taking forward discussions, subject to the Manual Workers and Craftpersons Convenor confirming the position with full-time Trade Union Officials, with a view to recommending a Joint Initiative which may qualify for funding from the Government’s Partnership at Work Fund.

#### **EAST AYRSHIRE GENERAL EMPLOYEE REVIEW (EAGER) - PROGRESS REPORT**

- 10. There was submitted a report dated 27 September 2000 (circulated) by the Head of Personnel which provided information regarding the current development of the implication of EAGER.

It was agreed:-

- (i) to note that the Head of Personnel would meet with the Manual Workers and Craftpersons Trade Union Convenor to confirm the final roll out programme for implementation of EAGER in respect of Manual Workers; and
- (ii) otherwise, to note the contents of the report.

#### **PROCESSING AND PAYMENT OF WEEKLY WAGES OVER CHRISTMAS AND NEW YEAR PERIOD 2000/2001**

11. There was submitted a report dated 7 September 2000 (circulated) by the Head of Personnel which requested the Joint Consultative Committee to consider the processing and payment of weekly wages over Christmas and New Year period 2000/2001.

Following discussion, the Trade Union Representatives requested the option that employees received two weeks pay on Thursday 21 December 2000 with normal weekly payments (with estimated bonus and overtime, where appropriate, commencing on Thursday 4 January 2001.

### **TEMPORARY EMPLOYMENT**

12. There was submitted a report dated 6 September 2000 (circulated) by the Head of Personnel which updated the Joint Consultative Committee on temporary employment in the Council as at 30 June 2000.

Following discussion, the Manual side expressed concern at the continuing level of temporary employees with over two years continuous service employed in day care services within Educational and Social Services as a result of the ongoing Home Care Review.

It was agreed:-

- (i) to note that the Head of Personnel would forward the Trade Union's concerns to the Director of Educational and Social Services;
- (ii) to request that the Head of Building and Works provide temporary employment information to allow the figures to be included in future reports by the Head of Personnel; and
- (iii) otherwise, to note the contents of the report.

### **PROCUREMENT AND MAINTENANCE OF VEHICLES**

13. There was submitted a letter dated 28 September 2000 (circulated) by the Convenor, Manual Workers and Craftpersons which requested clarification of the Council's position in relation to the procurement and maintenance of departmental vehicles.

In response to Trade Union concerns, Councillor Jackson, Vice-Chair indicated that the Council was committed to providing the procurement and maintenance of vehicles in-house subject to the degree of flexibility required by the nature of the Council's business and that the Director of Development Services was undertaking a review of the total vehicle costs.

It was agreed:-

- (i) to note the Council's position; and
- (ii) to note that the Director of Development Services would convene a follow-up meeting with the Manual and Craftpersons Trade Union Convenor by Friday 13 October 2000.

Councillor Kelly left the meeting during discussion of the previous item.

The meeting terminated at 1444 hours.

**AGENDA**