

## EAST AYRSHIRE COUNCIL

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

#### MINUTES OF MEETING HELD ON 1 JUNE 2000 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

**PRESENT:** Councillors Eric Jackson, Jimmy Kelly, John Weir ; and Trade Union Representatives David Doran and John Wales (GMB); William Cree (TGWU); Andrew Wilson and Alex Smith (UCATT); and Ian Leggat and Sandra McLelland (UNISON).

**ATTENDING:** David Montgomery, Chief Executive; James Lavery, Director of Homes and Technical Services; Graham Haugh, Head of Personnel; George Park, Employee Relations Manager; Robin Gourlay, Contracts Manager, Education; Iluska Sandor, Health and Safety Officer; Ian Gemmell, Head of Anti-Poverty Social Inclusion Unit, Social Work; and Robert Beaton, Administrative Officer.

**ALSO ATTENDING:** Simon MacFarlane, Regional Officer (UNISON).

**APOLOGIES:** Councillors Drew McIntyre, Tommy Farrell, Harry Wilson, Finlay MacLean, and Kathleen Hall; and Trade Union Representatives David Spelman and William Hadden, (AEEU); and Philip McGhee (TGWU).

**CHAIR:** Councillor Eric Jackson, from Item 2 onwards.

#### 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 this year was due to be filled by a nomination from the Employees side and the Chief Executive then called for nominations.

David Spelman was then nominated for Chair.

#### APPOINTMENT OF VICE-CHAIR

2. The Chief Executive reported that, 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 Employers side and the Chief Executive then called for nominations.

Councillor Eric Jackson was nominated for Vice-Chair, which he accepted and in the absence of the Chair the Committee agreed that Councillor Jackson take the Chair.

#### MEMBERSHIP OF JCC FOR 2000

3. Membership of JCC for 2000 was noted as follows:-

COUNCIL SIDE	<u>STAFF SIDE</u>
Councillor Eric Jackson	Mr David Spelman (AEEU)
Councillor Drew McIntyre	William Hadden (AEEU)

Councillor Tommy Farrell	David Doran (GMB)
Councillor James Kelly	John Wales (GMB)
Councillor Harry Wilson	Philip McGhee (TGWU)
Councillor Finlay MacLean	William Cree (TGWU)
Councillor John Weir	Andrew Wilson (UCATT)
Councillor Kathleen Hall	Alex Smith (UCATT)
	Ian Leggat (UNISON)
	Sandra McLelland (UNISON)

### WORKING FAMILIES TAX CREDIT CAMPAIGN

4. There was submitted and noted report dated 22 May 2000 (circulated) by the Director of Social Work which provided information regarding a campaign undertaken last year to raise awareness and promote take-up of Working Families Tax Credit among Council employees and highlighted outcomes in respect of those who were known to have made claims. Both the Council and employee representatives welcomed the initiative and complimented the Director of Social Work on its success.

### EXCLUSION OF PRESS AND PUBLIC

5. Recommended 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 involved the likely disclosure of exempt information as defined in Paragraph 11 of Schedule 7A of the Act".

### MINUTES OF PREVIOUS MEETING

6. There were submitted and noted the Minutes of the previous meeting held on 9 March 2000 (circulated).

### MATTERS ARISING

- 7.1 **Employee Counselling Service (Item 4.2, Page 947, 99/02)** - Noted that the Head of Personnel had arranged a meeting with Trade Union Representatives on 20 June 2000 to discuss progress to date regarding the Employee Counselling Service.
- 7.2 **East Ayrshire Social Club (Item 4.3, Page 947, 99/02)** - Noted that satisfactory arrangements had been established in respect of notification of forthcoming events for the Building and Works DLO.
- 7.3 **Best Value Update (Item 5, Page 947, 99/02)** - Noted that the Director of Homes and Technical Services had made arrangements for an Officer with Best Value expertise to attend at all third tier JCC meetings of the Building and Works DLO.
- 7.4 **Temporary Employment (Item 6, Page 947, 99/02)** - Noted that the Head of Personnel had undertaken discussions with the Director of Social Work regarding the variation of conditions for sessional staff in the Social Work Department.

- 7.5 EAGER (Item 9, Page 948, 99/02)** - Noted that the Head of Personnel had held meetings with Trade Union Representatives of the Manual and Craft Persons to discuss the possibility of their involvement in the EAGER Scheme.

### **BEST VALUE UPDATE**

8. There was submitted and noted a report dated 22 May 2000 (circulated) by the Chief Executive which provided an update on the Council's progress on Best Value.

### **HOUSING STOCK TRANSFER**

9. There was submitted a letter (circulated) by the Joint Secretary Manual and Craft Workers Convener, which requested that East Ayrshire Council support the current In-house provision of decent housing and keep the joint Trade Unions fully informed of any future proposed change in current policy in relation to the transfer of all or part of the housing stock to tenant associations.

It was agreed to note that the Trade Unions would be consulted on any change to the current policy regarding Housing Stock Transfer.

### **EMPLOYEE IDENTIFICATION AND CONTRACTORS**

10. There was submitted a letter (circulated) from the Joint Secretary Manual and Craft Workers Convener which requested confirmation of the procedures East Ayrshire Council had in place regarding employee identification and monitoring of contractors.

It was agreed:-

- (i) to note that in relation to sub-contractors the Council operated pre-contract vetting and post-contract auditing procedures and these included the requirement that sub-contractors submit personnel recruitment and selection procedures for vetting and that appropriate identification be carried;
- (ii) to note that the Director of Homes and Technical Services would confirm the requirement for firms tendering for Council contracts to be "SCORE" registered and to respond directly to the Trade Union Convener.

### **APPRENTICESHIP SCHEME**

11. There was submitted a letter (circulated) by the Joint Secretary Manual and Craft Workers Convener, which requested that East Ayrshire Council outline its commitment to actively recruit apprentices.

It was agreed to note that the Council was firmly committed to the principle of an apprenticeship scheme and that progress with recruitment of apprentices would be directly linked to the abilities of the business units to support the cost of the scheme.

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

12. There was submitted and noted a report dated 22 May 2000 (circulated) by the Head of Personnel which provided an information update on recent developments in health and safety issues.

It was agreed:-

- (i) to note proposals to extend the Health and Safety week to the whole month of October;

- (ii) to invite appropriate Trade Union representation to a meeting on 22 June 2000 with the Head of Personnel regarding progress of Risk Assessments; and
- (iii) that the Head of Personnel convey to the Head of Economic Development the Trade Unions' concerns of a perceived delay in the completion of repair work following reporting of defects.

### **SINGLE STATUS**

13. There was submitted a report dated 22 May 2000 (circulated) by the Head of Personnel which provided a progress report on the Council's response to the Single Status Agreement applicable to Local Government employees (former APT&C and Manual Groups).

It was agreed:-

- (i) to note that short toolbox talks would be held during working hours at various locations over the summer period when employees would be given as much information as possible about the job evaluation scheme;
- (ii) that the Head of Personnel be requested to arrange early meetings with Trade Unions to discuss in detail the issues raised in the report;
- (iii) that the Head of Personnel continue to provide progress reports to the Joint Consultative Committee; and
- (iv) otherwise, to note the contents of the report.

### **DISABLED EMPLOYEE CONSULTATIVE FORUM**

14. There was submitted a report dated 17 May 2000 (circulated) by the Head of Personnel which advised of the establishment of a Disabled Employee Consultative Forum.

It was agreed to note the positive measures being taken within the Council in support of the Employment of Disabled People Policy.

### **TEMPORARY EMPLOYMENT**

15. There was submitted and noted a report dated 23 May 2000 (circulated) by the Head of Personnel which provided an update on temporary employment within the Council as at 31 March 2000.

The meeting terminated at 1452 hours.

**AGENDA**

