

## **EAST AYRSHIRE COUNCIL**

### **PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE**

#### **MINUTES OF MEETING HELD ON TUESDAY 13 FEBRUARY 2001 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Daniel Coffey, Douglas Reid, Drew McIntyre, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Barbara Haughan, Head of Administrative and Legal Services/Solicitor to the Council; Robert Paton, Head of Economic Development; Graham Haugh, Head of Personnel; Allan McDougall, Head of Resource Support; Mike Gallagher, Health and Safety Manager; Joe Cassidy, Policy Manager (Homes and Technical Services); and Bill Walkinshaw, Administration Manager.

**APOLOGIES:** Councillors John Weir, Harry Wilson and Iain Linton.

**CHAIR:** Councillor Eric Jackson, Chair.

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

1. The Chair reported that an additional item of business had been circulated and would be taken under item 18 on the Agenda.

#### **MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES**

2. There were submitted and noted the undernoted Minutes (circulated) as contained in Annexations I and II of these Minutes.
  - 2.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS) OF 21 NOVEMBER 2000 - ANNEXATION I.**
  - 2.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFT PERSONS) OF 30 NOVEMBER 2000 - ANNEXATION II.**

#### **AWARDING OF CONTRACT**

3. There was submitted and noted a report dated 26 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided, for information, details of a tender which has been accepted in respect of a Site Investigation Measured Term Contract which had been awarded to Omnitech (Scotland) Ltd, Prestwick in accordance with the agreed Schedule of Rates.

#### **LOCAL GOVERNMENT EMPLOYEES, CRAFT GROUP EMPLOYEES AND CHIEF OFFICIALS - PAY INCREASES**

4. There was submitted and noted a report dated 23 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Council's receipt of various correspondence from CoSLA relating to pay increases to Local Government Employees, Craft Group Employees and Chief Officials.

### **JOINT STAFFING WATCH RETURN - DECEMBER 2000**

5. There was submitted and noted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the December 2000 reporting period.

### **HEALTH AND SAFETY REPORT**

6. There was submitted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which provided an information update on current and developing health and safety issues.

It was agreed:-

- (i) that the Depute Chief Executive/Director of Corporate Resources report back to the next meeting of the Sub-Committee with any policy requirements arising from the Health and Safety Manager's review of existing arrangements; and
- (ii) otherwise to note the content of the report.

### **SINGLE STATUS**

7. There was submitted a report dated 22 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated the Sub-Committee on the Council's response to the Single Status Agreement.

It was agreed:-

- (i) that the Head of Personnel provide future update reports; and
- (ii) otherwise to note the contents of the report.

### **CODE OF CONDUCT FOR EMPLOYEES**

8. There was submitted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended an amendment to the Council's Code of Conduct for Employees, subject to consultation with Trade Unions.

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It was agreed to recommend to Council the proposed amendments to the Council's Code of Conduct for Employees, subject to consultation with Trade Unions.

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### **PUBLIC DUTIES, CONDITIONS OF EMPLOYMENT AND LEAVE OF ABSENCE**

9. There was submitted a report dated 29 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended paid leave of absence provisions for employees who require to take time of work to perform local authority or other public duties and which sought recommendations on a related Scottish Executive consultation.

It was agreed:-

- (i) to approve the recommendations proposed in Section 4 of the report;
- (ii) to note that the Head of Personnel would communicate the Council's leave of absence provision for local authority and other public duties to all employees

following the outcome of the Scottish Executive's consultation exercise, referred to under (iii) below;

- (iii) that with regard to the Scottish Executive's consultation document, to approve the recommendations in paragraph 5 of the report and, in respect of paragraph 5.2.1, with particular reference to the question of leave for employees standing for election, that employees be authorised to take up to 10 working days time off on an unpaid basis and that such provision should be mandatory on Councils;
- (iv) that the Council's response should also propose that the Scottish Executive should make similar legislative provision for employees working in the private sector; and
- (v) that the Depute Chief Executive/Director of Corporate Resources submit the Council's response to the Scottish Executive.

#### **POLICY AND PROCEDURE GOVERNING THE USE OF TELEPHONES, INTERNET AND E-MAIL**

10. There was submitted a report dated 23 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which recommended a revision to the Council's existing employee internet and e-mail policy, subject to consultation with Trade Unions, and the introduction of a standard disclaimer to be attached to all outgoing e-mail messages.

It was agreed:-

- (i) to recommend to Council the approval of the revised policy and procedure governing the use of telephones, internet and e-mail, subject to consultation with Trade Unions;
- (ii) that the Solicitor to the Council and Head of Information Technology develop a standard disclaimer to be attached to all outgoing e-mail messages;
- (iii) that the Head of Information Technology update the existing IT Security User Code of Practice in line with the revised policy and procedure;
- (iv) to note that the revised policy and procedure would not take effect until following consultation with Trade Unions, the Council had agreed the revision; and employees had been notified accordingly.

#### **DEPARTMENT OF COMMUNITY SERVICES - OVERSEAS EXCHANGE**

11. There was submitted a report dated 30 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of a request from the Director of Community Services for a librarian employed at the Dick Institute, Kilmarnock to apply to participate in an overseas exchange programme.

It was agreed:-

- (i) to approve, in principle, an application being submitted by a librarian to participate in an Officer exchange programme; and
- (ii) to remit the matter to the Community Services Committee for final decision with regards to the implication for service delivery.

**EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - STAFFING  
PROPOSALS (                    )**

12. There was submitted a joint report (circulated) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources which requested the Sub-Committee to agree proposed staffing changes within the Educational and Social Services Department with particular reference to clerical support within the Social Work function, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the recommendations detailed in Sections 3 and 4 of the report; and
- (ii) otherwise, to note the contents of the report.

**REPORT ON BALLOCHYMLE CLOSURE - RESOURCE TRANSFER (                    )**

13. There was submitted a joint report dated 29 January 2001 (circulated) by the Director of Educational and Social Services and Depute Chief Executive/Director of Corporate Resources which sought authority for the addition of two part-time day care workers to the staffing establishment of the Educational and Social Services Department (Social Work function).

It was agreed to approve the addition of two part-time day care workers to the establishment of the Educational and Social Services Department (Social Work function).

**COMMUNITY SERVICES DEPARTMENT - COUNTRYSIDE ACCESS UNIT**

14. There was submitted a joint report dated 30 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Directors of Community Services and of Development Services which sought approval for the establishment of a Countryside Access Unit comprising two Countryside Access Officers and an additional Countryside Ranger post, subject to confirmation of financial support from Scottish Natural Heritage.

It was agreed to approve in principle the establishment of a Countryside Access Unit as detailed in paragraph 3 of the report, subject to confirmation of financial support from Scottish Natural Heritage.

**CUMNOCK NEW COMMUNITY SCHOOLS BID (                    )**

15. There was submitted a joint report dated 24 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Educational and Social Services which sought approval for additional temporary staffing for Educational and Social Services in relation to new community schools, subject to the approval of a related funding bid to the Scottish Executive.

It was agreed:-

- (i) to approve the additional temporary staffing requirement for Educational and Social Services in relation to Cumnock New Community School subject to the successful outcome of the bid from the Scottish Executive; and
- (ii) otherwise to note the content of the report.

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

16. The Sub-Committee 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 the paragraphs of Schedule 7A of the Act as shown against each item.

#### **POLICY OFFICER POST - DEPARTMENT OF HOMES AND TECHNICAL SERVICES (PARA 1)**

17. There was submitted a joint report dated 24 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Homes and Technical Services which sought approval to adjust the establishment within the Homes (Policy and Strategy) Section of the Department of Homes and Technical Services, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the deletion of a Policy Assistant post graded AP2/3;
- (ii) to approve the addition of a full-time Policy Officer post graded SO1 to replace an existing part-time equivalent;
- (iii) that the Director of Homes and Technical Services report to a future meeting of the Sub-Committee if there was a need for additional clerical staffing; and
- (iv) otherwise to note the contents of the report.

#### **SKILLS TRAINING UNIT - REVIEW OF SCOPE OF BUSINESS (PARA 1)**

18. There was submitted a report dated 19 January 2001 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the scope of business of the Skills Training Unit and of a proposed review of the existing staffing and financial arrangements.

It was agreed:-

- (i) to note the recent staffing changes in the Skills Training Unit following the decision of the Chairs Sub-Committee of the Policy and Resources Committee of 19 January 2001 (                    );
- (ii) that the Depute Chief Executive/Director of Corporate Resources and Head of Personnel carry out a full review of the operations of the Skills Training Unit during 2001/2002, taking account of value for money considerations, and report back to this Sub-Committee by its meeting on 5 June 2001; and
- (iii) otherwise to note the content of the report.

#### **PROPOSED LEASE OF SITE OF FORMER TENNIS COURT AT BARBIESTON ROAD, DALRYMPLE TO DALRYMPLE AND DISTRICT COMMUNITY COUNCIL (PARA 9)**

19. There was submitted a report (circulated) by the Director of Development Services advising the Sub-Committee of the possible lease of the subjects at the above mentioned location to Dalrymple and District Community Council and seeking

authority to depart from the Council's concessionary rental policy regarding the rent payable for the site.

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It was agreed to recommend to Council:-

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- (i) to grant the Dalrymple and District Community Council a lease of the site at a rental of £1 per annum, if asked, subject to the acceptance by the Community Council of the other principal terms and conditions, and that the Community Council provides evidence that it had identified sufficient funds to cover both the required insurance premium to enable the site to be used as an outdoor activity court and the cost of any future required maintenance for the site; and
- (ii) that the rent be subject to review annually.

The meeting terminated at 1455 hours.

**AGENDA**