

**APPENDIX 3**

**EAST AYRSHIRE COUNCIL**

**APT&C ETC STAFF JOINT CONSULTATIVE COMMITTEE**

**MEETING HELD ON MONDAY 12 FEBRUARY 1996 AT 1400 HOURS IN THE  
MEETING ROOM, LONDON ROAD CENTRE, LONDON ROAD,  
KILMARNOCK**

- PRESENT:** Councillors Drew McIntyre, Alan Campbell, Jim O'Neill, Bob Beattie, Eric Ross, David Sneller and Jimmy Boyd, Forbes Marshall, Hugh Melvin, Alan Mills, Tracey Dalling, Claire Campbell, (All UNISON) and William Morton, ACTS.
- ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services, Steven Paxton and Anne Fairbairn, Support Unit and Margaret Jamieson (UNISON).
- APOLOGIES:** Councillor Kathleen Hall and Ganes Dunlop, UNISON
- CHAIR:** Councillor Drew McIntyre (Chair)

**MINUTE OF PREVIOUS MEETING OF 28 NOVEMBER 1995**

1. The Minute of the previous meeting of 28 November 1995 was submitted and approved

**CONSULTATION DOCUMENT, DECENTRALISATION -  
"PUTTING THE COMMUNITY FIRST"**

2. There was submitted a consultation document. 'Putting the Community First' (circulated) by East Ayrshire Council outlining proposals for the Council's Decentralisation Scheme and requesting public, staff and Trades Unions comments to be submitted by 29 February 1996.

Having heard the Depute Chief Executive, it was noted that the Trade Unions would submit any comments they might have on the document by 29 February 1996.

**OFFICE ACCOMMODATION/SECONDMENT AND FACILITY TIME  
FOR TRADE UNION REPRESENTATIVES**

3. Reference was made to the Policy and Resources (Finance & Property) Sub-Committee of 18 January 1996 when it had approved the Council's Office Accommodation Strategy.

There was submitted a report dated 2 February 1996 (circulated) by the Director of Support Services concerning initial departmental office accommodation locations which was intended for consideration at the special meeting of the Policy and Resources Committee on 14 February 1996.

Following discussion when the Trade Union indicated that not enough time had been allowed for consultation with staff it was agreed that Trade Unions seek their members' comments and report back as soon as possible.

**TRADE UNION SECONDMENT AND FACILITY TIME FOR  
TRADE UNION REPRESENTATIVES**

4. In terms of Interim Standing Order Number 15.1 the Chair decided to take the item relating to "Trade Union secondment" and the item "Facility Time for Trade Union Representatives", together.

There was submitted a report (circulated) by the Staff Side regarding secondment and accommodation and requesting that a Trade Union Representative be seconded full-time to facilitate the work generated by Trade Union Members in the period following reorganisation and reviewed annually.

In respect of accommodation for Trade Union Representatives the Director of Personnel Services advised the meeting that the Civic Centre, Kilmarnock could be a possible location and further investigation in this regard would be made.

UNISON also raised the possibility of the seconded individual being allowed access to the car leasing scheme to which the Director of Personnel Services responded that at present East Ayrshire Council did not operate a car leasing scheme but proposals in this regard would be framed shortly. It was acknowledged that anyone already participating in a car leasing scheme would continue to do so under the terms and conditions of that scheme for the duration of the current lease.

Following discussions on the question of 'facility time' for Trade Union Representatives, it was agreed, in accordance with the ACAS Code of Practice that Union Stewards would be granted reasonable time off for

Trades Union duties and that a report on this matter and the matter of secondment would be submitted to the Policy and Resources (Personnel) Sub-Committee.

## **PAYROLL DEDUCTIONS**

5. There was submitted a report (circulated) by the Staff Side regarding payroll deductions and requesting the Joint Committee to consider the position with regard to the facility for deduction of Trade Union subscriptions and other authorised deductions from the East Ayrshire Council payroll.

The report indicated that Cumnock and Doon Valley District Council made no administrative charge for this check-off facility but both Kilmarnock and Loudoun District Council and Strathclyde Regional Council applied minimal charges. The Staff Side, therefore, requested that no charge be made by East Ayrshire Council for the continued facility but that if such a charge is to be made then it should be kept to a minimum.

In addition, the meeting heard that Strathclyde Regional Council and Kilmarnock and Loudoun District Council also made facility arrangements for other payroll deductions from employees salaries and wages, particularly in relation to the Strathclyde Credit Union and regular donations to charitable organisations.

Following discussion the Joint Committee agreed:-

- (i) the need to harmonise payroll deductions in respect of the three authorities; and
- (ii) that a report would be submitted to the Policy and Resources (Personnel) Sub-Committee regarding payroll deductions.

## **STAFFING STRUCTURE UPDATE**

6. The Director of Personnel Services reported on the current position regarding vacancies and job advertising and that discussions would take place with Trade Unions regarding steps to be taken in respect of vacancies being created by individuals obtaining promotion.

Concerns were raised by the staff side concerning a possible breakdown in communication to staff of interim reporting locations on 1 April 1996.

In response the Director of Personnel Services advised that the letter sent out in December 1995 indicated that employees should report to their current workplace unless otherwise advised and that Directors would be reminded of the need to advise employees clearly of any change thereto.

It was noted that a report would be submitted to the Policy and Resources

(Personnel) Sub-Committee regarding further alterations to some Departmental staffing structures.

In response to Members questions the Director of Personnel Services advised that all employees on temporary contracts would be considered on an individual basis linked to tasks undertaken and the needs of the service and advised of their employment position at an early stage.

### **RATIONALISATION OF CONDITIONS OF SERVICE**

7. The Director of Personnel Services advised the Joint Committee that proposals with regards to the rationalisation Of conditions of service would be submitted to an early Policy and Resources (Personnel) Sub-Committee following discussion with Trade Union representatives.

### **APPEALS AGAINST TRANSFER/MATCHING**

8. The Director of Personnel Services advised the Joint Committee that of the appeals held at stage 1, two had been upheld and twenty five rejected as 'improper' in terms of the scope of the procedures. In terms of the Staff Commission criteria no appeals for stage 2 had been received so far.

The Joint Committee noted the position.

### **DETRIMENT PROVISIONS**

9. Reference was made to the Policy and Resources Committee of 23 January 1996 when it had approved a report (copy issued to the Joint Committee) regarding the Local Government (Compensation for Reduction of Remuneration on Reorganisation) (Scotland) Regulations 1995, and their adoption for employees of East Ayrshire Council as appropriate.

The Staff Side Representatives advised the meeting that the Trade Unions were in the course of obtaining formal legal opinions on the fundamental principles of the 'detriment' Regulations and that there were reservations about the advice received from COSLA in relation to Clause 80 of the NJC Conditions of Service for APT&C Staffing.

Following discussions and having agreed that the issues raised in relation to the NJC Conditions were matters for consideration at national level, the Joint

Committee agreed to note the position meantime.

### **TERMS OF REFERENCE - PERSONNEL SUB-COMMITTEE**

**10.** There was submitted and noted a report dated 8 January 1996 (circulated) by the Director of Personnel Services detailing the quorum and terms of reference for the Personnel Sub-Committee.

### **TERMS OF REFERENCE FOR APPEALS SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE**

**11.** There was submitted and noted report dated 11 January 1996 (circulated) by the Director of Personnel Services detailing the quorum and terms of reference for an Appeals Sub-Committee as approved by Personnel Sub-Committee on 16 January 1996.

It was further noted that the Policy and Resources Committee on 23 January 1996 had agreed the Chair of the Personnel Committee, Councillors James O'Neill and James Boyd would be the nominated Councillors to chair the Policy and Resources (Appeals) Sub-Committee meetings.

### **CORPORATE IDENTITY**

**12.** There was submitted a report dated 7 February 1996 (circulated) by the Director of Support Services advising the Joint Committee that East Ayrshire Council had carried out a random survey of staff and local residents as part of its consultation exercise on creating the Council's new logo. Within that survey people had been asked whether they believed it was important that Council reception staff should be clearly distinguishable. There had been overwhelming support for this and the Council was now turning its attention to the possible introduction of corporate clothing for reception and front-line staff.

Following discussions on the merits of corporate clothing the Joint Consultative Committee:

- (i) recommended that a panel of staff and their representatives be established to assist in the selection of new corporate clothing for East Ayrshire Council;
- (ii) noted that Directors will identify staff within their establishments who may be expected to wear corporate identity clothing and undertake general consultation with them;

- (iii) noted that the implementation of a new corporate livery for East Ayrshire Council would be undertaken economically and in consultation with staff; and
- (iv) remitted the matter to the Policy and Resources (Personnel) Sub-Committee for consideration and approval.

The meeting ended at 1447 hours.

**APPENDIX 4**

**APPENDIX TO MINUTE OF PERSONNEL SUB-COMMITTEE OF POLICY AND  
RESOURCES COMMITTEE OF 21 MARCH 1996**

**ITEM 4 - RATIONALISATION OF CONDITIONS OF SERVICE**

**AMENDMENTS TO PROPOSED CONDITIONS OF SERVICE**

Appendix 2 - (Comparison of Conditions of Service for Chief Officers and APT&C Staffs)

Normal Office Hours

9.00am/5.00pm Monday - Thursday (Lunch 50 minutes)

9.00am/4.00pm Friday (Lunch 40 minutes)

Flexi-time

Flexi-time Core Hours - 10.00am/Noon and 2.00pm/4.00pm (minimum lunch break 30 minutes)

Flexi-time Band Width - 8.00am/6.00pm

Maximum Flexi Leave - 2 days per accounting period (4 weeks)

Maximum Carry Forward of Flexi-time Credits - 14 hours

Maximum Debit Carry Forward - 7 hours

The availability of flexi-time to be subject to exigencies of service provision and any special requirements concerning hours of duty to be specified in individual contracts of employment.

Overtime

The overtime earnings ceiling will be Spinal Column Point 39 unless otherwise authorised.

All overtime will be paid at the appropriate enhanced rate subject to a maximum of Spinal Column Point 39.

Subject to mutual agreement with employee, compensatory leave on an equivalent basis to time worked may be taken. If mutual agreement is not reached, overtime will be paid at the appropriate overtime rates.

Overtime Calculator

The hourly rate calculator for the purposes of overtime will be 19.24. Gameshall supervisors currently employed by Cumnock and Doon Valley District Council will have the calculator of 18.20 reserved on a "personal basis".

Public Holidays

Agreed in principle, subject to consultations with appropriate external agencies that the 12 fixed public holidays for APT&C Etc Staffs and Chief Officers be:-

New Year - 1 and 2 January or the first 2 working days thereafter  
 Easter - 2 days (Good Friday and Easter Monday)  
 May - First Monday in May ie May Day holiday  
 May - 2 days (the last Friday and Monday in May - ie the Bank Holiday Whit) weekend)  
 July - 1 day - "Kilmarnock Fair" ie the Monday after the first Saturday  
 September - 2 days - Friday and Monday of Ayr Golf Cup weekend  
 Christmas - 2 days (Christmas Day and Boxing Day or the first 2 normal working days thereafter).

Subject to the outcome of the abovementioned consultations, the above proposals could be fully operative in 1997.

As an interim measure pending the aforementioned consultations, the Sub-Committee agreed the following dates as public holidays for staff, without prejudice, ie:-

Friday 5 and Monday 8 April 1996 (Good Friday and Easter Monday)  
 Monday 6 May 1996 (May Day holiday)  
 Friday 17 and Monday 20 May 1996 (Kilmarnock Spring holiday)  
 Monday 8 July 1996 (Kilmarnock Fair Monday)

The Sub-Committee noted that a report back on the outcome of the consultations would be made to a meeting in June and if comments were favourably received, it could be possible to introduce the above proposals in respect of the September weekend in 1996.

### Appendix 3 - Trade Union discussions/statements regarding specific conditions.

Expenses of Candidates for Appointment Interviews - approved subject to the reference to "essential car users rate above 8,500 miles, ie currently 12.2p per mile" being replaced by "local public transport rate, currently 25p per mile".

Travelling and Subsistence Expenses Scheme - approved subject to the reference to "essential users rate above 8,500 miles, ie currently 12.2p per mile" being replaced by "local public transport rate, currently 25p per mile".

In respect of paragraph 2.6.2 - the Administrative Note to clarify that the lower rate of reimbursement applies to mileage in excess of 200 miles. Also the lower rate of reimbursement (925p per mile) will apply unless the employee is an essential user who has run over 8,500 miles, in which case the relevant rate per the car allowance scheme will apply.

Excess Travelling Expenses - approved subject to the reference to "essential users rate above 8,500 miles, ie currently 12.2p per mile" being replaced by "local public transport rate, currently 25p per mile".

Relocation Expenses - approved subject to the reference to "essential users rate above 8,500 miles, ie currently 12.2p per mile", being replaced by "local public transport rate, currently 25p per mile".