

**APPENDIX I**

**EAST AYRSHIRE COUNCIL**

**APT&C ETC. STAFF JOINT CONSULTATIVE COMMITTEE MEETING HELD ON  
TUESDAY 28 NOVEMBER 1995 AT 2.00 PM IN THE MEETING ROOM, LONDON  
ROAD CENTRE, KILMARNOCK**

- PRESENT:** Councillors Alan Campbell, Jim O'Neill, Bob Beattie, Eric Ross, David Sneller and Jimmy Boyd.
- ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services and Support Unit (A Fairbairn).
- REPRESENTING TRADE UNIONS** F Marshall; H Melvin, A Mills, T Dalling, C Campbell, G Dunlop (all UNISON) and W Morton - ACTS
- APOLOGIES** Councillor Drew McIntyre

**APPOINTMENT OF CHAIR**

1. Councillor McIntyre was nominated and appointed Chair of the APT&C etc. Staff Joint Consultative Committee that appointment to rotate on an annual basis with a nomination from the Trade Union side.

**APPOINTMENT OF VICE CHAIR**

2. Tracy Dalling was nominated and appointed Vice Chair of the APT&C etc. Staff Joint Consultative Committee. In the absence of Councillor McIntyre, Ms Dalling assumed the Chair.

**APPOINTMENT OF JOINT SECRETARIES**

3. The Director of Personnel Services (Iain McLachlan) and Hugh Melvin were nominated and appointed Joint Secretaries of the APT&C etc. Staff Joint Consultative Committee.

**ADOPTION OF CONSTITUTION**

4. There was submitted (issued) a proposed constitution for the Central Joint Consultative Committee (APT&C etc. Staffs).

Following discussion it was agreed;

- a) to adopt the terms of the constitution subject to the word "competent" in paragraph 8.2 being replaced by the word "emergency"; and
- b) that these recommendations be submitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

### **PROCEDURE FOR TRANSFER AND MATCHING OF INDIVIDUALS TO POSTS**

5. There was submitted a report (issued) indicating that the Local Government Staff Commission(Scotland) Circular 9/95 gave advice on procedures to be followed on the transfer and matching of employees to posts in the new Councils. These procedures build on the Staff Commission Advice and will be the procedures followed by East Ayrshire Council in the transfer and matching of staff to posts in the new Council

The report made reference to the

- a) transfer, matching, advertising and appeals procedures; and
- b) included as annexes to the report a proposed personal profile and job outline pro formae.

Following discussion, it was agreed:

- i) that discussions with Trade Unions continue with a view to finalising proposals on departmental structures and issuing letters to all potential employees before Christmas, indicating their position within the New Authority;
- ii) in relation to the matching procedure (para 2.7), to look at inter-Departmental "matching in" of relevant skills to appropriate jobs which exist as vacancies in other Departments;
- iii) in relation to advertising procedures that at the end of Point 3.1 of the report an additional clause be included "unless agreed otherwise";
- iv) that job outlines be produced for restricted interview posts and that at interview no formal "presentations" would be required.

### **LOCAL GOVERNMENT RE-ORGANISATION - STAFF COMMISSION -CIRCULAR 8/95 - APPEALS MACHINERY**

7. Reference was made to the Policy and Resources Committee meeting on 5 October 1995 when it had been noted that Circular 8195, dated 24 August 1995, had been received from Local Government Staff Commission (Scotland) and remitted to the Policy and Resources (Personnel) Sub-

Committee for consideration of the matter of establishing an appropriate appeals mechanism. A copy of the Circular was attached as an Appendix to the report.

Thereon, there was submitted a report (issued) by the Director of Personnel Services and following discussion it was agreed:

- a) to note the content of the Local Government Staff Commission (Scotland) Circular 8/95;
- b) to approve the individual Appeals Procedure; and
- c) approve the outline administrative arrangements for the Committee Stage Appeals Hearing Procedure.

### **FILLING OF VACANCIES**

**8.** Discussion took place regarding the following topics:

- a) temporary staff whose contracts terminate on 31 March 1996;
- b) the need to examine which posts are essential and which are non-essential;
- c) the fact that all staff covered by the Staff Transfer Order will transfer on 31 March 1996;
- d) the possible effects of an adverse budgetary situation on employment proposals for Council staffs;

It was agreed to consider the above matters further once further information of the budgetary situation was known.

### **OFFICE FACILITIES**

**9.** Ms Dalling requested information regarding possible office accommodation for staff following 1 April 1996.

There then followed discussion regarding:

- a) office premises which were being investigated in Kilmarnock;
- b) the housing of individual departments which had not yet been finalised;
- c) a new structure which would consist of a lean operation at the centre and a commitment to decentralisation;
- d) the fact that it has not yet been decided if single departments or multiskilled units will be established;
- e) capital funds, not being as much as had been anticipated; and
- f) the need to realise capital receipts.

In addition, Ms Dalling advised the meeting that UNISON would wish for an office for the Trade Union Side Secretary. It was agreed that Iain McLachlan, Joint Secretary, would pursue this matter.

### **SECONDMENTS - FULL TIME-PART TIME**

**10.** There then followed a discussion regarding the estimated workload facing the Trade Union side immediately after 1 April 1996. The Unions indicated a requirement for a secondment to assist with the various issues which would be raised in respect of appeals, CCT, service conditions and grading etc claims.

Following further discussion, it was agreed that discussions take place with all Unions to ascertain their needs.

### **ANY OTHER COMPETENT BUSINESS**

**11.1** Councillor Boyd stated that Any Other Competent Business" was not an appropriate item for agendas for JCC meetings. Following discussion it was agreed that any additional items of an "emergency nature" be intimated to the Chair at least half an hour before the commencement of the meeting, when the Chair would decide whether the item was relevant. The Committee concurred.

**11.2** Ms Dalling indicated that the Home Secretary had asked UNISON Members to identify illegal immigrant employees when performing normal duties and stated that this was not acceptable. The Committee noted the remarks.

### **DATE OF NEXT MEETING**

**12.** The next meeting will take place at a date to be arranged (likely mid February), when the overall financial situation facing the Council should be well identified.