

APPENDIX 2

EAST AYRSHIRE COUNCIL

JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS) MEETING HELD ON FRIDAY 9 FEBRUARY 1996 AT 1330 HOURS IN THE MEETING ROOM, LONDON ROAD CENTRE, KILMARNOCK

PRESENT: Councillors Jim O'Neill, David Sneller and Jimmy Carmichael. Frank Paton, (representing TGWU); Robert Robertson, David Spelman (representing AEEU); Frank Minnery, Anthony Foster (representing GMB); Andrew Wilson, William Young (representing UCATT); Ian Allan and Hugh Houston (representing UNISON);

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Des Tierney, Director of Commercial Operations, Robin Gourlay, Depute Director of Commercial Operations; Ian King (GMB); Harry O'Neill (TGWU); Henry Frew (UCATT) and Margaret Jamieson (UNISON); and Support Staff (James Lally and Valerie Murdoch).

APOLOGIES: Councillors Drew McIntyre and Tommy Farrell

INTRODUCTION/WELCOME

The Chief Executive welcomed all present to the inaugural meeting of the East Ayrshire Council Joint Consultative Committee (Manual Workers and Craftpersons) and advised that in terms of the proposed constitution for the Committee which had been agreed by the Policy and Resources Committee held on 16 November 1995, the Committee was required to appoint a Chair and Vice-Chair for the ensuing year.

APPOINTMENT OF CHAIR

1. Nominations were invited for Chair. Councillor O'Neill was nominated and appointed Chair of the Joint Consultative Committee (Manual Workers and Craftpersons) until 31 December 1996, that appointment to be rotated on an annual basis with a nomination from the Trades Unions side. Councillor O'Neill then took the Chair of the Meeting.

APPOINTMENT OF VICE-CHAIR

2. Nominations were invited for Vice-Chair. David Spelman was nominated and appointed Vice-Chair of the Joint Consultative Committee (Manual Workers and Craftpersons) until 31 December 1996, that appointment to be rotated on an annual basis with a nomination from the authority side.

APPOINTMENT OF JOINT SECRETARIES

3. Nominations were invited for the office of Joint Secretaries. Personnel Services (Iain McLachlan) and Frank Minnery nominated and appointed Joint Secretaries of the Joint Committee (Manual Workers and Craftpersons).

ADOPTION OF CONSTITUTION

4. There were submitted copies of the constitution (circulated) for the operation of the Joint Consultative Committee (Manual Workers and Craftpersons) in East Ayrshire and Minute excerpt from the Policy and Resources Committee of 23 January 1996.

It was agreed

- (i) to adopt formally the terms of the constitution, subject to an amendment being made to Section 8.2 to read as follows:

The matters to be discussed at any meeting of the JCC shall be stated upon the notice calling the meeting provided that any other emergency business may be considered if accepted by general consensus at the meeting, this to be concluded by Chair and Vice-Chair no less than thirty minutes before the meeting; and

- (ii) that these recommendations be submitted to the Policy and Resources (Personnel) Sub-Committee for consideration.

In terms of interim Standing Order Number 15.1. the Chair varied the order of business to consider the Consultation Document Decentralisation - Putting the Community First

CONSULTATION DOCUMENT, DECENTRALISATION - PUTTING THE COMMUNITY FIRST

5. There was submitted a consultation document, Putting the Community First, (circulated) 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 Fiona Lees, Depute Chief Executive, it was agreed that the Trades Unions would submit any comments they may have on the Document by 29 February 1996.

LOCAL GOVERNMENT RE-ORGANISATION - STAFF TRANSFERS

6. The Chair reminded the meeting that individual notices of transfer had been issued to all transferring employees and invited comments from Trades Unions.

Having heard Mr McLachlan in answer to Members questions it was agreed to note:

- (i) that as of 1 April 1996 each employee would report to existing work location unless notified otherwise;
- (ii) 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; and
- (iii) that where a situation arose in terms of standby cover over the transition date of 1 April 1996 prior notice would be given to employees who fall into this category and standby arrangements would be made in consultation with the neighbouring Authorities as appropriate.

SECONDMENT/FACILITY TIME FOR TRADE UNION REPRESENTATIVES

7. The Chair invited comments from Trades Unions and in answer to Members questions indicated that in accordance with the ACAS Code of Practice the Council would be sympathetic to facility time for accredited Trades Unions representatives undertaking Trades Unions duties. The issue of a possible full-time secondment of an employee to co-ordinate matters on behalf of the Manual and Craft Trades Unions in the period immediately after reorganisation was discussed in principle. It was agreed to consider the matter further once formal

proposals had been received from the Trades Unions.

It was further agreed that the Trades Unions Representatives prepare a report for the next meeting of the Joint Consultative Committee regarding time off facilities for Trades Unions representatives.

ACCOMMODATION ISSUES

8.1 Location of Depots Etc

It was agreed to note that as at 1 April, 1996 the location of depots would remain the same but be subject to further review for rationalisation. Any such proposals would be the subject of full consultation with the appropriate Trades Unions Representatives.

8.2 Trades Unions Facilities/Accommodation

It was agreed to note that it was likely that a room could be provided in the south building of the Civic Centre, Kilmarnock as an office for Trades Unions representatives. The Director of Personnel Services would report further in due course.

WORKING WEEK FOR MANUAL WORKERS AND CRAFTPERSONS - IMPLICATIONS OF NATIONAL AGREEMENT

9. The Chair invited comments from Trades Unions and confirmed that any proposals for the harmonisation of existing working weeks, in terms of the national agreement, would be undertaken by the Council in full consultation with Trades Unions.

TERMS OF REFERENCE - PERSONNEL SUB-COMMITTEE

10. There was submitted and noted a report (circulated) dated 8 January 1996 by the Director of Personnel Services detailing the quorum and terms of reference for the Personnel Sub-Committee as approved by the Personnel Sub-Committee on 16 January 1996. The decision had subsequently been approved by the Council on 2 February 1996.

**TERMS OF REFERENCE FOR PERSONNEL SUB-COMMITTEE
ON APPEALS**

11. There was submitted and noted report (circulated) dated 11 January 1996 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. This decision had subsequently been approved by the Council on 2 February 1996.

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

DATE OF NEXT MEETING

12. It was agreed that the next meeting of the Joint Consultative Committee (Manual Workers and Craftpersons) would be agreed by the Joint Secretaries and other members of the Committee would be advised of the date giving at least 14 calendar days notice

The meeting terminated at 1417 hours.

9-2min