

APPENDIX 2

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON THURSDAY 21 MARCH 1996 AT 1130 HOURS
IN THE MEETING ROOM, LONDON ROAD CENTRE, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Irene Reeves, Jim O'Neill, Kathleen Hall, Bob Beattie, Eric Ross and David Sneller.

ATTENDING: David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; Barbara Haughan, Director of Support Services; Graham Haugh, Depute Director of Personnel Services; and Support Unit (Anne Marie Carr and Margaret McManus).

APOLOGIES: Councillors Robert Stirling, Daniel Coffey, George Turnbull and Jimmy Boyd.

CHAIR: Councillor Drew McIntyre, Chair.

JOINT CONSULTATIVE COMMITTEE MINUTES

1.1 Joint Consultative Committee (APT&C etc Staff)

There were submitted and noted Minutes of the Joint Consultative Committee (APT&C etc Staff) of 28 November 1995 (circulated) (Appendix 1).

1.2 Joint Consultative Committee (Manual Workers and Craft Persons)

There were submitted and noted Minutes of the Joint Consultative Committee (Manual Workers and Craft Persons) of 9 February 1996 (circulated) (Appendix 2).

1.3 Joint Consultative Committee (APT&C etc Staff)

There were submitted Minutes of the Joint Consultative Committee (APT&C etc Staff) of 12 February 1996 (circulated) (Appendix 3).

Having heard the Director of Personnel Services it was agreed:-

- (i) that a report be submitted by the Director of Personnel Services to an appropriate meeting of the Sub-Committee regarding Trade Union secondment and facility time for Trade Union representatives from the Manual and Craft employees;
- (ii) that in relation to payroll deductions for Trade Union subscriptions a 2% service charge be levied;
- (iii) that the recommendations contained in the Minutes regarding the provision of corporate clothing be approved; and
- (iv) to note the Minutes.

1.4 Joint Consultative Committee (Teachers)

There were submitted for information and noted accordingly Minutes of the Joint Consultative Committee (Teachers) of 24 January 1996 (circulated).

Councillor O'Neill declared an interest in the above item.

CUMNOCK AND DOON VALLEY INITIATIVE - INCORPORATION OF STAFF INTO MAINLINE ESTABLISHMENT

- 2. There was submitted a joint report dated 6 March 1996 (circulated) by the Director of Development Services and the Director of Personnel Services which recommended the incorporation of three posts currently associated with the Cumnock and Doon Valley Initiative into the mainline establishment of the Development Services Department.

It was agreed that three additional posts be added to the establishment of the Strategy and Partnership section of the Development Services Department, viz:-

Projects Officer - AP5/SO2

Administrative Assistant - AP1

Clerical Assistant - GS1/2

INTERIM DEPARTMENTAL STRUCTURES - PROPOSED ALTERATIONS

- 3. There was submitted a report dated 14 March 1996 (circulated) by the Director of Personnel Services which recommended alterations to the interim structure of certain departments as originally approved by the Sub-Committee on 14 December 1995.

Having heard the Director of Personnel Services and noted the correction of a typographical error in the report, it was agreed that the alterations to interim departmental establishments set out in Paragraph 2 of the report be approved.

RATIONALISATION OF CONDITIONS OF SERVICE

4. There was submitted a report dated February 1996 (circulated) by the Director of Personnel Services which outlined proposals for the development of schemes of conditions of service for all staff (ie Chief Officers and APT&C etc Staffs) Manual Workers and Craftspersons in the employment of East Ayrshire Council, and which had been based on the Council's earlier decision to adopt the appropriate National Joint Councils (Scottish Councils) schemes.

The Director of Personnel Services advised the Sub-Committee that agreement had been secured with the APT&C etc Staffs side to the document and the related appendices. He also advised that discussions with the Manual and Craftspersons Unions were ongoing but that agreement in principle to the outline conditions of service had been obtained, subject to further discussion in detail.

Having heard the Director of Personnel Services it was agreed:-

- (i) that the rationalisation of conditions of service for Staff, Manual Workers and Craftspersons be undertaken with the respective schemes of conditions of service being viewed as a whole package;
- (ii) that having regard to ongoing discussions with Trades Unions, phased reports be made to the Personnel Sub-Committee of the Policy and Resources Committee with recommendations for the application of the various individual conditions of service; and
- (iii) that, subject to ongoing discussions with the appropriate Trades Unions, the individual conditions of service detailed in the attached statements to the report be adopted, as amended, for application to employees with East Ayrshire Council (details of these amendments are contained in Appendix 4 to these Minutes).

HEALTH AND SAFETY POLICY

5. There was submitted a report dated 14 March 1996 (circulated) by the Director of Personnel Services which recommended a Health and Safety Policy for East Ayrshire Council for implementation at 1 April 1996 and a framework for related departmental Health and Safety policies.

Having heard the Director of Personnel Services and in answer to Members questions, it was agreed:-

- (i) that the proposed East Ayrshire Council Health and Safety policy be approved;
- (ii) that the proposed framework for departmental Health and Safety policies be approved;
- (iii) to instruct each Head of Department to submit to the appropriate Committee a completed Health and Safety policy for their department, reflecting the principles of the Council's Health and Safety policy to be lodged initially with the Director of Personnel Services by no later than 31 May 1996;
- (iv) that in addition to annual review of progress being submitted to Service Committees by their departments, certain specific matters pertaining to Health and Safety such as serious injuries, diseases etc concerning staff should be reported cyclically to an appropriate Committee, for example:-
 - Manual and Craftpersons to report to the Commercial Operations Committee
 - APT&C etc Staffs to report to the Personnel Sub-Committee
 - Teachers to report to the Business Sub-Committee of the Education Committee; and
 - that a further report recommending cyclic reporting arrangements for specified aspects of Health and Safety should be submitted to the next meeting.
- (v) that the Director of Personnel Services be instructed to communicate the adopted corporate Health and Safety policy to all East Ayrshire Council employees from 1 April 1996.

**LOCAL GOVERNMENT RE-ORGANISATION: STAFF COMMISSION
CIRCULAR 1/96**

6. There was submitted and noted a report dated 14 March 1996 (circulated) by the Director of Personnel Services which advised the Sub-Committee of the contents of the Staff Commission Circular 1/96 dated 25 January 1996 which outlined the role of the Joint Secretaries and detailed the procedure to be adopted in dealing with appeals beyond the level of the Council, in connection with local government reorganisation and which also advised the Sub-Committee of the current status of such appeals within the authority.

EMPLOYMENT OF DISABLED PEOPLE

7. There was submitted a report dated 14 March 1996 (circulated) by the Director of Personnel Services which recommended a policy statement in respect of the employment of disabled people both entering and within the employment of East Ayrshire Council.

Having heard the Director of Personnel Services and in answer to Members questions, it was agreed that the policy on the employment of disabled people be approved.

TEMPORARY EMPLOYEES

8. There was submitted a report dated 14 March 1996 (circulated) by the Director of Personnel Services advising the Sub-Committee of the number of temporary employees currently employed in Kilmarnock and Loudoun District Council, Cumnock and Doon Valley District Council and within groups or functions of Strathclyde Regional Council identified as transferring to East Ayrshire Council.

The Director of Personnel Services advised the Sub-Committee that Service Directors had been asked to review the position of all temporary employees within their department and that the majority of temporary contracts had been extended.

Having heard the Director of Personnel Services, it was agreed:-

- (i) to note the contents of the report;
- (ii) that the continued employment for temporary employees at present employed within the three merging authorities as detailed in paragraphs 3.4 and 3.5 of the report be approved;
- (iii) that those temporary employees referred in paragraph 3.2 of the report whose employment will not be extended beyond 31 March 1996 be allowed to apply for any vacancies which may arise in East Ayrshire Council in the period up to 30 June 1996; and
- (iv) that the Director of Personnel Services be instructed to ensure the effective communication and application of the Sub-Committee's decision to the three merging authorities and temporary employees.

**DEPARTMENT OF COMMERCIAL OPERATIONS: CHANGES IN
DEPARTMENTAL STRUCTURE**

9. There was submitted a report dated 6 March 1996 (circulated) by the Director of Commercial Operations which recommended changes in the departmental structure subsequent to the Council decision on the department's budget proposals as a result of the recruitment by other Councils of staff matching to East Ayrshire Council and the difficulties in recruiting staff for a number of positions.

Having heard the Director of Personnel Services, it was agreed:-

- (i) that the departmental structures and staffing proposals in respect of the Department of Commercial Operations as detailed in the report be approved; and
- (ii) to remit to the Director of Personnel Services in consultation with the Chair to make any necessary amendments to these posts.

The meeting terminated at 1245 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.

East - 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 Gold 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 users rate above 8,5000 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 (25p per mile) will apply unless the employee is an essential user who has run over 8,5000 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".

