

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 19 NOVEMBER 1996 AT 1000 HRS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS,
LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Irene Reeves, Jim O'Neill, Kathleen Hall, Bob Beattie, George Turnbull and Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Barbara Haughan, Director of Support Services; Graham Haugh, Depute Director of Personnel Services; Charles McBreen, Senior Safety Officer; Julie Armstrong, Senior Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Daniel Coffey and David Sneller.

CHAIR: Councillor Drew McIntyre, Chair.

**MINUTES OF JOINT CONSULTATIVE COMMITTEE (TEACHERS) -
24 SEPTEMBER 1996**

1. There was submitted and noted Minutes of Meeting held on 24 September 1996 (circulated).

**SCOTTISH JOINT NEGOTIATING COMMITTEE FOR LOCAL AUTHORITIES
SERVICES (SJNC) (CRAFTSMEN) - CIRCULAR CR/59, SJNC FOR LOCAL
AUTHORITIES SERVICES (ENGINEERING CRAFTSMEN) - CIRCULAR EC/47
AND SJNC FOR LOCAL AUTHORITIES SERVICES (BUILDING AND CIVIL
ENGINEERING OPERATIVES) - CIRCULAR BCE/71**

2. There was submitted a report dated 28 October 1996 (circulated) by the Director of Personnel Services advising of the agreements reached with the Scottish Joint Negotiating Committees for Craftsmen and Engineering Craftsmen in respect of their Pay Settlements for 1996.

The Depute Director of Personnel Services also gave details of the agreements reached with the Scottish Joint Negotiating Committee for Local Authorities Services for Building and Civil Engineering Operatives in respect of Rates of Pay and Conditions of Service.

It was agreed to note the Circulars.

SCOTLAND'S HEALTH AT WORK (Item 2, Page 1424)

3. There was submitted a report dated 30 October 1996 (circulated) by the Director of Personnel Services on the up-to-date position on the Council's involvement in the "Scotland's Health at Work" Scheme.

It was agreed:-

- (i) to note that the Council had been accepted as a Member of the "Scotland's Health at Work" National Award Scheme;
- (ii) that the Director of Personnel Services continue discussions with the Local Health Promotions Team with a view to implementing effectively the Scheme; and
- (iii) that the Director of Personnel Services report back to a future meeting of the Sub-Committee on the Council's involvement in the Scheme.

UPDATE ON HEALTH AND SAFETY MATTERS (Item 13, Page 1232)

4. There was submitted a report dated 31 October 1996 (circulated) by the Director of Personnel Services providing an update report on the issues relating to Health and Safety matters.

It was agreed to note the report and that the Director of Personnel Services report back to a future meeting on the Council's Occupational Health needs.

SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

5. There was submitted and noted a report dated 31 October 1996 (circulated) by the Director of Personnel Services providing a summary of those injury accidents which required to be reported to the Health and Safety Executive, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

JOINT STAFFING WATCH - JULY 1996 RETURN

6. There was submitted a report dated 13 November 1996 (circulated) by the Director of Personnel Services advising of the statistics issued by the Scottish Office and the Convention of Scottish Local Authorities on the Joint Staffing Watch Return of July 1996 concerning the number of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

It was agreed:

- (i) that the Director of Personnel Services report back to the Sub-Committee on statistical information on East Ayrshire Council's workforce; and
- (ii) otherwise to note the report.

RATIONALISATION OF CONDITIONS OF SERVICE

7. There was submitted a report dated 4 November 1996 (circulated) by the Director of Personnel Services providing detailed Conditions of Services that subject to on-going discussions with the appropriate Trade Unions, would be included in the Conditions of Service for employees within East Ayrshire Council.

The Director of Personnel Services also gave details of the Rationalisation of Conditions of Service relating to Temporary Duty in a Higher Paid Post in respect of Manual and Craft Employees.

It was agreed:-

- (i) to approve the detailed Conditions relating to:
 - Application of grading and scales;
 - Attendance during adverse weather conditions;
 - Continuous and reckonable service;
 - Notice of termination of employment;
 - Official Conduct;
 - Temporary duty in a higher paid post (APT&C Etc Employees);
 - Temporary duty in a higher paid post (Manual and Craft Employees);
 - Trade Union Membership; and
- (ii) that the Director of Personnel Services report back to the Sub-Committee in relation to the Conditions of Service which remained outstanding.

REQUIREMENT FOR A COMPUTER AUDITOR

8. There was submitted a joint report dated 4 November 1996 (circulated) by the Directors of Finance and of Personnel Services seeking approval for the provision of computer audit skills within East Ayrshire Council.

It was agreed:-

- (i) subject to consultation with the Trade Unions, that the post of Computer Auditor graded SO 8 be added to the establishment of the Finance Department; and
- (ii) that the employment costs be recharged in an appropriate manner by the Director of Finance in terms of Paragraph 6 as detailed in the Director of Finance's report and other authorities as appropriate in terms of Paragraph 4.3 as detailed in the report.

GRADING SCHEME FOR TECHNICIAN STAFF (Item 6, Page 1230)

9. There was submitted a report dated 4 November 1996 (circulated) by the Director of Personnel Services seeking approval that the Grading Scheme for Technician Staff be implemented with effect from 5 June 1996.

It was agreed that the grading scheme for Technician staff be implemented with effect from 5 June 1996.

**COUNCIL TELEPHONE HELPLINE -
STAFFING ARRANGEMENTS (Item 21, Page 1199)**

10. There was submitted a report dated 30 October 1996 (circulated) by the Director of Personnel Services seeking approval of staffing arrangements for the Council's Telephone Helpline service.

It was agreed to note the proposed staffing arrangements as detailed in Paragraph 3 of the Director of Personnel Services report and to approve the grading of the post of Telephone Helpline Assistant as GS 2.

POST OF SURVEYING TECHNICIAN

11. There was submitted a joint report dated 12 November 1996 (circulated) by the Directors of Support Services and of Personnel Services recommending the establishment of an additional post of Surveying Technician in the Property Services Division of Support Services.

It was agreed that the post of Surveying Technician (Tech 1-5) be established within the Property Services Division of Support Services with immediate effect.

The meeting terminated at 1040 hrs.