

**ANNEXATION II**

**EAST AYRSHIRE COUNCIL**

**JOINT CONSULTATIVE COMMITTEE  
(MANUAL WORKERS & CRAFTPERSONS)**

**MINUTES OF MEETING HELD ON THURSDAY 30 OCTOBER 1997 AT 1000 HRS  
IN THE CIVIC HALL, CIVIC CENTRE, JOHN DICKIE STREET, KILMARNOCK**

**PRESENT:** Councillors Jim O'Neill, Drew McIntyre, Daniel Coffey, David Sneller, Jimmy Carmichael and Eric Jackson; Frank Minnery (Joint Secretary), Ross Baillie, Brian Docherty and Robert Robertson (Representing AEEU); Anthony Foster and Ian King (Representing GMB); Robert Miller, Tom O'Brien and Harry O'Neill (Representing TGWU); Harry Frew, David Hunter and Andrew Wilson (Representing UCATT); and Ian Allan and Hugh Houston (Representing Unison).

**ATTENDING:** David Montgomery, Chief Executive; Des Tierney, Director of Commercial Operations; Iain McLachlan, Director of Personnel Services; William McKenzie, Senior Depute Director of Commercial Operations; Robin Gourlay, Depute Director of Commercial Operations; Alex McPhee, Senior Depute Director of Finance; Graham Haugh, Depute Director of Personnel Services; and James Lally, Senior Administrative Officer.

**APOLOGIES:** Councillors Kathleen Hall and Tommy Farrell.

**CHAIR:** Councillor Jim O'Neill, Chair.

**ALTERATION TO MEMBERSHIP**

1. There was submitted and noted a report dated 21 October 1997 (circulated) by the Joint Secretaries advising that Councillor Eric Jackson had replaced Councillor John Smith as a member of the Committee.

It was also noted that David Hunter had replaced William Young as a representative of UCATT on the Committee.

**APPOINTMENT OF CHAIR**

2. There was submitted a report (circulated) by the Joint Secretaries recommending special arrangements for the appointment of the Chair for this meeting only.

It was agreed, as an exception to the Constitution, not to be regarded as a precedent, that Councillor Jim O'Neill from the Council side be appointed to the Chair for this meeting only with an appointment to the Chair from the employees' side being made at the next meeting, in January 1998, for the purposes of the schedule of meetings to be held during that year.

**EXCLUSION OF PRESS AND PUBLIC**

3. The Committee resolved in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, that the Press and public be excluded from the meeting for the following items of business on the grounds that they involved the

likely disclosure of exempt information as defined in paragraph 11 of Schedule 7A of the Act.

### **MINUTES OF PREVIOUS MEETING**

4. There were submitted and approved as a correct record, the Minutes (circulated) of the meeting of 19 August 1996.

### **MATTERS ARISING FROM THE MINUTES**

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

The Director of Personnel Services reported that most outstanding issues with regard to the rationalisation of Conditions of Service had now been resolved with the main issues still outstanding being payroll rationalisation and approval of an employee development scheme.

#### **5.2 CREDIT UNION FACILITIES**

The Director of Personnel Services reported that the Credit Union had now been established and that 216 East Ayrshire employees were currently using the facilities offered by the Credit Union.

#### **5.3 TRADE UNION REFORM AND EMPLOYMENT RIGHTS ACT 1993: SECTION 15: DEDUCTION OF TRADE UNION SUBSCRIPTIONS (“CHECK-OFF” FACILITIES)**

The Director of Personnel Services reported that procedures had been agreed to assist Trade Union representatives with the return of new mandates for Trade Union subscriptions and that the Finance Department had processed all new subscription mandates received.

#### **5.4 PROPOSED SOCIAL CLUB**

The Director of Personnel Services reported that discussions with regard to the establishment of a social club were ongoing and that they were hoped to be satisfactorily completed at an early date.

### **DECENTRALISATION UPDATE**

6. The Chief Executive outlined the Council's continuing commitment to decentralisation and explained developments in respect of Local Committees, Local Planning Committees, Community Councils and Local Offices in the Council's agreed Decentralisation Scheme which had now been submitted to the Scottish Office.

The Committee noted the current position.

### **CHRISTMAS/NEW YEAR HOLIDAY ARRANGEMENTS 1997/98 - PAYMENT OF WAGES**

7. The Chair agreed that this item should now be considered after the last item on the Agenda as an adjournment was required by the employees' side.

### **NEW PAYROLL/HUMAN RESOURCE SYSTEM**

8. There was submitted and noted a report (circulated) by the Director of Personnel Services advising of progress being achieved in the development of a new corporate integrated payroll/human resource computer system.

### **DEDUCTION OF COUNCIL TAX FROM PAY**

9. There was submitted a letter dated 16 October 1997 (circulated) from Frank Minnery, Joint Secretary (Manual Workers and Craftpersons) requesting the introduction of a facility for employees of the Council to make provision for the deduction of Council Tax payments directly from salaries and wages.

The Senior Depute Director of Finance reported that once the new payroll system was operational it would be feasible, at the request of individual employees, to deduct Council Tax payments directly from employees' wages/salaries.

A number of questions in relation to the specific operation of such a scheme, with particular regard to problems that may occur with employees on long term sick leave were raised and it was agreed that the Director of Finance report to a future of the Committee with proposals to accommodate such a situation.

### **ONE FUND FOR ALL - KILMARNOCK UNEMPLOYED WORKERS RESOURCE AND EDUCATION CENTRE**

10. There was submitted a letter dated 16 October 1997 (circulated) from Frank Minnery (Joint Secretary, Manual Workers and Craftpersons) expressing concern regarding the future of the Kilmarnock Unemployed Workers Resource and Education Centre.

Councillor O'Neill advised that the Policy and Resources Committee, at their meeting held on 23 October 1997, had agreed to note recommendations from the Member/Officer Working Group on Information and Advice Services within East Ayrshire which included reference to the Kilmarnock Unemployed Workers Resource and Education Centre, pending a further report to allow detailed discussions with the groups involved and that consequently it would be inappropriate to debate the future of the Centre at this time.

It was agreed to note the current position and that Trade Unions would be consulted as part of the discussions in respect of the Kilmarnock Unemployed Workers Resource and Education Centre.

### **DATE OF NEXT MEETING**

11. It was agreed that the next meeting of the Joint Consultative Committee for Manual Workers and Craftpersons should be held on Thursday 15 January 1998 at 1400 hrs at a venue to be confirmed.

### **ADJOURNMENT**

12. The Committee adjourned at 1025 hrs.

**RECONVENTION/CONTINUATION OF BUSINESS**

13. The Committee reconvened at 1055 hrs with the same Members, Trade Union representatives and Officers in attendance.

**PROCESSING AND PAYMENT OF WEEKLY WAGES  
OVER CHRISTMAS AND NEW YEAR PERIOD 1997/98**

14. There was submitted a report dated 17 October 1997 (circulated) by the Senior Depute Director of Finance outlining options available for ensuring payment of wages to fortnightly and weekly paid employees over the Christmas and New Year period.

It was agreed:

- (i) that fortnightly pays made on 18 December 1997 include one advance fortnight with all adjustments arising between 3 December 1997 and 30 December 1997 being included in the payment due on 15 January 1998;
- (ii) that with regard to weekly paid employees due to be paid on Thursday 18 and Friday 19 December 1997 respectively, the Director of Finance investigate the possibility of including two advance weeks' pay on those dates and a further one week's pay, exclusive of any adjustments arising for the period, being made on 8 and 9 January 1998 respectively, with any adjustments due over the period of advance pay and for the week paid on 8 and 9 January respectively being included in the next week's pay; and
- (iii) that it be remitted to the Joint Secretaries to determine a mutually agreeable solution for the payment of weekly paid employees over the Christmas and New Year period subject to advice from the Director of Finance regarding the technical feasibility of implementing the proposals detailed under (ii) above.

The meeting terminated at 1115 hrs.