

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 18 NOVEMBER 1997 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Irene Reeves, Provost Robert Stirling, Councillors Jim O'Neill, Kathleen Hall and Daniel Coffey.

ATTENDING: Iain McLachlan, Director of Personnel Services; Robin Gourlay, Depute Director of Commercial Operations; Graham Haugh, Depute Director of Personnel Services; John Donohoe, Building and Works Manager; David Mitchell, Principal Solicitor; Julie Armstrong, Senior Administrative Officer; and Anne Fairbairn, Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Bob Beattie, George Turnbull, David Sneller and Jimmy Boyd.

CHAIR: Councillor Eric Jackson, Chair.

MINUTES OF MEETINGS

1.1 JOINT CONSULTATIVE COMMITTEE (TEACHERS)

There was submitted and noted Minutes of Meeting held on 28 May 1997 (circulated).

1.2 JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS)

There was submitted and noted Minutes of Meeting held on 22 October 1997 (circulated) as shown in Annex I to these Minutes.

1.3 JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS)

There was submitted and noted Minutes of Meeting of 30 October 1997 (circulated) as shown in Annex II to these Minutes. With regard to item 14 of the Minutes, the Chair reported that in further discussions with the Trades Unions, agreement had been secured on the arrangements for the payment of wages over the forthcoming Christmas and New Year period. The Sub-Committee noted the position.

**SCOTTISH JOINT NEGOTIATING COMMITTEE FOR LOCAL AUTHORITIES
SERVICES (CHIEF OFFICIALS) - CIRCULAR CO/127 - FEES FOR RETURNING
OFFICERS**

2. There was submitted and noted a report dated October 1997 (circulated) by the Director of Personnel Services advising the Sub-Committee of revised fees for Returning Officers to operate in respect of Council Elections and by-elections with effect from 1 April 1997.

UPDATE OF TRAINING AND DEVELOPMENT MATTERS

3. There was submitted and noted a report dated 3 November 1997 (circulated) by the Director of Personnel Services providing the Sub-Committee with an update of issues relating to training and development matters.

SCHEME FOR RECOGNISING SERVICE ON RETIREMENT

4. There was submitted a report dated October 1997 (circulated) by the Director of Personnel Services recommending to the Sub-Committee a scheme to recognise Local Government service by employees on retirement.

It was agreed:-

- (i) to continue free of charge during the trial period to employees aged over 50 years of age, who retire from the Council's service, a Choice Booklet on Retirement and one year's free subscription to the Choice Publication Magazine and that a report be submitted to a future meeting of the Sub-Committee giving the results of the survey on the effectiveness of the facility following the period;
- (ii) to approve the Scheme appended to the report recognising long service and retirement by Council employees;
- (iii) that the Director of Personnel Services select a suitable momento incorporating the Council logo which would be presented to the employees who qualify under the Scheme;
- (iv) that the Director of Personnel Services consult the Trade Unions and communicate the Scheme details thereafter to all Heads of Departments and employees; and
- (v) that the Director of Personnel Services report back to a future meeting of the Sub-Committee on the feasibility of introducing a corporate employee recognition scheme to recognise excellence in customer care within all Departments of the Council.

MANAGEMENT DEVELOPMENT PROGRAMME

5. There was submitted a report dated 4 November 1997 (circulated) by the Director of Personnel Services on proposals for management development with particular relevance to the programme offered by the Scottish Local Authorities Management Centre (SLAMC) of the University of Strathclyde.

It was agreed that the Council should offer the SLAMC post graduate programme as the senior element in its management development programme and that other locally delivered management development courses be considered for inclusion in the Council's programme as they become available.

SCOTLAND'S HEALTH AT WORK SCHEME

6. There was submitted a report dated 3 November 1997 (circulated) by the Director of Personnel Services on the Council's continued progress within the Scotland's Health at Work Scheme and which sought approval by time-off proposals related to voluntary employee fitness assessments, subject to the exigencies of the service.

It was agreed:-

- (i) that employees be granted the necessary time-off with pay to attend the voluntary fitness assessments referred to in paragraph 3.4 of the report subject to the exigencies of the service; and
- (ii) otherwise, to note the content of the report.

EXCLUSION OF PRESS AND PUBLIC

7. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, 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 1 of Schedule 7A of the Act.

DEPARTMENT OF COMMUNITY SERVICES

8.1 ESTABLISHMENT AND GRADING OF COMMUNITY SAFETY OFFICER

There was submitted a joint report dated 31 October 1997 (circulated) by the Directors of Personnel Services and of Community Services which requested approval to establish a post of Community Safety Officer, subject to consultation with Trade Unions.

The Sub-Committee agreed to establish the post of Community Safety Officer, on grade AP4, in the Community Services Department, subject to consultation with Trade Unions.

8.2 GRADINGS OF CERTAIN ADMINISTRATIVE AND CLERICAL POSTS IN THE LEISURE SERVICES DIVISION

There was submitted a joint report dated November 1997 (circulated) by the Directors of Personnel Services and of Community Services on proposed regradings of certain administrative and clerical posts in the Leisure Services Division of the Department of Community Services.

The Sub-Committee agreed to the redesignation and regradings of the posts as detailed in the report, a copy of which has been agreed by the Chair and docketed as relative to these Minutes.

EDUCATION DEPARTMENT - GRADING OF POST OF PRINCIPAL QUALITY DEVELOPMENT OFFICER

9. There was submitted a joint report dated 3 November 1997 (circulated) by the Directors of Personnel Services and of Education which gave information to the Sub-Committee for its interest of the proposed grading for the post of Principal of the Quality Development Team.

It was agreed to note the decision by the Education Committee to grade the post of Principal, Quality Development at the level of Senior Adviser on the national teacher's pay scales.

HOUSING DEPARTMENT - REVIEW OF BENEFITS SECTION

10. There was submitted a joint report dated November 1997 (circulated) by the Directors of Personnel Services and of Housing which recommended a revised grading structure for the Housing and Council Tax Benefits Section.

It was agreed:-

- (i) to approve the revised structure for the Benefits Section as contained in Appendix II to the report, a copy of which has been signed by the Chair and docketed as relative to these Minutes; and
- (ii) authorise the employment of additional Benefits Assistants within available financial resources for the remainder of the current financial year to overtake the claims back-log.

CAREERS SERVICE GRADINGS - REMIT FROM AYRSHIRE CAREERS PARTNERSHIP

11. There was submitted a joint report dated November 1997 (circulated) by the Directors of Personnel Services and of Education which recommended revised gradings for those staff of East Ayrshire Council who are employed in the Careers Service operated by the Ayrshire Careers Partnership.

It was agreed, subject to consultation with the appropriate Trade Unions, to:-

- (i) approve for its interest the revised gradings structure proposed for the Ayrshire Careers Partnership as detailed in Appendix A of the report, a copy of which has been signed by the Chair and docketed in relation to these Minutes; and
- (ii) note the decision of the Partnership Board that a new job description be prepared for the post of Chief Executive/Careers Service Manager on the salary scale SO17 (£31,029/£33,261) and that the post be filled on a competitive basis.

COMMERCIAL OPERATIONS DEPARTMENT

12.1 PROPOSED AGREEMENT FOR DISBURSEMENT OF AN INCENTIVE PRODUCTIVITY EFFICIENCY PAYMENT

There was submitted a joint report dated 31 October 1997 (circulated) by the Directors of Personnel Services and of Commercial Operations on the detail of the proposed agreement for disbursement of an incentive productivity efficiency payment within the Department of Commercial Operations (Cleansing Services) and which sought approval of the proposed agreement.

It was agreed:-

- (i) to approve the proposed agreement for disbursement of an incentive productivity efficiency payment within the Department of Commercial Operations (Cleansing Services);
- (ii) that the Director of Commercial Operations arrange formal endorsement of the agreement by both parties and thereafter effective application of the agreement; and
- (iii) that the Director of Commercial Operations provide an update report on the matter to the next meeting of the Sub-Committee.

12.2 PROPOSED AGREEMENT FOR EMERGENCY CALL-OUT STANDBY SYSTEM IN THE COMMERCIAL OPERATIONS DEPARTMENT (BUILDING AND WORKS)

There was submitted a joint report dated 31 October 1997 (circulated) by the Directors of Personnel Services and of Commercial Operations which gave advice on an agreement reached in respect of an emergency call-out standby system for the Commercial Operations Department (Building and Works) and which sought approval of the system and related compensatory buy-out payments.

It was agreed:-

- (i) to approve the proposed harmonised emergency call-out standby system for the Commercial Operations Department (Building and Works);
- (ii) to approve the compensatory buy-out payments outlined in Paragraph 4.2 of the report; and
- (iii) that the Director of Commercial Operations ensure the effective implementation of the agreement effective from 15 December 1997.

The meeting terminated at 1030 hours.