

**ANNEXATION II****EAST AYRSHIRE COUNCIL****JOINT CONSULTATIVE COMMITTEE FOR MANUAL WORKERS AND CRAFT PERSONS****MINUTES OF MEETING HELD ON THURSDAY 18 NOVEMBER 1999 AT 1130 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Drew McIntyre, Tommy Farrell, Harry Wilson and John Weir; David Spelman, Vice-Chair (Representing AEEU); Drew Zaisluik (Representing TGWU); Alex Smith (Representing UCATT); Ian Leggat and Ian Allan (Representing UNISON).

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Steven Chorley, Director of Development Services; Helen Dick, Head of Best Value; Harry Stevenson, Acting Head of Building and Works; Graham Haugh, Head of Personnel; Robin Gourlay, Contracts Manager, Education Department; George Park, Employee Relations Manager; Charles McBreen, Health and Safety Manager and Robert Beaton, Administrative Officer.

**APOLOGIES:** Councillors Jimmy Kelly, Finlay MacLean; William Hadden (AEEU); David Doran (GMB); Tony Foster (GMB); William Cree (TGWU) and A Wilson (UCATT).

**CHAIR:** Councillor Eric Jackson, Chair.

**CHAIRS REMARKS**

1. The Chair agreed to take a progress report on Single Status Agreement in support of Matters Arising as Item 5.

**EXCLUSION OF PRESS AND PUBLIC**

2. The 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 11 of Schedule 7A of the Act.

**MINUTES OF PREVIOUS MEETING**

3. There was submitted and noted the minutes of previous meeting of 15 September 1999 (circulated).

**MATTERS ARISING**

4. There was submitted and noted report dated 10 November 1999 (circulated) by the Head of Personnel which provided an update on the matters arising from the minutes of the Committee's previous meeting on 15 September 1999.

### **SINGLE STATUS AGREEMENT - PROGRESS REPORT**

5. There was submitted report dated 8 November 1999 (circulated) by the Head of Personnel which provided an update on the Council's initial progress in response to the Single Status Agreement.

It was agreed:-

- (i) to note the content of this report; and
- (ii) that the Head of Personnel be asked to continue to provide update reports to the Committee on the Council's implementation of the Single Status Agreement.

### **BEST VALUE UPDATE**

6. There was submitted and noted report dated 5 November 1999 (circulated) by the Chief Executive which provided an update on the Council's progress on Best Value.

### **TEMPORARY EMPLOYMENT**

7. There was submitted and noted report dated 10 November 1999 (circulated) by the Head of Personnel which provided an update on temporary employment in the Council as at 30 September 1999.

### **INFORMATION UPDATE ON HEALTH AND SAFETY ISSUES**

8. There was submitted report dated 9 November 1999 (circulated) by the Head of Personnel which provided an information update on recent and developing health and safety issues.

It was agreed:-

- (i) to note the recent progress in developing health and safety issues;
- (ii) that the Head of Personnel be asked to accelerate the programme for producing health and safety risk assessments within Departments; and
- (iii) that Trade Union representatives be asked to communicate with the Health and Safety Manager regarding potential items to be included under the Health and Safety section in future editions of Eastwords.

### **SCOTLAND'S HEALTH AT WORK SCHEME**

9. There was submitted report dated 10 November 1999 (circulated) by the Head of Personnel which provided an update on the Council's participation in Scotland's Health at Work Scheme (SHAW) and advised them of the Council's involvement in the Health and Safety week.

It was agreed:-

- (i) to note the Council's participation in the Scotland's Health at Work week from 13 - 16 September 1999 and the Health and Safety week from 25 - 31 October 1999;
- (ii) to continue the partnership approach in promoting health at work;
- (iii) that the Head of Personnel be asked to review the training delivery methods to staff, to ensure that they are most appropriate; and

- (iv) to note the 3<sup>rd</sup> tier JCC would be the most appropriate level to discuss health at work matters and the Head of Personnel would ensure Departmental Heads had appropriate notification to inform staff of activities promoting health at work.

### **REVIEW OF EAST AYRSHIRE COUNCIL AS A DISABILITY SYMBOL USER**

- 10.** There was submitted report dated 8 November 1999 (circulated) by the Head of Personnel which advised of the review by the Employment Service and subsequent approval of East Ayrshire Council as a Disability Symbol user.

It was agreed:-

- (i) to note that the Council's continued status as an employer had been recognised by the Employment Service as being positive about disabled people; and
- (ii) to support the ongoing action to support the Council's obligations as a Disability Symbol user as detailed in the report.

### **EMPLOYEE COUNSELLING SERVICE**

- 11.** There was submitted report dated 8 November 1999 (circulated) by the Head of Personnel which advised of the Council's arrangement with the Employee Counselling Service in support of their Employee Welfare Policy.

It was agreed:-

- (i) to note the arrangement with the Employee Counselling Service in support of the Council's Employee Welfare Policy;
- (ii) to note that the Head of Personnel would update the Employee Welfare Policy accordingly, in consultation with Trade Unions;
- (iii) to note that the Head of Personnel would ensure that the appropriate publicity material would be distributed to staff and further to note the intention to publicise the Employee Counselling Service in future editions of Eastwards; and
- (iv) that the Head of Personnel be asked to provide a progress report to future meetings of the Committee.

### **RETURN TO LEARN**

- 12.** The Head of Personnel advised that the Personnel and Property Sub-Committee held on 16 November 1999 had agreed that the Return to Learn programme be delivered as a joint activity with UNISON and the Workers' Educational Association and a copy of the relevant report was circulated as background information.

It was agreed to welcome the introduction of the Return to Learn Programme which would be delivered as a joint activity with UNISON and the Workers' Educational Association.

**SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES  
(CIRCULAR SJC/5) - MILLENNIUM HOLIDAY ARRANGEMENTS**

13. The Trade Union side requested clarification of the Council's payment position in relation to millennium holiday arrangements.

The Head of Personnel advised that the Council was committed to the Scottish Joint Council agreements in relation to circular SJC/5 and had confirmed this position to the Trade Unions in joint consultative forums. The Head of Personnel also confirmed the Council's intention to apply the content of the SJC agreement to the Craft Group and that he would be available to discuss the details of the Scottish Joint Council agreements with appropriate Trade Union representatives, if so requested.

It was agreed to note the position.

**EAST AYRSHIRE COUNCIL SOCIAL CLUB**

14. The Trade Unions side requested an update on the position of the East Ayrshire Social Club.

The Head of Personnel advised that a meeting had been arranged for 2 December 1999 with the various parties involved and the three Trade Union Convenors had been invited to attend the meeting.

It was agreed to note the position.

**DLO/DSO BUSINESS UNITS**

15. There was submitted letter dated 11 November 1999 (circulated) by the Manual Craft Workers Convenor regarding the Trade Unions concerns about the impact of savings on the DLO/DSO Business Units.

The Trade Unions side expressed concerns over the position of the Business Units in relation to the Council's mid-year budget savings.

Councillor McIntyre confirmed that the mid-year reduction target would be achieved by Directors without affecting the core delivery of front-line services. In particular, no steps would be taken which would affect the income potential of the Business Units in the current year. It was noted that there would therefore be no cuts in the Business Units as a result of mid-year budget savings.

The meeting terminated at 1213 hours.