

APPENDIX I**EAST AYRSHIRE COUNCIL****PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND
RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 25 JANUARY 2000 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Kathleen Hall, Daniel Coffey, Douglas Reid, John Weir, Drew McIntyre, Harry Wilson, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Boyd.

ATTENDING: David Montgomery, Chief Executive; Barbara Haughan, Director of Corporate Services; Stephen Chorley, Director of Development Services; James Lavery, Director of Homes and Technical Services; Margaret Burnell, Senior Depute Director of Education; Kate McVey, Solicitor to the Council; Graham Haugh, Head of Personnel; Robin Gourlay, Contracts Manager, Education; Charles McBreen, Health and Safety Manager; Agnes Haxton, Health and Safety Co-ordinator; Julie Armstrong, Senior Administrative Officer; and Robert Beaton, Administrative Officer.

CHAIR: Councillor Eric Jackson, Chair.

CHAIR'S REMARKS

1. The Chair welcomed Agnes Haxton, Health and Safety Co-ordinator to the meeting as part of her induction programme and advised that Agenda Item 17 (Land at Hurlford Road (A71), Goatfoot, Galston) had been withdrawn.

MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES

2. There were submitted and noted the undernoted Minutes (circulated) as contained in Annexations I and II of these Minutes.
 - 2.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS) OF 16 NOVEMBER 1999 - ANNEXATION I**
 - 2.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFT PERSONS) OF 18 NOVEMBER 1999 - ANNEXATION II**

NATIONAL CIRCULARS

3. There was submitted and noted a report dated 25 January 2000 (circulated) by the Director of Corporate Services which advised of various national Circulars relating to pay and conditions matters as follows:-
 - 3.1 **THE REDUNDANCY PAYMENTS (CONTINUITY OF EMPLOYMENT IN LOCAL GOVERNMENT ETC) (MODIFICATION) ORDER 1999**
 - 3.2 **CRAFT OPERATIVES PAY SETTLEMENT 1999**
 - 3.3 **CHIEF OFFICIALS SALARY CLAIM 1999**

3.4 STANDBY DUTY PAYMENTS FOR OFFICERS OTHER THAN SOCIAL WORKERS

3.5 PART-TIME REGISTRARS AND ASSISTANT REGISTRARS ALLOWANCES

UPDATE ON HEALTH AND SAFETY MATTERS

4. There was submitted and noted a report dated 11 January 2000 (circulated) by the Director of Corporate Services which provided an update report on issues relating to Health and Safety matters.

Councillor Weir joined the meeting during discussion of the above item.

SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

5. There was submitted and noted a report dated 7 January 2000 (circulated) by the Director of Corporate Services which provided 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.

TEMPORARY EMPLOYMENT

6. There was submitted a report dated 11 January 2000 (circulated) by the Director of Corporate Services which advised of temporary employment in East Ayrshire Council as at 31 December 1999.

It was agreed:-

- (i) to note the numbers of temporary employees as provided by Departments;
- (ii) to approve as appropriate the extension of temporary employment beyond 12 months in respect of those employees as detailed within the report;
- (iii) to approve as appropriate the revised termination dates as identified by Heads of Departments for those employees as detailed within the report;
- (iv) that the Director of Corporate Services continue to provide quarterly reports on temporary employment to the Sub-Committee; and
- (v) otherwise, to note the contents of the report.

CAR ALLOWANCES (Item 6, Page 4401)

7. There was submitted a report dated 12 January 2000 (circulated) by the Director of Corporate Services which sought approval, in principle, that a standard car allowance scheme be introduced for employees subject to negotiation with Trade Unions and the outcome of the Council's forthcoming budget consultation process.

Councillor Jackson, seconded by Councillor Farrell, moved to approve, in principle, the introduction of a standard car allowance scheme subject to negotiations with Trade Unions and the outcome of the Council's forthcoming budget consultation process.

Councillor Reid, seconded by Councillor D Coffey, moved as an amendment to note the report subject to negotiations with the Trade Unions.

On a division by a show of hands, the motion was carried by 6 votes to 5.

MATERNITY AND PARENTAL LEAVE REGULATIONS 1999

8. There was submitted a report dated 23 December 1999 (circulated) by the Director of Corporate Services which advised of the provisions of the Maternity and Parental Leave Regulations 1999 which came into force on 15 December 1999, and recommended interim changes to the Council's Conditions of Service pending further information anticipated from CoSLA.

It was agreed:-

- (i) to note the Council's position in relation to the rights contained in the Maternity and Parental Leave Regulations 1999;
- (ii) to approve the recommendations as detailed in the report; and
- (iii) that the Director of Corporate Services report back to a future meeting of the Sub-Committee when further information had been received from CoSLA.

WHISTLEBLOWING POLICY AND PROCEDURE (Item 4, Page 4215)

9. There was submitted a report dated 5 January 2000 (circulated) by the Director of Corporate Services which sought approval to amend the Council's existing Whistleblowing Policy and Procedure, subject to consultation with Trade Unions.

It was agreed:-

- (i) to recommend to Council approval of the revised Whistleblowing Policy and Procedure, subject to consultation with Trade Unions.

CODE OF DISCIPLINE, DISCIPLINE AND APPEALS PROCEDURE (Item 4.4, Page 3133)

10. There was submitted a report dated 5 January 2000 (circulated) by the Director of Corporate Services which sought approval of certain amendments to the Discipline Procedure.

It was agreed:-

- (i) to recommend to Council approval of the proposed amendments to the Discipline Procedure; and
- (ii) that the Director of Corporate Services update the Council's Discipline Procedure accordingly.

JOINT STAFFING WATCH RETURN - SEPTEMBER 1999

11. There was submitted a report dated 11 January 2000 (circulated) by the Director of Corporate Services which advised of the Joint Staffing Watch statistics submitted to CoSLA in respect of the September 1999 reporting period and which sought approval for the format of future staffing watch reports.

It was agreed:-

- (i) to note the contents of the report; and
- (ii) to approve the format of future Staffing Watch reports as detailed within the report.

**STAFFING STRUCTURE FOR EARLY YEARS ESTABLISHMENTS
(Item 10, Page 519, 99/02)**

12. There was submitted a joint report dated 15 December 1999 (circulated) by the Directors of Education and of Corporate Services which advised of the proposed staffing structure for Early Years Establishments - Nursery Schools and Community Nurseries; and which sought approval for the implementation of the proposed staffing structures.

It was agreed:-

- (i) to approve the revised staffing structure and grading of posts for Nursery Schools to include the post of Senior Nursery Nurse;
- (ii) to approve the revised staffing structures and grading of posts within expansion of Bellsbank Family Centre and Hillbank Family Centre including the establishment of a Day Grade 3 post in Bellsbank Family Centre and Flowerbank Nursery; and
- (iii) otherwise, to note the contents of the report.

**SITE SERVICE BUSINESS UNIT - TRAINING COURSE AND MENTORING
PROGRAMME (Item 2, Page 652, 99/02)**

13. There was submitted a joint report dated 17 January 2000 (circulated) by the Directors of Education and of Corporate Services which sought approval of an enhanced payment based on the hourly rate of Grade AP1 to relevant Site Services Business Unit employees when assuming responsibility within the proposed training course and mentoring programme, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve an enhanced payment based on the hourly rate of grade AP1 to relevant Site Services Business Unit employees when assuming responsibility within the proposed training course and mentoring programme subject to consultation with Trade Unions; and
- (ii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

14. 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 the Paragraphs of Schedule 7A of the Act as shown against each item.

**DELETION OF POSTS WITHIN THE CONTRACTING AND TECHNICAL
SERVICES SECTION OF THE HOMES AND TECHNICAL SERVICES
DEPARTMENT (PARA 1)**

15. There was submitted a joint report dated 18 January 2000 (circulated) by the Directors of Corporate Services and of Homes and Technical Services which requested approval of amendments to the establishment of the Technical Services Division within the Homes and Technical Services Department, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the proposed deletion of the posts as detailed in the report from the establishment of the Technical Services Division within the Homes and Technical Services Department, subject to further consultation with the Trade Unions; and
- (ii) that in the interests of clarity future reports on changes to establishment show the current and proposed structures.

EAST AYRSHIRE WOODLANDS INITIATIVE - REVIEW OF PROJECT MANAGEMENT (PARA 1)

16. There was submitted a joint report dated 5 January 2000 (circulated) by the Directors of Development Services and of Corporate Services which sought approval to a regrading of the East Ayrshire Woodlands Initiative Project Manager's post, subject to consultation with Trade Unions.

It was agreed to approve the proposed regrading of the East Ayrshire Woodlands Initiative Project Manager's Post, subject to consultation with Trade Unions.

ALTERATION TO DEVELOPMENT SERVICES ROADS DIVISION STAFF STRUCTURE (PARA 1) (Item 16, Page 586, 99/02)

17. There was submitted a joint report dated 17 January 2000 (circulated) by the Directors of Corporate Services and of Development Services which sought approval of amendments to the establishment within the Roads Division subject to consultation with Trade Unions.

It was agreed to approve the proposed amendments to the establishment within the Roads Division of the Development Services Department as detailed within the report, subject to further Trade Union consultation.

PROPOSED DISPOSAL OF MOUNT HOUSE, DUNDONALD ROAD, KILMARNOCK (PARA 9) (Item 9, Page 4040, 96/99)

18. There was submitted a report dated 11 January 2000 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of Mount House, Kilmarnock, and which sought authority to dispose of the subjects.

It was agreed that the Solicitor to the Council accept the offer from Ms Linda Davis subject to the conditions as detailed within the report.

PROPOSED DISPOSAL OF THE FORMER KILMARNOCK ACADEMY TECHNICAL BUILDING, ELMBANK DRIVE, KILMARNOCK (PARA 9)

19. There was submitted a report dated 7 January 2000 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of the former Kilmarnock Academy Technical Building, Elmbank Drive, Kilmarnock, and which sought authority to dispose of the subjects.

It was agreed that the Solicitor to the Council accept the offer from Clyde Building Group Plc subject to the conditions as detailed within the report.

The meeting terminated at 1053 hours.