

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 15 JANUARY 1997 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Irene Reeves, Provost Robert Stirling, Councillors Jim O'Neill, Kathleen Hall, Bob Beattie, Eric Ross and Jimmy Boyd.

ATTENDING: Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Eoghan Baird, Training and Development Manager; Julie Armstrong, Senior Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Daniel Coffey and David Sneller.

CHAIR: Councillor Drew McIntyre, Chair.

THE PRINCE'S TRUST - VOLUNTEERS (Item 6, Page 1426)

1. There was submitted a report dated 29 November 1996 (circulated) by the Director of Personnel Services advising of the two volunteers who would be participating in the Prince's Trust - Volunteers Development Programme to be held within Ayrshire commencing on 20 January 1997.

It was agreed:-

- (i) to note the two employees who would participate in the Prince's Trust - Volunteers Development Programme due to commence in Ayrshire on 20 January 1997;
- (ii) to note that the two employees would report back to a future meeting of the Sub-Committee on their experience within the Prince's Trust - Volunteers Development Programme; and
- (iii) to instruct the Director of Personnel Services to report back to a future meeting of the Sub-Committee on the outcome of the Council's initial participation in the development programme and any proposal for the Council to participate as a "Franchise Partner" of the Prince's Trust.

**PERSONNEL SERVICES DEPARTMENT - EQUAL OPPORTUNITIES ACTION
PLAN**

2. There was submitted a report dated 18 December 1996 (circulated) by the Director of Personnel Services recommending the adoption of the Equal Opportunities Action Plan for the Personnel Services Department.

It was agreed to approve the Equal Opportunities Action Plan for the Personnel Services Department as detailed in the Appendix to the report.

EMPLOYEES' PERSONAL PROPERTY

3. There was submitted a report dated 28 October 1996 (circulated) by the Director of Personnel Services recommending a procedure to consider claims from employees in respect of loss of or damage to their personal property when such claims are below the excess value recognised within the Council's related insurance policy, subject to consultation with the Trade Unions.

It was agreed:-

- (i) that the Employees' Personal Property Scheme should be implemented and applied to all employees of the Council and that in respect of teaching staff, the report be referred to the Education Committee for consideration;
- (ii) that the guidelines set out in Appendix I to the report be approved as guidance to Heads of Departments and the Director of Finance in considering claims under the Scheme subject to the insertion of "and credit cards" at paragraph 2.1(h);
- (iii) that claims settled by Heads of Departments be met from the Department's existing budget; and

- C (iv) to recommend that the Council's Scheme of Delegation be amended to reflect the above. C

Councillor Ross joined the meeting at this point.

UPDATE OF TRAINING AND DEVELOPMENT MATTERS

4. There was submitted a report dated 18 December 1996 (circulated) by the Director of Personnel Services providing an update on issues relating to training and development matters.

It was agreed:-

- (i) to note the terms of the report; and
- (ii) that the Director of Personnel Services submit a quarterly update report on training and development matters to the Sub-Committee.

WELFARE SERVICE DEVELOPMENT - EMPLOYEE RETIRALS - FACILITIES AND SUPPORT (Item 1, Page 1424)

5. There was submitted a report dated 19 December 1996 (circulated) by the Director of Personnel Services advising of the position concerning the appointment of Financial Advisors for employee services and also recommending the introduction, on a trial basis, of further facilities to assist employees retiring from the Council's service.

It was agreed:-

- (i) to the provision of retirement planning facilities through the use of "Choice Publications" on a trial basis for a period of 12 months with surveys being undertaken during that period; and
- (ii) that the Director of Personnel Services report back to the Sub-Committee, on the effectiveness of the facility following the trial period.

**DEVELOPMENT SERVICES DEPARTMENT - POST OF SENIOR ENGINEER
(FLOOD RELATED WORK) (Item 3, Page 1546)**

6. There was submitted a report dated 19 December 1996 (circulated) by the Director of Personnel Services recommending the establishment of a post of Senior Engineer for an initial period of up to 2 years to undertake duties associated with flood prevention.

It was agreed to approve the establishment of a post of Senior Engineer at Grade SO 5/6 for an initial period of up to 2 years to undertake duties associated with flood prevention schemes.

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".

**DEVELOPMENT SERVICES DEPARTMENT - PROPOSED
GRADING ALTERATIONS**

8. There was submitted a joint report dated 18 December 1996 (circulated) by the Director of Development Services and of Personnel Services recommending the regrading and re-definition of duties of certain posts within the Development Services Department.

It was agreed:-

- (i) to the re-designation and regrading of a post of Technician (Technical Grade 4/5) to Technical Planning Officer (Technical Grade 5/6) with effect from 30 September 1996; and
- (ii) to the regrading of the post of Technical Support Manager from SO 2 to SO 5 with effect from 30 September 1996.

**DEPARTMENT OF COMMERCIAL OPERATIONS - CLAIM FOR RESPONSIBILITY
PAYMENT**

9. There was submitted a report dated 18 December 1996 (circulated) by the Director of Personnel Services recommending that a responsibility payment be made to an employee in the Commercial Operations Department in respect of additional duties and responsibilities undertaken in an antecedent authority.

Having noted that the payment could be met from the Department's current budget, it was agreed that the employee be awarded the payment in full and final settlement of the Union's claim for additional remuneration, in accordance with the NJC Conditions of Service in respect of the employee having undertaken a substantial element of the duties and responsibilities of a vacant post during the period 6 February 1995 to 30 November 1995 whilst in employment of the antecedent authority.

**DEPARTMENT OF COMMERCIAL OPERATIONS - REVIEW OF MANAGEMENT AND
ADMIN STRUCTURES OF BUILDING AND WORKS AND ROADS AND
TRANSPORT SECTIONS (Item 11, Page 1563)**

10. There was submitted a joint report dated 18 December 1996 (circulated) by the Directors of Commercial Operations and of Personnel Services advising of the outcome of the consultation with the Trade Unions on the proposed amendments to the staffing structures of the Building and Works and Roads and Transport Sections of the Department of Commercial Operations and seeking approval for the amended structure.

It was agreed:-

- (i) to approve the amended staffing structure of the Building and Works and Roads and Transport Sections as shown in the Appendices to the report; and
- (ii) to instruct the Directors of Commercial Operations and of Personnel Services to further consult the Trade Unions in respect of an appropriate matching and restricted selection exercise.

**COMMUNITY SERVICES DEPARTMENT - STAFFING STRUCTURE ALTERATION
- PEST CONTROL AND DOG WARDEN STAFF**

11. There was submitted a report dated 11 December 1996 (circulated) by the Director of Community Services seeking approval of amendments to the staffing structure of the Pest Control and Dog Warden Service which would harmonise regrading of certain posts to deliver a more flexible and comprehensive service, subject to consultation with Trade Unions.

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

- (i) the deletion of the vacant post of Dog Warden graded GS3/AP1 from the Community Services Department's existing staff structure; and
- (ii) the re-designation of the remaining Pest Control Officer and Dog Warden posts as Pest Control/Dog Warden Officers with a harmonised salary grade of AP1/2.

**SUPPORT SERVICES DEPARTMENT - AMENDMENT TO CONTRACTING AND
TECHNICAL SERVICES STAFFING STRUCTURE**

12. There was submitted a report dated 6 December 1996 (circulated) by the Director of Personnel Services recommending an amendment to the staffing structure of Contracting and Technical Services Section of the Support Services Department.

It was agreed to approve the proposed amendment to the staffing structure of the Contracting and Technical Services which would involve the deletion of the post of Contract Monitoring Officer, graded SO2 and replacing it with the new post entitled Monitoring and Systems Officer, graded SO5/6.

The meeting terminated at 1035 hours.