

APPENDIX V

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 14 JANUARY 1998 AT
1503 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON
ROAD, KILMARNOCK**

PRESENT: Councillor Eric Jackson, Provost Robert Stirling and Councillors Daniel Coffey and James Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Julie Armstrong, Senior Administrative Officer; Charles McBreen, Senior Health and Safety Officer (Personnel Services); and Stuart Nelson, Administrative Officer.

APOLOGIES: Councillors Irene Reeves, Jim O'Neill, Kathleen Hall and David Sneller.

CHAIR: Councillor Eric Jackson, Chair.

**SJNC CIRCULARS EC/49, BCE74 AND CR/61 – CRAFT GROUPS' PAY AND
CONDITIONS OF SERVICE AGREEMENTS**

1. There was submitted and noted a report dated 9 December 1997 (circulated) by the Director of Personnel Services on various Craft Groups' national agreements on pay and conditions of service.

UPDATE ON HEALTH AND SAFETY MATTERS

2. There was submitted and noted a report dated 18 December 1997 (circulated) by the Director of Personnel Services which provided an update on issues which related to Health and Safety matters.

SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

3. There was submitted and noted a report dated 18 December 1997 (circulated) by the Director of Personnel 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.

JOINT STAFFING WATCH – JUNE 1997 RETURN

4. There was submitted a report dated 19 December 1997 (circulated) by the Director of Personnel Services on statistics issued by The Scottish Office and CoSLA on the Joint Staffing Watch return of June 1997 concerning the number of full time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

It was agreed to note the terms of the report and the accompanying information.

**UPDATE ON PROVISION OF FINANCIAL ADVICE PROVIDED BY
INDEPENDENT FINANCIAL ADVISORS**

5. There was submitted a report dated 19 November 1997 (circulated) by the Director of Personnel Services which provided an update on the operation of the four independent financial advisors appointed to provide financial advice and assistance to employees.

It was agreed:-

- (i) to continue with the provision of financial advice and assistance by independent financial advisors to employees;
- (ii) that the Director of Personnel Services, in consultation with the Director of Finance, carry out an exercise to reduce the number of independent financial advisors from four to two to continue providing employees with a choice of financial advisors and to report back to this Sub-Committee on the outcome of that exercise; and
- (iii) that the Director of Personnel Services organise further publicity of the services offered by financial advisors including talks/seminars where necessary, and involving where possible and appropriate publicity information on the Scotwest Credit Union.

TEMPORARY EMPLOYMENT

6. There was submitted a report dated 19 December 1997 (circulated) by the Director of Personnel Services on the current position relating to temporary employees in the service of East Ayrshire Council.

It was agreed:-

- (i) that the Director of Personnel Services liaise with Departments and Trade Unions and report to a future meeting of this Sub-Committee with policy recommendations governing the employment of temporary employees; and
- (i) to note the contents of the report.

**THE PENNINGTON INTERIM AND FINAL REPORT – EMPLOYMENT OF
ADDITIONAL STAFF (Item 6, Page 2578)**

7. There was submitted a joint report dated 26 November 1997 (circulated) by the Directors of Community Services and of Personnel Services which sought approval of an Environmental Health Technician post being added to the staffing structure of the Community Services Department.

It was agreed to approve the addition of an Environmental Health Technician to the staffing structure of the Community Services Department on grade TECH 2/3 (£12,171 - £15,759)

**SOCIAL WORK DEPARTMENT – INTEGRATED COMMUNITY CARE PROJECT –
NEWMILNS/DARVEL AREA (Item 3, Page 2852)**

8. There was submitted a report dated 16 December 1997 (circulated) by the Director of Personnel Services which sought approval of temporary staffing proposals within the Social Work Department related to the Council's involvement in the development of a primary care initiative in the Newmilns/Darvel area.

It was agreed to approve the additional employment of one full time qualified Social Worker (£16,281 - £20,754), one part-time Occupational Therapist (£16,281 - £20,754) and one part-time Occupational Therapist Assistant (£12,831 - £15,759) within the Social Work Department on a temporary basis for up to 2 years in order to facilitate the Council's involvement in the integrated Community Care project in the Newmilns/Darvel area.

HOUSING DEPARTMENT – CHALLENGE FUNDED POSTS (Item 8, Page 2695)

9. There was submitted a joint report dated 23 December 1997 (circulated) by the Directors of Personnel Services and of Housing which recommended grades for the posts of Empty Homes Officer and Public/Private Partnership Co-ordinator which had been the subject of separate Scottish Office Challenge fund bids by the Council.

It was agreed:-

- (i) to approve the posts of Empty Homes Officer on Grade SO1 (£20,754 - £22,563) and Public/Private Partnership Co-ordinator on Grade SO11 (£27,018 - £28,983); and
- (ii) otherwise, to note the terms of the report.

EXCLUSION OF PRESS AND PUBLIC

10. 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 shown against each item.

**COMMERCIAL OPERATIONS DEPARTMENT (CLEANSING SERVICES) –
AGREEMENT FOR DISBURSEMENT OF AN INCENTIVE PRODUCTIVITY
EFFICIENCY PAYMENT (PARA 6) (Item 12.1, Page 2776)**

11. There was submitted and noted a joint report dated 16 December 1997 (circulated) by the Directors of Personnel Services and of Commercial Operations which provided an up-date on the implementation of the agreement for disbursement of an Incentive Productivity Efficiency Payment Scheme within the Cleansing Services function of the Commercial Operations Department.

**COMMUNITY SERVICES DEPARTMENT – LIBRARY SERVICES TO SCHOOLS –
GRADING OF POST OF EDUCATION LIAISON OFFICER (PARA 1) (Item 6, Page
2583)**

12. There was submitted a joint report dated 23 December 1997 (circulated) by the Directors of Community Services and of Personnel Services which recommended an appropriate salary scale for the post of Education Liaison Officer in the Community Services Department.

It was agreed that the post of Education Liaison Officer be transferred from the Education Department to the Community Services Department on the grade as detailed within the report.

**EAST AYRSHIRE NATIVE AND COMMUNITY WOODLAND INITIATIVE –
AMENDMENTS TO STRUCTURE (PARA 1)**

13. There was submitted a report dated 19 December 1997 (circulated) by the Director of Personnel Services which recommended alterations to the staff structure of the East Ayrshire Native and Community Woodland Initiative.

It was agreed:-

- (i) that the post of Project Officer be regraded as detailed within the report with effect from 15 September 1997; and
- (ii) that posts of Community Liaison Officer and Finance Assistant be established on grades AP3 and AP1 respectively.

**FINANCE DEPARTMENT – GRADING OF POST OF ADMINISTRATIVE
ASSISTANT WITHIN THE ACCOUNTANCY AND BUDGETING SECTION (PARA
1)**

14. There was submitted a joint report dated 14 November 1997 (circulated) by the Directors of Personnel Services and of Finance which sought approval to the regrading of the post of Administrative Assistant within the Accountancy and Budgeting Section of the Department of Finance to reflect the increased responsibilities and duties of the post.

It was agreed that the post be regraded as detailed in the report.

The meeting terminated at 1535 hours.