

APPENDIX VII

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 19 JANUARY 1999 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Jimmy Boyd, Irene Reeves, Douglas Reid, Jim O'Neill, Daniel Coffey and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; Barbara Haughan, Director of Support Services; Graham Haugh, Depute Director of Personnel Services; Douglas Campbell, Head of Public Relations and Marketing; George Malone, Principal Engineer, Contracting and Technical Services; Eoghan Baird, Training Manager; Charles McBreen, Senior Safety Officer; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, David Sneller and Eric Jackson.

CHAIR: Councillor Jimmy Boyd, appointed Chair.

ENERGY MANAGEMENT PROGRESS REPORT

1. There was submitted a report dated 12 January 1999 (circulated) by the Director of Support Services which indicated the progress in the implementation of the Council's Energy Management Policy.

It was agreed:-

- (i) to note the contents of the report; and
- (ii) to retrospectively approve the contract extension by the Authorities Buying Consortium.

JOINT STAFFING WATCH - JUNE 1998 RETURN

2. There was submitted and noted a report dated 15 December 1998 (circulated) by the Director of Personnel Services which advised of the statistics issued by The Scottish Office and CoSLA on the Joint Staffing Watch Return of June 1998 concerning the numbers of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

Councillor Reid joined and Councillor Farrell left the meeting during discussion of the above item.

COSLA CIRCULARS

3. There was submitted and noted various reports (circulated) by the Director of Personnel Services which advised of the undernoted CoSLA Circulars.

- 3.1 HUMAN RESOURCES ADVICE 6/98 - ARSHAD -V- DUNDEE CITY COUNCIL - DETRIMENT REGULATIONS** - Report dated 25 November 1998.
- 3.2 APT & C SERVICES CIRCULAR SO/222 AND MANUAL WORKERS CIRCULAR MW/170 - MILLENNIUM DAY HOLIDAY** - Report dated 10 December 1998.
- 3.3 SCOTTISH JOINT NEGOTIATING COMMITTEE FOR LOCAL AUTHORITIES SERVICES - CRAFT OPERATIVES CS/38 - PAY SETTLEMENT 1998** - Report dated 30 November 1998.
- 3.4 COSLA PERSONNEL SERVICES CIRCULAR INDUSTRIAL RELATIONS 16/98, APT & C SERVICES - PART-TIME REGISTRARS AND ASSISTANT REGISTRARS** - Report dated 26 November 1998.
- 3.5 COSLA PERSONNEL CIRCULAR INDUSTRIAL RELATIONS 19/98 PAY NEGOTIATIONS - CRAFT GROUPS** - Report dated 7 January 1999.

CODE OF CONDUCT FOR EMPLOYEES (Item 8, Page 3306)

4. There was submitted a report dated 24 December 1998 (circulated) by the Director of Personnel Services which provided a revised Code of Conduct for Employees of East Ayrshire Council and sought agreement that this Code should be adopted by East Ayrshire Council, subject to further consultation with CoSLA and the relevant Trade Unions.

ADJOURNMENT

The meeting adjourned at 1023 hours due to a fire alarm.

RECONVENTION/CONTINUATION OF BUSINESS

The meeting reconvened at 1034 hours on Tuesday 19 January 1999. Councillors Jimmy Boyd, Irene Reeves, Douglas Reid, Jim O'Neill, Daniel Coffey and Tommy Farrell were in attendance.

It was agreed:-

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| C | <ul style="list-style-type: none"> (i) to recommend to Council the proposed Code of Conduct for Employees; (ii) that the Director of Personnel Services communicate with employees on the content of the revised Code of Conduct; and (iii) to remit the matter to the Education Committee for its interest in respect of teaching staff. | C |
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GENERAL UPDATE ON TRAINING AND DEVELOPMENT MATTERS

5. There was submitted a report dated 15 December 1998 (circulated) by the Director of Personnel Services which provided an update on issues relating to training and development matters.

It was agreed:-

- (i) that the Director of Personnel Services issue further notification to employees and Elected Members prior to the commencement of the next academic year of details of the rates for evening classes at Kilmarnock College; and

- (ii) otherwise, to note the report.

**EMPLOYEE DEVELOPMENT SCHEME - EAST AYRSHIRE GENERAL
EMPLOYEE REVIEW (EAGER)**

6. There was submitted a report dated 4 December 1998 (circulated) by the Director of Personnel Services which advised of the outcome of discussions with Trade Unions on the proposed East Ayrshire General Employee Review Scheme and sought approval of the proposed Scheme and its introduction to the Council on a pilot basis.

It was agreed:-

- (i) to approve the amended version of the Council's General Employee Review Scheme;
- (ii) to note the proposed introduction of the General Employee Review Scheme on a pilot basis for APT & C Etc staffs;
- (iii) to request the Director of Personnel Services to hold further discussions with the Manual and Craftpersons Trade Unions regarding the introduction of EAGER and report back on the outcome;
- (iv) that the Director of Personnel Services report back to the Sub-Committee on the findings and recommendations arising from the pilot exercise; and
- (v) to otherwise, note the contents of the report.

CORPORATE POLICY ON ASBESTOS

7. There was submitted a report dated 12 January 1999 (circulated) by the Director of Personnel Services which sought agreement to recommend to the Council a Corporate Policy on Asbestos.

It was agreed:-

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| C | <ul style="list-style-type: none"> (i) to recommend to the Council the proposed Corporate Policy on Asbestos as detailed within the report; and (ii) that the Director of Personnel Services provide an update report on the implementation of the policy, in six months time. | C |
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EMPLOYEE CONTRIBUTORY HEALTH CARE PLAN

8. There was submitted a report dated 13 January 1999 (circulated) by the Director of Personnel Services which recommended the introduction of an Employee Contributory Health Care Plan.

Councillor Boyd seconded by Councillor O'Neill moved:-

- (i) approval of the introduction of an employee contributory health care plan;
- (ii) approval of the Hospital Savings Association and Hospital Saturday Fund as providers of appropriate plans;
- (iii) that the Directors of Finance and Personnel Services introduce the plan at the earliest possible date;
- (iv) approval that the income from the plan be re-invested in the Council's Occupational Health Budget; and

- (v) referral of the matter to the Education Committee in respect of Teachers' interests.

Councillor Coffey, seconded by Councillor Reid, moved as an amendment to continue consideration of this item for further information to be submitted to the next meeting.

On a division by a show of hands, the motion was carried by 3 votes to 2.

DATA PROTECTION ACT 1998

9. There was submitted a report dated 15 December 1998 (circulated) by the Director of Personnel Services which advised of the Local Government Management Board's Interim Guidance on the Data Protection Act 1998 and preparation for its implementation.

It was agreed:-

- (i) that the Director of Personnel Services liaise with the Head of Information Technology in his capacity as Data Protection Officer to progress the recommended actions to facilitate implementation of the new Act and provide future reports to the Sub-Committee as appropriate;
- (ii) to consult with Trade Union representatives, as appropriate; and
- (iii) to otherwise note the contents of the report.

THE LOCAL GOVERNMENT OFFICERS (POLITICAL RESTRICTIONS) AMENDMENT REGULATIONS 1998

10. There was submitted and noted a report dated 7 January 1999 (circulated) by the Director of Personnel Services which advised of the Local Government Officers (Political Restrictions) Amendment Regulations which came into force on 1 January 1999.

PROPOSED EMPLOYEE SOCIAL AND SPORTING ACTIVITIES CLUB - CONSTITUTION AND RULES

11. There was submitted a report dated 13 January 1999 (circulated) by the Director of Personnel Services which sought approval of the constitution and rules for the proposed Employee Social and Sporting Activities Club.

It was agreed:-

- (i) to approve the Constitution and rules subject to minor textual amendments as submitted by the Director of Personnel Services for the operation of the proposed Employee Social and Sporting Activities Club as detailed within the report; and
- (ii) that the matter be referred to the Education Committee in respect of teaching staffs interests.

EXCLUSION OF PRESS AND PUBLIC

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

CHIEF EXECUTIVE'S DEPARTMENT - PUBLIC RELATIONS AND MARKETING SECTION

13. There was submitted a joint report dated 18 December 1998 (circulated) by the Head of Public Relations and Marketing and the Director of Personnel Services which proposed amendments to existing staffing structure of the Public Relations and Marketing Section subject to consultation with Trade Unions.

It was agreed to approve the proposed amendments to the staffing structure of the Public Relations and Marketing Section, subject to consultation with Trade Unions.

SUPPORT SERVICES DEPARTMENT - ADMINISTRATION SERVICE - CAREER DEVELOPMENT SCHEME FOR TRAINEE ADMINISTRATIVE OFFICERS

14. There was submitted a joint report dated 15 December 1998 (circulated) by the Directors of Support Services and of Personnel Services which recommended that a Career Development Scheme for Trainee Administrative Officers be applied within the Department of Support Services (Administration Service), subject to consultation with Trade Unions.

It was agreed to approve the proposed progression scheme for Trainee Administrative Officers and re-designate and regrade two posts of Administrative Assistants within the Department of Support Services (Administration Services) as Trainee Administrative Officers, GS2-3/AP3, subject to consultation with Trade Unions.

The meeting terminated at 1111 hours.