

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 20 MAY 1997 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Drew McIntyre, Irene Reeves, Provost Robert Stirling, Councillors Kathleen Hall, Bob Beattie, Daniel Coffey and Jimmy Boyd.

ATTENDING: David Montgomery, Chief Executive; Barbara Haughan, Director of Support Services; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Charles McBreen, Senior Safety Officer; Bill Walkinshaw, Principal Administrative Officer; Robert Beaton, Administrative Officer; and Yvonne Chapman, Clerical Assistant, Department of Personnel Services and Cheryl Bramman, Clerical Assistant, Department of Support Services.

APOLOGY: Councillors George Turnbull and David Sneller.

CHAIR: Councillor Eric Jackson, Chair.

THE PRINCE'S TRUST - VOLUNTEERS (Item 1, Page 1739)

1. There was submitted a report dated 28 April 1997 (circulated) by the Director of Personnel Services advising of the outcome of two employees participation in the Prince's Trust - Volunteers Development Programme held within Ayrshire from 20 January 1997 until 11 April 1997; enclosing reports by the two employees Yvonne Chapman and Cheryl Bramman on their experiences on the programme; and seeking consideration of the Council's future participation with the Prince's Trust.

Yvonne Chapman and Cheryl Bramman gave a presentation on their reports and answered questions from Members.

It was agreed:-

- (i) to note the Director of Personnel Services' report in respect of the Council's participation in the Prince's Trust Development Programme which ran from 20 January to 11 April 1997;
- (ii) to note the presentations and reports from Yvonne Chapman and Cheryl Bramman who participated in the recent programme; and
- (iii) that the Council support, in principle, participation in the forthcoming Kilmarnock programmes by providing the equivalent of six 60 day volunteer places per annum.

UPDATE ON HEALTH AND SAFETY MATTERS

2. There was submitted and noted a report dated 6 May 1997 (circulated) by the Director of Personnel Services providing an update on issues relating to Health and Safety matters.

Councillors Coffey and Boyd joined the meeting at this point.

SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

3. There was submitted and noted a report dated 6 May 1997 (circulated) by the Director of Personnel Services providing 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.

SKILLS TRAINING UNIT - UPDATE REPORT AND BUSINESS PLAN 1997/98

4. There was submitted and noted a report dated 6 May 1997 (circulated) by the Director of Personnel Services advising of the outcome of the discussions with Trade Unions on the structure of the Skills Training Unit and also of the 1997/98 Business Plan for the Skills Training Unit.

SKILLS TRAINING - TRAINING PROVIDER CONTRACT WITH ENTERPRISE AYRSHIRE 1997/98 (Item 16, Page 2082)

5. There was submitted a report dated 6 May 1997 (circulated) by the Director of Personnel Services providing an update on the trainee numbers specified by Enterprise Ayrshire in its training provider contract with the Council for 1997/98.

Having noted that the contracted skillseeker places for Motor Vehicle Maintenance for 1996/97 and 1997/98 should read 12 in each case, it was agreed to otherwise note the report.

SKILL CHOICE (Item 15, Page 2081)

6. There was submitted a report dated 6 May 1997 (circulated) by the Director of Personnel Services providing an update on the Council's proposed participation in Enterprise Ayrshire's Skill Choice Programme.

It was agreed:-

- (i) to note the selection of the groups of employees for inclusion in the programme; and
- (ii) to instruct the Director of Personnel Services to discuss the implementation of the Skill Choice Programme within the Council with the Trade Unions and report back to the Sub-Committee on the outcome of discussions.

PRECAUTIONARY SUSPENSION

7. There was submitted a report dated 7 May 1997 (circulated) by the Director of Personnel Services advising of recent case law relating to the definition of entitlement to the payment of salaries/wages when an employee was suspended in disciplinary circumstances and recommending a related amendment to the Council's Disciplinary Procedures.

It was agreed to approve the following revision to the Council's Disciplinary Procedures as follows "Precautionary suspension is not a punitive measure and will be with pay, but where an employee is receiving half or no pay under the terms of his or her contract of employment, that contractual entitlement shall apply during the period of suspension".

ESTABLISHMENT OF CHAIRS' MONITORING GROUP

8. There was submitted a report dated 8 May 1997 (circulated) by the Director of Personnel Services which recommended the establishment of a Chairs' Monitoring group to monitor the implementation of the Council's Conditions of Service.

It was agreed that the Chairs' Budget Working Group be formally constituted as a Chairs' Monitoring Group with an ongoing remit to undertake the monitoring of the implementation of the Council's Conditions of Service, the Members being Councillors O'Neill, Farrell and Jackson.

JOINT STAFFING WATCH - DECEMBER 1996 RETURN

9. There was submitted a report dated 7 May 1997 (circulated) by the Director of Personnel Services advising of the statistics issued by the Scottish Office and CoSLA on the Joint Staffing Watch Return of December 1996 concerning the numbers of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

It was agreed subject to minor alterations to note the report.

CONDITIONS OF SERVICE - SCOTTISH COUNCIL CIRCULARS

10. There was submitted a report dated 13 May 1997 (circulated) by the Director of Personnel Services advising of Circulars received from the Scottish Councils negotiating bodies intimating alterations to conditions of service and allowances for APT & C Etc Staffs, Manual and Craft Workers.

It was agreed:-

- (i) to note the issues covered by the Circulars: MW/163, CS/37, BCE/72, SO/214 summarised in the report; and
- (ii) to note that the Director of Personnel Services had implemented the contents of the Circulars in accordance with the Scheme of Delegation.

EXCLUSION OF PRESS AND PUBLIC

11. 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".

COMMUNITY SERVICES - TRANSFER OF CCTV OPERATORS FROM KILMARNOCK TOWN CENTRE MANAGEMENT INITIATIVE (Item 6, Page 1682)

12. There was submitted a report dated 7 May 1997 (circulated) by the Director of Personnel Services which recommended the transfer and employment of 4 CCTV Operator staff from the Kilmarnock Town Centre Management Initiative to the

Council's employment within the Department of Community Services, subject to consultation with the Trade Unions.

It was agreed:-

- (i) to approve the transfer of the 4 CCTV staff from the Kilmarnock Town Centre Management Initiative with effect from 21 June 1997 and in accordance with the grading proposals referred to in the report; and
- (ii) that the Director of Community Services and Director of Personnel Services consult with the Trade Unions accordingly.

DEVELOPMENT SERVICES DEPARTMENT - GRADING OF POST OF BUILDING CONTROL MANAGER

13. There was submitted a report dated 6 May 1997 (circulated) by the Director of Personnel Services which recommended a revised grading for the post of Building Control Manager.

It was agreed that the post of Building Control Manager be regraded from SO 11 (£26,358/£28,275) to SO 15 (£28,935/£31,005).

DEVELOPMENT SERVICES DEPARTMENT - GRADING AND DESIGNATION OF INSPECTORATE POSTS

14. There was submitted a report dated 6 May 1997 (circulated) by the Director of Personnel Services which recommended a revised designation and grading for 12 posts of Inspector in the Roads Division of the Development Services Department.

It was agreed that the 12 posts of Inspector in the Roads and Lighting and Maintenance functions of the Roads and Transportation Section of the Development Services Department be redesignated Clerk of Works and be regraded from Technical Grade 3 (£13,581/£15,375) to Technical Grades 3/4 (£13,581/£17,625).

DEVELOPMENT SERVICES DEPARTMENT - ROADS AND TRANSPORTATION ADMINISTRATION STRUCTURE

15. There was submitted a joint report dated 7 April 1997 (circulated) by the Directors of Personnel Services and Development Services seeking approval to alter the structure of the Roads and Transportation Administration Section to reflect additional responsibilities.

It was agreed that one of the two existing posts of Senior Administration Officer in the Roads and Transportation Administration Structure be redesignated Supervisory Administration Officer and regraded from AP5/SO2 (£18,180/£22,731) to SO3 (£21,384/£23,313).

SUMMER SUPPORT PILOT PROJECT: HILLSIDE SCHOOL, CUMNOCK - CONDITIONS OF SERVICE OF INSTRUCTORS (Item 4, Page 2022)

16. There was submitted and noted a report dated 13 May 1997 (circulated) by the Director of Personnel Services which recommended alterations to the Conditions of Service of Instructor staff at Hillside School, Cumnock, in the light of a Pilot Support Project to be undertaken during the Summer of 1997.

FINANCE DEPARTMENT RESTRUCTURING

17. There was submitted a joint report dated 5 May 1997 (circulated) by the Directors of Finance and Personnel Services seeking approval for a revised structure for the Finance Department.

It was agreed to approve the restructuring proposals as detailed in the report.

HOUSING DEPARTMENT - GRADING OF POST OF CLERICAL ASSISTANT/WORD PROCESSOR OPERATOR

18. There was submitted a report dated 12 May 1997 (circulated) by the Director of Personnel Services which recommended regrading of a post of Clerical Assistant/Word Processor Operator to reflect increased responsibilities.

It was agreed to approve that the post of Clerical Assistant/Word Processor Operator in the Support and Technical Section of the Housing Department be regraded from GS1/2 (£6,744/£10,715) to GS3 (£10,908/£11,373).

HOUSING DEPARTMENT - POSTS OF HOUSING OFFICER (GRANTS)

19. There was submitted a report dated 13 May 1997 (circulated) by the Director of Personnel Services which recommended alterations to the establishment of the Housing Department affecting two posts of Housing Officer (Grants).

It was agreed that the two posts of Housing Officer (Grants), graded AP2/3 be deleted from the establishment of the Support and Technical Section of the Housing Department and that one post of Housing Officer (Technical), graded AP2/4 (£12,519-£17,625), be added to the same establishment.

SUPPORT SERVICES DEPARTMENT - INTERIM DEPARTMENTAL STRUCTURE - PROPOSED ALTERATIONS

20. There was submitted a joint report dated 13 May 1997 (circulated) by the Directors of Support Services and Personnel Services which proposed further amendments to the Interim Structure of the Department of Support Services in the light of operational experience and the Council's Decentralisation Scheme with a view to effecting the agreed budget savings for 1997/98.

It was agreed to approve the proposals contained within the report and to authorise the Director of Support Services to implement same subject to discussions with the Trade Unions.

The meeting terminated at 1040 hours.