

**APPENDIX 5****EAST AYRSHIRE COUNCIL****PERSONNEL SUB-COMMITTEE OF THE  
POLICY AND RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 28 MAY 1996 AT 1000 HRS  
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, Daniel Coffey and Jimmy Boyd.

**ATTENDING:** Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Barbara Haughan, Director of Support Services; Graham Haugh, Depute Director of Personnel Services; and Julie Armstrong, Senior Administrative Officer.

**APOLOGIES:** Councillors George Turnbull, Eric Ross and David Sneller.

**CHAIR:** Councillor McIntyre in the Chair.

**JOINT CONSULTATIVE COMMITTEE  
(MANUAL WORKERS AND CRAFTPERSONS)**

1. Noted that the Minutes of Meeting held on 3 May 1996 would be submitted to the next meeting of the Policy and Resources Committee to be held on 13 June 1996.

**SECONDMENT OF TRADE UNION REPRESENTATIVES**

2. There was submitted a report dated 24 May 1996 (circulated) by Director of Personnel Services providing details of the employees who had been elected to the 1.2 full-time positions (ie 6 working days) agreed as being required to co-ordinate the Joint Trade Union issues in respect of Manual Workers and Craftpersons in the period following Local Government reorganisation.

Noted that Mr Frank Minnery had been elected by the Trade Unions to the full-time position of Convener and that Mr Tom O'Brien had been elected to the part-time position of Convener, equivalent to one day per week.

**SCOTTISH COUNCIL CIRCULARS**

- 2.1 **SCOTTISH JOINT NEGOTIATING COMMITTEE FOR LOCAL AUTHORITY SERVICES CIRCULAR CO/120 - CHIEF OFFICIALS - FEES FOR RETURNING OFFICERS**

There was submitted and noted, a report dated 14 May 1996 (circulated) by the Director of Personnel Services on the revised fees for Returning Officers which would operate in respect of Council Elections and By-Elections with effect from 1 April 1996.

## 2.2 CoSLA PERSONNEL SERVICES CIRCULAR IR5/96 - MANUAL WORKERS' PAY CLAIM 1996

There was submitted and noted a report dated 14 May 1996 (circulated) by Director of Personnel Services on the status of negotiations with regard to the Manual Workers' 1996 Pay Claim.

### RATIONALISATION OF CONDITIONS OF SERVICE - UPDATE REPORT

3. There was submitted a report dated 13 May 1996 (circulated) by Director of Personnel Services providing details of Conditions of Service that, subject to ongoing discussions with the appropriate Trade Unions, would be included in the Conditions of Service for employees within East Ayrshire Council.

It was agreed subject to ongoing consultations with appropriate Trade Unions:-

- (i) that the references to "nursery employees" within the Conditions of Service for APT&C Etc Staffs be clarified;
- (ii) that the reference to "may" under Conditions of Service for annual leave for APT&C Etc Staffs detailed in paragraph 7.1 be substituted by the word "will";
- (iii) to approve the conditions relating to annual leave, public holidays, special leave and hours of work, and allowances relating to hours of work;
- (iv) that the Director of Personnel Services report back to the Sub-Committee in relation to Conditions of Service which remained outstanding; and
- (v) that a further report be submitted by the Director of Personnel Services should anything arise from the consultation with the Trade Unions.

### APPLICATION OF GENERAL CLERICAL SCALES

4. There was submitted a report dated 16 May 1996 (circulated) by the Director of Personnel Services recommending the adoption of a salary scale for general clerical positions which would harmonise the practices inherited from the three merging Authorities.

It was agreed:

- (i) to approve in principle the proposed salary scales for GS1/2 in East Ayrshire Council as detailed below subject to the Director of Personnel Services consulting the relevant Trade Unions; and
- (ii) that the Director of Personnel Services report back to the Sub-Committee on the outcome of discussions with the Trades Unions.

		£	
SCP	3	6744	a
	4	7116	
	5	7617	b
	6	8046	
	7	8517	c
	8	9060	
	9	9645	
	10	10194	
	11	10461	

12

10715

Notes of General Scale

- (a) Minimum salary on appointment for new entrants under 18 years of age.
- (b) Minimum salary for existing employees aged 18 years at 1 April in any year and new entrants aged 18 to 20 years.
- (c) Minimum salary for existing employees aged 21 years at 1 April in any year and new entrants aged 21 and over.

**PRESS AND PUBLIC**

- 5. The Sub-Committee agreed that the following item be considered in public.

**EDUCATION DEPARTMENT - PROPOSED ADDITION OF  
COMMUNITY EDUCATION WORKERS**

- 6. There was submitted a report dated 13 May 1996 (circulated) by Director of Personnel Services recommending an increase in the complement of Community Education workers within the Education Department by four posts.

Councillor McIntyre, seconded by Councillor O'Neill, moved to approve the addition of four Community Education workers graded SCP23-31 (£13,977 - £18,180) to the establishment of the Education Department.

Councillor Coffey, seconded by Councillor Hall, moved as an amendment not to approve the addition of the four Community Education workers and that the money be used for other projects.

On a division by a show of hands the motion was carried by six votes to two.

**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.

**REVIEW OF INTERIM STAFFING STRUCTURES**

- 8. There was submitted a report dated 21 May 1996 (circulated) by Director of Personnel Services enclosing the reports regarding reviews of interim staffing structured by various Departments together with structure diagrams as follows, viz:-

- 8.1 **DEPARTMENT OF COMMUNITY SERVICES** - Report dated 14 May 1996 (circulated) by Director of Personnel Services recommending an amendment to the staffing structure of the Countryside Ranger service within the Community Services Department.

It was agreed to approve the deletion of the post of Assistant Countryside Ranger graded Tech 1 and the addition of a post of Countryside Ranger graded AP1/2.

- 8.2 DEPARTMENT OF SUPPORT SERVICES** - Report dated 16 May 1996 (circulated) by Director of Support Services proposing amendments to the interim structure of the Department of Support Services.

Noted that in the structure diagram the boxes containing Trainee Solicitors and Solicitors had been transposed

It was agreed to approve the proposed alterations to the interim Departmental establishment as set out in paragraph 3 of the report effective from 28 May 1996.

- 8.3 DEPARTMENT OF FINANCE** - Report dated 14 May 1996 (circulated) by Director of Personnel Services recommending alterations to the grading of certain posts in the Accountancy and Budgeting Section of the Department of Finance.

It was agreed that:

- (i) two posts of Chief Accountant be regraded from SO15 to SO18;
- (ii) two posts of Senior Accountant be regraded from SO8 to SO11;
- (iii) the filling of the two Senior Accountant SO11 posts be by restricted interview from the existing four Senior Accountants; and
- (iv) that the changes be effective from 28 May 1996.

Councillor Beattie left the meeting during discussion of the above item.

- 8.4 DEPARTMENT OF HOUSING** - Report dated 14 May 1996 (circulated) by Director of Personnel Services recommending the regrading of two posts within the Support and Technical Division of the Housing Department in the light of changes in duties and responsibilities.

It was agreed that the two posts be regraded from AP2/3 to AP2/4 with the post holders being placed at the minimum of AP4 grade, the changes to be effective from 28 May 1996.

- 8.5 DEPARTMENT OF PERSONNEL SERVICES** - Report dated 14 May 1996 (circulated) by Director of Personnel Services recommending a minor alteration to the interim structure of Personnel Services Department.

Agreed that one Clerical Assistant be redesignated Administrative Assistant and be regraded to AP1 with changes being effective from 28 May 1996.

#### **PERSONNEL PROCEDURES IN THE LIGHT OF SCHOOL RATIONALISATION (Item 3, Page 889)**

- 9.** There was submitted for information a report dated 9 May 1996 (circulated) by Director of Education regarding specific personnel procedures which would be implemented in the event of school rationalisation proposals, that had been referred to this Sub-Committee by the Community Sub-Committee of the Education Committee of 14 May 1996.

Councillor McIntyre, seconded by Councillor Boyd, moved support of the undernoted recommendations approved by the Community Sub-Committee of the Education Committee at their meeting as follows:

- (i) accept the proposals for personnel procedures relating to school rationalisation as detailed in the Appendix to the report;
- (ii) that a copy of the procedures be passed to appropriate Trades Unions for their information and any comment; and
- (iii) that the Director of Education implement the proposals as appropriate.

Councillor Coffey, seconded by Councillor Hall, moved as an amendment that the matter be continued until after the meeting of the Education Committee to be held on Thursday 30 May 1996 and be considered thereafter.

On a division by a show of hands the motion was carried by six votes to two.

## **COMMUNITY SERVICES DEPARTMENT**

### **10.1 TRADING STANDARDS SERVICE - PROPOSED STRUCTURAL ALTERATIONS**

There was submitted a report dated 14 May 1996 (circulated) by Director of Personnel Services together with structure diagram recommending alterations to the grading and designations of certain posts in the Trading Standards Services within the Department of Community Services.

It was agreed:

- (i) that the two posts of Team Leader be redesignated Supervisory Trading Standards Officer and that the structure diagram be amended accordingly;
- (ii) that one of the two posts of Supervisory Trading Standards Officer be redesignated Assistant Principal Trading Standards Officer and regraded SO8;
- C** (iii) that the post of Assistant Principal Trading Standards Officer be filled by restricted interview of the two current Team Leaders with the successful candidate being appointed to act as Depute Chief Inspector of Weights and Measures in respect of the requisite legislative duties and responsibilities and to recommend to Council that the Scheme of Delegation be amended accordingly; and
- (iv) that the two posts of Advice Assistant be redesignated Consumer Advisor with no change to the current gradings.

### **10.2 GRADING OF POST OF ENFORCEMENT OFFICER**

There was submitted a report dated 14 May 1996 (circulated) by Director of Personnel Services along with structure diagram recommending a revision of the grading of the post of Enforcement Officer in the Licensing Unit of the Department of Community Services.

Agreed that:

- (i) the post of Assistant Licensing Officer (AP3) be deleted from the establishment of the Licensing Unit; and
- (ii) that the two part-time posts of Enforcement Officer Tech 2/3 be regraded Tech 4 with effect from 1 April 1996.

## **DEVELOPMENT SERVICES DEPARTMENT - PROPOSED REGRADING OF SENIOR POLICY ADVISORS - STRATEGY AND PARTNERSHIPS**

11. There was submitted a joint report by Directors of Development Services and of Personnel Services dated 15 May 1996 (circulated) along with structure diagram regarding the change in the proposed responsibilities of the Senior Policy Advisors within the Strategy and Partnerships Section of Economic Development and recommending appropriate regrading commensurate with the proposed change.

Agreed that the posts be regraded from SO8 to SO11 with effect from 1 June 1996 based upon the increased level of responsibility as set out in the report.

#### **SOCIAL WORK DEPARTMENT - REQUEST FOR EARLY RETIREMENT**

12. There was submitted a report dated 14 May 1996 (circulated) by the Director of Personnel Services seeking approval of a request from a Senior Social Worker to retire early from the Council's service in the interests of the efficiency of the service.

It was agreed:

- (i) to approve the request for early retirement with effect from 31 May 1996;
- (ii) that the Directors of Personnel and Social Work arrange the employee's early retirement with effect from 31 May 1996;
- (iii) that the Director of Personnel Services report back to the next meeting of the Sub-Committee with a recommended procedure for considering early retireals; and
- (iv) that this decision would not prejudice the report to be submitted to the next Policy and Resources Committee regarding Severance Payment to employees.

The meeting terminated at 1035 hrs.