

## **ANNEXATION II**

### **EAST AYRSHIRE COUNCIL**

#### **JOINT CONSULTATIVE COMMITTEE (APT&C ETC) STAFF**

#### **MINUTES OF MEETING HELD ON WEDNESDAY 8 APRIL 1998 AT 1400 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Jim O'Neill, Kathleen Hall, David Sneller, Jimmy Boyd and Eric Jackson; William Morton (ACTS); Matt McLaughlin, Trade Union Convenor; Arthur West; Susan McGregor and Alan Mills (representing UNISON).

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Graham Haugh, Depute Director of Personnel Services; Julie Armstrong, Senior Administrative Officer; and Anne Fairbairn, Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre, Irene Reeves and Alan Campbell and Nigel Pimm (UNISON).

**CHAIR:** Councillor Eric Jackson, Vice-Chair.

#### **CHAIRS REMARKS**

The Chair advised the meeting that the Director of Personnel Services was expected to return to work in four or five weeks time and the Committee joined in sending their good wishes for a speedy return to good health.

#### **EXCLUSION OF PRESS AND PUBLIC**

1. The Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, the Press and Public be excluded for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 11 of Schedule 7A of the Act".

#### **MINUTES OF PREVIOUS MEETING**

2. There was submitted the Minutes of the previous meeting of 8 January 1998 (circulated).

Agreed that the Minute be changed to reflect that Matt McLaughlin was Acting Trade Union Convenor.

#### **MATTERS ARISING FROM THE MINUTES**

- 3.1 **WORKPLACE NURSERY PROVISION (CRÈCHE FACILITIES) (Item 6.2 Page 3139)**

The Depute Director of Personnel Services advised that the Working Group to investigate the feasibility of Workplace Nursery provision, had met on two occasions to gather information and were currently looking at the processes and procedures required in order to establish the crèche following an approach made to a private provider.

### **3.2 PROPOSED SOCIAL CLUB (Item 6.3 Page 3139)**

The Depute Director of Personnel Services advised that a meeting had been held between the Director of Personnel Services and employees who had formed the Social Club Committees in the previous Councils, following which a constitution had been prepared and approved in principle.

Trade Union Representatives indicated that they did not consider it appropriate for the Unions to be involved in the establishment of the Social Club but that any requests for assistance would be considered.

### **3.3 NEW PAYROLL/HR SYSTEM (Item 6.4 Page 3139)**

The Depute Director of Personnel Services advised the meeting that:-

- (i) the Personnel element of the new Payroll/HR System had now reached the pilot stage and had been passed to Departments for checking the information;
- (ii) it was envisaged that a system would be introduced by 1 July 1998 following an early meeting with Trade Unions to ensure all details were accurate; and
- (iii) that all employees receive details of their record sheets for checking on an annual basis.

### **3.4 PROPOSED EMPLOYEE DEVELOPMENT SCHEME (EAST AYRSHIRE GENERAL EMPLOYEE REVIEW) - EAGER (Item 7 Page 3140)**

The Depute Director of Personnel Services which advised the meeting that discussion had been held with Trade Unions following which a Draft Scheme had been compiled and would be forwarded to both Convenors seeking their comments at an early date.

### **3.5 PROPOSED REDUNDANCY REDEPLOYMENT POLICIES (Item 8 Page 3140)**

The Depute Director of Personnel advised the meeting that further meetings had been held with both Trade Union Convenors and a final draft policy regarding redeployment had been compiled and would be forwarded to Convenors for comment.

He further advised that no agreement had been reached in respect of a redundancy policy.

## **ELECTION TO FULL-TIME TRADE UNION CONVENOR POSITION**

4. There was submitted a report dated 27 March 1998 (circulated) by the Director of Personnel Services which advised the Committee of the election of Mr Matt McLaughlin to the seconded position of APT&C Etc Staffs Convenor.

It was agreed:-

- (i) to note that Matt McLaughlin (UNISON) had been elected as the APT&C Etc Staffs Convenor; and
- (ii) that the Director of Personnel Services liaise with the Director of Housing regarding secondment arrangements and to advise Council Members.

## **SCOTLAND'S HEALTH AT WORK SCHEME**

5. There was submitted a report dated March 1998 (circulated) by the Director of Personnel Services which advised the Committee of the Council's participation in the Scotland's Health at Work Scheme.

The Depute Director of Personnel Services advised that a large number of employees had undergone the fitness assessments but concern was expressed regarding the fact that only a proportion of employees were aware of the Scottish Health at Work Scheme and Trade Union assistance was therefore invited in an attempt to publicise the Scheme to employees.

The importance of the Well Woman Clinics was also acknowledged while at the same time highlighting the vital importance of pursuing the establishment of a Well Man Clinic. It was noted that changes were being proposed in the Health Service in the East Ayrshire Area which may lead to the establishment of a Well Man Clinic to for male employees.

It was agreed:-

- (i) to note the Council's participation in the Scotland's Health at Work Scheme; and
- (ii) that the Director of Personnel Services provide an update report to future Committee meetings; and
- (iii) to note that Trade Union representatives would approach the Local Unison branch to include details of the Scheme in Unison news bulletins.

## **VIOLENCE AT WORK POLICY**

6. There was submitted correspondence (circulated) by Matt McLaughlin, APT&C Etc Staffs Trade Union Convenor which referred to discussions which had taken place in mid to late October 1997 regarding the Violence at Work Policy at which a commitment had been given to the Trade Union that a draft Policy would be worked up and could hopefully be agreed some time in early 1998.

Having noted that a Draft policy was now available but was in the process of being converted into a "working document" which would be more easily understood, it was agreed that a copy would be issued to the Trade Union Convenor by 9 April 1998.

## **SUPPORT AND ADVICE FOR EMPLOYEES**

7. There was submitted correspondence (circulated) from Matt McLaughlin, APT&C Etc Staffs Trade Union Convenor on support and advice for employees in relation to prioritisation of work and stress management.

The Staff Trade Union requested:-

- (i) that all Directors be asked immediately to consider the appropriateness of their current Departmental structures and review the current expectation placed on all employees and in consultation of the relevant Trade Union's prioritised current work practices;
- (ii) East Ayrshire Council asked the Director of Personnel to draft a scheme in consultation with the Trade Union's which recognises the need for stress

counselling, but which also takes into account the reasons for stress and the steps which this Authority will take to address the causes; and

- (iii) East Ayrshire Council assist the Trade Union's in completing a stress survey of all members of staff by allowing the Trade Union's to contact every employee via their pay advice slip.

The Chief Executive advised the Committee that Departmental staffs structures were subject to constant review and that it was managers duties to give advice on prioritisation of work. Training Courses had been given to Senior Management on Stress Management and further courses would be arranged in the future for middle management.

The Chief Executive stressed the need for an overall policy to be developed for Occupational Health which would encompass stress management and that this policy would be developed in consultation with the Trade Union's.

Finally, the Chief Executive reminded the staff members that any group of staff which had a particular problem could raise the matter through the appropriate Department JCC.

It was thereafter agreed:-

- (i) that an overall policy be developed to incorporate all aspects of Occupational Health in consultation with the Trade Union's;
- (ii) that the Chief Executive raise at the next Chief Officer's meeting, the comments made in relation to stress management;
- (iii) that all employees should be advised of advice points which exist within individual Departments in the event that they should seek guidance regarding stress management; and
- (iv) that the Depute Director of Personnel Services inform the Trade Union when seminars on stress management for middle management would be carried out.

### **PRIVATE FINANCE INITIATIVE**

- 8. There was submitted correspondence (circulated) from Matt McLaughlin, APT&C Etc Staffs Trade Union Convenor which requested that a comprehensive policy statement be issued on Private Finance Initiative committing the Authority to the provision of Council Services, by Council employees in Council owned property.

Following detailed discussion with reference being made to the Best Value Initiative and the Council's capital requirements, it was considered that the particular matter should not be pursued further, but that a presentation could be arranged for a future meeting in relation to any partnership issues which might arise.

### **DATE OF NEXT MEETING**

- 9. It was noted that future meetings of the Joint Consultative Committee for APT&C Etc Staffs for 1998 would be held on 14 September 1998 and on 9 December 1998 at 1400 hours.

The meeting terminated at 1511 hours.