

**ANNEXATION III**

**EAST AYRSHIRE COUNCIL**

**JOINT CONSULTATIVE COMMITTEE FOR MANUAL WORKERS AND CRAFT PERSONS**

**MINUTES OF MEETING HELD ON TUESDAY 5 MAY 1998 AT 1417 HOURS IN THE MAIN MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Jim O'Neill, Drew McIntyre, Kathleen Hall, Daniel Coffey, Jimmy Carmichael and Eric Jackson; Robert Robertson and Robert Baillie (representing AEEU), Francis Minnery (representing GMB), Ian Allan and Hugh Houston (representing UNISON), Tom O'Brien and Andrew Zaisluik (representing TGWU); and David Hunter and Andrew Wilson (representing UCATT).

**ATTENDING:** David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; William McKenzie, Acting Director of Commercial Operations; Alex McPhee, Senior Depute Director of Finance; Robin Gourlay, Depute Director of Commercial Operations; Graham Haugh, Depute Director of Personnel Services; Julie Armstrong, Senior Administrative Officer and Robert Beaton, Administrative Officer.

**ALSO ATTENDING:** Harry O'Neill (TGWU) and Ian King (GMB).

**APOLOGIES:** Councillors David Sneller and Tommy Farrell.

**CHAIR:** Tom O'Brien, Chair.

**VICE-CHAIR'S REMARKS**

1. The Vice-Chair on behalf of the Committee welcomed the Director of Personnel Services to the meeting on his return to work after a short period of absence.

**MEMBERSHIP TO THE JOINT CONSULTATIVE COMMITTEE**

2. It was noted that Mr Robert Millar (TGWU) had tendered his resignation and would be replaced by Mr Andrew Zaisluik (TGWU).

**EXCLUSION OF PRESS AND PUBLIC**

3. The 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 11 of Schedule 7A of the Act.

**MINUTES OF PREVIOUS MEETING OF 9 FEBRUARY 1998**

4. There was submitted and noted the minutes (circulated) of the previous meeting of 9 February 1998.

## **MATTERS ARISING**

### **5.1 PROPOSED SOCIAL CLUB (Item 7.1, Page 3143)**

The Depute Director of Personnel Services reported that a proposed constitution for the Social Club had been approved by the Head of Legal Services and further meetings would be held to progress the proposal.

The Trade Union representatives intimated that they did not wish to be directly involved in the running of the Social Club and indicated that members to run the Social Club should be elected from the workforce.

### **5.2 CHRISTMAS/NEW YEAR HOLIDAY ARRANGEMENTS - PAYMENT OF WAGES (Item 7.2, Page 3143)**

The Acting Director of Commercial Operations reported that Item 8, Rationalisation of Payment Arrangements addressed the issue in respect of Commercial Operations and to ensure consistency in terms of the transfer of responsibility arrangements in respect of Roads DLO, a meeting would be arranged with the Acting Director of Commercial Operations and the Head of Roads and Transportation to discuss any problems. Thereafter, a consultative meeting would be arranged with Trade Union Representatives.

In response to concerns from the employees side about Christmas/New Year Holidays arrangements for the Manual Workers and Craft Persons, the Director of Personnel Services agreed to investigate and report back on the implications at the next meeting.

### **5.3 PROPOSED EMPLOYEE DEVELOPMENT SCHEME - EAST AYRSHIRE GENERAL EMPLOYEE REVIEW (EAGER) (Item 9, Page 3144)**

The Depute Director of Personnel Services reported that following a meeting with the Manual and APT&C Convenors, a final draft document for the Scheme had been prepared and would be subject to wider consultation with the Trade Unions.

### **5.4 PROPOSED REDUNDANCY AND REDEPLOYMENT POLICIES (Item 10, Page 3144)**

The Depute Director of Personnel Services advised that following a meeting with the Manual & APT&C Convenors, a final draft had been prepared and would be subject to wider consultation with the Trade Unions.

### **5.5 PROTECTIVE CLOTHING (Item 11, Page 3144)**

There was submitted a report dated 22 April 1998 (circulated) by the Acting Director of Commercial Operations which provided an update on the provision of protective clothing to staff within Commercial Operations.

It was agreed:-

- (i) to note the action taken to provide protective clothing for each section as detailed in the report;
- (ii) to note that the Acting Director of Commercial Operations would continue to discuss arrangements for future supply with Trade Unions; and

- (iii) that the Acting Director of Commercial Operations would ensure that clothing request forms had been circulated to appropriate staff in the Building and Works Section with immediate effect.

#### **DEDUCTION OF RENT AND COUNCIL TAX AT SOURCE**

6. There was submitted a report dated 27 April 1998 (circulated) by the Director of Finance on the Council's financial systems ability to deduct rent and Council tax from employees wages and to advise of the Council's development of Procedures aimed at recovering payment arrears.

It was agreed:-

- (i) to request the Director of Finance and Director of Personnel Services to meet with the Trade Unions with a view to agreeing a harmonised procedure for deducting Council tax and rent on an agreed timescale from April 1999, consulting employees as appropriate;
- (ii) to note the processes introduced by the Council in an attempt to recover arrears and that the Director of Finance advise employees of these arrangements; and
- (iii) to request that a further report be submitted to a future meeting of the Committee on the outcome of the consultation process.

#### **TAX ALLOWANCE FOR LAUNDERING OF ESSENTIAL WORKWEAR**

7. There was submitted a report dated 27 April 1998 (circulated) by the Joint Secretaries which advised of current difficulties being experienced by employees in respect of their personal tax allowances related to the laundering of essential workwear and the actions taken by the Director of Finance to resolve the position.

Following discussion, it was agreed:-

- (i) to request the Director of Finance to contact the Inland Revenue to obtain a definitive statement that no additional information was required in respect of individual employee's claims; and
- (ii) to request the Director of Finance to provide a statement from the Inland Revenue on the current position for circulation to Trade Union Representatives.

#### **RATIONALISATION OF PAYMENT ARRANGEMENTS**

8. There was submitted a report dated 24 April 1998 (circulated) by the Director of Finance which highlighted potential risks of failure to rationalise pay arrangements.

It was agreed:-

- (i) that a Joint Working Group be formed as a matter of urgency comprising Officers and Trade Union representatives to consider options to rationalise payment arrangements for all Manual Workers and Crafts Persons; and
- (ii) to request the Director of Finance to report back to the next meeting on the outcome of the Working Group's discussion.

### **VIOLENCE AT WORK**

9. There was submitted a report dated 27 April 1998 (circulated) by the Joint Secretaries of the proposed introduction of a Violence at Work Policy.

It was agreed:-

- (i) to note the Trade Unions concerns with the delay in preparation of a Draft Policy and that the Director of Personnel Services had now issued a draft Violence at Work Policy document for consideration; and
- (ii) to request the Director of Personnel Services and the Trade Unions to enter into early consultation with a view to an agreed policy being submitted to an early meeting of the Personnel and Property Sub-Committee of the Policy and Resources Committee.

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

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

It was agreed:-

- (i) to note the Council participation in the Scotland's Health at Work Scheme;
- (ii) to note that the provision of a Well Man Service would be pursued with the Health Care Trust;
- (iii) to welcome the involvement of Trade Unions in the Working Group set up for implementation of the scheme and the provision of literature; and
- (iv) to request the Director of Personnel Services to provide update reports to future Committee meetings.

### **PRIVATE FINANCE INITIATIVE (PFI)**

11. There was submitted a letter dated 20 April 1998 (circulated) from Mr F Minnery, Joint Secretary which requested that a policy document be prepared to cover any eventuality of the Council being involved in PFI schemes.

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.

### **NEW DEAL (EAST AYRSHIRE EMPLOYMENT INITIATIVES)**

12. There was submitted a letter dated 20 April 1998 (circulated) from Mr F Minnery, Joint Secretary which sought clarification of East Ayrshire Council's implementation of the New Deal.

After discussion, it was agreed that the matter be the subject of further discussion at a meeting to be held on 12 May 1998.

**DATE OF NEXT MEETING**

13. It was noted that the next meeting would take place on 15 September 1998 at 1400 hours in the Main Meeting Room, Council Headquarters, London Road, Kilmarnock that a Pre-meeting would take place in Meeting Room 1 at 1330 hours for the employee's side and at the same time in the Main Meeting room for the Members side.

The meeting finished at 1534 hours.