

APPENDIX II

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 19 MAY 1998 AT 0900 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson (Chair), Drew McIntyre, Irene Reeves, Douglas Reid, Jim O'Neill, Daniel Coffey, David Sneller, Jimmy Boyd and Tommy Farrell.

ATTENDING: Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Barbara Haughan, Director of Support Services; Malcolm Roulston, Head of IT; Kate McVey, Head of Legal Services; Sam McVie, Principal Surveyor; John McHarg, Maintenance Manager, Property Services; George Malone, Principal Engineer, Contracting and Technical Services; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillor Kim Nicoll.

CHAIR: Councillor Eric Jackson, Chair.

MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES

1. There was submitted and noted the undernoted Minutes (circulated) as contained in Annexations I to III of these Minutes.
 - 1.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (TEACHERS) OF 19 MARCH 1998 - ANNEXATION I.**
 - 1.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC) STAFF OF 8 APRIL 1998 - ANNEXATION II.**
 - 1.3 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFT PERSONS) HELD ON 5 MAY 1998 - ANNEXATION III.**

EVALUATION SURVEY OF THE CHOICE PUBLICATIONS RETIREMENT PACK

2. There was submitted a report dated 22 April 1998 (circulated) by the Director of Personnel Services which advised of the results of the evaluation survey on the effectiveness of the use of the Choice Publications Retirement Pack.

It was agreed:-

- (i) to continue to provide to employees over 50 years of age who retired from the Council's service, free of charge, a retirement pack including a Choice Booklet and one year's subscription to the Choice Publication Magazine;
- (ii) that the Director of Personnel Services ensure that, wherever practicable, employees received the retirement pack prior to their retirement date; and

(iii) otherwise, to note the contents of the report.

Councillor Reid joined the meeting during discussion of the above item.

THE LOCAL GOVERNMENT PENSION SCHEME (SCOTLAND) REGULATIONS 1998

3. There was submitted a joint report dated 1 May 1998 (circulated) by the Directors of Personnel Services and of Finance which advised of the implications and issues arising from the Local Government Pension Scheme (Scotland) Regulations 1998 which had come into effect on 1 April 1998, and sought approval for the adoption of certain discretionary elements contained within the Regulations.

It was agreed:-

- (i) to approve the adoption of the discretionary provisions as contained in the report, subject to consultation with the appropriate Trade Unions;
- (ii) that the Director of Personnel Services and Director of Finance arrange to forward the Council's written policy statement in respect of these discretions, to the Strathclyde Pension Fund, as administering authority, before 30 June 1998;
- (iii) that the Director of Personnel Services notify all Heads of Department of the procedure to be adopted for the application of any of the provisions as detailed in the report;
- (iv) that the Director of Personnel Services seek the approval of the Chair's Sub-Committee of the Policy and Resources Committee before authorising or agreeing any applications of the above provisions which would have a financial implication for the Council; and
- (v) that the Director of Personnel Services and Director of Finance establish a system for the ongoing monitoring and review of the application of these discretionary provisions.

PAY AND SINGLE STATUS EMPLOYMENT

4. There was submitted and noted a report dated 20 April 1998 (circulated) by the Director of Personnel Services which provided a summary comment on the contents of the Personnel Services Circular (Industrial Relations) 6/98 received from CoSLA.

UPDATE ON TAXATION OF PAYMENTS IN LIEU OF NOTICE

5. There was submitted a joint report dated 27 April 1998 (circulated) by the Directors of Personnel Services and of Finance which advised on the outcome of further advice received from the Council's Tax Advisers regarding taxation of in lieu of notice payments.

It was agreed:-

- (i) to instruct that all payments in lieu of notice other than in the case of ill-health retiral should be made under deduction of tax;
- (ii) that the Director of Finance write to the Inland Revenue to advise that any tax paid to them by the Council in respect of payments in lieu of notice would be made without prejudice to their right to claim a refund pending the resolution of the Thorn EMI case;

- (iii) that the Director of Personnel Services advise the Sub-Committee on any future developments regarding taxation of payments in lieu of notice;
- (iv) to otherwise agree the contents of this report subject to consultation with the Trade Unions for consideration; and
- (v) to refer the report to the Education Committee for consideration in respect of any payments in lieu of notice made to teachers.

GENERAL UPDATE ON TRAINING AND DEVELOPMENT MATTERS

- 6.1** There was submitted and noted a report dated 6 May 1998 (circulated) by the Director of Personnel Services which provided an update on issues relating to training and development matters.

SPECIFIC REVIEW OF SKILLS TRAINING

- 6.2** There was submitted a report dated 12 May 1998 (circulated) by the Director of Personnel Services which advised of changes to the financial support for Skillseeker and Adult Training Programmes by Enterprise Ayrshire, the loss of financial support from the European Social Fund for the Waterside (Dunaskin) Training Scheme and the Young Persons' Development Programme (Jumpstart) all of which had significant implications for the budget of the Skills Training Unit.

It was agreed:-

- (i) to note the changes in contract and funding arrangements for Skillseeker and adult training imposed upon the Skills Training Unit by Enterprise Ayrshire, as detailed in the report, resulting in a loss of income to the Skills Training Unit from Enterprise Ayrshire of £58,600;
- (ii) to approve the actions taken by the Director of Personnel Services, Acting Director of Commercial Operations and Director of Housing to ensure that adult apprentices from the Waterside (Dunaskin) Training Scheme were able to complete their training with the Council;
- (iii) to approve the administrative actions which the Director of Personnel Services would take to ensure that the replacement programme for Jumpstart was delivered within the reduced, available budget;
- (iv) that a report proposing revised staffing and structure of the Administrative team of the Skills Training Unit be submitted to the next meeting of the Sub-Committee;
- (v) that one vacant post of Training Supervisor would remain vacant throughout 1998/99, resulting in a saving of around £14,000;
- (vi) to approve that with effect from 1 June 1998, the charge to placement providers be increased to £45 per Skillseeker per week; and
- (vii) that the completion bonus for the replacement programme for Jumpstart should be reduced from £50 to £25 with immediate effect and discontinued completely, with effect from 1 August 1998.

REVIEW OF MANAGING ABSENCE PROCEDURES

- 7.** There was submitted a report dated 27 April 1998 (circulated) by the Director of Personnel Services which advised of the outcome of the Chairs' Monitoring Group's

review of employee absence levels and recommended enhancements to the application of the Council's Managing Absence Procedures.

It was agreed:-

- (i) to approve the recommendations as detailed within the report;
- (ii) that the Director of Personnel Services submit a report on the content of an Occupational Health Service to an early meeting of this Sub-Committee;
- (iii) that the Director of Personnel Services consult with Trade Unions at an early date in respect of the recommendations within the report and arrange for the matter to be considered at the October cycle of the first tier JCC meetings; and
- (iv) that the report be referred to the Education Committee for consideration in respect of Teaching staff.

FLEXIBLE WORKING (Item 4, Page 3279)

8. There was submitted a report dated 5 May 1998 (circulated) by the Director of Personnel Services which advised of proposals for the introduction of flexible working on a pilot basis within the Social Work Department.

It was agreed:-

- (i) to approve in principle a pilot programme of flexible working arrangements within the Social Work Department;
- (ii) that the Director of Personnel Services and Director of Social Work work jointly on the project and arrange early consultation with the Trade Unions; and
- (iii) that the Director of Personnel Services and Director of Social Work report back to an early meeting of the Sub-Committee on the implications for the Council and its employees of such a pilot project.

DEPARTMENT OF COMMUNITY SERVICES - OVERSEAS EXCHANGE

9. There was submitted a report dated 1 May 1998 (circulated) by the Director of Personnel Services which advised of a request from the Director of Community Services for a Countryside Ranger employed at Dean Castle Country Park to participate in an overseas exchange programme.

It was agreed:-

- (i) to approve in principle an application being submitted from a Countryside Ranger to participate in the Officer Exchange Programme; and
- (ii) to remit the matter to the Community Services Committee for final decision with regard to the implications for service delivery.

INFORMATION TECHNOLOGY TRAINING

10. There was submitted a joint report dated 5 May 1998 (circulated) by the Directors of Personnel Services and of Support Services which proposed the establishment of an in-house Information Technology (IT) Training Resource.

It was agreed:-

- (i) to approve the establishment of a Training Officer (IT) graded AP5/SO2 to be employed within the Personnel Services Department, subject to consultation with Trade Unions;
- (ii) to note the establishment of an in-house IT training resource within the Training and Development Section at Lugar; and
- (iii) that the Director of Personnel Services report back to a future meeting of the Sub-Committee on the initial experience of the in-house resource.

ENERGY MANAGEMENT PROGRESS REPORT

11.1 There was submitted a report dated 26 April 1998 (circulated) by the Director of Support Services on progress on the implementation of the Council's Energy Management Policy.

It was agreed:-

- (i) to note the contents of the report;
- (ii) to note the Council's participation in the Building Research Establishment research programme for energy targeting of non-domestic buildings at a national level; and
- (iii) to note the proposal for distribution of energy consumption figures directly to client Departments.

ENERGY MANAGEMENT REVIEW

11.2 There was submitted and noted a report dated 30 April 1998 (circulated) by the Director of Support Services which provided an update on what had been achieved to date in the implementation of Energy Management and the proposals for the coming year.

PROPOSED JOINT MARKETING OF GROUND AT 44/50 MAIN STREET, PATNA

12. There was submitted a report dated 1 May 1998 (circulated) by the Director of Support Services which sought approval for the joint marketing of land at 44/50 Main Street, Patna.

It was agreed that the Director of Support Services be authorised to undertake the joint marketing of land at 44/50 Main Street, Patna, subject to the terms detailed in the report.

SUPPORT SERVICES - PROPERTY SERVICES - CENTRAL REPAIRS ACCOUNT REVENUE ALLOCATION 1998/99

13. There was submitted a report dated 5 May 1998 (circulated) by the Director of Support Services which advised of proposals in respect of the expenditure of the Revenue Budget provision of £2,191,200 (including £1m from Capital Funded from Current Revenue).

It was agreed to recommend approval of the Revenue Expenditure Programme as detailed in the report.

**SUPPORT SERVICES - PROPERTY SERVICES - GENERAL SERVICES CAPITAL
ALLOCATION 1998/99**

14. There was submitted a revised report dated 15 May 1998 (circulated) by the Director of Support Services which advised of proposals in respect of the expenditure of the capital budgetary provision of £200,000 in the financial year 1998/99.

It was agreed:-

- (i) to recommend approval of the Capital Expenditure as outlined in the report; and
- (ii) that the Director of Support Services be given authority to reallocate any remaining balance of £27K shown against "Other Office Accommodation/Decentralised Office Accommodation/Local Office Security" towards the provision of the New Farm Local Office.

EXCLUSION OF PRESS AND PUBLIC

15. 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 Paragraphs 1 and 9 of Schedule 7A of the Act.

**PROPOSED DISPOSAL OF GROUND ADJOINING SKERRINGTON GARAGE,
CUMNOCK**

16. There was submitted a report dated 5 May 1998 (circulated) by the Director of Support Services which requested authorisation for the Head of Property Services to negotiate with Messrs Burns for the disposal, subject to the terms and conditions being agreed, of the area of ground adjoining Skerrington Garage, Cumnock.

It was agreed:-

- (i) to authorise the Head of Property Services to enter into negotiations with Messrs Burns for the proposed sale of ground adjacent to Skerrington Garage, Cumnock, which would be subject to Messrs Burns obtaining all necessary consents in connection with the company's development proposals, the ground being declared surplus to requirements, and the site be kept tidy to the satisfaction of the Head of Planning and Building Control; and
- (ii) that the Head of Property report back to the Sub-Committee on the outcome of the negotiations.

**REQUEST TO UNDERTAKE THE HEAD LEASE OF AN INDUSTRIAL UNIT AT
SKERRINGTON FARM, CUMNOCK**

17. There was submitted a report dated 11 May 1998 (circulated) by the Director of Support Services which sought authority to undertake the lease of a single unit, currently being developed by Stanley Stores (Strathclyde) Limited at Skerrington Farm, Cumnock, on behalf of the Council's Development Services Department.

It was agreed to authorise the Head of Property Services to undertake, on behalf of the Council's Development Services Department, the lease of the proposed 790 sq m (8500 sq ft) unit currently being developed by Stanley Stores (Strathclyde) Limited at

Skerrington Farm, Cumnock, on the proposed terms and conditions detailed in the report.

Councillor Sneller left the meeting during consideration of this item.

**PROPOSED DISPOSAL OF THE BUILDING AT 14 NEW BRIDGE STREET,
CUMNOCK (FORMALLY THE UNITED SESSIONS CHURCH)**

18. It was noted that this item had been withdrawn from the Agenda.

**RESTRUCTURING OF RECREATION SERVICES SECTION WITHIN THE
COMMUNITY SERVICES DEPARTMENT**

19. There was submitted a joint report dated 10 February 1998 (circulated) by the Directors of Personnel Services and of Community Services which advised of proposals to re-structure the Recreation Services Section to take into account additional responsibilities and employees recently transferred to this section from the Commercial Operations Department.

It was agreed to approve the proposed re-structuring of the Recreation Services Section of the Community Services Department as detailed in the report subject to consultations with Trade Unions.

HOUSING DEPARTMENT - STAFFING RESTRUCTURE

20. There was submitted a joint report dated 27 April 1998 (circulated) by the Directors of Personnel Services and of Housing which requested approval of amendments to the staffing structure of the Department of Housing in response to the 1998/99 budget growth/savings package.

It was agreed:-

- (i) to approve the proposed alterations to the Housing Department's staffing establishment as detailed in the report; and
- (ii) to otherwise note the contents of the report.

SUPPORT SERVICES - LEGAL SERVICES - STRUCTURE REVIEW

21. There was submitted a joint report (circulated) by the Directors of Support Services and of Personnel Services which sought approval for a package of proposals to address the identified current and medium term requirement for additional staffing resources within the Support Services (Legal Services).

It was agreed:-

- (i) to approve the restructuring of Legal Services as detailed in the report subject to consultation with Trade Unions;
- (ii) to authorise the Head of Legal Services to enter into a contract with J Rynn (LRC) Ltd., Land Registration Consultants, in respect of the Council's Titles, Land Ownership interest and Council House Sales Procedure as detailed in the report; and
- (iii) to otherwise note the contents of the report.

SUPPORT SERVICES - REGRADING OF THE POST OF ADMINISTRATIVE ASSISTANT

22. There was submitted a joint report dated 7 May 1998 (circulated) by the Directors of Personnel Services and of Support Services seeking approval for the regrading of a post of Administrative Assistant (Personnel, Finance and Admin) to reflect increased responsibilities and duties; subject to consultation with the Trade Unions.

It was agreed that the post of Administrative Assistant (Personnel, Finance and Administration) be regraded from AP1 to AP2, subject to consultation with Trade Unions.

SUPPORT SERVICES - INFORMATION TECHNOLOGY - PROPOSED STRUCTURAL ALTERATIONS

23. There was submitted a joint report dated 6 May 1998 (circulated) by the Directors of Personnel Services and of Support Services which sought approval to re-grade key staff within the IT function of Support Services Department in order to ensure the retention of critical staff skills and experience for the delivery of new corporate systems, and to change certain IT functions job titles to bring them into line with other organisations, thus easing the process of future staff recruitment.

It was agreed to approve the recommendations as contained within the report subject to consultation with Trade Unions.

The meeting terminated at 0952 hours.