

**APPENDIX VIII**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 25 FEBRUARY 1997 AT 1000  
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Irene Reeves, Jim O'Neill, Kathleen Hall, Bob Beattie, Daniel Coffey, Eric Ross and Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Charles McBreen, Senior Safety Officer; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

**APOLOGIES:** Councillors Drew McIntyre, Provost Robert Stirling, Councillors George Turnbull and David Sneller.

**CHAIR:** Councillor Jim O'Neill was appointed to the Chair.

**CHAIR'S REMARKS**

1. The Chair referred to the recent illness of Councillor Drew McIntyre and on behalf of the Sub-Committee, wished him a speedy recovery.

**FIRST AID ALLOWANCE**

2. There was submitted a report dated 7 February 1997 (circulated) by the Director of Personnel Services advising of revised first-aid allowances effective from 1 October 1996.

It was agreed to note the report and that the Director of Personnel Services would provide the Sub-Committee with details of the total number of employees designated as "First Aiders".

**UPDATE ON HEALTH AND SAFETY MATTERS (Item 4, Page 1582)**

3. There was submitted a report dated 6 February 1997 (circulated) by the Director of Personnel Services providing an update report on issues relating to health and safety matters.

It was agreed:-

- (i) to note with concern that one Department had still to issue its Departmental Health and Safety Policy, and that the Director of Personnel Services would liaise with the relevant Director to expedite the matter, and report back to the next meeting; and
- (ii) to note the report.

Councillor Beattie joined the meeting at this point.

### **SUMMARY REPORT ON ACCIDENT STATISTICS (Item 5, Page 1582)**

4. There was submitted and noted a report dated 31 January 1997 (circulated) by the Director of Personnel Services providing for the months of October, November and December 1996, 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.

### **APPOINTMENT OF INDEPENDENT FINANCIAL ADVISORS**

5. There was submitted a report dated 6 February 1997 (circulated) by the Director of Personnel Services recommending the appointment of four independent financial advisors to provide appropriate financial advice and assistance to employees.

It was agreed:-

- (i) to approve the appointment of the four selected independent financial advisors namely:- Blythswood Associates, Godwins Ltd, Hyman Robertson and Save and Invest for an initial period of 12 months, subject to review in the light of experience;
- (ii) that the Director of Personnel Services confirm the appointments to the independent financial advisors and to make arrangements thereafter for the appointments to be appropriately communicated to the Trade Unions and all employees; and
- (iii) that the Director of Personnel Services report back in December 1997 on the operation of the facility.

### **REDEPLOYMENT POLICY**

6. It was noted that the report dated 6 February 1997 (circulated) by the Director of Personnel Services in respect of this issue had been withdrawn pending further consultation with the Trade Unions.

### **CoSLA PERSONNEL SERVICES CIRCULAR - 1R1/97 - APT&C/MANUAL WORKERS - SALARY CLAIM 1997**

7. There was submitted and noted a report dated 18 February 1997 (circulated) by the Director of Personnel Services advising of the current position concerning national wage negotiations affecting APT & C etc Staffs and Manual Workers.

### **JOINT STAFFING WATCH - SEPTEMBER 1996 RETURN (Item 6, Page 1582)**

8. There was submitted a report dated 10 February 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 September 1996 concerning the numbers of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

The Chair also reported that a meeting with CoSLA and Local Authority Officers would be held on 3 March 1997 to discuss issues arising from the production of joint staffing returns.

It was agreed to note the reports.

**CONDITIONS OF SERVICE - ASSISTED CAR PURCHASE SCHEME (Item 6, Page 1230)**

9. There was submitted a joint report dated 7 February 1997 (circulated) by the Directors of Finance and of Personnel Services recommending agreement in principle, that facilities for the Council's Assisted Car Purchase Scheme be extended to cover all employees of the Council who use their car on official Council business and financed by an external provider.

It was agreed to approve in principle:-

- (i) that the provision of loans under the Council's Assisted Car Purchase Scheme be undertaken in conjunction with Clyde General Finance Limited;
- (ii) that the Council indemnify that company in respect of repayments due from employees;
- (iii) that the terms and conditions of the Council's Assisted Car Purchase Scheme be modified as appropriate to reflect the involvement of the company;
- (iv) that the terms of the Council's Assisted Car Purchase Scheme be amended to reflect availability to all employees of the Council; and
- (v) the above proposals subject to discussions with Trade Unions.

**TEMPORARY EMPLOYMENT**

10. There was submitted a report dated 10 February 1997 (circulated) by the Director of Personnel Services proposing a policy for the application of temporary appointments in the service of East Ayrshire Council.

It was agreed:-

- C (i) to recommend to Council that the undernoted points provide a policy framework for the employment of temporary employees (non teaching) by East Ayrshire Council subject to discussions with Trade Unions:- C
- (a) that the requirements for any temporary appointments should be clearly identified in submissions from Departments to the Personnel Services Department;
  - (b) that any temporary appointments made must contain within the contract of employment statement, the reasons for the temporary appointment and its likely termination date;
  - (c) that all temporary appointments would contain provision for termination by notice on either side;
  - (d) that any temporary appointment or extension to an original temporary appointment must be approved by the Director of Personnel Services in terms of the Council's Scheme of Delegation;
  - (e) that any temporary appointment which runs beyond 12 calendar months would be the subject of consultation between the service Department, appropriate Trade Unions and the Personnel Services Department; and
  - (f) that statements detailing the position concerning temporary appointments and showing the numbers on a Departmental basis and

the reasons therefore, would be submitted to the Personnel Services Sub-Committee on a quarterly basis; and

- (ii) that the Director of Personnel Services immediately review and confirm the employment position of existing temporary employees in conjunction with Heads of Department; and
- (iii) to refer the matter to the Education Committee for their information and consideration of appropriate action in respect of teaching staff.

### **EMPLOYEE INDUCTION POLICY**

11. There was submitted a report dated 7 February 1997 (circulated) by the Director of Personnel Services recommending an Employee Induction Policy, subject to consultation with the Trade Unions.

It was agreed:-

- |          |  |          |
|----------|--|----------|
| <b>C</b> | <ul style="list-style-type: none"> <li>(i) to recommend to Council:-           <ul style="list-style-type: none"> <li>(a) the following Policy Statement relating to Induction:- East Ayrshire Council believes that thorough induction of employees into their jobs greatly increases their efficiency and effectiveness, contributes to their health and safety and increases motivation and job satisfaction. The Council requires that all employees receive appropriate induction on taking up a new post";</li> <li>(b) to endorse the four stages of induction namely Pre-employment, Corporate, Departmental and Job, with appropriate support materials provided at each stage to ensure their effectiveness; and</li> </ul> </li> <li>(ii) to instruct the Director of Personnel Services to report back to the Sub-Committee on the feedback from employees (non teaching staff) on the appropriateness of the Induction Programme;</li> <li>(iii) to instruct the Director of Personnel Services to consult with Trade Unions; and</li> <li>(iv) to refer the matter to the Education Committee for their information and consideration of appropriate action in respect of teaching staff.</li> </ul> | <b>C</b> |
|----------|--|----------|

### **PERSONAL HARASSMENT POLICY AND PROCEDURES**

12. There was submitted a report dated 6 February 1997 (circulated) by the Director of Personnel Services recommending a Personal Harassment Policy and Related Procedures, subject to consultation with the Trade Unions.

It was agreed:-

- |          |  |          |
|----------|--|----------|
| <b>C</b> | <ul style="list-style-type: none"> <li>(i) to recommend to Council to approve the content of the Personal Harassment Policy and Procedures, subject to consultation with the Trade Unions;</li> <li>(ii) to instruct the Director of Personnel Services to ensure that the final Policy Document was effectively communicated and was introduced to the Council's workforce, subject to consultation with the Trade Unions; and</li> <li>(iii) to refer the matter to the Education Committee for their information and consideration of appropriate action in respect of teaching staff.</li> </ul> | <b>C</b> |
|----------|--|----------|

**EAST AYRSHIRE NATIVE AND COMMUNITY WOODLAND INITIATIVE**

13. There was submitted a report (circulated) by the Director of Development Services informing of the current position regarding the East Ayrshire Native and Community Woodland Initiative; and seeking authority for East Ayrshire Council to act as employer for the temporary appointments of Project Manager, Project Officer and other members of staff as appropriate.

It was agreed subject to the formal agreement of the Community Woodland Initiative at its next meeting on 3 March 1997, that East Ayrshire Council be the employing authority for the East Ayrshire Native and Community Woodland Initiative Project management staff, for the purposes of salary, conditions of service and related issues.

The meeting terminated at 1036 hours.