

APPENDIX IV

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 24 FEBRUARY 1998 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson and Irene Reeves, Provost Robert Stirling and Councillors Jim O'Neill, Daniel Coffey, George Turnbull and David Sneller.

ATTENDING: David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Alan McDougall, Depute Director of Social Work; Eoghan Baird, Training and Development Manager; Julie Armstrong, Senior Administrative Officer; and Anne Fairbairn, Administrative Officer.

APOLOGIES: Councillors Drew McIntyre, Kathleen Hall and Jimmy Boyd.

CHAIR: Councillor Eric Jackson, Chair.

**MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC)
STAFF OF 8 JANUARY 1998**

1. There was submitted Minutes (circulated) of the meeting of the Joint Consultative Committee (APT & C Etc) Staff held on 8 January 1998 as shown in Annexation I of these Minutes.

It was agreed that Councillor Campbell's name be added to the list of apologies.

1.1 MATTERS ARISING FROM THE MINUTES

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

Noted that meetings would be held with the Trade Union's to further consider the scheme and a report would be submitted to an early meeting of the Sub-Committee;

**(b) PROPOSED REDUNDANCY AND REDEPLOYMENT POLICIES (Item 8,
Page 3140)**

Noted that initial meetings had been held with the Trade Union's to discuss the proposed policies and that a report would be submitted to an early meeting of the Sub-Committee.

**MEETING OF JOINT CONSULTATIVE COMMITTEE (MANUAL AND
CRAFTPERSONS) OF 15 JANUARY 1998**

2. Noted that the Joint Consultative Committee (Manual and Craftpersons) Meeting due to be held on 15 January 1998 did not take place.

MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEE (MANUAL AND CRAFTPERSONS) OF 9 FEBRUARY 1998

3. There was submitted Minutes (circulated) of the Meeting of the Joint Consultative Committee (Manual Workers and Craftpersons) held on 9 February 1998 as shown in Annexation II of these Minutes.

Noted matters arising as per item 1.1 stated previously.

COSLA CIRCULARS

4.1 S0/217 AND MW/166 - FIRST AID ALLOWANCE

There was submitted and noted a report dated 15 January 1998 (circulated) by the Director of Personnel Services which advised of revised First Aid Allowances effective from 1 October 1997.

4.2 IR/1/98 - TAXATION OF PAYMENTS IN LIEU OF NOTICE

There was submitted a report dated 9 February 1998 (circulated) by the Director of Personnel Services which provided a summary comment on the contents of the Circular.

It was agreed:-

- (i) to note the contents of the report;
- (ii) that the Directors of Personnel Services and of Finance make the appropriate in lieu of notice payments to employees following the advice received from Price Waterhouse; and
- (iii) that the Director of Personnel Services report back on the outcome of the awaited advice from the Council's Tax Advisers.

4.3 SCOTTISH JOINT NEGOTIATING COMMITTEE FOR LOCAL AUTHORITIES SERVICES (CHIEF OFFICIALS) - CIRCULAR CO/128

There was submitted a report dated 5 February 1998 (circulated) by the Director of Personnel Services which gave advice on Circular CO/128 received from the Scottish Joint Negotiating Committee for Local Authorities Services which intimated alterations to Conditions of Services and Allowances for Chief Officials.

It was agreed to note the issues covered by the Circular and that the Director of Personnel Services had implemented the contents in accordance with the Scheme of Delegation.

4.4 SCOTTISH JOINT NEGOTIATING COMMITTEE FOR LOCAL AUTHORITIES SERVICES (CHIEF OFFICIALS) - CIRCULAR CO/129

There was submitted a report dated 4 February 1998 (circulated) by the Director of Personnel Services which gave advice on Circular CO/129 received from the Scottish Joint Negotiating Committee for Local Authorities Services which included an amendment to the Disciplinary Procedure for Chief Executives.

It was agreed:-

- (i) to note the contents of the report;
- (ii) to approve the related revision to the Council's Disciplinary Procedure for the Chief Executive; and
- (iii) that the Director of Personnel Services make the appropriate amendment to the Council's Disciplinary Procedure for the Chief Executive.

4.5 IR/2/98 - 1998 PAY NEGOTIATIONS

There was submitted and noted a report dated 17 February 1998 (circulated) by the Director of Personnel Services which gave advice on the progress of the Trade Union Side Pay Claim for 1998.

Noted that the Director of Personnel Services would provide Councillor Coffey with information on the number of East Ayrshire Council employees paid below comparable low pay thresholds.

HEATING, VENTILATING AND DOMESTIC ENGINEERING INDUSTRY - PAY SETTLEMENT

5. There was submitted a report dated February 1998 (circulated) by the Director of Personnel Services on details of a three year pay award agreed within the Joint Conciliation Committee of the Heating, Ventilating and Domestic Engineering Industry.

Having noted that in Paragraph 4.1 of the report, the financial implications would be considered further by the Director of Commercial Operations, it was agreed:-

- (i) to note the content of the report; and
- (ii) that the Director of Personnel Services report back to a future meeting of the Sub-Committee on the progress of any single status negotiations for Heating and Ventilation Engineers.

CAR LEASING SCHEME - COUNCIL CONTRIBUTIONS (Item 6, Page 1230)

6. There was submitted a report dated 10 February 1998 (circulated) by the Director of Personnel Services which proposed an alteration to the amount of contributions made by the Council towards the cost of employees leasing vehicles under the Council's Car Leasing Scheme.

It was agreed that the Council's contribution to the cost of employees leasing vehicles under the Council's Car Leasing Scheme be as follows in respect of all new leases:-

ANNUAL BUSINESS MILEAGE	ANNUAL COUNCIL CONTRIBUTION
Up to 499	Nil
500 - 1499	£750
1500 - 2999	£1,000
3000 - 5499	£1,800
5500 - 7999	£2,750
8000 and above	£3,500

UPDATE ON TRAINING AND DEVELOPMENT MATTERS

7. There was submitted and noted a report dated 6 February 1998 (circulated) by the Director of Personnel Services which provided an update on issues related to training and development matters.

MODERN APPRENTICESHIPS IN ADMINISTRATION

8. There was submitted a report dated 11 February 1998 (circulated) by the Director of Personnel Services which advised of the registration of the Skills Training Unit as meeting the criteria to become a Modern Apprenticeship Centre for the delivery of Administration Modern Apprenticeships.

It was agreed:-

- (i) to note the terms of the report; and
- (ii) that the Director of Personnel Services submit a progress report to a future meeting of the Sub-Committee on the Council's involvement in Modern Apprenticeships.

ACCOUNTS COMMISSION FOR SCOTLAND "BYE NOW, PAY LATER?" THE MANAGEMENT OF EARLY RETIREMENT IN SCOTLAND

9. There was submitted a report dated January 1998 (circulated) by the Director of Personnel Services on the contents of the Accounts Commission for Scotland Report "Bye Now, Pay Later?" which related to the Management of Early Retirement in Local Government.

It was agreed:-

- (i) to note the Council's general compliance with the Accounts Commission's recommendations contained within its report "Bye Now, Pay Later?";
- (ii) that the Director of Finance consider the recommendation in respect of disclosing the extra costs arising from early retirement in the Council's Annual Report of Accounts; and
- (iii) to refer the report to the Education Committee for their interest.

ACCOUNTS COMMISSION AUDITS

10. There was submitted a report dated 5 February 1998 (circulated) by the Director of Personnel Services on the Council's participation in the Accounts Commission Annual Value for Money (VFM) Studies which included:-

- (i) Local Government Directorate Study - Management Costs;
- (ii) Local Government Directorate Study - Early Retirement; and
- (iii) Management Arrangements Audit - Managing People.

It was agreed:-

- (i) to note the contents of the report;
- (ii) to refer the report to the Education Committee for their interest; and
- (iii) that the Director of Personnel Services report back to the Sub-Committee on the outcome of the Council's participation in the aforementioned Accounts Commission audits and any implications for the Council's Employment Policies, as appropriate.

QUALITY ASSURANCE ACCREDITATION (Item 6, Page 2478)

11. There was submitted and noted a report dated 5 February 1998 (circulated) by the Director of Personnel Services which advised of the Personnel Services Department's extension of accreditation scope within its ISO9001 Quality Assurance System.

The Chair extended his congratulations to the Personnel Services Department on successfully obtaining an extension of accreditation within ISO9001 Quality Assurance System.

EXCLUSION OF PRESS AND PUBLIC

12. 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.

A REVIEW OF RESIDENTIAL PROVISION FOR CHILDREN AND PROPOSALS FOR FUTURE DEVELOPMENT (Item 7, Page 2850)

13. There was submitted a joint report dated 5 February 1998 (circulated) by the Directors of Personnel Services and of Social Work which requested approval of amendments to the staffing structure of the Social Work Department to allow the future development of alternatives to residential child care provision.

It was agreed to approve the proposed changes in the staffing structure of the Social Work Department.

SOCIAL WORK DEPARTMENT - HELP-LINE CENTRE - STAFF STRUCTURE

14. There was submitted a joint report dated 11 February 1998 (circulated) by the Directors of Personnel Services and of Social Work which advised the Sub-Committee of a review of the staffing arrangements within the Community Alarms and Help-line Services and which recommended a staffing structure for the integration of the two functions.

It was agreed:-

- (i) to note the outcome of the staffing review of the former Community Alarms and Help-line services;
- (ii) to integrate the services into a Help-line Centre function; and
- (iii) approve the staffing proposals as outlined in the report, with effect from 1 October 1997.

REGRAIDING OF SUPPORT WORKERS IN COMMUNITY MENTAL HEALTH TEAM

15. There was submitted a joint report dated February 1998 (circulated) by the Directors of Personnel Services and of Social Work which recommended the regrading and re-designation of two Support Workers (Mental Health) posts to that of Social Work Assistants within the Social Work Department.

It was agreed to the regradings, as detailed in the report, of the two Support Workers to Social Work Assistants in accordance with the Council's related occupational grading scheme.

The meeting terminated at 1048 hours.