

**APPENDIX VII**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 8 APRIL 1997 AT 1000 HOURS IN  
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Drew McIntyre, Irene Reeves, Provost Robert Stirling, Councillors Bob Beattie, Daniel Coffey, George Turnbull, Eric Ross, David Sneller and Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Eoghan Baird, Training and Development Manager; Julie Armstrong, Senior Administrative Officer; and Robert Beaton, Administrative Officer.

**APOLOGIES:** Councillors Jim O'Neill and Kathleen Hall.

**CHAIR:** Councillor Drew McIntyre, Chair.

**JOINT CONSULTATIVE COMMITTEE (TEACHERS)**

1. There was submitted and noted Minutes of Joint Consultative Committee (Teachers) held on 28 January 1997.

**CoSLA CIRCULAR - HUMAN RESOURCE ADVICE 1/97 - PREVENTION OF  
ILLEGAL WORKING**

2. There was submitted a report dated 13 March 1997 (circulated) by the Director of Personnel Services advising of CoSLA Circular Human Resource Advice 1/97 relating to the prevention of illegal working, further advising that the Circular was in response to the creation of the Asylum and Immigration Act 1996.

It was agreed:-

- (i) to note the content of the CoSLA Human Resource Advice Circular 1/97 relating to the prevention of illegal working; and
- (ii) to approve the actions taken by the Director of Personnel Services in response to the introduction of the Asylum and Immigration Act 1996.

**LOCAL GOVERNMENT RE-ORGANISATION - REDUNDANCY AND DETRIMENT  
REGULATIONS - EXTENSION OF 1995 REGULATIONS**

3. There was submitted and noted a report dated 25 March 1997 (circulated) by the Director of Personnel Services advising of the extension of the lifespan of the above regulations by three months to 30 June 1997.

**APT & C SERVICES - REVISED ALLOWANCES - SCOTTISH COUNCIL  
CIRCULAR SO/213**

4. There was submitted a report dated 13 March 1997 (circulated) by the Director of Personnel Services advising of the Scottish Council (APT & C) Circular SO/213 dated 17 February 1997 which revised the undernoted allowances with effect from 1 January 1997:-

Residential and Nursery Staffs - Meal Charges

Subsistence Allowances

Residential Training Courses - Out of Pocket Expenses

Travelling and Disturbance Allowances

It was agreed:-

- (i) to note the content of the Scottish Council for Local Authorities Services (APT & C Staffs) Circular SO/213; and
- (ii) to note that the Director of Personnel Services had implemented the Circular's contents in accordance with the Scheme of Delegation.

**UP-DATE ON TRAINING AND DEVELOPMENT MATTERS**

5. There was submitted and noted a report dated 14 March 1997 (circulated) by the Director of Personnel Services providing an up-date on issues relating to training and development matters.

**COMMUNITY SERVICES DEPARTMENT - POST OF COMMUNITY ARTS  
WORKER - ALTERATION TO STRUCTURE (Item 3, Page 1962)**

6. There was submitted a report dated 24 March 1997 (circulated) by the Director of Personnel Services seeking approval for the appointment of a Community Arts Worker, graded AP3 (£13,977 - £15,375) to the Community Services Department.

It was agreed to approve the appointment of a Community Arts Worker, graded AP3 (£13, 977 - £15,375) within the Community Services Department.

**FINANCE DEPARTMENT - TRAINEE ACCOUNTANT GRADING SCHEME**

7. There was submitted a report dated 20 March 1997 (circulated) by the Director of Personnel Services which recommended that a Trainee Accountant Grading Scheme be applied within the Finance Department.

It was agreed to approve the proposed Trainee Accountant Grading Scheme as set out in the Appendix to the report.

**SOCIAL WORK DEPARTMENT - AMALGAMATION OF COMMUNITY  
WORK/LOCALITY PLANNING STAFF**

8. There was submitted a report dated 21 March 1997 (circulated) by the Director of Personnel Services seeking agreement on amendments to the staffing structure of the Social Work Department in response to the 1997/98 budget exercise.

It was agreed to approve the recommendations contained within the report.

**SOCIAL WORK DEPARTMENT - SENSORY IMPAIRMENT SERVICES (Item 7,  
Page 1823)**

9. There was submitted a report dated 17 March 1997 (circulated) by the Director of Personnel Services which recommended the staffing resources required to support the Sensory Impairment Strategy approved by the Social Work Committee at their meeting on 20 February 1997.

It was agreed to approve the staffing proposals as follows:-

<u>Job Title</u>	<u>Grade</u>	<u>Salary</u>
Service Officer (Disability and Sensory Impairment)	SO2	£20,781 - £22,731
Registered Interpreters (2 Posts)	AP4	£15,885 - £17,625
Rehabilitation/Mobility Officer	AP4	£15,885 - £17,625
Information/Advice Worker	AP4/5	£15,885 - £19,842
Technician	TECH 3	£13,581 - £15,375
Clerical Assistant	GS 1/2	£6,744 - £10,715

**SOCIAL WORK DEPARTMENT - NEW POST OF SERVICE OFFICER (SYSTEMS)**

10. There was submitted a report dated 21 March 1997 (circulated) by the Director of Personnel Services which recommended the establishment of a new Service Officer post within the Social Work Department to promote and support the efficiency of information and IT systems within the Department.

It was agreed to approve the proposal to establish a Service Officer (Systems) Post graded SO5 (£22,731 - £24,543) within the Social Work Department.

**CONDITIONS OF SERVICE - PAYMENT OF PROFESSIONAL FEES (Item 6, Page 1230)**

11. There was submitted a report dated 14 March 1997 (circulated) by the Director of Personnel Services which recommended provision for the application of the scheme of payment of professional fees to employees of East Ayrshire Council.

It was agreed:-

- (i) that where the requirement to hold a recognised professional qualification was a requirement of the post, notice to that effect must be contained in the advertisement and persons could therefore be appointed to the post only if they held the required qualification;
- (ii) that the requirement for Senior Officers to hold appropriate professional qualifications should be clearly stated in advertisements and reflected in the salary for the post;
- (iii) that payment of professional fees would be made only where there was a legal requirement for a person to hold a specified qualification in order to undertake the duties of a post and only where the employee's salary/wage

was less than the maximum of spinal column point 45 (i.e. the maximum of grade SO8);

- (iv) to note that payment of professional fees excluded the first £25.00 which would be required to be met by the employee;
- (v) that on completion of training and being eligible for full membership of an appropriate professional body, professional trainees would have their entry fee and initial year's subscription paid by the Council;
- (vi) that the above proposals would be effective from 1 April 1997; and
- (vii) that the Council would consider appeals on the grounds of hardship for any employee currently in receipt of payment of professional fees and who would no longer qualify for such payment under the above criteria.

### **CONDITIONS OF SERVICE - TELEPHONE ALLOWANCES (Item 6, Page 1230)**

12. There was submitted a report dated 14 March 1997 (circulated) by the Director of Personnel Services recommending provision for the application of the scheme of telephone allowances to employees of East Ayrshire Council.

It was agreed:-

- (i) that telephone allowances per the scheme attached to the Director of Personnel Service's report be paid to employees in formal rosters for stand-by emergency duties who had a high frequency of calls and whose basic salary/wage was on or below spinal column point 45 (i.e. the maximum of grade SO8);
- (ii) that all other employees who used home telephones for business calls be issued with a BT Chargecard allowing the call to be charged to the Council;
- (iii) that those employees not on a BT system and who wished to claim for official calls, would require to submit their itemised telephone bill to the Council, highlighting the calls to be charged to the Council and claiming reimbursement;
- (iv) that lists of posts of employees authorised for payment under the scheme be reviewed annually in March each year and lists submitted to the Directors of Personnel Services and of Finance;
- (v) that all proposals be effective from 1 April 1997; and
- (vi) that the Council would consider any appeals received on the grounds of hardship from employees currently in receipt of telephone allowances and who would no longer qualify under the above criteria.

### **CONDITIONS OF SERVICE - WELFARE POLICY**

13. There was submitted a report dated 21 March 1997 (circulated) by the Director of Personnel Services which recommended the introduction of a Welfare Policy, subject to consultation with the Trade Unions.

It was agreed:-

- (i) to recommend to Council the approval of the Employee Welfare Policy, as shown attached to the report, subject to consultation with the Trade Unions;

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- (ii) to instruct the Director of Personnel Services to publicise the policy for employees;
- (iii) to instruct the Director of Personnel Services to provide a report on welfare related matters to a future meeting of the Sub-Committee; and
- (iv) to refer the matter to the Education Committee for their interest and consideration in respect of teaching staff.

#### **CONDITIONS OF SERVICE - POLICY ON ALCOHOL AND SUBSTANCE ABUSE**

14. There was submitted a report dated 21 March 1997 (circulated) by the Director of Personnel Services which recommended the introduction of an Employee Policy on Alcohol and Substance Abuse subject to consultation with the Trade Unions.

It was agreed:-

- (i) to recommend to Council approval of the Policy on Alcohol and Substance Abuse as shown attached to the report, subject to consultation with the Trade Unions;
- (ii) to instruct the Director of Personnel Services to consult the Council's Trade Unions and action the key issues detailed in paragraph 3 of the report; and
- (iii) to refer the matter to the Education Committee for their interest and consideration in respect of teaching staff.

#### **SKILL CHOICE**

15. There was submitted a report dated 11 March 1997 (circulated) by the Director of Personnel Services which recommended that the Council should agree in principle to participate in Enterprise Ayrshire's Skill Choice Programme, subject to consultation with Trades Unions.

It was agreed:-

- (i) to approve, in principle, the Council's involvement in the Skill Choice Programme;
- (ii) to instruct the Director of Personnel Services to discuss with other Heads of Departments the selection of the most appropriate group of employees for inclusion in the programme;
- (iii) to instruct the Director of Personnel Services to discuss the implementation of the Skill Choice Programme within the Council with the Trade Unions; and
- (iv) to report back to the Sub-Committee on the outcome of the above discussions.

### REVIEW OF SKILLS TRAINING

16. There was submitted a report dated 2 April 1997 (circulated) by the Director of Personnel Services on the review of the Council's skills training function undertaken by the Director of Personnel Services and to make relevant recommendations.

The Director of Personnel Services highlighted a change to Appendix 3(ii) and a revised Appendix was circulated.

It was agreed:-

- (i) in relation to Adult Training:-
  - (a) that the Skills Training Unit should undertake only two or three environmental improvement projects at any one time using adult trainees;
  - (b) that the Skills Training Unit should act as a normal contractor for environmental improvement projects, taking responsibility for the programming of work on site and for the provision of the necessary resources to deliver the project to deadline;
  - (c) that line management of the tourism scheme and the Project Supervisor/Trainer (Tourism) should transfer to the Community Services Department, with effect from 1 June 1997;
  - (d) that the care scheme should be formally discontinued;
  - (e) that adult apprentices should continue to be given appropriate opportunities to work at other sites throughout East Ayrshire under the control of the Skills Training Unit so that they receive as wide a range of training experiences as possible relevant to their trades skills test; and
  - (f) that the Adult Apprenticeship scheme should continue in its present form;
- (ii) in respect of Youth Training:-
  - (a) that there should be no change meantime to the provision of training placements being available to all appropriate young people of the community;
  - (b) that the £5.00 top-up to the basic training allowance be continued and that as from 1 June 1997 the Skillseeker Training Allowance be £50.00 per week;
  - (c) that with effect from 1 June 1997, Skillseekers should receive achievement payments of £150 for Level I, £200 for Level II and £400 for Level III;
  - (d) that from 1 June 1997 the charge to placement providers be increased by £5.00 per week to £35.00;
  - (e) to reaffirm that the Council's involvement with Skillseekers should be widely based;
  - (f) that the current mix of mainstream Skillseeker training schemes, with the exception of retail and engineering, should continue for the time

- being but with the effectiveness of all schemes kept under constant review;
- (g) that the retail and engineering schemes for mainstream Skillseekers should be wound down, then discontinued;
  - (h) that the current mix of STN Skillseeker training schemes should continue for the time being but with the effectiveness of all schemes kept under constant review;
  - (i) that the STN provision should be extended to the south of East Ayrshire as soon as practicable;
  - (j) that the Skills Training Unit should continue to support the Jumpstart Project;
- (iii) in relation to organisation:
- (a) that the revised structure of the Skills Training Unit be approved, as set out in Appendix II; and
  - (b) that the associated staffing and proposals be approved as set out in Appendix III to the report;
- (iv) that the Director of Personnel Services report on details of the proposed business plan to the next meeting of this Sub-Committee; and
- (v) that the Director of Personnel Services arrange a meeting with Enterprise Ayrshire to which the Chair of the Personnel Sub-Committee and the Chair of the Policy and Resources Committee be invited to attend to properly convey the Council's position in relation to Youth Training Schemes.

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

17. The Sub-Committee resolved that under Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, that 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 the relevant paragraph of Schedule 7A of the Act as shown against the item.

#### **CoSLA PERSONNEL SERVICES CIRCULAR - IR 3/97 - APT & C/MANUAL WORKERS SALARY CLAIM 1997 (PARAGRAPH 11)**

18. There was submitted and noted a report dated 24 March 1997 (circulated) by the Director of Personnel Services advising of the progress of negotiations in respect of the APT & C/Manual Workers Salary Claim for 1997.

#### **COMMUNITY SERVICES DEPARTMENT - STAFFING STRUCTURE AMENDMENT - REGISTRAR'S SERVICE (PARAGRAPH 1)**

19. There was submitted a report dated 21 March 1997 (circulated) by the Director of Personnel Services seeking authority to re-designate and appoint a Retained Registrar employed on a retainer allowance basis to a Part-time Registrar employed on a salary employee basis.

It was agreed that the post of Retained Registrar at Newmilns and Galston be re-designated Part-time Registrar, graded GS 1/2 (£6,744 - £10,715 pro rata).

**COMMUNITY SERVICES DEPARTMENT - RESTRUCTURING OF LEISURE SERVICES (PARAGRAPH 1)**

- 20.** There was submitted a joint report (circulated) by the Director of Community Services and of Personnel Services outlining a revised structure for the Leisure Services Section of the Department of Community Services and to recommend various adjustments to the establishment as part of the revision.

It was agreed subject to consultation with the Trade Unions:-

- (i) to approve the revised structure for the Leisure Section of the Department of Community Services;
- (ii) to approve an effective implementation date of 15 April 1997; and
- (iii) otherwise, to note the report.

**HOUSING DEPARTMENT - NEIGHBOUR DISPUTE SERVICE (PARAGRAPH 1)  
(Item 3, Page 1355)**

- 21.** There was submitted a report dated 20 March 1997 (circulated) by the Director of Personnel Services on proposals agreed by the Housing Committee in relation to the development of the Neighbour Dispute Service within East Ayrshire and seeking agreement on related job grading proposals.

It was agreed that the post of Senior Neighbour Disputes Officer be graded AP3 (£13,977 - £15,375) and that the Neighbour Disputes Officer be graded AP2 (£12,519 - £13,581).

The meeting terminated at 1050 hours.