

APPENDIX I

EAST AYRSHIRE COUNCIL

JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS)

MINUTES OF MEETING HELD ON MONDAY 11 MARCH 1996 AT 1400 HOURS IN THE MEETING ROOM, LONDON ROAD CENTRE, KILMARNOCK

PRESENT: Councillors Jim O'Neill, Drew McIntyre, David Sneller; Jimmy Carmichael, John Smith and Tommy Farrell.

Frank Paton, Tom O'Brien (representing TGWU); Robert Robertson, and David Spelman (representing AEEU); Frank Minnery and Anthony Foster (representing GMB); Andrew Wilson and William Young (representing UCATT) and Ian Allan and Hugh Houston (representing UNISON).

ALSO PRESENT: Margaret Jamieson (UNISON).

ATTENDING: David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel; Graham Haugh, Depute Director of Personnel Services; Des Tierney, Director of Commercial Operations; Bill McKenzie, Senior Depute Director of Commercial Operations; Services; Robin Gourlay, Depute Director of Commercial Operations and Support Unit (James Lally and Valerie Murdoch).

APOLOGIES: Harry O'Neil (TGWU)

CHAIR: Councillor Jim O'Neill.

EXCLUSION OF PRESS AND PUBLIC

1. The Committee resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, as amended, that 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

2. There was submitted and noted minutes (circulated) of the meeting of this Committee held on 9 February.

MATTERS ARISING FROM MINUTE

The following matters arose from the minutes.

3.1 APPOINTMENT OF CHAIR AND VICE-CHAIR

The Chair indicated that due to internal procedures for the appointment of Trades Unions representatives the term of appointment in respect of the Chair and Vice-Chair agreed at the last meeting of the Committee should be until 31 December 1996 on a rotational basis in order to allow any changes in Trades Unions representation to be accommodated at that time.

The Committee agreed to the above proposal.

3.2 TEMPORARY EMPLOYEES

The Director of Personnel Services advised the Committee that he had requested the two District Councils and Strathclyde Regional Council to provide details of temporary employees who would be transferring to East Ayrshire Council. He indicated that no response had yet been received from Strathclyde Regional Council.

It was agreed that the Director of Personnel Services should clarify the position regarding temporary employees transferring from Strathclyde Regional Council as a matter of urgency in order to allow Service Managers to make decisions on their future employment, in view of service delivery requirements and budgetary constraints and that the individuals involved be advised accordingly at an early date.

3.3 STAND-BY ARRANGEMENTS

The Senior Depute Director of Commercial Operations reported that arrangements had been made to cover stand-by arrangements over the transitional period on 31 March and 1 April.

Noted.

3.4 "PUTTING THE COMMUNITY FIRST" CONSULTATION DOCUMENT

Concern was expressed by the staff side that decisions of Local Committees could result in changes to terms and conditions of employment or differing levels of service delivery.

The Director of Personnel Services assured the staff side that Local Committees would have no power to make alterations to terms and conditions of staff. It was explained, however, that they would be invited to comment on future service delivery prior to inviting new contracts under CCT Regulations.

Noted.

3.5 MEMBERSHIP OF APPEALS COMMITTEE

The Director of Personnel Services advised the Committee that the membership of the Appeals Committee had been set at 4 members.

The staff side reported that the arrangements for appeals Committees could create a split vote and advised that they would monitor these arrangements.

Noted.

SECONDMENT OF AND ACCOMMODATION FOR TRADES UNIONS REPRESENTATIVES

4. There was submitted a letter dated 29 February 1996 (circulated) by the Joint Trades Unions requesting the secondment of staff and the provision of accommodation to efficiently operate and co-ordinate the Joint Trades Unions Stewards, and the day-to-day business of the Trades Unions.

ADJOURNMENT

5. The Chair indicated the Council's response to the requests by the Joint Trades Unions and it was agreed to adjourn the meeting at 1420 hours in order to allow the staff side time to consider the response.

RECONVENED

6. The meeting reconvened at 1440 hours with the same persons in attendance and the staff side requested the Council to reconsider a number of matters.

ADJOURNMENT

7. The Chair agreed to have a further adjournment at 1445 hours in order to allow consideration of issues raised by the staff side.

RECONVENED

8. The meeting reconvened at 1455 hours with the same persons in attendance and the management side outlined their final offer to the staff side in response to their request as detailed below:-

- (i) that the equivalent of 1.2 full time employees (ie equivalent to 6 working days per week), be offered on a secondment basis to efficiently operate and co-ordinate the Joint Trades Unions in the period following Local Government Re-organisation.
- (ii) that the arrangements detailed above be until 1 April 1997 and that thereafter the situation be reviewed;

- (iii) that remuneration for seconded staff would be at normal rate of pay for the individuals concerned without loss in respect of normal overtime and bonus payments;
- (iv) that time off for Trade Union duties and activities be based on the ACAS Code of Practice and that the Director of Personnel Services liaise with the Trades Unions in this respect and report to a future meeting of the Committee;
- (v) that in respect of travelling costs the Council hoped to offer a vehicle leasing scheme to all staff the cost of which would be the subject of further discussion;
- (vi) the Council would meet the costs of a pager for use by Joint Trades Unions representatives;
- (vii) that an office located in the South Block of the Civic Centre, Kilmarnock, be offered for use by the Joint Trades Unions representatives with head-height partitions being made available if required.
- (viii) that any views of the Joint Trades Unions in respect of Council policy would be welcomed and that they should be initiated through the Director of Personnel Services or this Committee.

The staff side noted the terms of this offer and agreed to respond formally to the offer in due course

LONG SERVICE AWARDS (GRATUITY SCHEMES)

9. The Chair reported that it was the intention to review the existing policies of Long Service Awards (Gratuity Schemes) within the existing authorities with a view to considering the appropriateness of a scheme for East Ayrshire Council.

The Committee noted that current procedures would be continued until the review had been completed.

RATIONALISATION OF CONDITIONS OF SERVICE

10. The Director of Personnel Services reported that a consultation document outlining arrangements for rationalisation of conditions of service would be circulated to all Trades Unions representing manual workers and craftpersons.

It was agreed that the Director of Personnel Services would arrange a meeting with Trades Unions to discuss this matter further.

ADDITIONAL ITEM

- 11.** The Chair agreed that the undernoted urgent additional item be considered as an early decision was required.

CREDIT UNION FACILITIES

- 12.** The Trades Unions requested that the Council consider the feasibility of a Credit Union for Employees of East Ayrshire Council.

The Chair reported that the Council is currently looking at existing Credit Union facilities in order to maintain a similar service for East Ayrshire Council employees.

It was agreed that the Chair, Vice Chair, Joint Secretaries (Director of Personnel and Frank Minnery) of the Joint Consultative Committee (Manual Workers and Craftpersons) would meet with Trades Unions representatives to discuss this matter and report to a future meeting of the Committee.

DATE OF NEXT MEETING

- 13.** It was agreed that it be remitted to the Joint Secretaries to make arrangements for the next meeting of the Committee.

The meeting terminated at 1505 hours