

APPENDIX II

EAST AYRSHIRE COUNCIL

PERSONNEL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 22 APRIL 1996 AT 1400 HRS IN THE MEETING ROOM, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Drew McIntyre, Jim O'Neill, Bob Beattie, George Turnbull and Jimmy Boyd.

ATTENDING: David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; Barbara Haughan, Director of Support Services; Graham Haugh, Depute Director of Personnel Services; Julie Armstrong; Administrative Officer; and Christine Baillie, Administrative Assistant.

APOLOGIES: Councillor Irene Reeves, Provost Stirling, Councillors Kathleen Hall, Daniel Coffey, Eric Ross and David Sneller.

CHAIR: Councillor Drew McIntyre, Chair.

JOINT CONSULTATIVE COMMITTEES - MINUTES

1.1 MANUAL WORKERS AND CRAFTPERSONS - 11 MARCH 1996

There were submitted and noted Minutes of the meeting (circulated) held on 11 March 1996 as shown in Appendix I to these Minutes.

1.2 APT&C ETC STAFFS - 4 APRIL 1996

There were submitted and noted Minutes of the meeting (circulated) held on 4 April 1996 as shown in Appendix II to these Minutes.

The following matters were raised.

1.2.1 Rationalisation of Conditions of Service (Item No 3.3, Page 798)

It was reported by the Director of Personnel Services and noted that where the hours of the "normal working week" were altered, in consultation with the appropriate Director, it must be made clear to employees within that Service what the hours of operation would be.

1.2.2 Corporate Identity (Item No 3.4, Page 798)

It was reported by the Director of Personnel and noted that the staff side had now submitted names to serve on the panel to assist in the selection of new corporate clothing and that the Head of Public Relations and Marketing was now arranging the first meeting.

1.2.3 Office Accommodation (Item No 5, Page 799)

(i) Trade Union Office Accommodation - It was reported by the Director of Personnel Services and noted that the question of office accommodation for Trade Union representatives was still under consideration by the Head of Property. Interim

arrangements had been put in place but permanent accommodation should be identified very soon.

(ii) Pressure on Office Accommodation - With regard to a question regarding possible shortage of space in certain Departments, for example, Legal Services and the Education Department, the Chief Executive responded that the issue of office accommodation was being monitored by Chief Officers. Problems had been identified and solutions were variously being investigated and implemented at the moment.

Noted.

(iii) Canteen - With regard to a question raised on the nature of canteen facilities in Headquarters in respect of staff welfare provision, the Chief Executive explained that a staff room was at the moment being created on the upper floor which should offer the staff further break-time options and the level of use of the canteen would be monitored

Noted.

(iv) Administration Annex - With regard to a question on safety within the Administration Annex it was noted that the link to the fire alarm from the main building to the Annex was being attended to immediately.

(v) Fire Drills - The Director of Personnel Services reported that a fire drill for the main building, London Road, had been carried out on Friday 19 April 1996 and the results of the drill would be reviewed by the Chief Officers and that the fire evacuation procedure already issued to staff would also be reviewed in the light of experience and re-issued if necessary. Another fire drill would be arranged in the very near future with regular fire drills being carried out thereafter. Similar fire drills were being arranged in all other Council establishments.

Noted.

STAFF COMMISSION CIRCULAR 2/96 - APPOINTMENTS AND RECRUITMENT IN 1996/97

2. There was submitted a report dated 12 April 1996 (circulated) by Director of Personnel Services on the contents of Circular 2/96 from the Local Government Staff Commission (Scotland) dated 19 March 1996 which gave advice on interim procedures to be followed in the period immediately after 1 April 1996 in respect of appointments and recruitment with a view to facilitating issues relative to supernumerary staff and staff on detriment terms.

It was agreed:

- (i) to note the terms of the report and the Circular from the Staff Commission;
- (ii) that the Director of Personnel Services submit a report on the levels of staff shortages throughout the Council on a Departmental and, where appropriate, Service basis to the next Sub-Committee meeting; and
- (iii) that the Director of Personnel Services monitor closely any potential problem of shortages in professional staff within Departments.

**LOCAL GOVERNMENT ETC (SCOTLAND) ACT 1994 -
EMPLOYMENT BY NEW AUTHORITIES**

3. There was submitted a report dated 15 April 1996 (circulated) by Director of Personnel Services giving advice on the guidance from CoSLA in relation to the payment of redundancy compensation to employees of former Regional and District Councils or Joint Boards and their subsequent employment by new Authorities.

It was agreed:

- (i) to note the advice from CoSLA referred to in the letter of 23 January 1996;
- (ii) to instruct the Director of Personnel Services to advise Heads of Departments of CoSLA's advice and ensure it was considered in the current selection exercise; and
- (iii) to instruct the Director of Personnel Services to similarly reflect CoSLA's advice in the proposed recruitment and selection policies of East Ayrshire Council which would be presented to the Sub-Committee at a later date.

YOUTH AND ADULT TRAINING PROVISION

4. There was submitted a report dated 12 April 1996 (circulated) by Director of Personnel Services giving an overview of the youth training and adult training activities of the Personnel Services Department.

The Sub-Committee noted the terms of the report and that Enterprise Ayrshire and East Ayrshire Council would keep a close monitor on assessment of the training provision.

DEPARTMENT OF SUPPORT SERVICES

5.1 AMENDMENT TO STAFFING STRUCTURE (CONTRACTING AND TECHNICAL)

There was submitted a report dated 2 April 1996 (circulated) by Director of Personnel Services proposing amendments to the staffing structure in the Department of Support Services (Contracting and Technical).

It was agreed to approve the staffing alterations in the Department of Support Services (Contracting and Technical) which resulted in the deletion of one post of Technician (Tech 4/5) and the addition of one post of Energy Surveyor (Tech 3).

5.2 AMENDMENT TO STAFFING STRUCTURE - PROPERTY SERVICES

There was submitted a report dated 16 April 1996 (circulated) by Director of Personnel Services proposing amendments to the interim structure of Property Services. The amendments involved the deletion of two posts, the creation of two new posts and the regrading of three existing posts.

It was agreed to approve the revised structure for Property Services which resulted in the deletion of two posts (one Property Manager - SO15 and one Sector Officer - Tech 1), the creation of two new posts (one Property Assistant (AP1/2 and one Clerical Assistant - GS1/2) and the regrading of three existing posts (one Operational Property/Professional Services Officer from SO8 to SO11, one Area Property Officer from SO8 - SO11 and one Senior Surveyor from SO5 to SO8).

5.3 STAFF FOR "COMMON SERVICE" FUNCTIONS

There was submitted a report dated 18 April 1996 (circulated) by Director of Personnel Services recommending the establishment of posts within the Department of Support Services to provide common service functions in certain Council offices.

It was agreed that five posts of Clerical Assistant (GS1/2) be established to provide common service functions at the Council Offices, Lugar and Greenholm Street, Kilmarnock with two posts being allocated to the Lugar offices and three to the Greenholm Street offices, Kilmarnock.

**DEPARTMENT OF COMMUNITY SERVICES -
AMENDMENTS TO STAFFING STRUCTURE (Item No 13, Page 662)**

6. There was submitted a report dated 17 April 1996 (circulated) by Director of Personnel Services recommending the establishment of three posts for the new Visitors Centre at Dean Castle Country Park, Kilmarnock.

Agreed to approve the establishment of the following posts to service the new facilities at Dean Castle Country Park:

- (i) one Clerical Assistant (GS1/2); and
- (ii) one full-time and one part-time (17½ hours per week) Technical Assistant (GS1/2).

**SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES -
CIRCULARS SO/209, SO/209A, SO210 AND CO/119**

7. There was submitted a report dated 16 April 1996 (circulated) by Director of Personnel Services giving information on the following circulars received:

- (i) Circular SO/209 - Revised Car and Motor Cycle Allowances effective from 1 April 1996;
- (ii) Circular SO/209A - Amendment to Motor Cycle Allowances in respect of the above Circular;
- (iii) Circular SO/210 - APT&C Staff - Salary Award 1996 - Revised values for spinal column points with effect from 1 April 1996; and
- (iv) Circular CO/119 - Chief Officials - Revised Car and Motor Cycle Allowances effective from 1 April 1996.

Noted the report and that in accordance with the Scheme of Delegation, the Director of Personnel Services had arranged implementation of the above Circulars.

**HEALTH AND SAFETY POLICY AND OTHER
HEALTH AND SAFETY MATTERS (Item No 5, Page 613)**

8. There was submitted a report dated 16 April 1996 (circulated) by Director of Personnel Services providing a progress report on the management of health and safety within East Ayrshire Council.

It was noted that reports giving monthly statistics for injuries/diseases etc would be submitted to all future Commercial Operations Committee meetings.

It was also noted that procedures and policies were being prepared to cover various other health and safety matters, which would include all Council establishments where staff were employed.

It was agreed:

- (i) to note the terms of the report;
- (ii) to instruct the Director of Personnel Services to communicate the information contained in the report to each Head of Department; and
- (iii) that the Director of Personnel Services submit quarterly reports to the Sub-Committee on health and safety matters.

**RATIONALISATION OF CONDITIONS OF SERVICE - UPDATE REPORT
(Item No 4, Page 613)**

9. There was submitted a report dated 16 April 1996 (circulated) by Director of Personnel Services on the outcome of consultations with the Trades Unions concerning the proposed Schemes of Conditions of Service approved by the Sub-Committee at the last meeting and submitting further schemes for consideration.

It was agreed:

- (i) to note the outcome of the further consultations with the Trades Unions in respect of individual Conditions of Service approved by the Sub-Committee at their last meeting;
- (ii) to approve the grievance procedures as shown attached to the Director's report for adoption but to change the last sentence in paragraph 2 to read "Employees will be advised on whom to contact to raise a query on the above matters"; and
- (iii) that the annual leave entitlement for staff who had completed 10 years reckonable service at the commencement of the leave year be 28 days for APT&C Etc Staffs and 30 days for Chief Officers.

EXCLUSION OF PRESS AND PUBLIC

10. The Sub-Committee resolved that under 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Schedule 7A of the Act.

POST OF INFORMATION AND ADVICE OFFICER - ADMINISTRATION SERVICE

11. There was submitted a report dated 12 April 1996 (circulated) by Director of Personnel Services in respect of an application for regrading.

Agreed that the post be regraded from SO3 to SO6 with effect from 1 April 1996.

The meeting terminated at 1435 hrs.