

APPENDIX IV

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 7 APRIL 1998 AT 1000 HOURS IN
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Drew McIntyre, Irene Reeves, Jim O'Neill, Daniel Coffey and Kim Nicoll.

ATTENDING: David Montgomery, Chief Executive; Graham Haugh, Depute Director of Personnel Services; Barbara Haughan, Director of Support Services; Alex McPhee, Senior Depute Director of Finance; Sam McVie, Principal Surveyor, Property Services; Charles McBreen, Senior Safety Officer; Bill Walkinshaw, Principal Administrative Officer; and Anne Fairbairn, Administrative Officer.

APOLOGIES: Councillors Douglas Reid, David Sneller and Tommy Farrell.

CHAIR: Councillor Eric Jackson, Chair.

CHAIR'S REMARKS

The Chair made reference to the new format for the Personnel and Property Sub-Committee which now included property issues within its remit and welcomed Members and Officers to the Sub-Committee's first meeting.

The Chair also informed the meeting of the progress made by Iain McLachlan, Director of Personnel Services during his recent illness and that he was expected to return to work in four or five weeks time.

The Sub-Committee joined the Chair in sending Iain their best wishes for a speedy return to good health.

CAPITAL RECEIPTS UPDATE

1. There was submitted a report dated 18 March 1998 (circulated) by the Director of Support Services advising the Committee of progress in achieving the Capital Receipts target set for the financial year 1997/98.

It was agreed to note the report including an update by the Principal Surveyor who reported that since the preparation of the report a further £53,500 had been received in concluded transactions under the General Services account and that the Head of Property would advise Councillor Coffey on the planning position with regard to the demolition of the building at 1 John Finnie Street, Kilmarnock, which had been disposed of for road widening purposes.

LAND AT THE CORNER OF FURNACE ROAD/SMALLBURN ROAD, MUIRKIRK

2. There was submitted a report dated 25 March 1998 (circulated) by the Director of Support Services which sought approval to dispose of land at Furnace Road/Smallburn Road, Muirkirk.

It was agreed to declare the land at the corner of Furnace Road/Smallburn Road, Muirkirk, surplus to requirements and refer the matter to the Head of Property Services to arrange for the site to be marketed for sale.

PROPERTY TRANSACTIONS

3. There was submitted a report dated 19 March 1998 (circulated) by the Director of Support Services which provided an update on various property transactions which had been undertaken by the Director of Support Services on behalf of the Council from 20 January 1998.

It was agreed to note the report and that the Head of Property would provide Councillor Nicoll with an update on the position regarding the disposal of the School House at Crossroads Primary School.

COSLA CIRCULARS IR/4/98 AND IR/5/98 - PAY NEGOTIATIONS

4. There was submitted and noted a report dated 31 March 1998 (circulated) by the Director of Personnel Services which advised of progress of the 1998 Pay Negotiations.

PERSONNEL SERVICES DEPARTMENT - PROGRESS ON HEALTH AND SAFETY MATTERS

5. There was submitted a report dated 20 March 1998 (circulated) by the Director of Personnel Services which advised on the Personnel Services Department's internal implementation of health and safety matters and proposals for the forthcoming year.

It was agreed:-

- (i) to note the action being taken within the Personnel Services Department to ensure compliance with the Council and Departmental Health and Safety Policies; and
- (ii) that the Director of Personnel Services provide a report relating to the Department's management of the above Action Plan to a future meeting of the Sub-Committee.

UPDATE ON HEALTH AND SAFETY MATTERS

6. There was submitted and noted a report dated 20 March 1998 (circulated) by the Director of Personnel Services which provided an update report on general issues relating to Health and Safety.

SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

7. There was submitted and noted a report dated 24 March 1998 (circulated) by the Director of Personnel Services which provided 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.

COSLA - CODE OF CONDUCT FOR LOCAL GOVERNMENT EMPLOYEES IN SCOTLAND

8. There was submitted a report dated 11 February 1998 (circulated) by the Director of Personnel Services which:-

- (i) provided the Sub-Committee with a copy of CoSLA's Code of Conduct for Local Government Employees in Scotland;
- (ii) requested agreement that CoSLA's Code should be adopted as a minimum standard for employee conduct; and
- (iii) requested consideration of any additional expectations in employee conduct.

It was agreed:-

- (i) that the CoSLA National Code of Conduct for Local Government Employees in Scotland be adopted by the Council as a minimum standard for its employees;
- (ii) to approve recommendations within the report relating to additional expectations on the Conduct of the Council's employees; and
- (iii) that the Director of Personnel Services draft suitable policy statement/documents reflecting decisions (i) and (ii) in consultation with the Trade Unions, and to submit them to a future meeting of the Sub-Committee for consideration.

SCOTLAND'S HEALTH AT WORK SCHEME - WELL WOMAN SERVICE

9. There was submitted a report dated 17 March 1998 (circulated) by the Director of Personnel Services which advised on the Council's continued progress within the Scotland's Health at Work Scheme and which sought approval to time-off proposals related to Well Woman Screening, subject to the exigencies of the service.

It was agreed:-

- (i) to note the summary of employee responses to the provision of fitness assessments and agree that the Directors of Community Services and Personnel Services give early consideration to introducing a longer term arrangement;
- (ii) to approve the introduction of Well Woman clinics on Council premises in partnership with Ayrshire and Arran Health Board's Community Care Trust;
- (iii) to grant the necessary time-off work with pay for employees attending Well Woman clinics organised by the Council, subject to the exigencies of the service;
- (iv) to instruct the Director of Personnel Services to report back to the Sub-Committee on the outcome of the Council's provision of Well Woman clinics;
- (v) to support the creation of Well Man Clinic facilities which would be pursued with the Community Care Trust as appropriate; and
- (vi) otherwise, to note the contents of the report.

TEMPORARY EMPLOYMENT

10. There was submitted a report dated 24 March 1998 (circulated) by the Director of Personnel Services recommending an attached policy document governing the employment of temporary employees subject to consultation with the Trade Unions.

It was agreed to recommend to Council:-

- (i) approval of the attached policy document relating to temporary employment, subject to consultation with the Trade Unions;

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- (ii) that the Director of Personnel Services arrange early introduction of the arrangements set out in the policy document; and
- (iii) that approval of temporary employment beyond twelve months be delegated to the Chair's Sub-Committee of the Policy and Resources Committee.

EXCLUSION OF PRESS AND PUBLIC

11. 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 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.

REVENUE ESTIMATES 1998/99 - FINANCE DEPARTMENT STAFFING STRUCTURE

12. There was submitted a report dated 23 March 1998 (circulated) by the Director of Finance proposing measures designed to implement decisions made by the Council in the course of formulating the 1998/99 revenue estimates.

Having noted that the recommendations contained within the report were subject to consultation with the Trade Unions, it was agreed:-

- (i) that the establishment and organisation of the Revenue Section be amended in line with the proposals included in the report;
- (ii) that the Accountancy and Budgeting establishment be increased in accordance with Paragraph 3.2 of the report; and
- (iii) otherwise, to note the contents of the report.

It was also noted that regular progress reports on the operation of the revised Revenue Section would be submitted to the Policy and Resources Committee and that the Director of Finance would include in his regular report on Council Tax collection to the Policy and Resources Committee a section providing information on the scale of activity of the Arrears Control Unit and on the information given to debtors on securing further advice and assistance regarding their personal financial position wherever appropriate.

The meeting terminated at 1045 hours.