

APPENDIX VII

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 13 APRIL 1999 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, Jimmy Boyd and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Barbara Haughan, Director of Corporate Services; Bill Stafford, Director of Community Services; Stephen Chorley, Director of Development Services; Graham Haugh, Head of Personnel Services; George Malone, Principal Engineer, Homes and Technical Services; Eoghan Baird, Training and Development Manager; Tracey Gillon, Personnel Officer; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Douglas Reid, Kathleen Hall and David Sneller.

CHAIR: Councillor Eric Jackson, Chair.

ENERGY MANAGEMENT PROGRESS REPORT

1. There was submitted and noted a report dated 6 April 1999 (circulated) by the Director of Homes and Technical Services which indicated the progress in the implementation of the Council's Energy Management Policy.

Councillor Farrell joined the meeting during discussion of the above item.

**SCOTTISH JOINT NEGOTIATING COMMITTEE FOR LOCAL AUTHORITIES
SERVICES (CHIEF OFFICIALS) - CIRCULAR CO/132 - FEES FOR RETURNING
OFFICERS**

2. There was submitted and noted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which advised of revised fees for Returning Officers to operate in respect of Council Elections and By-Elections with effect from 1 April 1999.

RESIGNATION OF APT & C STAFFS TRADE UNION CONVENOR

3. There was submitted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which (a) advised of the resignation from the Council's service of Mr Matt McLaughlin, APT & C Staffs Trade Union Convenor; (b) proposed the secondment of an employee from the Social Work Department to replace Mr McLaughlin; and (c) advised of the Manual and Craft Trade Unions nominations for their full-time and part-time Convenors posts.

It was agreed:-

- (i) to note the recent resignation from the Council's service of Mr Matt McLaughlin, former APT & C Staffs Trade Union Convenor;
- (ii) to approve the replacement secondments to the APT&C and Manual and Craft Convenor posts, viz:- Mr Arthur West, APT&C Convenor; Mr David Dorrans, full-time Manual and Craft Convenor and Mr Drew Zaisliuk, part-time Manual and Craft Convenor on a temporary basis pending further consideration of the Council's consultation arrangements on receipt of the pending Single Status Agreement; and
- (iii) to note that Mr Matt McLaughlin and Frank Minnery had received the personal congratulations of the Chair for their respective contributions to the Council's Trade Union consultation arrangements and agreed that the Head of Personnel convey the Committee's appreciation and congratulations.

GENERAL UPDATE ON TRAINING AND DEVELOPMENT MATTERS

- 4. There was submitted and noted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which provided an update on issues relating to training and development matters.

ACCOUNTS COMMISSION MANAGEMENT STUDIES MODULE 2: MANAGING PEOPLE

- 5. There was submitted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which provided a summary of the Council's response at a corporate level to the Accounts Commission Management Studies Module 2: Managing People as at 31 March 1999 and proposed an Action Plan for 1999/2000 which continued the Council's commitment to Module 2 and the management of its employees.

It was agreed:-

- (i) to note the Council's progress to date in responding to the Accounts Commission Module 2 entitled "Managing People";
- (ii) to approve the proposed content of a 1999/2000 Action Plan as detailed within the report;
- (iii) to note that each Service Director would provide a progress report within the terms of their Performance Plan report due to be submitted to individual Service Committees later in 1999; and
- (iv) otherwise, to note the contents of the report.

SCOTLAND'S HEALTH AT WORK SCHEME

- 6. There was submitted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which (a) updated the Council's continued progress within Scotland's Health at Work Scheme (SHAW); (b) sought approval that a general health questionnaire be issued to a representative sample of the workforce to inform the future direction of the Council's response to SHAW and occupational health issues; and (c) requested agreement for the introduction of an annual SHAW award aimed at encouraging employee participation in SHAW events.

It was agreed:-

- (i) to note the Council's general progress towards the Silver Award within the Scotland's Health at Work Scheme;
- (ii) that the Head of Personnel issue a general health questionnaire to a representative sample of the workforce to inform the future direction of the Council's response to Scotland's Health at Work Scheme and occupational health issues; and
- (iii) that the Head of Personnel introduce an annual Scotland's Health at Work Scheme Award aimed at encouraging employee participation in Scotland's Health at Work Scheme events.

JOINT STAFFING WATCH - SEPTEMBER 1998 RETURN

7. There was submitted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which advised of the statistics issued by The Scottish Office and CoSLA on the Joint Staffing Watch Return of September 1998 concerning the numbers of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

It was agreed:-

- (i) to note that the presentation of information contained in the Joint Staffing Watch would be reviewed in due course by the Head of Personnel; and
- (ii) otherwise, to note the report.

CHILDREN'S RESPONSE - MILLENNIUM FINAL HOUR APPEAL

8. There was submitted a report dated 1 April 1999 (circulated) by the Director of Corporate Services which sought agreement that the Council participate in the Children's Promise - Millennium Final Hour Appeal by publicising the appeal to employees and to allow employees who wish to support the appeal to do so via payroll deduction.

It was agreed:-

- (i) that the Head of Personnel publicise the Children's Promise - The Millennium Final Hour Appeal to employees; and
- (ii) that the Director of Finance provide a facility where employees could contribute to the Appeal on a voluntary basis via payroll deductions.

APPOINTMENT OF ADDITIONAL ENVIRONMENTAL HEALTH TECHNICIAN

9. There was submitted a joint report dated 1 April 1999 (circulated) by the Directors of Community Services and of Corporate Services which sought approval of the addition of an Environmental Health Technician to the Community Services Department's staffing structure.

It was agreed:-

- (i) to authorise the appointment of an additional Environmental Health Technician within Community Services, graded Tech 2/3, to undertake specific duties associated with a new contaminated land regime; and
- (ii) otherwise, to note the contents of the report.

**GOVERNMENT'S RESPONSE TO "THE CHILDREN'S SAFEGUARD REVIEW" -
CHILDREN'S SERVICES DEVELOPMENT FUND**

10. There was submitted a joint report dated 1 April 1999 (circulated) by the Directors of Social Work and of Corporate Services which sought approval of additional staffing requirements for the Social Work Department in relation to the development of the Children's Services, subject to consultation with Trade Unions.

It was agreed to approve the additional staffing requirements for the Social Work Department in relation to the development of the Children's Services, as detailed within the report, subject to consultation with the Trade Unions.

EXCLUSION OF PRESS AND PUBLIC

11. 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 items of business on the grounds that they involved the likely disclosure of exempt information as defined in the Paragraph of Schedule 7A of the Act as shown against each item.

**DEPARTMENT OF COMMUNITY SERVICES - REVIEW OF MUSEUMS AND ARTS
SECTION (PARA 1)**

12. There was submitted a joint report dated 1 April 1999 (circulated) by the Directors of Community Services and of Corporate Services which proposed amendments to the existing staffing structure for the Museums and Arts Section within Community Services, subject to consultation with the Trade Unions.

It was agreed

- (i) to approve the proposed amendments to the staffing structure of the Museums and Arts Section within Community Services and the resultant appointments subject to consultation with the Trade Unions; and
- (ii) to note that the Museums Officer (Dean Castle) be designated Grade AP3 and not as detailed in the report.

**RENT REVIEW AT UNIT 12, GLAISNOCK SHOPPING CENTRE, TOWNHEAD
STREET, CUMNOCK (PARA 9)**

13. There was submitted a report dated 19 March 1999 (circulated) by the Director of Development Services which advised of the review of rental of Unit 12, Glaisnock Shopping Centre, Cumnock.

It was agreed:-

- (i) to approve the increase in rental as detailed within the report effective from 31 August 1998 for Unit 12, Glaisnock Shopping Centre, Cumnock; and
- (ii) that the Solicitor to the Council conclude the transaction on behalf of the Council.

The meeting terminated at 1034 hours.