

**APPENDIX V**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 2 MARCH 1999 AT 1000 HOURS IN  
THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Drew McIntyre, Kathleen Hall, David Sneller and Jimmy Boyd.

**ATTENDING:** David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Kate McVey, Solicitor to the Council; John Griffiths, Head of Leisure Services; Robert McLeary, Head of Property Services; Eoghan Baird, Training and Development Manager; Charles McBreen, Senior Safety Officer; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

**APOLOGIES:** Councillors Irene Reeves, Douglas Reid, Jim O'Neill, Daniel Coffey and Tommy Farrell.

**CHAIR:** Councillor Eric Jackson, Chair.

**COSLA PERSONNEL SERVICES CIRCULARS - INDUSTRIAL RELATIONS**

1. There were submitted and noted reports (circulated) by the Director of Personnel Services which advised of the undernoted CoSLA Circulars.
  - 1.1 **1/99 CRAFT GROUPS - REDUCTION IN THE WORKING WEEK** - Report dated 15 February 1999.
  - 1.2 **2/99 PAY NEGOTIATIONS - NJC LOCAL GOVERNMENT (ENGLAND AND WALES)** - Report dated 15 February 1999.

**SUMMARY REPORT ON INJURY ACCIDENT STATISTICS**

2. There was submitted and noted a report dated 15 February 1999 (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.

**UPDATE ON HEALTH AND SAFETY MATTERS**

3. There was submitted and noted a report dated 16 February 1999 (circulated) by the Director of Personnel Services which provided an update report on issues relating to ongoing Health and Safety matters.

**PERSONNEL SERVICES DEPARTMENT - HEALTH AND SAFETY ACTION  
PLANNING (Item 6, Page 3881)**

4. There was submitted a report dated 16 February 1999 (circulated) by the Director of Personnel Services which advised of the measures being taken in response to the Personnel Services Department's Health and Safety Action Plan.

It was agreed:-

- (i) to note the action taken within the Personnel Services Department in response to the earlier agreed 1998/99 Action Plan;
- (ii) to approve the content of the Personnel Services Action Plan proposed for 1999/2000; and
- (iii) that the Director of Corporate Services provide progress reports to a future meeting of the Sub-Committee which should also include reference to the proposed Action Plan for the year 1999/2000.

**CORPORATE POLICY ON VIOLENCE AT WORK**

5. There was submitted a report dated 16 February 1999 (circulated) by the Director of Personnel Services which sought agreement to recommend to the Council a Corporate Policy on Violence at Work.

It was agreed:-

- (i) to recommend to Council approval of the proposed Corporate Policy on Violence at Work as submitted; and
- (ii) to remit the approved Policy to the Education Committee for consideration of the application of the policy to Teachers and other Education employees.

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**SKILLSEEKER AND TRAINING FOR WORK LICENCE AGREEMENTS WITH  
ENTERPRISE AYRSHIRE**

6. There was submitted a report dated 16 February 1999 (circulated) by the Director of Personnel Services which advised of the current position of consultation with Enterprise Ayrshire on the Skillseeker and Training for Work Licence Agreements for 1999/2000.

It was agreed:-

- (i) that the Director of Personnel Services provide an update report on contract consultations with Enterprise Ayrshire to the next meeting; and
- (ii) otherwise, to note the contents of the report.

**SKILLS TRAINING UNIT BUSINESS PLAN 1998/99 AND 1999/2000  
(Item 6.2, Page 3456)**

7. There was submitted a report dated 14 February 1999 (circulated) by the Director of Personnel Services (a) which reported on the Skills Training Unit's performance against the Business Plan for 1998/99; (b) which advised of the Business Plan for the Skills Training Unit (STU) for 1999/2000; and (c) which sought approval for certain proposed developments for the STU contained in the draft 1999/2000 Business Plan.

It was agreed:-

- (i) to note the achievements of STU against the Business Plan for 1998/99;
- (ii) to endorse the main aims for the STU as detailed in the Business Plan for 1999/2000;
- (iii) to endorse the proposal to carry out in-house the assessment and verification of the Level II vocational qualification and the Modern Apprenticeship in administration;
- (iv) to delegate authority to the Director of Personnel Services to recruit the appropriate number of temporary (six month contracts) Training Supervisors (ETF), graded AP1, to be able to respond promptly to demand from EAEI for ETF placements;
- (v) that the non-employed status Skillseeker training allowance should increase to £55 per week and the charge by STU to placement providers should increase to £50 per Skillseeker per week; and
- (vi) otherwise, to note the contents of the report.

**DEREGULATION (DEDUCTION FROM PAY OF UNION SUBSCRIPTIONS)  
ORDER 1998 (Item 3.1, Page 1228)**

8. There was submitted a report dated 20 January 1999 (circulated) by the Director of Personnel Services which advised of the Deregulation (Deduction from Pay of Union Subscriptions) Order 1998, which came into effect on 23 June 1998.

It was agreed:-

- (i) that the Director of Personnel Services adopt a uniform approach to issuing the prescribed notice to employees via their payslips; and
- (ii) otherwise, to note the contents of the report.

**THE LOCAL GOVERNMENT (COMPENSATION FOR REDUCTION OF  
REMUNERATION ON RE-ORGANISATION) (SCOTLAND) REGULATIONS 1995  
(Item 3.1, Page 4215)**

9. There was submitted a joint report dated 16 February 1999 (circulated) by the Director of Personnel Services and Solicitor to the Council which advised of the current situation regarding future discussions with Trade Unions concerning the Local Government (Compensation for Reduction of Remuneration on Re-organisation) (Scotland) Regulations 1995.

It was agreed:-

- (i) to note that future discussions would be undertaken in conjunction with the Solicitor to the Council; and
- (ii) otherwise, to note the contents of the report.

**CYBORG HUMAN RESOURCES MANAGEMENT INFORMATION SYSTEM  
(Item 10, Page 3135)**

10. There was submitted a joint report dated 12 February 1999 (circulated) by the Director of Personnel Services, Director of Finance and Director of Support Services (a) which provided a progress report on the implementation of the CYBORG Human Resources Management Information System; and (b) requested that the Sub-

Committee consider and agree the type of employee information reports they would wish to receive from the Director of Personnel Services.

It was agreed:-

- (i) that the Director of Personnel Services provide the following reports on employee information to the Sub-Committee on a twice yearly basis:-
  - (a) Employee Turnover Report at Council, Department and employee group level, where appropriate;
  - (b) Employee Headcount Summary on employee group basis;
  - (c) Employee Status Summary;
  - (d) Age Profile;
  - (e) Equal Opportunities Monitoring; and
  - (f) Staffing Watch Progress as provided separately through CoSLA returns;
- (ii) that the Director of Personnel Services provide a further progress report on the implementation of the CYBORG system to a future meeting of the Sub-Committee; and
- (iii) otherwise, to note the contents of the report.

#### **CAR ALLOWANCES**

11. There was submitted a report dated 16 February 1999 (circulated) by the Director of Personnel Services which advised of the current position concerning the proposed rationalisation of car allowances and recommended the classification of 2 employees in the Development Services Department as Essential Users, without prejudice to the ongoing rationalisation programme.

It was agreed:-

- (i) that all new appointments to the service of East Ayrshire Council would be classified as "casual users" in terms of the car allowance scheme, pending a further report on an overall policy for the application of car allowances; and
- (ii) that without prejudice to the continuing negotiations on the overall policy, that a management commitment made in 1996 to two employees in Development Services Department to reclassify them as essential users with effect from 1 April 1996 be honoured.

#### **REVIEW OF MANAGING ABSENCE PROCEDURES (Item 7, Page 3456)**

12. There was submitted a report dated 8 February 1999 (circulated) by the Director of Personnel Services (a) which updated on enhancements made to the Council's Managing Absence Procedures; and (b) and requested approval of proposals supporting the documentation for the Council's Management of Absence from 1999/2000 onwards.

It was agreed:-

- (i) to note the enhancements made to the Council's Managing Absence Procedures as detailed within the report;

- (ii) that the Director of Personnel Services action outstanding issues as detailed within the report;
- (iii) to approve the employment of a Part-Time Occupational Health Nurse for 3 days per week to establish an initial Occupational Health Service;
- (iv) that the Director of Personnel Services consult the Trade Unions on this matter; and
- (v) to refer this report to the Education Committee for their interest.

#### **TEMPORARY EMPLOYMENT (Item 6, Page 4040)**

- 13.** There was submitted a report dated 16 February 1999 (circulated) by the Director of Personnel Services which advised of temporary employment in East Ayrshire Council as at 31 December 1998.

It was agreed:-

- (i) that the Director of Personnel Services continue to provide quarterly reports on temporary employment to the Sub-Committee;
- (ii) otherwise, to note the contents of the report; and
- (iii) that the Director of Personnel Services review the classification of employees on a temporary contract who had been employed on a continuous basis for more than 2 years.

#### **PERSONNEL SERVICES - BUSINESS EXCELLENCE ASSESSMENT**

- 14.** There was submitted a report dated 11 February 1999 (circulated) by the Director of Personnel Services which advised of (a) the outcome of the Personnel Services' Business Excellence Assessment; and (b) a proposed Action Plan in response to the assessment's findings.

It was agreed:-

- (i) to note the outcome of the Business Excellence Assessment within Personnel Services;
- (ii) to approve the proposed Action Plan in response to the assessment as detailed within the report; and
- (iii) that the Director of Personnel Services provide update reports to the Sub-Committee at appropriate intervals.

#### **PERSONNEL SERVICES - NON-STATUTORY PERFORMANCE INDICATORS (Item 5, Page 4213)**

- 15.** There was submitted a report dated 11 February 1999 (circulated) by the Director of Personnel Services which advised of the initial findings arising from the introduction of Non-Statutory Performance Indicators on a pilot basis within the Personnel Services function.

It was agreed:-

- (i) that the Director of Personnel Services provide future reports on this matter to the Best Value Sub-Committee and this Sub-Committee as appropriate; and
- (ii) otherwise, to note the contents of the report.

**H.M. PRISON, KILMARNOCK - SERVICE LEVEL AGREEMENT WITH THE  
SOCIAL WORK DEPARTMENT (Item 2, Page 4380)**

16. There was submitted a joint report dated 8 February 1999 (circulated) by the Directors of Personnel Services and Support Services which sought authority to add a Senior Social Worker post and two Social Worker posts to the establishment of the Social Work Department, subject to establishment of a Service Level Agreement with H.M. Prison, Kilmarnock, in consultation with Trade Unions.

It was agreed to approve the addition of one Senior Social Worker post and two Social Worker posts to the establishment of the Social Work Department, subject to the introduction of a Service Level Agreement and Trade Union consultation.

**MANUAL AND CRAFT EMPLOYEES TRADE UNION CONVENOR - UNPAID  
LEAVE OF ABSENCE**

17. There was submitted and noted a report dated 25 February 1999 (circulated) by the Director of Personnel Services advising that a period of unpaid leave had been granted to Mr Frank Minnery, Manual and Craft Employees Trade Union Convenor in accordance with the Scheme of Delegation.

**CAPITAL RECEIPTS UPDATE**

18. There was submitted and noted a report dated 3 February 1999 (circulated) by the Director of Support Services which advised of progress in achieving the Capital Receipts target set for the financial year 1998/99.

**PROPERTY TRANSACTIONS**

19. There was submitted and noted a report dated 4 February 1999 (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 (Head of Property Services) on behalf of the Council from 25 August 1998 to 2 March 1999.

**DISPOSAL OF SURPLUS PROPERTY REVIEW PROCESS (Item 18, Page 4031)**

20. There was submitted a report dated 17 February 1999 (circulated) by the Director of Support Services which proposed the introduction of a formal review process, in light of comments made by the Accounts Commission in the recent report in respect of general issues affecting operational property.

It was agreed:-

- (i) to approve the establishment of a Member/Officer Property Monitoring Group to undertake the review process of disposal of surplus property;
- (ii) to remit the appointment of three members (two Members from the Administration and one Member from the Opposition) to the Property Monitoring Group to the Council at its meeting on 4 March 1999; and
- (iii) that the Chief Executive and Director of Development Services be added to the membership of the Member/Officer Property Monitoring Group.

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

21. 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.

#### **RE-ALLOCATION OF THE FORMER CUMNOCK CLEANSING DEPOT, GLAISNOCK STREET, CUMNOCK (PARA 9) (Item 2, Page 3070)**

22. There was submitted a joint report dated 9 February 1999 (circulated) by the Directors of Personnel Services and Support Services which requested the Sub-Committee to authorise the re-allocation of the former Cumnock Cleansing Depot, Glaisnock Street, Cumnock, to the Personnel Services Department.

It was agreed to continue consideration of this item to a future meeting pending further information.

#### **AUTHORITY TO ENTER INTO NEGOTIATIONS REGARDING DEVELOPMENT AT CUMNOCK TOWN CENTRE (PARA 9)**

23. There was submitted a report dated 5 February 1999 (circulated) by the Director of Support Services which requested authority for the Head of Property Services to enter into negotiations/discussions with Miglia Property Developments Limited for the disposal of land at Townhead Street, Cumnock, and the re-development of Glaisnock Shopping Centre, Cumnock.

It was agreed:-

- (i) to grant authority to the Head of Property Services to enter into negotiations/discussions with Miglia Property Developments Limited on the disposal of land at Townhead Street/Glaisnock Shopping Centre, Cumnock; and
- (ii) that the Head of Property Services report the outcome of these discussions to the Sub-Committee at a future date.

### **COMMUNITY SERVICES DEPARTMENT**

#### **RESTRUCTURING OF THE OUTDOOR AMENITIES SECTION (PARA 1)**

24. There was submitted a joint report dated 10 February 1999 (circulated) by the Directors of Community Services and Personnel Services requesting approval for a re-structuring of the Outdoor Amenities Section following the transfer of responsibility for Cemetery Maintenance, and subject to consultation with the appropriate Trade Unions.

It was agreed to approve the re-grading of the Outdoor Amenities Officer, the Parks and Cemeteries Officer and the Leisure Contracts Manager as detailed within the report, subject to consultation with the appropriate Trade Unions.

#### **REVIEW OF LEISURE CENTRES STAFFING (PARA 1)**

25. There was submitted a joint report dated 15 February 1999 (circulated) by the Directors of Personnel Services and Community Services requesting approval for the

regrading of two Centre Supervisor posts and regrading/re-designation of two Recreation Assistant posts within the Department of Community Services.

It was agreed:-

- (i) to approve the proposals as detailed within the report; and
- (ii) otherwise, to note the contents of the report.

**LEISURE POLICY OFFICER (PARA 1) (Item 19, Page 3460)**

- 26.** There was submitted a joint report dated 11 February 1999 (circulated) by the Directors of Community Services and Personnel Services requesting approval for the establishment of a Leisure Policy Officer, subject to consultation with appropriate Trade Unions.

It was agreed to approve the re-designation of the Play Development Officer as Leisure Policy Officer with a Departmental wide remit, and establish a revised grade of AP5, subject to consultation with the appropriate Trade Unions.

The meeting terminated at 1111 hours.