

APPENDIX III

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 17 NOVEMBER 1998 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Drew McIntyre, Irene Reeves, James O'Neill, Daniel Coffey and Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Barbara Haughan, Director of Support Services; Robert McLeary, Head of Property Services; David Mitchell, Principal Solicitor; Charles McBreen, Senior Safety Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Ronald Brailsford, David Sneller and Tommy Farrell.

CHAIR: Councillor Eric Jackson, Chair.

MINUTES OF MEETING OF JOINT CONSULTATIVE COMMITTEES

1. There were submitted and noted the undernoted Minutes (circulated) as contained in Annexations I to III of these Minutes.
- 1.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (TEACHERS) OF 24 SEPTEMBER 1998 - ANNEXATION I.**
- 1.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS) OF 14 OCTOBER 1998 - ANNEXATION II.**
- 1.3 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC) STAFF OF 10 NOVEMBER 1998 - ANNEXATION III.**

COSLA CIRCULARS

2. There were submitted and noted various reports (circulated) by the Director of Personnel Services which advised of the undernoted CoSLA Circulars.
- 2.1 **IR/14/98 - SINGLE STATUS EMPLOYMENT/PAY NEGOTIATIONS** - Report dated 4 November 1998.
- 2.2 **HUMAN RESOURCES ADVICE 5/98 - WORKING TIME REGULATIONS** - Report dated 2 November 1998.
- 2.3 **INDUSTRIAL RELATIONS 13/98 - STANDBY DUTY FOR OFFICERS OTHER THAN SOCIAL WORKERS** - Report dated 2 November 1998.

HEALTH AND SAFETY

3.1 SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

There was submitted and noted a report dated 6 November 1998 (circulated) by the Director of Personnel Services which provided a summary of injury accidents reported to the Health and Safety Executive, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

3.2 UPDATE ON HEALTH AND SAFETY MATTERS

There was submitted and noted a report dated 3 November 1998 (circulated) by the Director of Personnel Services which provided an update report on issues relating to Health and Safety matters.

3.3 SCOTLAND'S HEALTH AT WORK SCHEME - WELL MAN PROVISION (Item 9, Page 3307)

There was submitted a report dated 29 October 1998 (circulated) by the Director of Personnel Services which advised of the Council's continued progress within Scotland's Health at Work Scheme.

It was agreed:-

- (i) that the Director of Personnel Services provide future up-date reports to this Sub-Committee which included recommendations for a long term Action Plan to develop the Council's progress within the Scotland's Health at Work Scheme; and
- (ii) to otherwise, note the contents of the report.

REVIEW OF THE EMPLOYMENT OF DISABLED PEOPLE POLICY (Item 7, Page 615)

4. There was submitted a report dated 28 October 1998 (circulated) by the Director of Personnel Services which advised of the outcome of the Review of the Employment of Disabled People Policy and recommended actions to enhance the application of the policy.

It was agreed:-

- (i) to approve the recommendations set out in Paragraphs 3-6 of the report;
- (ii) that the Director of Personnel Services action the recommendations as appropriate subject to consultation with the Trade Unions;
- (iii) that the Director of Personnel Services provide future reports to the Sub-Committee in terms of the annual review of the commitments made within the Council's Employment of Disabled People Policy; and
- (iv) to otherwise, note the contents of the report.

JOINT STAFFING WATCH - MARCH 1998 RETURN

5. There was submitted and noted a report dated 26 October 1998 (circulated) by the Director of Personnel Services which advised of the statistics issued by The Scottish Office and CoSLA on Joint Staffing Watch Return of March 1998 which concerned

the numbers of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

TEMPORARY EMPLOYMENT (Item 10, Page 3307)

6. There was submitted a report dated 13 November 1998 (circulated) by the Director of Personnel Services which advised of temporary employment in East Ayrshire Council as at 30 September 1998.

It was agreed:-

- (i) to recommend to Council that the Chair's Sub-Committee of the Policy and Resources Committee be delegated powers to review as appropriate the levels of temporary employment within Departments; and
- (ii) to otherwise, note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

7. 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.

DEVELOPMENT SERVICES DEPARTMENT - REGRADING OF CAR PARK ATTENDANTS (PARA 1)

8. There was submitted a joint report dated 2 November 1998 (circulated) by the Directors of Personnel Services and of Development Services which sought approval for the regrading of the posts of Car Park Attendant in the Department of Development Services to reflect increased responsibilities and duties.

It was agreed that the posts of Car Park Attendant be regraded from Manual Workers Grade 1 rate of pay to Manual Workers Grade 2 rate of pay with effect from 22 July 1997.

MOUNT HOUSE, KILMARNOCK (PARA 9) (Item 12, Page 3883)

9. There was submitted a report dated 4 November 1998 (circulated) by the Director of Support Services which advised of the outcome of recent negotiations with Northkirk Limited in respect of the disposal of Mount House, Dundonald Road, Kilmarnock.

It was agreed:-

- (i) to approve the terms and conditions outlined in Paragraphs (3.1 to 3.6) inclusive and Paragraphs 6.3 and 6.4 of the report; and
- (ii) that the Head of Legal Services incorporate the terms and conditions outlined above along with other terms and conditions which would apply to the sale of Mount House, Kilmarnock, to Northkirk Limited.

The meeting terminated at 1040 hours.