

**APPENDIX V**

**EAST AYRSHIRE COUNCIL**

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

**MINUTES OF MEETING HELD ON TUESDAY 6 OCTOBER 1998 AT 1000 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Drew McIntyre, Irene Reeves, Ronald Brailsford, Jim O'Neill, Jimmy Boyd and Tommy Farrell.

**ATTENDING:** Iain McLachlan, Director of Personnel Services; Barbara Haughan, Director of Support Services; Kate McVey, Head of Legal Services; Robert McLeary, Head of Property Services; George Malone, Principal Engineer, Contracting and Technical Services; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

**APOLOGIES:** Councillors Douglas Reid, Daniel Coffey and David Sneller.

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

**GENERAL UPDATE ON TRAINING AND DEVELOPMENT MATTERS**

1. There was submitted and noted a report dated 4 September 1998 (circulated) by the Director of Personnel Services which provided an update on issues relating to training and development matters.

**THE WORKING TIME REGULATIONS 1998**

2. There was submitted a report dated 14 September 1998 (circulated) by the Director of Personnel Services which provided a summary of the main measures contained in the Working Time Regulations 1998.

It was agreed:-

- (i) that the Director of Personnel Services liaise with Departments on the implications of the Regulations as required to enable Departments to review their current working arrangements;
- (ii) that the Director of Personnel Services consult with Trade Unions with a view to reaching collective agreements to allow flexibility to take account of the specific needs of local working arrangements;
- (iii) that the Director of Personnel Services report back on the outcome of the above consultations; and
- (iv) otherwise, to note the contents of the report.

**EXIT INTERVIEW PROCEDURE**

3. There was submitted a report dated 16 September 1998 (circulated) by the Director of Personnel Services which recommended the introduction of exit interviews, subject to consultation with the relevant Trade Unions.

It was agreed:-

- (i) to approve the proposed introduction of exit interviews, subject to consultation with the relevant Trade Unions;
- (ii) that the Director of Personnel Services provide a progress report to a future meeting of the Sub-Committee, including reference to any final policy document to the Council; and
- (iii) to remit to the Education Committee for its interests in respect of Teaching Staff.

#### **OCCUPATIONAL HEALTH - POLICY AND RESOURCES**

4. There was submitted a report dated 11 September 1998 (circulated) by the Director of Personnel Services which sought approval for a proposed Occupational Health Service, subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the broad content of an initial Occupational Health Service as detailed within the report;
- (ii) that the Director of Personnel Service consult with Trade Unions on the proposed content of the service;
- (iii) that the Director of Personnel Services proceed thereafter to a related tendering exercise;
- (iv) that the Director of Personnel Services provide a progress report back to an early meeting of the Sub-Committee;
- (v) to remit the report to the Education Committee for its interest in respect of Teachers; and
- (vi) otherwise, to note the contents of the report.

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

5. There was submitted and noted a report dated 4 September 1998 (circulated) by the Director of Personnel Services which advised of the outcome of consultation with Enterprise Ayrshire on the Skillseeker and Training for Work Licence Agreements for 1998/99.

#### **PERSONNEL SERVICES DEPARTMENT - PROGRESS ON HEALTH AND SAFETY MATTERS (Item 5, Page 3306)**

6. There was submitted a report dated 15 September 1998 (circulated) by the Director of Personnel Services which advised of the Personnel Services Department's response to the Department's Health and Safety Action Plan as agreed at the Sub-Committee's previous meeting of 7 April 1998.

It was agreed:-

- (i) to note the action taken within the Personnel Services Department in response to the earlier agreed Action Plan; and

- (ii) that the Director of Personnel Services provide a further progress report to a future meeting of the Sub-Committee which should also include reference to a proposed Action Plan for the year 1999/2000.

### **SCOTTISH PARLIAMENT - POSSIBLE EMPLOYEE SECONDMENTS**

- 7. There was submitted a report dated 23 September 1998 (circulated) by the Director of Personnel Services which advised of notification from The Scottish Office concerning possible employment opportunities on the early development of services associated with the Scottish Parliament and seeking agreement in principle from the Sub-Committee concerning the associated secondment of staff.

It was agreed:-

- (i) in principle, that staff who are successful in applying for initial posts with the Scottish Parliament which are advertised on a fixed term contract basis, be afforded secondment from the Council with a right to return to their current post at the end of the secondment period;
- (ii) to instruct the Director of Personnel Services to liaise with Service Directors, and Trade Unions, as appropriate concerning any interim arrangements for the replacement of seconded employees; and
- (iii) to remit the report to the Education Committee for its interests in respect of Teachers; and
- (iv) otherwise, to note the report.

### **COSLA CIRCULAR IR/11/98 - SINGLE STATUS EMPLOYMENT**

- 8. There was submitted and noted a report dated 1 October 1998 (circulated) by the Director of Personnel Services which advised of the latest developments in the national negotiations concerning the introduction of Single Status Employment for employees of Scottish Councils.

### **ENERGY MANAGEMENT PROGRESS REPORT**

- 9. There was submitted and noted a report dated 29 September 1998 (circulated) by the Director of Support Services which indicated the progress in the implementation of the Council's Energy Management Policy.

Councillor Boyd left the meeting during discussion of the previous item.

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

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

### **PROPOSED DISPOSAL OF FORMER GLAISNOCK OUTDOOR CENTRE, BY CUMNOCK (PARA 9)**

- 11. There was submitted a report dated 23 September 1998 (circulated) by the Director of Support Services which advised of the outcome of the consultations between the

Directors of Support Services and of Development Services in connection with the top two projects/offers.

It was agreed to authorise the Head of Legal Services to accept the offer of £338,000 from Education and Care Development Company Limited subject to suitable terms and conditions to safeguard the Council's position and noted that the Head of Legal Services would liaise with the Head of Property in this regard.

#### **OFFERS RECEIVED FROM MOUNT HOUSE, KILMARNOCK (PARA 9)**

12. There was submitted a report dated 16 September 1998 (circulated) by the Director of Support Services which advised of the outcome of the recent marketing of Mount House, Dundonald Road, Kilmarnock.

It was agreed:-

- (i) that the Head of Legal Services be instructed to accept the offer of £275,000 from Northkirk Limited for the former Mount House, Dundonald Road, Kilmarnock, subject to conditions as outlined within the report; and
- (ii) that the Head of Property be authorised to negotiate with the purchaser in connection with fields No 1, 2 and 3 as identified within the report with a report being submitted to a future Sub-Committee meeting.

#### **COMMUNITY SERVICES DEPARTMENT - GRADING OF ENVIRONMENTAL HEALTH TECHNICIANS (PARA 1)**

13. There was submitted a joint report dated 14 September 1998 (circulated) by the Directors of Community Services and of Personnel Services which sought approval to extend the approved salary scale for the posts of Environmental Health Technician where the postholder had obtained a specific advanced qualification which would enable them to assume food premises inspection responsibilities.

It was agreed:-

- (i) that, subject to consultation with Trade Unions, the salary scale for Environmental Health Technicians be extended to Tech 2-4 on the basis that where an Environmental Health Technician gained the relevant qualification which would allow them to inspect high risk premises and the Director of Community Services required their services, the employee should be paid within the Tech 4 area of the grade with effect from the date of undertaking the extended range of duties; and
- (ii) otherwise to note the contents of the report.

Councillor Farrell left the meeting during discussion of this item.

#### **SKILLS TRAINING UNIT - STAFFING STRUCTURE (PARA 1)**

14. There was submitted a report dated 31 August 1998 (circulated) by the Director of Personnel Services which advised of proposed organisational change in the Skills Training Unit arising from (a) the discontinuation of the Waterside (Dunaskin) Training Scheme; (b) the introduction of a computerised management information system within the Unit; and (c) changes to the financial support offered by Enterprise Ayrshire for Skillseeker and Adult Training and the loss of European Social Funding for 2 projects.

It was agreed to approve the staffing and organisational changes as detailed in the report.

Councillor Farrell re-joined the meeting during discussion of this item.

**SOCIAL WORK DEPARTMENT - ANTI-POVERTY UNIT - STAFFING STRUCTURE ADJUSTMENTS (PARA 1)**

15. There was submitted a joint report dated 25 September 1998 (circulated) by the Director of Social Work and Director of Personnel Services which sought approval for adjustments to the staffing within the Anti-Poverty Unit to enable the further development of the Council's Anti-Poverty Strategy.

It was agreed to approve the proposed adjustments and designations to the staffing of the Anti-Poverty Unit as detailed within the report.

**SOCIAL WORK DEPARTMENT - FINANCE AND RESOURCES TEAM - GRADING OF ADMINISTRATIVE POST (PARA 1)**

16. There was submitted a joint report dated 25 September 1998 (circulated) by the Directors of Social Work and of Personnel Services which sought approval for an adjustment to the staffing within the Finance and Resource Team to promote an improvement in the management of health and safety and transport.

It was agreed to approve the proposed adjustment and designations to the staffing of the Finance and Resources Team as detailed within the report.

**SUPPORT SERVICES DEPARTMENT - PROPOSED REGRADING OF TWO CLERICAL ASSISTANT POSTS (PARA 1)**

17. There was submitted a joint report dated 7 September 1998 (circulated) by the Directors of Personnel Services and of Support Services which recommended the regrading of two posts of Clerical Assistant employed within the Riccarton Local Office (Greenholm Street).

It was agreed to approve the regradings for the posts of Clerical Assistant at Riccarton Local Office (Greenholm Street) as detailed within the report.

The meeting terminated at 1047 hours.