

**APPENDIX IV****EAST AYRSHIRE COUNCIL****PERSONNEL AND PROPERTY SUB-COMMITTEE OF THE POLICY AND  
RESOURCES COMMITTEE****MINUTES OF MEETING HELD ON TUESDAY 5 OCTOBER 1999 AT 1000 HOURS  
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,  
KILMARNOCK**

**PRESENT:** Councillors Eric Jackson, Daniel Coffey, John Weir, Drew McIntyre, Harry Wilson, John Knapp and Provost Jimmy Boyd.

**ATTENDING:** Barbara Haughan, Director of Corporate Services; Graham Haugh, Head of Personnel Services; Allan McDougall, Depute Director of Social Work (Finance and Resources); Eoghan Baird, Training and Development Manager; Sam McVie, Principal Surveyor; Carole Devoy, Senior Employee Relations Officer; Charles McBreen, Health and Safety Manager; Julie Armstrong, Senior Administrative Officer; and Christine Baillie, Trainee Administrative Officer.

**APOLOGIES:** Councillors Katie Hall, Douglas Reid, Jimmy Kelly 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 and II of these Minutes.
- 1.1 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS) OF 2 SEPTEMBER 1999 - ANNEXATION I**
- 1.2 **MINUTES OF JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS) OF 15 SEPTEMBER 1999 - ANNEXATION II.**

**UPDATE ON HEALTH AND SAFETY MATTERS**

2. There was submitted and noted a report dated 22 September 1999 (circulated) by the Director of Corporate Services which provided an update report on issues relating to Health and Safety matters.

**SUMMARY REPORT ON INJURY ACCIDENT STATISTICS**

3. There was submitted and noted a report dated 21 September 1999 (circulated) by the Director of Corporate 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.

### **GENERAL UPDATE ON TRAINING AND DEVELOPMENT MATTERS**

4. There was submitted a report dated 16 September 1999 (circulated) by the Director of Corporate Services which provided an update on issues relating to training and development matters.

It was agreed:-

- (i) that the Head of Personnel Services continue to pursue the Board of Directors of Ayr College regarding the request for Ayr College to enter into a partnership agreement to provide further education courses to East Ayrshire Council staff in the South of the Council's area and to report back to the next Sub-Committee meeting; and
- (ii) otherwise, to note the contents of the report.

### **EAST AYRSHIRE GENERAL EMPLOYEE REVIEW (EAGER) (Item 3, Page 114)**

5. There was submitted a report dated 10 September 1999 (circulated) by the Director of Corporate Services which provided an update report on the progress of the East Ayrshire General Employee Review Pilot Programme.

It was agreed:-

- (i) that the Director of Corporate Services update the Sub-Committee on the EAGER Pilot Group(s) progress;
- (ii) that the Director of Corporate Services report to an early meeting of the Sub-Committee on the proposals for the future extension of the EAGER Scheme within the Council; and
- (iii) otherwise, to note the contents of the report.

### **LOCAL GOVERNMENT EMPLOYEES - 1999 PAY AGREEMENT**

6. There was submitted a report dated 21 September 1999 (circulated) by the Director of Corporate Services which advised that agreement had been reached in the 1999 pay negotiations for Local Government employees (formerly APT & C Staff and Manual Workers).

It was agreed:-

- (i) to provide information to Councillor Daniel Coffey on the additional budget implications associated with the 3.3% pay award; and
- (ii) otherwise, to note the contents of the report.

### **SINGLE STATUS AGREEMENT**

7. There was submitted a report dated 22 September 1999 (circulated) by the Director of Corporate Services which advised on the contents of Personnel Services Human Resources Circular 6/99 received from CoSLA and of the Council's early progress in response to the Single Status Agreement.

It was agreed:-

- (i) that the Director of Corporate Services provide regular update reports to the Sub-Committee on the Council's implementation of the Single Status Agreement; and

- (ii) otherwise, to note the contents of the report.

### **EMPLOYMENT LEGISLATION - IMPACT ON CASUAL, SESSIONAL, ETC EMPLOYEES**

8. There was submitted a report dated 21 September 1999 (circulated) by the Director of Corporate Services which highlighted the potential impact of existing and pending employment legislation on temporary workers employed by the Council in casual, sessional, seasonal etc capacities.

It was agreed:-

- (i) that Directors consider the contents of this report with regard to the various categories of "worker" within their Department and to address any issues identified in conjunction with the Head of Personnel and Trade Unions as appropriate;
- (ii) that the Director of Corporate Services report back to the Sub-Committee on any implications for the Council arising from this exercise; and
- (iii) that the Head of Personnel Services provide Councillor Daniel Coffey with information regarding any implications for Members arising from the Working Time Regulations 1998.

### **GOVERNMENT'S CODE OF PRACTICE FOR AGE DIVERSITY IN EMPLOYMENT**

9. There was submitted a report dated 21 September 1999 (circulated) by the Director of Corporate Services which advised of the publication of the Government's Code of Practice on Age Diversity in Employment which was introduced this year in response to the results of the Government's consultation exercise with employers and employees.

It was agreed to note the Government's Code of Practice on Age Diversity in Employment and the general compliance of the Council's Personnel Policies with the principles of the Code.

### **STAFFING REQUIREMENTS (LEGAL SERVICES)**

10. There was submitted a report dated 6 September 1999 (circulated) by the Chief Executive which sought approval for the deletion of one Solicitor post (SO 5) and its substitution by 2 Paralegal posts (AP1-AP3) within the establishment of Legal Services.

It was agreed to approve the proposed amendments to the staffing structure of the establishment of Legal Services.

### **DEPARTMENT OF HOMES AND TECHNICAL SERVICES - REVIEW OF ENERGY ADVICE UNIT**

11. There was submitted a joint report dated 21 September 1999 (circulated) by the Directors of Homes and Technical Services and of Corporate Services which proposed an amendment to the staffing structure of the Energy Advice Unit within the Department of Homes and Technical Services.

It was agreed to approve the proposed amendments to the staffing structure of the Energy Advice Unit.

**CHILDREN'S SERVICES DEVELOPMENT FUND - STAFFING IMPLICATIONS  
(Item 1, Page 289)**

12. There was submitted a joint report dated 23 September 1999 (circulated) by the Directors of Education, Social Work and of Corporate Services which sought approval for the establishment of the posts to be created from the Children's Services Development Fund.

It was agreed:-

- (i) to approve the establishment of the posts as detailed in the report; and
- (ii) that the Director of Social Work investigate whether the costs associated with advertising the posts be supported by the external funding provider.

**AYRSHIRE AND ARRAN ADULT MENTAL HEALTH STRATEGY 1999-2004 -  
ASSOCIATED STAFFING IMPLICATIONS (Item 1, Page 291)**

13. There was submitted a joint report dated 23 September 1999 (circulated) by the Director of Social Work and of Corporate Services which sought approval to establish a Social Worker post from temporary funding from Ayrshire and Arran Health Board under the Ayrshire and Arran Adult Mental Health Strategy 1999-2004.

It was agreed:-

- (i) to approve the staffing proposal outlined in Section 4 of the report; and
- (ii) otherwise, to note the contents of the report.

**LOCALISED DAY CARE/RESPIRE SERVICES FOR PEOPLE WITH DEMENTIA IN  
THE IRVINE VALLEY - STAFFING IMPLICATIONS (Item 3, Page 292)**

14. There was submitted a joint report dated 23 September 1999 (circulated) by the Directors of Social Work and of Corporate Services which sought approval for additional staffing required by the Social Work Department to provide localised day care services to be developed for individuals with dementia at the Sheltered House (No 20), Ross Court Sheltered Housing Complex in Galston.

It was agreed:-

- (i) to approve the staffing proposals as noted in Section 4 of the report; and
- (ii) otherwise, to note the contents of the report.

**CRIMINAL JUSTICES SERVICES - ADDITIONAL POST: SOCIAL WORKER  
(YOUNG PEOPLE WHO OFFEND) (Item 7, Page 287)**

15. There was submitted a joint report dated 27 September 1999 (circulated) by the Directors of Social Work and of Corporate Services which sought approval to establish a new post of Social Worker (Young People Who Offend).

It was agreed:-

- (i) to approve the establishment of the post of Social Worker (Young People Who Offend); and
- (ii) otherwise, to note the contents of the report.

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

16. 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 Paragraph 9 of Part 1 of Schedule 7A of the Act.

### **RENT REVIEW AT BLOCK 2, GLENCAIRN INDUSTRIAL ESTATE, KILMARNOCK**

17. There was submitted a report dated 7 September 1999 (circulated) by the Director of Development Services which sought approval for the review of the rental of Block 2, Glencairn Industrial Estate, Bellsland Place, Kilmarnock.

It was agreed:-

- (i) to approve the increase in rental as detailed in paragraph 6 of the report from £20,000 per annum to £24,000 per annum effective from 15 May 1999 for Block 2 Glencairn Industrial Estate, Bellsland Place, Kilmarnock and that the Solicitor to the Council conclude the transaction on behalf of the Council; and
- (ii) that a further report be submitted to the next meeting of the Sub-Committee advising of the sublet arrangements currently in place.

### **REQUEST FOR AUTHORITY TO LEASE GROUND TO SOUTH OF CAPONACRE INDUSTRIAL ESTATE, CUMNOCK**

18. There was submitted a report dated 22 September 1999 (circulated) by the Director of Development Services which requested authorisation for the Head of Economic Development to negotiate with Cairns Mushrooms Limited to lease an area of ground to the south of Caponacre Industrial Estate, Cumnock.

It was agreed:-

- (i) to lease the land to the south of Caponacre Industrial Estate, Cumnock, to Cairn Mushrooms Limited on terms and conditions to be negotiated by the Head of Economic Development, subject to planning permission being granted for the development proposal.

The meeting terminated at 1108 hours.