

APPENDIX III

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON WEDNESDAY 9 OCTOBER 1996 AT 1000
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Irene Reeves, Kathleen Hall, Daniel Coffey, Eric Ross, David Sneller and Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive; Bill Stafford, Director of Community Services; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Kate McVey, Head of Legal Services; Bill Walkinshaw, Principal Administrative Officer and Robert Beaton, Administrative Officer.

APOLOGIES: Provost Robert Stirling, Councillors Jim O'Neill, Bob Beattie and George Turnbull.

CHAIR: Councillor Drew McIntyre, Chair.

**PROVISION OF FINANCIAL ADVISORY SERVICES TO EMPLOYEES (Item 14,
Page 1232)**

1. There was submitted a report dated 16 September 1996 (circulated) by the Director of Personnel Services providing additional information in respect of the provision of financial advisory services to employees.

It was agreed:-

- (i) to approve the establishment of a list of three or four external financial agencies or other companies to provide independent financial advisory services to Council employees;
- (ii) to instruct the Directors of Finance and Personnel Services to arrange an appropriate tendering exercise to establish a list of approved organisations for these purposes;
- (iii) to instruct the Director of Personnel Services to report back to a future meeting of the Sub-Committee on the outcome of the tendering exercise; and
- (iv) to instruct the Director of Personnel Services to review the scheme after twelve months operation.

SCOTLAND'S HEALTH AT WORK

2. There was submitted a report dated 19 September 1996 (circulated) by the Director of Personnel Services advising of the launch of "Scotland's Health at Work" National

Awards Scheme and to recommend that the Council should register with the scheme.

It was agreed:-

- (i) that the Council should be registered with the "Scotland's Health at Work" National Awards Scheme;
- (ii) to instruct the Director of Personnel Services to liaise with the focal Health Promotions Team in terms of the registration and health promotion activities; and
- (iii) to instruct the Director of Personnel Services to investigate extending the scheme to include elected members; and
- (iii) to report back to a future meeting of the Sub-Committee on the Council's involvement in the Scheme.

RECRUITMENT AND SELECTION PROCEDURES (Item 10, Page 1231)

3. There was submitted a report dated 16 September 1996 (circulated) by the Director of Personnel Services recommending principles to be included in the Council's Recruitment and Selection Policies and Procedures.

It was agreed:

- (i) to approve the essential points of policy within the Council's Recruitment and Selection Procedures as contained in Annexe A to the report with appropriate amendments, clarifying Members position with regard to providing references; and
- (ii) to instruct the Director of Personnel Services to issue Guidance Notes on Recruitment and Selection Practices reflecting the essential points of policy to all persons who would participate in recruitment and selection on behalf of the Council and ensure that all participants in the recruitment and selection process were properly trained in the Council's Recruitment and Selection techniques prior to participating in any interviewing process.

APPLICATION FOR EMPLOYMENT FORM (Item 10, Page 1231)

4. There was submitted a report dated 24 September 1996 (circulated) by the Director of Personnel Services on a proposed Application for Employment Form for approval subject to discussion with Trade Unions:

Having noted that the Director of Personnel Services would refine the presentation of the form in conjunction with the Head of Public Relations and Marketing, It was agreed:

- (i) to approve the proposed content of the Application for Employment Form attached to the report subject to consultation with the Trade Unions; and
- (ii) to instruct the Director of Personnel Services to report back to future meeting of the Sub-Committee on the outcome of the consultation.

TRAINING AND DEVELOPMENT POLICY

5. There was submitted a report dated 16 September 1996 (circulated) by the Director of Personnel Services recommending principles to be included in the Council's Training and Development Policy.

It was agreed:

- (i) to approve the essential points of the Training and Development Policy as submitted by the Director of Personnel Services;
- (ii) to instruct the Director of Personnel Services to issue detailed Conditions of Service which reflected the agreed essential points of the Policy; and
- (iii) to instruct the Director of Personnel Services to effectively communicate the agreed essential points of the Policy and related Conditions of Service to all employees of the Council.

THE PRINCE'S TRUST - VOLUNTEERS

6. There was submitted a report dated 16 September 1996 (circulated) by the Director of Personnel Services recommending that the Council participate in the Prince's Trust Volunteers Development Programme.

It was agreed:

- (i) that the Council participate in the Prince's Trust - Volunteers Development Programme initially by placing two employees within the next programme due to commence in Ayrshire on 20 January 1997;
- (ii) to instruct the Director of Personnel Services to communicate the Sub-Committee's decision to young employees (between 16 and 25 years of age) to ensure that all such employees are given the opportunity to participate and to encourage their participation in the programme;
- (iii) to instruct the Director of Personnel Services to undertake the appropriate selection of the two employees who would participate in the programme;
- (iv) to instruct the Director of Personnel Services to arrange for the two employees to report back to a future meeting of the Sub-Committee on their participation in the development programme; and
- (v) to instruct the Director of Personnel Services to report back to a future meeting on proposals for the Council to participate as a "franchise partner" of the Prince's Trust.

ANIMAL HEALTH SERVICES - ADDITION TO THE ESTABLISHMENT OF THE COMMUNITY SERVICES DEPARTMENT (Item 13, Page 1125)

7. There was submitted a report dated 25 September 1996 (circulated) by the Director of Personnel Services advising of a proposed addition to the establishment of the Community Services Department relative to arrangements for providing Animal Health Inspection Services.

It was agreed that the post of Animal Health Inspector graded API/2 be added to the establishment of the Community Services Department.

EXCLUSION OF PRESS AND PUBLIC

8. The Sub-Committee resolved that under Section 50 (A) (4) of the Local Government (Scotland) Act 1973, as amended the Press and Public be excluded from the meeting for the following item of business on the grounds it involved the likely disclosure of exempt information as defined in paragraph I of Schedule 7A of the Act.

SOCIAL WORK DEPARTMENT - ALTERATIONS TO STAFFING

9. There was submitted a report dated 12 September 1996 (circulated) by the Director of Personnel Services recommending alterations to the Social Work staffing establishment.

It was agreed:

- (i) to approve the re-designation and regrading of an Information and Advice Worker, Graded AP2 to Money Adviser Graded AP3 with effect from 1 October 1996; and
- (ii) to approve the re-designation and regrading of a Resource Assistant Graded AP2 to Social Work Assistant, Graded AP2/3 with effect from 1 April 1996.

The meeting terminated at 1045 hrs.