

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON THURSDAY 28 SEPTEMBER 2000 AT 0937
HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Daniel Coffey, Douglas Reid, Drew McIntyre, Harry Wilson, Iain Linton, John Knapp, Jimmy Kelly and Provost Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive/Director of Corporate Resources; Stephen Chorley, Director of Development Services; Graham Haugh, Head of Personnel; Allan McDougall, Head of Resource Support; Iain MacMillan, Head of Exchequer Services; David Mitchell, Legal Manager; Julie Armstrong, Principal Administrative Officer; and Christine Baillie, Trainee Administrative Officer.

APOLOGIES: Councillors John Weir and Tommy Farrell.

CHAIR: Councillor Eric Jackson, Chair.

**COSLA PERSONNEL CIRCULARS 2000 PAY NEGOTIATIONS - LOCAL
GOVERNMENT EMPLOYEES**

1. There was submitted and noted a report dated 12 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the Council's receipt of various Personnel Services Industrial Relations Circulars from CoSLA relating to the 2000 pay negotiations for Local Government employees.

Councillor Knapp joined the meeting during discussion of the above item.

**ACAS CODE OF PRACTICE ON DISCIPLINARY AND GRIEVANCE
PROCEDURES**

2. There was submitted a report dated 4 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the revised Advisory Conciliation and Arbitration Service (ACAS) Code of Practice on Disciplinary and Grievance Procedures effective from 4 September 2000 and which recommended changes to the Council's Conditions of Service.

It was agreed:-

- (i) to note the Council's position in relation to the rights contained in the Employment Relations Act 1999 and the ACAS Code of Practice on Disciplinary and Grievance Procedures; and
- (ii) to amend the disciplinary and grievance procedures to formally reflect their extended coverage to all workers and general guidance offered in the ACAS code and as described in the report.

SCOTLAND'S HEALTH AT WORK SCHEME

3. There was submitted a report dated 12 September 2000 (circulated) by the Director of Corporate Resources which advised of the Council's achievement of the Scotland's Health at Work Silver Award in recognition of its efforts made in promoting Health at Work to Council employees and which advised of the partnership approach of the Council and Trade Unions in the promotion of Health and Safety at Work during October 2000.

It was agreed:-

- (i) to note the Council's achievement of the Scotland's Health at Work Silver Award;
- (ii) to approve the principle of paid time-off for those employees who have fixed lunch-breaks to attend Health and Safety at Work Month events; and
- (iii) to recognise the partnership working between the Council and the Trade Unions in continuing to support and promote Health and Safety at Work.

SUMMARY REPORT ON INJURY ACCIDENTS STATISTICS

4. There was submitted and noted a report dated 5 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources 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.

SINGLE STATUS

5. There was submitted a report dated 6 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which updated the Sub-Committee on the Council's response to the Single Status Agreement.

It was agreed:-

- (i) to note the report which updated the Sub-Committee on the Council's response to the Single Status Agreement for Local Government employees; and
- (ii) that the Head of Personnel provide future update reports.

TEMPORARY EMPLOYMENT

6. There was submitted a report dated 31 August 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of temporary employment in East Ayrshire Council as at 30 June 2000.

It was agreed:-

- (i) to note the numbers of temporary employees as provided by Departments;
- (ii) to approve, as appropriate, the extension of temporary employment beyond 12 months in respect of those employees as detailed in Appendix A of the report;
- (iii) to approve, as appropriate, the revised termination dates as identified by Heads of Department for those employees as detailed in Appendix B of the report;

- (iv) that the Depute Chief Executive/Director of Corporate Resources continue to provide quarterly reports on temporary employment to the Sub-Committee; and
- (v) otherwise, to note the contents of the report.

THE PRINCESS ROYAL TRUST - EAST AYRSHIRE CARERS CENTRE “CARERS IN EMPLOYMENT INFORMATION PACK”

7. There was submitted a report dated 4 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which advised of the launch of the Princess Royal Trust East Ayrshire Carers Centre “Carers in Employment Information Pack” and the Council’s subsequent action in supporting and promoting this initiative to all employees.

It was agreed:-

- (i) to note the Council’s role in assisting the East Ayrshire Carers Centre develop their “Carers in Employment Initiative”; and
- (ii) to note the subsequent promotion of the Carers Centre to the Council’s workforce.

DEPARTMENT OF EDUCATIONAL AND SOCIAL SERVICES - PROPOSED AMENDMENTS TO STAFFING STRUCTURE (Item 19, Page 1245, 99/02)

8. There was submitted a joint report dated 7 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of related staffing proposals.

It was agreed:-

- (i) to approve the amendments to the staffing arrangements within the Department of Educational and Social Services; and
- (ii) otherwise, to note the contents of the report.

ACTION PLAN FOR THE TRAINING AND DEVELOPMENT OF WORKERS IN EARLY EDUCATION, CHILDCARE AND PLAYWORK (Item 7, Page 1241, 99/02)

9. There was submitted a joint report dated 1 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval for additional staffing requirements for Educational and Social Services, Pre-5 Services in relation to the development and implementation of the “Action Plan for the Training and Development of Workers in Early Education, Childcare and Playwork” recently published by the Scottish Executive.

It was agreed:-

- (i) to approve the additional staffing requirement for Educational and Social Services in relation to the implementation of the Action Plan for the Training and Development of Workers in Early Education, Childcare and Playwork; and
- (ii) otherwise, to note the contents of the report.

FINANCE DEPARTMENT - PROPOSED AMENDMENT TO STAFFING STRUCTURE

10. There was submitted a joint report (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Finance which advised of the consequences for the Council of a transfer of housing stock by Scottish Homes to East Ayrshire Housing Partnership on 13 September 2000.

It was agreed:-

- (i) to note the transfer of responsibility for the administration of Housing Benefit from Scottish Homes to the Council;
- (ii) to approve the use of resources transferred as indicated in Paragraph 4.1 of the report; and
- (iii) otherwise, to note the contents of the report.

Councillor Reid joined the meeting during discussion of the above item.

PROPOSED REVISION TO INTERNAL AUDIT STAFFING ESTABLISHMENT

11. There was submitted a report dated 19 September 2000 (circulated) by the Chief Executive which proposed a revision to the staffing establishment of the Internal Audit Section within the Chief Executive's staffing.

It was agreed to approve the revision to the staffing establishment of the Internal Audit Section within the Chief Executive's staffing.

ALTERNATION TO THE BUILDING CONTROL SECTION WITHIN PLANNING AND BUILDING CONTROL DIVISION (DEVELOPMENT SERVICES DEPARTMENT)

12. There was submitted a joint report dated 21 August 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and Director of Development Services which sought approval of an amendment to the establishment within the Planning and Building Control Division of Development Services.

It was agreed to approve the proposed amendment to the establishment within the Planning and Building Control Division of Development Services as detailed in Paragraph 3 of the report.

IMPROVEMENT OF CANTEEN FACILITIES, LONDON ROAD, KILMARNOCK

13. There was submitted a report dated 20 September 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources which proposed a series of measures designed to improve the existing canteen facilities at London Road, Kilmarnock.

It was agreed:-

- (i) to approve the proposals contained within the report to improve the canteen facilities; and
- (ii) otherwise, to note the contents of the report.

EXCLUSION OF PRESS AND PUBLIC

14. 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 Paragraph of Schedule 7A of the Act as shown against each item.

EDUCATIONAL AND SOCIAL SERVICES DEPARTMENT - PERSONNEL PROPOSALS (PARA 1)

15. There was submitted a joint report dated 4 September 2000 (circulated) by the Director of Educational and Social Services and the Depute Chief Executive/Director of Corporate Resources which invited Members to consider proposed changes to personnel arrangements within the Educational and Social Services Department with particular reference to finance, personnel and property support within the new Department.

It was agreed:-

- (i) to approve the recommendations contained in the report; and
- (ii) otherwise, to note the contents of the report.

OCCUPATIONAL THERAPY AND SENSORY IMPAIRMENT SERVICE - ADDITION OF TECHNICIAN POST (INDEPENDENT LIVING SERVICES) (PARA 1)

16. There was submitted a joint report dated 30 August 2000 (circulated) by the Depute Chief Executive/Director of Corporate Resources and the Director of Educational and Social Services which sought approval of the addition of a Technician post to the Council's Occupational Therapy and Sensory Impairment Service.

It was agreed to approve the re-designation of a Service Technician post.

PROPOSED DISPOSAL OF THE FORMER GLEBE RESOURCE CENTRE, GLEBE ROAD, KILMARNOCK (PARA 6)

17. There was submitted a report dated 11 September 2000 (circulated) by the Solicitor to the Council which advised of the outcome of the recent marketing of the former Glebe Resource Centre, Glebe Road, Kilmarnock, and which sought authority to dispose of the subjects.

It was agreed that the Solicitor to the Council accept the offer from Klin Holdings Limited subject to the conditions as outlined in Section 8 of the report.

PART DISPOSAL AND RELATED MATTERS - FORMER PRIMARY SCHOOL AT SCHOOL ROAD, AUCHINLECK (PARA 6)

18. There was submitted a joint report dated 20 September 2000 (circulated) by the Director of Development Services and Solicitor to the Council which (i) requested authorisation for the Director of Development Services to finalise negotiations on the terms of disposal of those areas of land at School Road, Auchinleck, (ii) thereafter requested authorisation for the Solicitor to the Council to conclude the transaction; and (iii) requested authorisation for the Director of Development Services to re-market the remainder of the subjects.

It was agreed:-

- (i) that the Director of Development Services finalise negotiations on the terms of disposal of land at School Road, Auchinleck, to Mr John Campbell and thereafter that the Solicitor to the Council conclude the disposal to Mr John Campbell on the terms and conditions as detailed in Section 7 of the report; and
- (ii) to authorise the Director of Development Services to re-market the remainder of the School Road subjects as a potential Business Centre Development, the results of which to be submitted to the Sub-Committee in due course.

**RENT REVIEW OF AUCHINLECK INDOOR BOWLING CLUB, WELL ROAD,
AUCHINLECK (PARA 9)**

19. There was submitted a report dated 5 September 2000 (circulated) by the Director of Development Services which advised of the review of rental of Auchinleck Indoor Bowling Club, Well Road, Auchinleck.

It was agreed to approve the increase in rental as detailed in Paragraph 6 of the report from £16,000 per annum to £20,000 per annum for years 1 and 2 and to £21,000 per annum for years 3, 4 and 5 effective from 1 June 2000 for the premises at Auchinleck Indoor Bowling Club, Well Road, Auchinleck, and that the Solicitor to the Council conclude this transaction on behalf of the Council.

The meeting terminated at 1037 hours.