

APPENDIX 2**EAST AYRSHIRE COUNCIL****JOINT CONSULTATIVE COMMITTEE (APT&C ETC STAFFS)****MINUTES OF MEETING HELD ON THURSDAY 22 AUGUST 1996 AT 1530 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

PRESENT: Councillors Drew McIntyre, Alan Campbell, Kathleen Hall, Bob Beattie, Eric Ross, David Sneller and Jimmy Boyd; Jennifer Elliot and Harry O'Neill (representing ACTS); Graeme Cumming, Alan Mills, Forbes Marshall, Tracey Dalling, Margaret Jamieson, Claire Campbell and Hugh Melvin (representing UNISON); and Ian King (representing GMB).

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Ian McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Douglas Campbell, Head of Public Relations and Marketing; Julie Armstrong, Senior Administrative Officer and Robert Beaton, Administration Officer.

APOLOGIES: Councillor O'Neill; William Morton (representing ACTS); and G Dunlop (representing UNISON).

CHAIR: Councillor Drew McIntyre, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Committee resolved in terms of 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 11 of Schedule 7A of the Act.

MINUTES OF PREVIOUS MEETING

2. There was submitted and noted Minutes (circulated) of the meeting of 4 April 1996.

MATTERS ARISING FROM THE MINUTES**3.1 SECONDMENT OF AND ACCOMMODATION FOR TRADE UNION REPRESENTATIVES (ITEM 3.2, PAGE 798).**

There was submitted a report dated 8 August 1996 (circulated) by the Director of Personnel Services on office accommodation for Trade Union Representatives and requesting agreement on the proposed conditions relating to the secondment of the full-time Convener.

The Committee agreed:-

- (i) to recommend that the proposed conditions relating to the secondment of the full-time Trade Union Convener be remitted to the Personnel Sub-Committee of the Policy and Resources Committee for consideration; and

- (ii) with reference to the use of the "Joint Trade Union Office", it was considered appropriate in the first instance that Trade Union Representatives should meet to discuss the use of the accommodation provided and that in the event that agreement could not be reached, the Trade Union Representatives should write to the Director of Personnel Services for further consideration.

3.2 CORPORATE IDENTITY (Item 3.2, Page 798)

There was submitted and noted report dated 16 August 1996 (circulated) by the Director of Support Services advising on progress on the selection of a design for corporate workwear for East Ayrshire Council employees (particularly APT&C Etc Staffs), in particular that the issue of corporate protective clothing to appropriate employees should be completed by 30 September 1996.

3.3 RATIONALISATION OF CONDITIONS OF SERVICE (Item 3.3, Page 798)

The Director of Personnel Service reported on the current position in relation to the rationalisation of core items of conditions of service for APT&C Etc Staffs.

Thereafter, the Committee noted that an update report on further elements of the conditions of service be submitted to the Personnel Sub-Committee of the Policy and Resources Committee at its meeting on 27 August 1996 for approval subject to discussions with Trade Unions.

Councillors Ross left the meeting at this point.

DECENTRALISATION UP-DATE

4. The Depute Chief Executive reported on current progress on implementation of the preliminary decentralisation scheme and advised that a review of the current scheme would take place in November 1996 and a formal invitation would be made to Trade Unions to comment during the statutory consultation period.

Noted.

TRADE UNION REFORM AND EMPLOYMENT RIGHTS ACT 1993: SECTION 15: DEDUCTION OF TRADE UNION SUBSCRIPTIONS ("CHECK OFF" FACILITIES)

5. There was submitted a report dated August 1996 (circulated) by the Director of Personnel Services indicating the type of facilities that might be made available to enable the Council to obtain mandates necessary to continue the deduction of Trade Union subscriptions direct from employees' salaries. The Committee agreed to recommend:-
 - (i) that the Council provide appropriate facilities to Trade Union representatives to assist with a full and speedy return of new mandates for Trade Union subscriptions;
 - (ii) that this matter be included as an item on the next available meeting of all Departmental JCC's;
 - (iii) that all new mandates be lodged on a phased basis with the Finance Department (Payroll Section) by 31 March 1997; and
 - (iv) that the matter be remitted to the Personnel Sub-Committee of the Policy and Resources Committee for further consideration.

CHRISTMAS/NEW YEAR HOLIDAYS 1996/97

6. There was submitted a report dated 9 August 1996 (circulated) by the Director of Personnel Services advising of submissions received by Trade Unions in respect of the forthcoming Christmas and New Year holidays.

It was agreed to recommend to the Personnel Sub-Committee of the Policy and Resources Committee that offices be closed on the two Fridays preceding Christmas and New Year with employees being required to use one day of their annual leave entitlement for either 1996 or 1997 for one of the Fridays and that the Council grant an additional days leave to all employees in respect of the other Friday.

TIME-OFF FOR TRADE UNION DUTIES AND ACTIVITIES

7. There was submitted a report dated 12 August 1996 (circulated) by the Director of Personnel Services regarding reasonable time-off being afforded to official representatives of Trade Unions recognised by the Council in connection with Trade Union duties.

The Committee agreed to recommend that the matter be remitted to the Personnel Sub-Committee of the Policy and Resources Committee for further consideration.

APPLICATION OF NEW TECHNOLOGY - PROCEDURE FOR TRADE UNION CONSULTATIONS

8. There was submitted a letter dated 26 July 1996 (circulated) from UNISON on proposed consultation procedures for the purchase of new information technology equipment in terms of identifying training needs, health and safety implications etc.

The Committee agreed to recommend that the matter be remitted to the Director of Personnel Services to hold discussions with Trade Union Representatives to draw up draft consultation procedures where changes to information technology systems are proposed and which might result in changes to existing employee working practices.

PROPOSED SOCIAL CLUB

9. There was submitted a report dated 9 August 1996 (circulated) by the Director of Personnel Services advising of the possible formation of a Social Club for all employees.

The Committee agreed to recommend to the Personnel Sub-Committee of the Policy and Resources Committee that the Trade Union side nominate two representatives and advise the Director of Personnel Services accordingly.

It was also noted that 2 representatives from both of the JCC Manual and Craftpersons and JCC Teachers would also be sought.

WORKPLACE NURSERY PROVISION

10. There was submitted a letter dated 12 August 1996 from UNISON seeking the Committee's view on the feasibility of setting up a workplace nursery for all employees.

The Committee agreed:

- (i) to recommend that UNISON should establish the likely demand for workplace nursery provision from within its membership and submit more detailed proposals on the volume of places and suggested locations to the Director of Personnel Services for consideration at a future meeting of this Committee; and
- (ii) that the Director of Personnel Services to investigate the level of interest from local businesses.

ADDITIONAL ITEMS

11. The Chair agreed that the undernoted items could be considered as an early decision was required.

CREDIT UNION FACILITIES

12. The Director of Personnel Services reported that following discussions with Scot West Credit Facilities Ltd, it was envisaged that the Council would shortly be in a position to provide Credit Union Facilities to all employees.

After discussion, the Committee agreed to recommend that the matter be referred to the Personnel Sub-Committee of the Policy and Resources Committee for further consideration.

"ONE FUND FOR ALL"

13. The Director of Personnel Services reported on the up-to-date position on the launch of the "One Fund for All" campaign which aimed to provide assistance to the unemployed, and which was financed by weekly subscriptions from local Trade Union Members. It was hoped that a public launch of the campaign would be organised within the next few weeks.

The Committee agreed to recommend that the matter be referred to the Personnel Sub-Committee of the Policy and Resources Committee for further consideration.

The meeting terminated at 1612 hours.