

APPENDIX 1

EAST AYRSHIRE COUNCIL

**JOINT CONSULTATIVE COMMITTEE
(MANUAL WORKERS AND CRAFTPERSONS)**

**MINUTES OF MEETING HELD ON MONDAY 19 AUGUST 1996 AT 1400 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Jim O'Neill, Drew McIntyre, Daniel Coffey, David Sneller, Jimmy Carmichael, John Smith and Tommy Farrell; Ian King and Anthony Foster (representing GMB); Hugh Houston and Margaret Jamieson (representing UNISON); Andrew Wilson and William Young (representing UCATT); Frank Minnery (Joint Secretary); Robert Miller, Harry O'Neill and Tom O'Brien (representing TGWU); Robert Robertson and David Lymburn (representing AEEU).

ATTENDING: David Montgomery, Chief Executive; Fiona Lees, Depute Chief Executive; Des Tierney, Director of Commercial Operations; Iain McLachlan, Director of Personnel Services; Robin Gourlay, Depute Director of Commercial Operations; Graham Haugh, Depute Director of Personnel Services; Bill McKenzie; Senior Depute Director of Commercial Operations; Douglas Campbell, Head of Public Relations and Marketing; Julie Armstrong, Senior Administrative Officer; and Robert Beaton, Administrative Officer.

CHAIR: Councillor Jim O'Neill, Chair.

EXCLUSION OF PRESS AND PUBLIC

1. The Committee resolved, in terms of Section 50(A)(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.

RESIGNATION OF VICE-CHAIR

2. There was submitted and noted report dated 31 July 1996 (circulated) by the Joint Secretaries advising that Mr David Spelman had resigned the position of Vice-Chair of the Committee and indicating that in accordance with the Constitution the nomination for the vacancy be a representative of the Trade Unions.

APPOINTMENT OF VICE-CHAIR

3. Having noted that nominations for the appointment of Vice-Chair be from representatives of the Trade Unions, the Committee agreed to recommend that Mr Tom O'Brien to be appointed Vice-Chair.

ALTERATIONS TO MEMBERSHIP

4. There was submitted and noted a report dated August 1996 (circulated) by the Joint Secretaries advising of alterations to membership in respect of the Trade Union membership of the JCC.

The Committee agreed to recommend that in respect of the AEEU, Mr Ross Baillie replace Mr David Spelman and that in respect of the TGWU, Mr Robert Miller replace Mr Jim Sloan.

MINUTES OF PREVIOUS MEETING

5. There was submitted and noted Minutes (circulated) of the Meeting of 3 May 1996.

MATTERS ARISING FROM THE MINUTES

6. **SECONDMENT OF, AND ACCOMMODATION FOR, TRADE UNION REPRESENTATIVES (Item 5.1, Page 951)**

There was submitted 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 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.

- 6.1 **RATIONALISATION OF CONDITIONS OF SERVICE (Item 5.2 Page 951)**

There was submitted and noted report dated 8 August 1996 (circulated) by the Director of Personnel Services advising of the current position in relation to the rationalisation of core items of conditions of service for Manual and Craftworkers.

After discussion, the Committee:-

- (i) agreed to recommend that the report be remitted to the Departmental JCC's for consideration of operational matters in respect of determination of public holidays and hours of duty;
- (ii) noted that the Full Time Conveners and Officers would enter into further discussions on annual leave entitlement; and
- (iii) expressed its appreciation for the co-operation of Trade Union Officials and Officers in the harmonisation of the Bonus Scheme for Building and Works.

- 6.2 **CREDIT UNION FACILITIES (Item 5.3 Page 951)**

The Director of Personnel Services reported that following discussions with Scotwest 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 Services Sub-Committee of the Policy and Resources Committee for further consideration.

6.3 “ONE FUND FOR ALL” (Item 4, Page 950)

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 is 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 this matter be referred to the JCC (APT & C etc Staffs) and the JCC (Teachers) for information and also be referred to the Personnel Sub-Committee of the Policy and Resources Committee for further consideration.

6.4 EXPENSES FOR TRADE UNIONS REPRESENTATIVES ATTENDING MEETINGS WITH COUNCIL REPRESENTATIVES (Item 5.4, Page 951)

There was submitted and noted report dated 31 July 1996 (circulated) by the Joint Secretaries advising that an agreement had been reached concerning assistance on the provision of facilities in accordance with the practices of the previous authorities for Trade Union Officials attending meetings with Management of dealing with Trade Union duties at Management’s request and that the on-going situation would be monitored by both sides.

DECENTRALISATION UP-DATE

7. The Depute Chief Executive reported on current progress on the 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)

8. There was submitted a report dated 31 July 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' wages.

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) to remit the matter to the Personnel Sub-Committee of the Policy and Resources Committee for further consideration.

CHRISTMAS/NEW YEAR HOLIDAYS 1996/97

9. There was submitted a report dated 9 August 1996 (circulated) by the Director of Personnel Services advising of submissions received from 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;-

- (i) that payment of wages over the festive period be remitted to the Director of Personnel Services, in consultation with Trade Union Representatives to reach agreement; and
- (ii) that offices be closed on the two Fridays of Christmas and New Year with employees being required to use one day of their annual leave entitlement from either 1996 or 1997 for one of the Fridays and the Council grant an additional days leave to all employees in respect of the other Friday.

TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES (Item 8 (iv) Page 794)

10. 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 and activities.

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

PROPOSED SOCIAL CLUB

11. 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.

After consideration, 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.

EMPLOYEE PROFIT SHARE AGREEMENTS

12. There was submitted a letter dated 6 August 1996 (circulated) from the Convener of the Trades Unions seeking the up-to-date position on employee profit share agreements.

The Committee agreed to recommend that, in the meantime, Employee Profit Share Agreements negotiated prior to re-organisation should continue to apply and that the Joint Secretaries should hold immediate discussions on proposals for future employee profit share schemes for all employees.

CORPORATE IDENTITY: IMPLICATIONS FOR PROTECTIVE CLOTHING

13. There was submitted a letter dated 7 August 1996 (circulated) from the Convener of the Trades Unions on the timescales involved for the introduction of corporate identity protective clothing for employees.

The Committee agreed to recommend;-

- (i) that the Director of Commercial Operations, in consultation with the Head of Public Relations and Marketing, should investigate accelerating the process of finalising designs of corporate identity for protective work wear; and
- (ii) that the issue of corporate identity protective clothing to appropriate employees should be completed by 30 September 1996.

The meeting terminated at 1447 hours.