

DRAFT
RB/FM

EAST AYRSHIRE COUNCIL

PERSONNEL SUB-COMMITTEE OF THE POLICY AND RESOURCES COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 27 AUGUST 1996 AT 1000 HOURS IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Drew McIntyre, Jim O'Neill, Daniel Coffey, George Turnbull, Eric Ross, David Sneller and Jimmy Boyd.

ATTENDING: Fiona Lees, Depute Chief Executive; Iain 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, Administrative Officer.

APOLOGIES: Provost Robert Stirling, Councillors Irene Reeves and Kathleen Hall.

CHAIR: Councillor McIntyre, Chair.

JOINT CONSULTATIVE COMMITTEE (MANUAL WORKERS AND CRAFTPERSONS)

1. There was submitted and noted Minutes of Meeting held on 19 August 1996 (circulated).

JOINT CONSULTATIVE COMMITTEE (APT & C ETC STAFFS)

2. There was submitted Minutes of Meeting held on 22 August 1996 (circulated).

Agreed that Councillor O'Neill's apologies be recorded in the Minutes.

MATTERS ARISING FROM MINUTES

3. The following matters arose from the Minutes;

3.1 TRADE UNION REFORM AND EMPLOYMENT RIGHTS ACT 1993: SECTION 15: DEDUCTION OF TRADE UNION SUBSCRIPTIONS (“CHECK-OFF” FACILITIES)

There was submitted a report dated 31 July 1996 (circulated) by the Director of Personnel Services indicating the type of facility 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.

It was agreed:

- (i) to provide appropriate facilities to Trade Union representatives to assist with a full and speedy return of new mandates for Trade Union subscriptions;
- (ii) that the matter be included as an item at the next available meeting of all Departmental JCC's; and
- (iii) that all new mandates be lodged on a phased basis with the Finance Department (Payroll Section) by 31 March 1997.

TIME OFF FOR TRADE UNION DUTIES AND ACTIVITIES

3.2 There was submitted a report dated 12 August 1996 (circulated) by the Director of Personnel Services requesting that reasonable time off be afforded to official representatives of Trade Unions recognised by the Council in connection with Trade Union duties and activities.

It was agreed to approve the policies and conditions regarding time off for Trade Union duties as shown attached to the report.

CHRISTMAS/NEW YEAR HOLIDAYS 1996/97

3.3 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:

- (i) that payment of wages in respect of Manual and Craftpersons, 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 that the Council grant one additional day of annual leave to employees in respect of the other Friday.

SECONDMENT OF AND ACCOMMODATION FOR TRADE UNION**REPRESENTATIVES**

3.4 There was submitted a report dated 8 August 1996 (circulated) by the Director or Personnel Services advising that, the seconded employees to Trade Union Convenerships had now moved into accommodation in the Civic Centre and requesting agreement of the proposed conditions relating to the secondment of the full-time Conveners.

It was agreed to approve the conditions as shown attached to the report.

CREDIT UNION FACILITIES

3.5 The Director of Personnel Services reported that following discussions with Scotwest Credit Union Ltd, it was envisaged that the Council would shortly be in a position to provide credit union facilities to all employees.

It was agreed that the Director of Personnel Services finalise discussions with Scotwest Credit Union Ltd and advise all employees thereafter, on the details of the Credit Union facilities.

“ONE FUND FOR ALL”

3.6 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 noted that East Ayrshire had been selected as the Local Authority base to launch the Local Authority “One Fund for All” Campaign and that the Director of Personnel Services would co-ordinate the Council’s participation in the launch.

CIRCULARS

4. There were submitted reports (circulated) by the Director of Personnel Services as undernoted on various Circulars. The Sub-Committee took the following decisions:-

4.1 MW/160 - Manual Workers Pay Settlement 1996 - Report dated 2 July 1996 - Noted

4.2 CO/121 - Disciplinary Procedure for Chief Executives - Report dated 7 August 1996 - Agreed to adopt the Scottish Joint Negotiating Committee for Local Authorities

Services (Chief Officials) revised Disciplinary Procedure for Chief Executives and approve the related version to the Council's disciplinary procedures.

- 4.3 COSLA Circular IR 8/96 - Revised Standby Duty for Officers other than Social Workers - Report dated 1 August 1996 - Noted.
- 4.4 COSLA Circular IR 9/96 - Increased Allowances for Part-time Registrars and Assistant Registrars - Report dated August 1996 - Noted.
- 4.5 COSLA Circular IR 10/96 and CO/123 - Chief Officials Salaries Agreement 1996 and Chief Executives and Chief Officers Review - Report dated 1 August 1996 - Agreed the application of the agreement reached in respect of Chief Officials' salaries for 1996 and that the Director of Personnel Services report back to a future meeting on the scope, timing and implementation of the Chief Officials' salary review in respect of the SJNC (Chief Officials') proposals.
- 4.6 COSLA Human Resource Advice Circulars HR 1/96, 2/96, 3/96 - Report dated August 1996 - Noted.

LOCAL GOVERNMENT STAFF COMMISSION (SCOTLAND) -

CIRCULAR 3/96 - APPOINTMENTS AND RECRUITMENT IN 1996/97

- 5. The was submitted and noted a report dated 1 July 1996 (circulated) by the Director of Personnel Services advising of Circular 3/96 from the Local Government Staff Commission (Scotland).

RATIONALISATION OF CONDITIONS OF SERVICE - UPDATE REPORT

6. There was submitted a report dated 12 August 1996 (circulated) by the Director of Personnel Services on further elements of the conditions of service proposed for approval subject to discussion with Trade Unions.

It was agreed to approve the Conditions of Service as shown attached to the report subject to:

- (i) the Director of Personnel Services amending Appendix (ii) Paragraph 3 Smoking in the Workplace to the effect that where an employee has difficulty in dealing with a client who wishes to smoke, every effort would be made to make alternative; and
- (ii) the Director of Personnel Services undertaking further consultation on the conditions of service with appropriate Trade Union representatives and report back should any significant change be proposed.

**DEPARTMENT OF COMMERCIAL OPERATIONS -
PROPOSED STRUCTURE ALTERATION**

7. There was submitted a report dated 26 June 1996 (circulated) by the Director of Personnel Services on a proposal to alter the structure of the Department of Commercial Operations.

It was agreed:

- (i) that a post of Resource Planner, AP3/5 be added to the establishment of the Commercial Operations Department; and
- (ii) that a post of Service Development Officer, AP5 be deleted from the establishment of the Commercial Operations Department.

FINANCE DEPARTMENT - PROPOSED ADDITION**OF PART-TIME ACCOUNTANT**

8. There was submitted a report dated 26 June 1996 (circulated) by the Director of Personnel Services on a proposal for increase in the complement of Senior Accountants within the Finance Department by a part-time post.

It was agreed:

- (i) that the current job-sharing Senior Accountant post graded SO8 be filled on a full-time basis; and
- (ii) that an additional Part-Time Senior Accountant post graded SO8 be added to the establishment of the Finance Department.

DEPARTMENT OF EMPLOYMENT - ACCESS TO WORK SCHEME

9. There was submitted a report dated August 1996 (circulated) by the Director of Personnel Services seeking consideration of assisting with the retention of a disabled employee by making a financial contribution towards travel to work costs under the Department of Employment Access to Work Scheme.

It was agreed to assist in the retention of the disabled employee at the Council Offices, Lugar, by making an appropriate financial contribution towards travel costs under the Department of Employment's Access to Work Scheme, effective from 24 June 1996.

COSLA DRAFT CODE OF CONDUCT - RECRUITMENT AND SELECTION

10. There was submitted a report dated August 1996 (circulated) by the Director of Personnel Services advising of COSLA's Draft Code of Conduct on Recruitment and Selection practices and identifying recommendations for return to COSLA.

It was agreed:

- (i) to note the content of COSLA's Draft Code of Conduct on Recruitment and Selection practices;
- (ii) that the recommendation referred to in paragraph 3.3.1 of the Director's report should not be referred to CoSLA; and
- (iii) that the remaining recommendations contained in the Director's report be returned to COSLA.

EMPLOYMENT OF DISABLED PEOPLE - WORK EXPERIENCE PLACEMENTS

11. There was submitted a report dated 1 August 1996 (circulated) by the Director of Personnel Services advising of a work experience placement offered by the Council to a disabled person in partnership with Unity Enterprise.

It was agreed:

- (i) that as a matter of policy the Director of Personnel Services should facilitate work experience placements for disabled persons where ever possible;
- (ii) that the Director of Personnel Services liaise with relevant Directors to determine opportunities for offering placements within their Departments; and
- (iii) that the Director of Personnel Services ensure effective monitoring of placements on behalf of the Council.

INFORMATION TECHNOLOGY - ADDITIONAL PAYMENTS TO TRANSITION

GROUP STAFF AND CAIRD OPERATIONS AND SUPPORT STAFF

12. There was submitted a report dated 12 August 1996 (circulated) by the Director of Personnel Services on a proposal to make payment of an additional allowance to three Information Technology staff in respect of duties undertaken as part of the Strathclyde Transition Group or as Caird Operations and support staff.

It was agreed:

- (i) to adopt the agreement referred to in the Director's report by the Inter-Authority Information Technology Working Group; and
- (ii) to approve the payment of an additional allowance of 5% of salary to each of the three seconded staff.

UPDATE ON HEALTH AND SAFETY MATTERS

13. There was submitted a report dated 12 August 1996 (circulated) by the Director of Personnel Services advising of the up-to-date position on issues relating to Health and Safety.

It was agreed:

- (i) to note the report; and
- (ii) that the Director of Personnel Services incorporate a detailed analysis of injury accident statistics in future reports.

PROVISION OF FINANCIAL ADVISORY SERVICES TO EMPLOYEES

14. There was submitted a report dated August 1996 (circulated) by the Director of Personnel Services outlining proposals for the provision of financial advice to Council employees by external financial agencies.

It was agreed to continue consideration of the report to allow the Director of Personnel Services:-

- (i) to clarify the possibility of levying a charge on external financial agencies for accessing information on employees; and
- (ii) to allow discussions with Trade Unions.

MANAGING ABSENCE

15. There was submitted a report dated August 1996 (circulated) by the Director of Personnel Services advising of the principles of an agreement reached with the Council's Trade Unions in respect of procedures related to the Management of Absence and to provide summary points on the content of the procedures.

It was agreed:

- (i) to approve the introduction of managing absence procedures as outlined in the Director's report for East Ayrshire Council employees subject to the incorporation of revised text at paragraph 3.1(j) to include that employees who suffer ill health due to addiction will be treated sympathetically;
- (ii) that the matter be referred to all Directors in respect of their interests; and
- (iv) that the report be remitted to the Director of Education and Education Committee in respect of their interests.

EXCLUSION OF PRESS AND PUBLIC

16. 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 item of business on the ground that it involved the likely

disclosure of exempt information as defined in Paragraph 11 of Schedule 7A of the Act.

COMMERCIAL OPERATIONS DEPARTMENT- BUILDING AND WORKS

SECTION - HARMONISED BONUS SCHEME

17. There was submitted a report dated August 1996 (circulated) by the Director of Personnel Services advising of an agreement reached in respect of a harmonised bonus scheme for employees within the Building and Works Section of the Commercial Operations Department.

It was agreed:

- (i) to approve the harmonised scheme for the Building and Works Section of the Commercial Operations Department as detailed in the report; and
- (ii) that consideration of an appropriate compensatory payment for the former Strathclyde Regional Council employees affected by the introduction of the harmonised bonus scheme be remitted to the Chair's Sub-Committee of the Policy and Resources Committee.

The meeting terminated at 1100 hours.