

APPENDIX XV

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 26 AUGUST 1997 AT 1000 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Drew McIntyre, Kathleen Hall, Daniel Coffey, George Turnbull, David Sneller and Jimmy Boyd.

ATTENDING: David Montgomery, Chief Executive; Graham Haugh, Depute Director of Personnel Services; Alan MacDougal, Depute Director of Social Work; Carol Devoy, Employment Relations Officer; Eoghan Baird, Training and Development Manager; Julie Armstrong, Senior Administrative Officer; and Anne Fairbairn, Administrative Officer.

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

CHAIR: Councillor Eric Jackson, Chair.

PAY AND SALARY RELATED AGREEMENTS

1. There was submitted and noted a report dated 13 August 1997 (circulated) by the Director of Personnel Services providing a summary of a number of National Circulars received confirming pay and salary related agreements in respect of the following:-
 - (a) Manual Workers pay settlement;
 - (b) APT & C Services salary award 1997;
 - (c) Chief Officials salary agreement 1997 and Chief Executives review;
 - (d) Chief Officials revised car and motor cycle allowance and assisted car purchase rate;
 - (e) Revised allowances for part time registrars and assistant registrars; and
 - (f) Standby duty for Officers other than Social Workers.

**COSLA CIRCULAR IR/10/97 - ENGINEERING CRAFTSMEN PAY
NEGOTIATIONS 1997**

2. There was submitted and noted a report dated 8 August 1997 (circulated) by the Director of Personnel Services advising of the progress of negotiations in respect of the Engineering Craftsmen Pay and Conditions Claim for 1997.
Councillor Sneller joined the meeting at this point.

HUMAN RESOURCE ADVICE - COSLA CIRCULARS 4/97, 5/97 AND 6/97

3. There was submitted and noted a report dated 22 July 1997 (circulated) by the Director of Personnel Services providing a summary comment on the contents of the Human Resource Advice Circulars 4/97 - Race and Sex Discrimination, 5/97 -

Framework Agreement on Part-time Workers and 6/97 - Redundancy/Contracts of Employment.

**THE LOCAL GOVERNMENT SUPERANNUATION (SCOTLAND) AMENDMENT
(NO 2) REGULATIONS 1997**

4. There was submitted and noted a report dated 7 August 1997 (circulated) by the Director of Personnel Services advising of the Local Government Superannuation (Scotland) Amendment (No 2) Regulations 1997 relating to employees who had been eligible for membership of the Local Government Superannuation Scheme, but who, as a result of mis-selling, had opted to join a personal pension scheme.

UPDATE OF TRAINING AND DEVELOPMENT MATTERS

5. There was submitted and noted a report dated 29 July 1997 (circulated) by the Director of Personnel Services providing an update of issues relating to training and development matters.

**SKILLS TRAINING UNIT - QUALITY ASSURANCE
ACCREDITATION (Item 16, Page 2082)**

6. There was submitted and noted a report dated 18 August 1997 (circulated) by the Director of Personnel Services advising of the Skills Training Unit's attainment of accreditation within both the Scottish Quality Management System and ISO 9001 Quality Assurance System.

**EMPLOYEE DEVELOPMENT - EAST AYRSHIRE GENERAL EMPLOYEE REVIEW
(EAGER)**

7. There was submitted a report dated 12 August 1997 (circulated) by the Director of Personnel Services which recommended, subject to discussions with Trade Unions, the adoption of a Council-wide Employee Development Scheme for application to all APT & C Manual and Craft employees.

It was agreed that the East Ayrshire General Employee Review (EAGER) as shown at Appendix I of the report be adopted as an Employee Development Scheme for application to all staff, Manual and Craft employees of the Council, subject to discussion with Trade Unions.

**EMPLOYMENT POLICY ON ALCOHOL AND SUBSTANCE ABUSE -
APPOINTMENT OF EXTERNAL AGENCY**

8. There was submitted a report dated 2 July 1997 (circulated) by the Director of Personnel Services which recommended that The Bridge Project be approved as the appropriate external agency to support the Council in the application of its policy on alcohol and substance abuse.

It was agreed to:

- (i) approve the appointment of The Bridge Project as the external agency within the Council's Policy on Alcohol and Substance Abuse; and
- (ii) instruct the Director of Personnel Services to make the necessary arrangements with The Bridge Project and to report back to the Sub-Committee on the experience within the initial arrangement.

**"SCOTLAND'S HEALTH AT WORK" SCHEME - ACHIEVEMENT OF BRONZE
AWARD (Item 2, Page 1424)**

9. There was submitted a report dated 8 August 1997 (circulated) by the Director of Personnel Services advising that the Council had been awarded the Bronze Level Award of the "Scotland's Health at Work" Scheme.

It was agreed:

- (i) to note the Council's achievement of the Bronze Award Level within the Scotland's Health at Work Scheme;
- (ii) that the Chair of the Personnel Sub-Committee of the Policy and Resources Committee should receive the award on the Council's behalf; and
- (iii) to instruct the Director of Personnel Services to report back to a future meeting of the Sub-Committee on the Council's continued involvement in the Scheme.

EXCLUSION OF PRESS AND PUBLIC

- 10 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 1 of Schedule 7A of the Act.

**DEVELOPMENT SERVICES DEPARTMENT - FLOOD PREVENTION - POST OF
TECHNICAL OFFICER (Item 4.1, Page 2318)**

11. There was submitted a joint report dated 12 August 1997 (circulated) by the Directors of Development Services and of Personnel Services seeking approval to the establishment of a post of Technical Officer to assist in the execution of the Council's duties under the Flood Prevention and Land Draining (Scotland) Act 1997 and to delete a post of Senior Engineer established in respect of such duties for a period of up to 2 years.

It was agreed:

- (i) that in the light of the new information now available, the post of Senior Engineer (SO5/6) established for an initial period of up to 2 years to undertake duties associated with Flood Prevention Schemes and approved by this Committee on 15 January 1997, be deleted from the establishment; and
- (ii) that a post of Technical Officer (Flood Prevention) be established on Technical Grades 5/6.

**SOCIAL WORK DEPARTMENT - AMENDMENTS TO STAFFING
STRUCTURE (Item 13, Page 2360)**

12. There was submitted a report dated 11 August 1997 (circulated) by the Director of Personnel Services on proposed amendments to the staffing structure of the Social Work Department as a result of changes in the Department's operational areas.

It was agreed to approve the related amendments to the staffing structure of the Social Work Department.

SOCIAL WORK DEPARTMENT - ESTABLISHMENT OF TWO ADMINISTRATIVE POSTS

13. There was submitted a report dated 11 August 1997 (circulated) by the Director of Personnel Services seeking agreement to the establishment of two Administrative posts within the Social Work Department in response to the 1997/98 budget exercise. It was agreed to the establishment of two Administrative posts graded AP1 and AP2/3.

The meeting terminated at 1030 hrs.