

APPENDIX VI

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 25 AUGUST 1998 AT 1000 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Drew McIntyre, Irene Reeves, Ronald Brailsford, Daniel Coffey, David Sneller and Tommy Farrell.

ATTENDING: David Montgomery, Chief Executive; Iain McLachlan, Director of Personnel Services; Graham Haugh, Depute Director of Personnel Services; Barbara Haughan, Director of Support Services; Kate McVey, Head of Legal Services; Robert McLeary, Head of Property Services; Eoghan Baird, Training Manager; Charles McBreen, Senior Safety Officer; Bill Walkinshaw, Principal Administrative Officer; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors Douglas Reid; Jim O'Neill; and Jimmy Boyd.

CHAIR: Councillor Eric Jackson, Chair.

PROPERTY TRANSACTIONS

1. There was submitted a report dated 17 July 1998 (circulated) by the Director of Support Services which provided an update on various property transactions undertaken by the Director of Support Services (Head of Property Services) on behalf of the Council from 7 April 1998.

It was agreed to note the contents of the report and that the Director of Support Services was undertaking a review of the Property Transaction procedures which would be the subject of a report to a future meeting of the Sub-Committee.

CAPITAL RECEIPTS UPDATE

2. There was submitted and noted a report dated 17 July 1998 (circulated) by the Director of Support Services which advised of progress in achieving the Capital Receipts target set for the financial year 1998/99.

HEALTH AND SAFETY

3.1 UPDATE ON HEALTH AND SAFETY MATTERS

There was submitted and noted a report dated 7 August 1998 (circulated) by the Director of Personnel Services which provided an update report on issues relating to Health and Safety matters.

3.2 SUMMARY REPORT ON INJURY ACCIDENT STATISTICS

There was submitted and noted a report dated 7 August 1998 (circulated) by the Director of Personnel Services 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.

JOINT STAFFING WATCH - DECEMBER 1997 RETURN

4. There was submitted and noted a report dated 11 August 1998 (circulated) by the Director of Personnel Services which advised of the statistics issued by The Scottish Office and CoSLA on the Joint Staffing Watch Return of December 1997 concerning the numbers of full-time equivalent staff employed in Scottish Local Authorities, with particular reference to East Ayrshire Council.

REDUNDANCY POLICY AND REDEPLOYMENT PROCEDURE

5. There was submitted a report dated 11 August 1998 (circulated) by the Director of Personnel Services which proposed a Redundancy Policy and Redeployment Procedure.

The Director of Personnel Services reported that the APT & C Staff Trade Unions had formally confirmed agreement to the proposed documents and that a response was still awaited from the Manual and Craft Trade Unions.

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Councillor Jackson, seconded by Councillor Sneller moved to recommend to Council the proposed Redundancy Policy and Redeployment Procedure.

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Councillor Brailsford, seconded by Councillor Coffey, moved as an amendment to continue consideration of the matter to await a response from the Manual and Craft Trade Unions.

On a division by a show of hands, the motion was carried by 5 votes to 2.

Councillor Sneller left the meeting at this point.

COSLA CIRCULARS

6. There was submitted and noted various reports (circulated) by the Director of Personnel Services advising of the undernoted CoSLA Circulars.
- 6.1 **PAY AGREEMENTS FOR MANUAL WORKERS, APT & C SERVICES AND CHIEF OFFICIALS FOR 1998** - Report dated 22 June 1998.
- 6.2 **HUMAN RESOURCE ADVICE CIRCULAR 3/98 AND CHANGES TO THE TRIBUNAL SYSTEM AND HUMAN RESOURCE ADVICE CIRCULAR FAIRNESS AT WORK 4/98** - Report dated 10 August 1998.
- 6.3 **CIRCULARS IR/9/98 AND IR/10/98 - SINGLE STATUS EMPLOYMENT** - Report dated 10 August 1998.
- 6.4 **CIRCULARS SO/220 AND MW/168 - THE NEW DEAL** - Report dated 22 July 1998.
- 6.5 **CIRCULARS SO/221 AND MW/168 - JOB EVALUATION** - Report dated 22 July 1998.

INDEPENDENT FINANCIAL ADVISORS (Item 5, Page 2941)

7. There was submitted a report dated 2 June 1998 (circulated) by the Director of Personnel Services which advised of the names of the two independent financial advisers who had been recommended to continue to provide financial advice and assistance to employees of the Council.

It was agreed:-

- (i) to approve the appointment of Blythwood Associates and Hymans Robertson as the two independent financial advisers to provide financial advice to employees;
- (ii) that the Director of Personnel Services make suitable arrangements with the two financial advisers to re-launch the financial advisory service; and
- (iii) otherwise, to note the contents of the report.

SKILLS TRAINING UNIT BUSINESS PLAN 1998/99

8. There was submitted a report dated 30 July 1998 (circulated) by the Director of Personnel Services which advised of the Business Plan for the Skills Training Unit for 1998/99.

It was agreed:-

- (i) to endorse the main aims for the Skills Training Unit as detailed in the Business Plan; and
- (ii) otherwise, to note the contents of the report.

TEMPORARY EMPLOYMENT (Item 10, Page 3307)

9. There was submitted and noted a report dated 6 August 1998 (circulated) by the Director of Personnel Services which advised of temporary employment in East Ayrshire Council as at 30 June 1998.

DEPARTMENT OF SUPPORT SERVICES - ADDITION OF PART-TIME ADMINISTRATIVE ASSISTANT - LOCAL OFFICES

10. There was submitted a joint report dated 5 August 1998 (circulated) by the Director of Personnel Services and Director of Support Services which sought agreement for the addition of a part-time Administrative Assistant post graded AP2/3 to the staffing structure of the Department of Support Services (Administration).

It was agreed to approve the addition of a part-time Administrative Assistant post to the staffing structure of the Department of Support Services (Administration), subject to the Decentralisation Sub-Committee of 27 August 1998 approving the Director of Support Services' proposals relating to the opening of the Kilmaurs Library, Museum and Local Office.

REVIEW OF STAFFING OF DEVELOPMENT PROMOTION SECTION

11. There was submitted a joint report dated 10 June 1998 (circulated) by the Director of Personnel Services and Director of Development Services which sought approval for an additional post within the Planning and Building Control Division for a Planning Officer (Minerals/Environment) to reflect increased workload subject to consultation with Trade Unions.

It was agreed to approve the additional post of Planning Officer (Minerals/Environment) within the Planning and Building Control Division of the Development Services Department, subject to consultation with Trade Unions.

EXCLUSION OF PRESS AND PUBLIC

12. 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Schedule 7A of the Act.

DEPARTMENT OF SUPPORT SERVICES - CONTRACTING AND TECHNICAL SERVICES - STAFFING STRUCTURE

13. There was submitted a joint report dated 7 August 1998 (circulated) by the Director of Personnel Services and Director of Support Services which recommended the regrading of certain posts within the Department of Support Services (Contracting and Technical Services), subject to consultation with Trade Unions.

It was agreed to approve the proposed regrading of posts as detailed in the report, subject to consultation with Trade Unions.

The meeting terminated at 1055 hours.