

APPENDIX IX

EAST AYRSHIRE COUNCIL

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

**MINUTES OF MEETING HELD ON TUESDAY 24 AUGUST 1999 AT 1000 HOURS
IN THE MEETING ROOM, COUNCIL HEADQUARTERS, LONDON ROAD,
KILMARNOCK**

PRESENT: Councillors Eric Jackson, Katie Hall, Daniel Coffey, Drew McIntyre, Harry Wilson, John Knapp, Jimmy Kelly, Tommy Farrell and Provost Jimmy Boyd.

ATTENDING: David Montgomery, Chief Executive; Barbara Haughan, Director of Corporate Services; Stephen Chorley, Director of Development Services; Margaret Burnell, Senior Depute Director of Education; Sue Blake, Depute Director of Education; Graham Haugh, Head of Personnel Services, Corporate Services; John Stobie, Head of Building and Works, Housing and Technical Services; George Malone, Principal Engineer, Homes and Technical Services; and Robert Beaton, Administrative Officer.

APOLOGIES: Councillors John Weir and Douglas Reid.

CHAIR: Councillor Eric Jackson, Chair.

ENERGY MANAGEMENT PROGRESS REPORT

1. There was submitted and noted a report dated 13 August 1999 (circulated) by the Director of Homes and Technical Services which indicated the progress in the implementation of the Council's Energy Management Policy in respect of non-housing properties.

Councillor Farrell arrived during discussion of the above item.

PROPERTY TRANSACTIONS

2. There was submitted and noted a report dated 8 June 1999 (circulated) by the Director of Development Services which provided an update on various property transactions which were being undertaken by the Director of Development Services on behalf of the Council from 2 March 1999.

**CONDITIONS OF SERVICE - SCOTTISH JOINT COUNCIL CIRCULARS AND
CoSLA PERSONNEL SERVICES - 1999 PAY NEGOTIATIONS**

3. There was submitted and noted a report dated 6 August 1999 (circulated) by the Director of Corporate Services which advised of circulars received from the new Scottish Joint Council for Local Government Service intimating alterations to First Aid, car and motorcycle allowances for Local Government employees; and advised of the CoSLA circular, Industrial Relations 7/99, intimating the current position regarding the 1999 pay negotiations.

**SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES
(CIRCULAR SJC/5) - MILLENNIUM HOLIDAY WORKING ARRANGEMENTS**

4. There was submitted a report dated 9 August 1999 (circulated) by Director of Corporate Services which advised of an agreement reached by the Scottish Council on pay conditions to apply over the Millennium holiday period; and sought approval of arrangements for designated public holidays.

It was agreed:-

- (i) to note the Scottish Joint Council's agreement reached in respect of the Millennium holiday working arrangements; and
- (ii) to approve the proposed response by the Council to an agreement as detailed within the report subject to consultation with the Trade Unions.

UPDATE ON HEALTH AND SAFETY MATTERS

5. There was submitted and noted a report dated 10 August 1999 (circulated) by the Director of Corporate Services which informed of progress in response to the recent asbestos incident at Galston Nursery on 16 October 1998.

REVIEW OF MANAGING ABSENCE PROCEDURES

6. There was submitted a report dated 9 August 1999 (circulated) by the Director of Corporate Services which updated on the implementation of enhancements made to the Council's Managing Absence Procedures and advised on the introduction of the Accounts Commission Statutory Performance Indicator relating to Sickness Absence.

It was agreed:-

- (i) to note the action to date in implementing the Council's Managing Absence Procedures as detailed in the report; and
- (ii) that the Director of Corporate Services (Head of Personnel) continue to review and monitor Absence Management Procedures.

TEMPORARY EMPLOYMENT

7. There was submitted a report dated 9 August 1999 (circulated) by the Director of Corporate Services which advised of temporary employment in East Ayrshire Council as at 30 June 1999.

It was agreed:-

- (i) to note the numbers of temporary employees as at 30 June 1999 as detailed within the report;
- (ii) that the Director of Corporate Services continue to provide quarterly updates to the Sub-Committee, including reference to extension of temporary employment; and
- (iii) otherwise, to note the content of the report.

EMPLOYEE INTERNET AND E-MAIL POLICY

8. There was submitted a report dated 9 August 1999 (circulated) by the Director of Corporate Services which recommended the introduction of an employee internet and e-mail policy, subject to consultation with Trade Unions.

It was agreed to recommend to Council, approval of the proposed introduction of the employee internet and e-mail policy, subject to consultation with Trade Unions.

LOCAL GOVERNMENT EMPLOYEES - IMPLEMENTATION OF SINGLE STATUS AGREEMENT

9. There was submitted a report dated 9 July 1999 (circulated) by the Director of Corporate Services which advised of the main change to existing Conditions of Service of former APT & C staff and Manual Workers as a result of the Single Status Agreement ("Red Book") which was effective from 1 July 1999.

It was agreed:-

- (i) to note the contents of the report;
- (ii) that the Council participate in the CoSLA Consortium's work in developing model grading schemes and guidance for implementing the forthcoming Job Evaluation Scheme; and
- (iii) that the Director of Corporate Services provide regular update reports to the Sub-Committee.

DEVELOPMENT SERVICES DEPARTMENT - APPOINTMENT OF SUPERVISOR (SAFETY AND QUALITY PROCEDURES)

10. There was submitted a joint report dated 6 August 1999 (circulated) by the Directors of Corporate Services and Development Services which sought approval of the establishment of a Supervisor (Safety and Quality Procedures) within the Development Services Department, subject to consultation with Trade Unions.

It was agreed to approve the establishment of a post of Supervisor (Safety and Quality) graded AP4 within the Development Services Department, subject to consultation with Trade Unions.

DEVELOPMENT SERVICES DEPARTMENT - PROJECT OFFICER (NEWMILNS TOWNSCAPE HERITAGE INITIATIVE)

11. There was submitted a joint report dated 9 August 1999 (circulated) by the Directors of Corporate Services and Development Services which sought approval of the post of Project Officer (Newmilns Townscape Heritage Initiative), subject to consultation with Trade Unions.

It was agreed to approve the addition of the post of Project Officer (Newmilns Townscape Heritage Initiative), graded AP5/SO2, to the establishment of the Development Services Department for a period of up to three years, subject to consultation with Trade Unions.

EDUCATION DEPARTMENT - CHILD CARE STRATEGY - PRE-SCHOOL EDUCATION AND CHILDCARE PLAN

12. There was submitted a joint report dated 5 August 1999 (circulated) by the Directors of Education and Corporate Services which sought approval of additional staffing requirements for the Education Department, Pre-Fives Services, in relation to the development and implementation of the Council's approved Pre-School Education and Childcare Plan for children aged 0-14 years.

It was agreed:-

- (i) to approve the additional staffing requirements for the Education Department (as detailed within the report) in relation to the development of the Childcare Strategy and the implementation of the Pre-School Education and Childcare Plan (0-14 years); and
- (ii) otherwise, to note the content of the report.

EDUCATION DEPARTMENT - THE EXCELLENCE FUND FOR SCHOOLS

13. There was submitted a joint report dated 5 August 1999 (circulated) by the Directors of Education and Corporate Services which informed of the terms of the Excellence Fund for Schools and which sought approval to appoint APT & C staff recommended in the Excellence Fund Core Programme, subject to consultation with the appropriate Trade Unions.

It was agreed:-

- (i) to approve the establishment of the APT & C posts as detailed within the report, subject to consultation with the appropriate Trade Unions; and
- (ii) otherwise, to note the contents of the report.

HOMES AND TECHNICAL SERVICES - BUILDING AND WORKS BONUS SCHEME AND CONDITIONS OF EMPLOYMENT

14. There was submitted a joint report dated 10 August 1999 (circulated) by the Directors of Homes and Technical Services and Corporate Services which advised of the agreement to amend the Bonus Scheme and Conditions of Employment for employees within the Building and Works Section.

It was agreed:-

- (i) to approve the revised Bonus Scheme and Conditions of Service for the Building and Works Section;
- (ii) that the Director of Homes and Technical Services be delegated authority to amend the staffing structure of the Building and Works Section, subject to consultation with the Director of Corporate Services (Head of Personnel);
- (iii) in consideration of paragraph (ii) above, that the Director of Corporate Services take appropriate action to amend the Council's Scheme of Delegation; and
- (iv) to express the appreciation of the Sub-Committee to the Head of Building and Works for his contribution while with the Council and to wish him well in his future career.

EAST AYRSHIRE COALFIELD AREA SOCIAL INCLUSION PARTNERSHIP - COMMUNITY LEARNING OPPORTUNITIES PROJECT

15. There was submitted a report dated 16 August 1999 (circulated) by the Chief Executive which requested approval for the creation of a new post to support the development of the Community Learning Opportunities Project funded via the Coalfield Area Social Inclusion Partnership Programme, subject to consultation with Trade Unions.

It was agreed to approve the addition of a Temporary Community Education Worker to the Education Department's staffing structure to support the Community Learning Opportunities Project, subject to consultation with Trade Unions.

Councillor Hall left the meeting during discussion of the above item.

EXCLUSION OF PRESS AND PUBLIC

16. 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 of Schedule 7A of the Act as shown against each item.

CORPORATE SERVICES DEPARTMENT: ADMINISTRATIVE SUPPORT ARRANGEMENTS AND CAREER DEVELOPMENT SCHEME FOR ASSISTANT BUSINESS SUPPORT ANALYSTS IN INFORMATION TECHNOLOGY SERVICE (PARA 1)

17. There was submitted a report dated 9 August 1999 (circulated) by the Director of Corporate Services which recommended (a) an adjustment to the Administrative Support function within the Corporate Services Department; and (b) a career development scheme for Assistant Business Support Analysts to be applied within the Department of Corporate Services (Information Technology) subject to consultation with Trade Unions.

It was agreed:-

- (i) to approve the amendments to Administrative Staffing Structure within the Corporate Services Department as detailed within the report subject to consultation with Trade Unions;
- (ii) approve the proposed career development scheme for Assistant Business Support Analysts subject to consultation with Trade Unions; and
- (iii) otherwise, to note the content of the report.

EDUCATION DEPARTMENT - EDUCATION MAINTENANCE ALLOWANCE - PILOT SCHEME (PARA 1)

18. There was submitted a joint report dated 10 August 1999 (circulated) by the Directors of Education and Corporate Services which informed of the Education Maintenance Allowance (EMA) Pilot Scheme, and which sought approval to temporarily upgrade and temporarily appoint APT & C staff as recommended by the Joint East Ayrshire Education Department and Scottish Executive Transitions to Work Project Design Implementation Team, subject to consultation with the appropriate Trade Unions.

It was agreed:-

- (i) to approve the establishment of the temporary APT & C posts and upgradings as detailed in the report, after consultation with the appropriate Trade Unions; and
- (ii) otherwise, to note the content of the report.

**REORGANISATION OF SOCIAL WORK DEPARTMENT - ALTERATIONS TO
STRUCTURE (PARA 1)**

19. There was submitted a joint report dated 17 August 1999 (circulated) by the Directors of Social Work and Corporate Services which updated on the implementation of the recent revised staffing structure within the Social Work Department and which sought approval of proposed alterations to the staffing structure following consultation with Trade Unions.

It was agreed:-

- (i) to approve the two posts of Senior Social Worker (Criminal Justice), be redesignated Team Leader (Criminal Justice) and regraded from SO2 to SO5; and
- (ii) otherwise, to note the content of the report.

CAPITAL RECEIPTS UPDATE (PARA 9)

20. There was submitted and noted a report dated 4 August 1999 (circulated) by the Director of Development Services which advised of progress in achieving the Capital Receipt Target set for the financial year 1999/2000.

Councillor Hall rejoined the meeting during discussion of the above item.

**CONCESSIONARY RENTAL APPLICATIONS FOR PROPERTIES AT 11, 13 AND
15 MAIN STREET, STEWARTON (PARA 9)**

21. There was submitted a report dated 12 August 1999 (circulated) by the Director of Development Services which sought instructions relating to the granting of a concessionary rental lease for the properties at 11, 13 and 15 Main Street, Stewarton.

It was agreed to authorise the Director of Development Services (Head of Economic Development) to negotiate terms for the granting of a concessionary lease to the Community Care Forum for 11, 13 and 15 Main Street, Stewarton, subject to the group securing, within an agreed period, the necessary funding to upgrade the properties to an operational condition.

The meeting terminated at 1052 hrs.