

Support Services Committee
11 June 1996

Irvine, 11 June 1996 - At a Meeting of the Support Services Committee of North Ayrshire Council at 2.00 p.m.

Present

David O'Neill, Alan Munro, Patrick Browne, Stewart Dewar, John Donn, Margaret Highet, James Jennings, David Munn, George Steven and Richard Wilkinson.

In Attendance

The Chief Executive, the Director of Financial Services, the Director of Community and Recreational Services, the Personnel Services Manager, the Principal Officer (Design Services) and Mr. Hannah and Administration Officer.

Chair

Mr. O'Neill in the Chair.

Apologies for Absence

James Clements and Elliot Gray.

1. Minutes Confirmed

The Minutes of the Meeting of the Support Services Committee held on 30th April 1996, copies of which had previously been circulated, were confirmed.

2. Seminar for Women in Local Government

Submitted report by the Chief Executive on proposed attendance at a seminar on "Women in Local Government" to be held in Edinburgh on 28th June 1996.

The Committee agreed that two Members be authorised to attend the seminar.

3. Collection Statements: Council Tax and Community Charges

Submitted report by the Director of Financial Services on the current collection levels in respect of Community Charge and Council Tax.

The total outstanding recoverable debt in respect of Community Charge payments is in excess of £19m. Outstanding Council Tax for 1995/96 is £3,747,000. Recoverable debt in respect of Community Charge has been referred to Sheriff Officers or the Department of Social Security for the attachment of Income Support. A report on the recovery of outstanding debt will be submitted to the next Meeting.

Noted.

4. Standing List of Contractors

Submitted report by the Architectural Services Manager on the proposed interim measures for the selection of contractors and the preparation of a standing list of contractors.

The Committee agreed (a) to continue to use the lists of contractors used by the former

Strathclyde Regional Council and Cunninghame District Council, on an interim basis; and (b) to instruct the Architectural Services Manager to prepare a revised standing list of contractors for consideration by the Committee.

5. Extension of Various Private Term Contracts

Submitted report by the Architectural Services Manager seeking approval to extend certain existing term contracts for operational reasons.

The Committee agreed to authorise the Architectural Services Manager to extend the existing term contracts as detailed in the report.

6. Directorate of Chief Executive and Corporate Support Services: Staffing Establishment

Submitted report by the Personnel Services Manager detailing the staffing establishment in the Directorate of the Chief Executive and Corporate Support Services and advising of adjustments in relation to non-managerial posts made following the reorganisation transfer.

The Committee agreed to approve the staffing establishment in principle.

7. Nursery Education Initiative: Staffing Recommendations

Submitted report by the Personnel Services Manager detailing staffing proposals for the Nursery Education Initiative in North Ayrshire.

The Nursery Education Initiative will create 37 new full time equivalent posts for the 1996/97 session comprising 13 teachers and 24 nursery nurses. Staff ratios have been developed to ensure good quality care and education for young children as applied by the former Strathclyde Regional Council and accepted throughout the Scottish educational system.

The Nursery Education Initiative will be funded by the Nursery Voucher Scheme (£1,110 per place) with 635 places being provided which may generate a maximum income of £698,500 with a staffing cost of approximately £435,260. The staffing proposals will be the subject of consultation with the Trade Unions.

The Committee agreed to approve the staffing recommendations as detailed in the report subject to agreement with the Trade Unions.

8. Education Directorate: Advisory Service Structure

Submitted report by Director of Education on a proposed structure for the Directorate's Advisory Service which incorporates both educational development and quality assurance functions.

The proposed structure includes staff disaggregated to North Ayrshire Council and seconded as appropriate. It creates 3 Senior Advisor posts, 3 Advisor posts and 2 seconded posts in respect of the Nursery Education Initiative and Early Learning Networks.

The Committee approved the Advisory Service Structure and matching-in proposals as detailed in the report.

9. Social Work Directorate: Criminal Justice Services Staffing

Submitted report by the Director of Social Work on proposed staffing increases within the Criminal Justice Services Section.

A review of administrative arrangements within the Section has revealed a requirement for an

additional Clerical Assistant at GS1/2 to assist with the administrative arrangements in the newly established Stevenston office. In addition a Social Worker presently employed on a job-share basis within the Criminal Justice Section has indicated his availability to take up a full time post which is required to meet the exigencies of the service. All costs involved with the posts will be met by funding arrangements with the Scottish Office.

The Committee agreed (a) to approve the establishment of a Clerical Assistant's post at GS1/2 to be based within the Stevenston office; and (b) that the Social Work employee currently on job-share be permitted to extend his hours.

10. Financial Services Directorate: Special Leave

Submitted report by the Director of Financial Services on a request from Mr. David Gourley for 5 days special leave to participate in the Home International Bowling Championships to be held in Ireland between 1st and 5th July 1996.

The Committee agreed to approve the request.

11. Planning Roads and the Environment Directorate: Regrading of Clerical/Typing Staff

Submitted report by the Personnel Services Manager detailing grading proposals for clerical/typing staff within the Planning, Roads and the Environment Directorate.

Clerical staff who transferred from the former Strathclyde Regional Council Roads Department to the Planning, Roads and the Environment Directorate are currently graded at GS1 and regraded to GS2 on a personal basis in recognition of the possession of an appropriate qualification. Staff who transferred from the Planning Department of Cunninghame District Council were graded at GS1/2. There is therefore a discrepancy in the grading structure within the Roads Section of the Directorate which requires to be addressed and it is suggested that the posts concerned be regraded to GS1/2 the total cost of which would be £1,645 which can be met from within the Directorate's existing budgetary provisions.

After discussion the Committee agreed to approve the regrading of the posts concerned from GS1 to GS1/2.

12. Community and Recreational Services Directorate Management Structure: Strategy and Business Management Services Division

Submitted report by the Director of Community and Recreational Services on a proposed restructuring of the Strategy and Business Management Services Division due to problems being experienced in the recruitment of staff thereto.

The revised structure for the Strategy and Business Management Services Division will enable the Directorate to attract and recruit suitably qualified and experienced personnel thus enabling the delivery of an effective service to the community of North Ayrshire.

The Committee agreed to approve the restructuring of the Strategy and Business Management Division as detailed in Appendix SS1 hereto.

13. Transfer of Community Centre Supervisors

Submitted report by the Personnel Services Manager on the proposed transfer of community centre supervisors from the Commercial Services Directorate to the Community and Recreational Services Directorate.

The Director of Community and Recreational Services considers that the transfer of the former community centre supervisors from the Commercial Services Directorate to the Community and

Recreational Services Directorate would improve the provision of service support to local associations as well as achieving budgetary control and essential economies of scale. It is also in accordance with the current position in respect of Community Halls, where Supervisors report to the Director of Community and Recreational Services.

The Committee agreed to approve the transfer of Community Centre Supervisors from the Commercial Services Directorate to the Community and Recreational Services Directorate subject to the agreement of an appropriate implementation date.

14. Appointment to the Employers/Management Sides of the Negotiating Bodies

Submitted report by the Chief Executive on a request from COSLA that the Council nominate (a) representatives to the employers/management sides of the negotiating bodies; and (b) a representative to attend a meeting of the JNC for Chief Officials to be held in Edinburgh on 4th July 1996.

COSLA are considering a mechanism for appointments of representative employers to the joint negotiating bodies in order to have members in place by 1st July 1996 and have therefore requested that the Council nominate one Member to serve on the Scottish Council for APT&C Services or on the Scottish Council for Manual Workers and also that the Council nominate one Member to serve on the SJNC for Teaching Staff. Without a change in the SJNC (Teaching Staff) Constitution it will not be possible to have all 32 Councils represented thereon. The management sides consist of 15 representatives from elected Members and 2 appointed by the Secretary of State. COSLA's President's Panel advised by the Convener of Education will therefore select 15 members to assure geographical and political representation.

After discussion the Committee agreed (a) to nominate Mr. Morris to serve on the SJNC for Teaching Staff; (b) that Mr. Dickie be nominated to serve on the Scottish Council for Manual Workers; and (c) that the Chair or his nominee be authorised to attend the meeting of the JNC for Chief Officials to be held in Edinburgh on 4th July 1996.

15. National Joint Council Particulars: Amendments to Conditions of Service

Submitted report by the Personnel Services Manager on the implementation and amendments to Conditions of Service following agreements by the national negotiating bodies.

The Committee approved the adoption and implementation of Conditions of Service Circulars as detailed in the report.

16. Cunninghame House: Security

Submitted report by the Personnel Services Manager on proposed improvements to security at Cunninghame House, Irvine.

The range of services offered at Cunninghame House has increased as a result of Local Government reorganisation but there have been no increases in the security of the building to take account of the increased number of personnel, equipment etc. The Municipal Bank is located within Cunninghame House together with a number of personal computers as well as publicly and commercially sensitive information. It is therefore proposed that security at the building be improved by the adoption of a series of measures namely:-

- (a) allowing members of the public access to certain public areas;
- (b) the provision of secure doors to restrict access;
- (c) the provision of an identified identification card system for employees;

- (d) the provision of temporary identification badges;
- (e) provision of an access card for employees which would also be used as an employee identification badge and security access card; and
- (f) access to the east and west stairwells being restricted to emergency evacuation only.

The cost of providing these items is £14,900 plus VAT with adaptations to be considered by the Commercial Services Directorate. Visitors passes will cost a further £1,600.

The Committee approved the introduction of the security system at Cunninghame House as detailed in the report.

17. Standards of Conduct for All Employees

Submitted report by the Personnel Services Manager on standards of conduct for all employees.

The Committee agreed to adopt the standards of conduct for all employees as detailed in the report.

18. Occupational and Preventative Healthcare

Submitted report by the Personnel Services Manager detailing the services provided by the Council's Occupational Health Service for all employees.

The Council provide an Occupational Health Service 5 days a week as part of their Health and Safety Policy and under the legal obligations detailed in the Health and Safety legislation. The service is currently provided 5 days per week and will be the subject of a review in 12 months.

Noted.

19. Excess Travelling Expenses Scheme for APT&C Staff, Manual Workers and Craft Operatives

Submitted report by the Personnel Services Manager on proposals in respect of the car mileage rate to be utilised in the Council's excess travelling expenses scheme.

The Committee agreed (a) that for employees who are authorised car users the excess travel scheme should be based on the essential car users' rate (after 8,500 miles) of 12.5 p per mile; and (b) that subsequent changes to the essential car users' allowance which are agreed, on a national basis, be adopted for the purposes of calculating excess travelling expenses.

20. Public Holidays

Submitted report by the Personnel Services Manager on public holiday dates for APT&C Staffs and Chief Officials.

The Committee agreed that the undernoted days be appointed as public holidays for APT&C Staffs and Chief Officials:-

New Year	-	1st and 2nd January
Easter	-	Easter Friday and Monday
Mayday	-	1st Monday in May

September (Gold Cup) - Monday following the Ayr Gold Cup
Christmas - 25th and 26th December

21. Land at Bimson Place/Gottries Road, Irvine

Submitted report by the Legal Services Manager on the proposed sale of an area of land extending to 2.03 acres or thereby to Irvine Development Corporation.

The Committee agreed to approve the proposed sale of land on the terms and conditions provisionally agreed by the Legal Services Manager.

22. Irvine Consumer Advice Centre, 3 Fullarton Square, Irvine

Submitted report by the Legal Services Manager on a rent review in respect of the Council's Consumer Advice Centre at 3 Fullarton Square, Irvine which is leased from Land Securities Properties Limited.

The Committee agreed to approve the terms and conditions provisionally agreed by the Legal Services Manager.

23. Irvine: 113 High Street: First Floor Shop Unit

Submitted report by the Legal Services Manager on the proposed lease of a first floor shop unit at 113 High Street, Irvine.

The Committee agreed (a) to approve the terms and conditions provisionally agreed by the Legal Services Manager; and (b) the assignation of the lease.

24. Irvine: Unit 39, 15 Kyle Road

Submitted report by the Legal Services Manager on a proposed transfer of lease in respect of Unit 39, 15 Kyle Road, Irvine.

The Committee agreed (a) to approve the terms and conditions provisionally agreed by the Legal Services Manager; and (b) the assignation of the lease.

25. Kilwinning: Unit 5, Ashgrove Workshops, Ashgrove Road

Submitted report by the Legal Services Manager on a rent review of an industrial unit at Unit 5, Ashgrove Workshops, Ashgrove Road, Kilwinning.

The Committee agreed to approve the terms and conditions provisionally agreed by Legal Services Manager.

26. Stevenston: Lease of Shop Premises: 28 Shore Road

Submitted report by the Legal Services Manager on a proposed lease of shop premises at 28 Shore Road, Stevenston.

The Committee agreed (a) to approve the terms and conditions provisionally agreed by the Legal Services Manager; and (b) the assignation of the lease.

27. Ardrossan: 117/119 Glasgow Street

Submitted report by the Legal Services Manager on an application by Cunninghame Housing Association Limited to purchase 117/119 Glasgow Street, Ardrossan.

The Committee agreed to approve the terms and conditions for the sale of 117/119 Glasgow Street, Ardrossan as provisionally agreed by the Legal Services Manager.

28. Urgent Items

The Chair agreed that the following items be considered as a matter of urgency.

29. Irvine: Plot No. 13, Oldhall West Industrial Estate

Submitted report by the Legal Services Manager in terms of the proposed lease of plot no. 13, Oldhall West Industrial Estate, Irvine.

The Committee agreed (a) to approve the terms and conditions provisionally agreed by the Legal Services Manager; and (b) the assignation of the lease.

30. Dalry: Unit No. 4, Bridgend

Submitted report by the Legal Services Manager on an application to lease Unit No. 4, Bridgend, Dalry.

The Committee agreed (a) to approve the terms and conditions provisionally approved by the Legal Services Manager; and (b) the assignation of the lease.

31. Exclusion of Public

Resolved, in terms of Section 50A(4) of the Local Government (Scotland) Act 1973, to exclude from the Meeting the press and the public for the following item of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 7A of the Act.

32. Group Life Assurance Scheme

Submitted report by the Personnel Services Manager on a request in terms of the Council's Group Life Assurance Scheme.

The Committee approved the recommendations as detailed in the report.

The Meeting ended at 2.50 p.m.