

Support Services Committee
20 August 1996

Irvine, 20 August 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, James Clements, John Donn, Elliot Gray, Margaret Hight, James Jennings, David Munn, George Steven and Richard Wilkinson.

In Attendance

The Chief Executive, the Director of Financial Services, the Head of Corporate Business, the Personnel Services, Architectural Services, and Information Technology Services Managers and Mr. Hannah (an Administration Officer).

Chair

Mr. O'Neill in the Chair.

Apologies for Absence

Stewart Dewar.

1. Minutes Confirmed

The Minutes of the Meeting of the Support Services Committee held on 11 June 1996, copies of which had previously been circulated, were confirmed.

2. Conference: Institute of Revenue Rating and Valuation

Submitted report by the Director of Financial Services on proposed attendance at the Institute of Revenue Rating and Valuation Conference to be held in Dunblane on 5/6 September 1996.

The Committee agreed that the Chair and Vice-Chair or their respective nominees be authorised to attend the conference.

3. Collection Statement: Community Charge

Submitted report by the Director of Financial Services on the current collection levels in respect of the Community Charge to 31 July 1996.

The total outstanding recoverable debt in respect of Community Charge payments is £19,220,000 with collections from April to July of 1996 totalling £321,000.

Noted.

4. Contracts for Works: Final Measurements

Submitted report by the Architectural Services Manager on final accounts for various contracts carried out by the former Cunninghame District Council and Strathclyde Regional Councils.

Noted.

5. Equal Opportunities in Employment Policy

Submitted report by the Personnel Services Manager on a proposed Equal Opportunities in Employment Policy.

This Policy aims to resist discrimination and encourage employees to develop their full potential. North Ayrshire Council will treat individuals equally, fairly, with dignity and respect. The policy meets all legal requirements and has been recognised by the trade unions, Directorates, Commission for Racial Equality etc. as being positive, pro-active and a forerunner in the field of equal opportunities.

The Committee agreed to adopt the Equal Opportunities in Employment Policy.

6. Policy on Alcohol, Drugs/Solvent Misuse and Gambling Addiction

Submitted report by the Personnel Services Manager on a policy on alcohol, drugs/solvent misuse and gambling addiction.

This policy proposes positive action in the form of procedures designed to tackle alcohol, drug/solvent misuse and gambling addiction at work. The advantages of operating such policies are in the creation of a more productive workforce, improved morale, retention of staff, reduced safety risks and a decrease in absence levels. The policy will complement the Council's existing Occupational Health and Welfare Programme and play a significant role within this area.

The Committee agreed to adopt the policy on alcohol, drug/solvent misuse and gambling addiction.

7. Local Government Staff Commission Circular 3/96

Submitted report by the Personnel Services Manager on the terms of Staff Commission Circular 3/96.

The Staff Commission's previous Circular (2/96) restricted all Scottish Local Authorities to advertising vacant posts within Local Government in the first instance in order that any potentially surplus employees would gain continued employment at or after Local Government reorganisation.

The majority of Scottish local authorities have no such residues of surplus staff and there are no surplus staff wishing to relocate to North Ayrshire from neighbouring authorities. Circular 3/96 therefore allows that, in order to facilitate the recruitment process, authorities may proceed immediately to open advertising, subject to the Council being advised by other authorities of surplus staff.

After discussion the Committee agreed (a) that all vacant posts be advertised internally within the Council, and externally through local Job Centres or in local and/or national press as appropriate; and (b) that the Council's internal vacancy list will, henceforth, only show vacancies within North Ayrshire Council and the Joint Boards and Joint Committees of which the Council is a member.

8. Trade Union Consultative Machinery

Submitted report by the Personnel Services Manager detailing proposed mechanisms for formal trade union consultations at both Council and Directorate level.

It is proposed to establish a two-tier system of trade union consultative machinery. The first tier will be responsible for dealing with Council/Corporate issues and three formal Joint Consultative Committees will be established for Teaching Staffs, APT&C Staffs and Manual and Craft Workers composed of elected Members and representatives of the appropriate trade unions.

The second tier will deal with Directorate/Departmental issues and will establish an appropriate

consultative forum as a medium through which operational matters can be discussed with trade union representatives and management. This forum may be held in a more informal manner, where appropriate, such as Directorates/Departments with a small to medium fixed number of employees. Larger Directorates/Departments should consider using the model second tier Joint Consultative Committee Constitution, details of which were appended to the report.

The proposed constitutions and structures of the first and second tier consultative committees have been the subject of consultations with the joint trade unions and Directors and Managers of the Council.

After discussion the Committee agreed (a) to establish a two-tier system of Joint Consultative Committee with tier one being established through the formation of three Joint Consultative Committees representing the main employee groups in the Council, namely, Teaching Staffs, APT&C Staffs, and Manual and Craft Workers and with representation by the Personnel Department and Education Directorate as appropriate; (b) to approve the Constitution for Tier One Joint Consultative Committees as detailed in the report and comprising the undernoted Members; (c) that a second tier of Joint Consultative Committees be established at Directorate/Department level with representation by the Personnel Services Department where appropriate on the basis of the formal/informal model detailed in the report; and (d) that the Personnel Services Manager monitor and review the joint consultative machinery as appropriate.

<u>TIER 1</u>	<u>MEMBERSHIP (COUNCIL)</u>	<u>MEMBERSHIP (TRADE UNIONS)</u>
Joint Consultative Committee (Teaching Staffs)	Chair of Support Services Vice-Chair of Support Services Chair of Education Leader of the Council Depute Leader of the Council Convener	5 Representatives Educational Institute of Scotland 1 NAS/UWT Secondary School Teachers Association 1 Professional Association of Teachers

Joint Consultative Committee (APT&C Staffs)	Chair of Support Services Vice-Chair of Support Services Leader of the Council Depute Leader of the Council Convener	7 Unison 1 TGWU (ACTS) 1 GMB (APEX) 1 Other Recognised Trade Union
Joint Consultative Committee (Manual and Craft Workers)	Chair of Support Services Vice-Chair of Support Services Chair of Commercial Services Leader of the Council Depute Leader of the Council	2 Unison 2 TWGU 2 GMB 2 UCATT 2 AEEU

9. National Joint Council Circulars

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.

10. Chief Executive's Directorate 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 a limited number of adjustments.

The revised staffing structure includes the post of Public Relations Assistant in the Marketing and Publicity Section which, following a period of review, will be the subject of a further report to the Committee.

Reports will be submitted in due course to the Committee detailing the staffing establishment of all Directorates in the Council which will form baseline structures for any future amendments.

After discussion the Committee agreed to approve the updated staffing establishment for the Chief Executive and Corporate Support Services Directorate

11. Financial Services Directorate: Accountancy Section

Submitted report by the Director of Financial Services on the proposed creation of three Senior Accountancy posts within the Financial Accountancy Section of the Financial Services Directorate.

Following the resignation of an Assistant Principal Accountant in February 1996 a review has been undertaken of staffing within the Financial Accountancy Section. The review has concluded, that with the emergence of Area Committees, corporate financial systems and procedures in relation to Capital Plans and Revenue Budgets etc. that the Financial Accountancy Section can best be managed by the creation of three Senior Accountancy posts and the deletion of the Assistant Principal Accountant post resulting in a net annual saving of £23,000.

After discussion the Committee agreed (a) that the post of Assistant Principal Accountant (grade 12, Financial Accountancy Section) be deleted from the Financial Services Directorate establishment; and (b) that the three existing posts of Accountant (grade AP5-PO3), be redesignated Senior Accountant (PO7) in recognition of the increased responsibilities allocated to these posts.

12. University Secondment

Submitted report by the Personnel Services Manager on an application for full time secondment of an employee of the Social Work Directorate to University to undertake a full time course of study in occupational therapy.

Due to the difficulty in recruiting qualified Occupational therapists, the Directorate in forward planning their staffing requirement propose that their establishment of qualified posts be strengthened by the training of an unqualified member of staff through a full time study course at University, returning to work in the Directorate during vacation periods.

After discussion the Committee agreed to approve the full time secondment for a period of two years with pay due to extenuating circumstances in relation to recruitment difficulties.

13. Social Work Directorate: Assistant Co-ordinator (Health) and Home Care Services

Submitted report by the Personnel Services Manager on proposed staffing alterations within the Social Work Directorate.

Due to recent legislative changes and an increase in demand for health related services the Director of Social Work proposed the creation of the post of Assistant Co-ordinator (Health) at salary grade PO2 with the deletion of the Assistant Co-ordinator (Day Services) post from the Directorate's structure. The Social Work Committee approved the alterations to service delivery.

In addition, the Home Care Support Service provided by the Directorate has grown to the extent that the existing Home Care Supervisor cannot maintain standards of service required without additional support in the form of another Home Care Supervisor at grade AP4. No additional funding is required in respect of these proposals.

After discussion the Committee agreed to (a) the deletion of the Assistant Co-ordinator (Day Services) post; (b) the creation of the post of Assistant Co-ordinator (Health) at grade PO2; and (c) the creation of an additional Home Care Supervisor's post at grade AP4.

14. Planning, Roads and the Environment Directorate: Archaeological Services- Staffing Implications

Submitted report by the Personnel Services Manager on the establishment of a Joint Archaeological Service.

At local government reorganisation a post of Archaeologist was disaggregated to North Ayrshire Council. Glasgow City Council have now agreed to act as host authority with responsibility for all staffing matters. The Assistant Archaeologist's post therefore requires to be transferred to Glasgow City Council.

The Committee approved the secondary transfer of the Assistant Archaeologist's post to Glasgow City Council.

15. Harmonisation of Conditions of Service: Manual Workers - Leisure Management Contract: Reduced Working Week

Submitted report by the Personnel Services Manager on an agreement with trade unions regarding the implementation of a 37 hour week for manual employees in leisure management contracts within the Directorate of Community and Recreational Services.

The reduction in working week from 39 to 37 hours has been identified in the Community and Recreational Services Directorate's Revenue Budget savings for 1996/97 and is in accordance with the National Joint Council for Manual Workers agreement on the harmonisation of working time as detailed in the Scottish Council Circular MW/137.

Consultations have been undertaken with the trade unions in respect of the proposed working week involving changes in working practices, shift patterns, management efficiencies and hourly rates. The reduction in working hours will be introduced for a 13 week trial period commencing 1st October 1996 and should any difficulties arise during this period in service delivery, the working week will, after consultation with appropriate trade unions, revert to 39 hours per week.

The Committee agreed, subject to the exigencies of the service, to reduce the working hours of manual workers within leisure management contracts to 37 hours per week.

16. Commercial Services Directorate: School Crossing Patrol Service

Submitted report by the Personnel Services Manager on the requirement to establish a post of School Crossing Patrol Monitoring Officer within the Commercial Services Directorate.

The current administration of the School Crossing Patrol Service has proved unsatisfactory and it is therefore proposed to establish the post of School Crossing Patrol Monitoring Officer, grade GS3 with responsibility for absence cover, timesheets, uniform allocation and training co-ordination.

After discussion the Committee agreed, subject to available finances, to establish the post of School Crossing Patrol Monitoring Officer within the Commercial Services Directorate.

17. Irvine: 33 Kilwinning Road

Submitted report by the Legal Services Manager on the proposed sale of an area of land extending to 0.198 acres or thereby at 33 Kilwinning Road, Irvine.

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

18. Irvine: Land at South Gales

Submitted report by the Legal Services Manager detailing various requests to lease land at South Gales, Irvine.

The Committee agreed to authorise the Legal Services Manager to negotiate terms and conditions for lease of land at South Gales with Ayrshire Agricultural Association, Western Gales Golf Club and Warrix Flying Group.

19. Irvine: Children's Nursery: 216 Bank Street

Submitted report by the Legal Services Manager on an application for Superior's Consent at 216 Bank Street, Irvine.

The Committee agreed to approve Superior's Consent subject to a satisfactory Title report being received in respect of the property.

20. Irvine Beach Park: Lease of Fairground Site

Submitted report by the Legal Services Manager on a request from the tenant at the Beach Park fairground site for the renunciation of lease.

The Committee approved the renunciation of lease.

21. Irvine: Beach Drive: Ground at Marine Life Centre

Submitted report by the Legal Services Manager on an application for Change of Use consent in respect of the Marine Life Centre, Beach Drive, Irvine.

The Committee agreed to approve the Change of Use Consent on terms and conditions provisionally agreed by the Legal Services Manager.

22. Kilwinning: 30 Abbeygreen: Red Cross House

Submitted report by the Legal Services Manager on a rent review of 30 Abbeygreen, Kilwinning.

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

23. Dreghorn: 96 Townfoot: Wayleave

Submitted report by the Legal Services Manager on an application for the grant of a wayleave for laying and maintaining a sewer connection at 96 Townfoot, Dreghorn.

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

24. Millport: The Garrison: Millport Physiotherapy Clinic

Submitted report by the Legal Services Manager on an application for the renewal of lease in respect of the Millport Physiotherapy Clinic, the Garrison, Millport.

The Committee agreed to approve the renewal of lease on terms and conditions provisionally agreed by the Legal Services Manager.

25. Kilwinning: Sites at Fergushill Road/Redstone Avenue and Keir Hardie Crescent/Bannoch Place

Submitted report by the Legal Services Manager on the proposed sale of sites extending to 0.063 hectares at Fergushill Road/Redstone Avenue and 0.245 hectares at Keir Hardie Crescent/Bannoch Place.

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

26. Ardrossan: 47 Glasgow Street: Lease of Shop Property

Submitted report by the Legal Services Manager on an application for the renewal of lease at 47 Glasgow Street, Ardrossan.

The Committee agreed to approve the renewal of lease on the terms and conditions provisionally agreed by the Legal Services Manager.

27. Plot No. 15, Ardoch Crescent, Stevenston and Shop Property at 43 Old Raise Road, Saltcoats

Submitted report by the Legal Services Manager on the sale of (a) plot no. 15, Ardoch Crescent, Stevenston; and (b) land extending to 27.525 sq. m or thereby to the rear of 43 Old Raise Road, Saltcoats

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

28. Saltcoats: The Ponds Development Site

Submitted report by the Legal Services Manager on an application for the lease of ground at Winton Circus, Saltcoats.

The Committee agreed to approve the short term lease of ground on terms and conditions provisionally agreed by the Legal Services Manager.

29. Kilbirnie: Block 2, Unit 1, River Place, Paddockholm Industrial Estate

Submitted report by the Legal Services Manager on the proposed lease of Block 2, Unit 1, River Place, Paddockholm Industrial Estate, Kilbirnie.

The Committee agreed to approve the assignation of lease on terms and conditions provisionally agreed by the Legal Services Manager.

30. Largs: Promenade Car Park: Viking Festival Fairground

Submitted report by the Legal Services Manager on a proposed short term lease of the car park at the Promenade, Largs for the Viking Festival fairground to be held between 29th August 1996 and 6th September 1996.

The Committee agreed to approve the proposed lease of the car park on terms and conditions to be negotiated by the Legal Services Manager.

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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1 and 8 of Schedule 7A of the Act.

32. Support Services (Appeals) Sub-Committee (Paragraph 1)

Submitted the annexed report (SS1) of the Support Services (Appeals) Sub-Committee being the Minutes of their Meeting held on 21st June 1996.

The Committee agreed to adopt the report.

33. Personal Computer Maintenance Contract (Paragraph 8)

Submitted report by the Information Technology Services Manager on the award of the personal computer maintenance contract for a period of 1 year commencing 1st September 1996.

The Committee agreed (a) to approve the appointment of NVT Computing Limited as the Council's PC maintenance contractor for 1 year commencing 1st September 1996; and (b) to note that a report on PC maintenance contracts within Educational Services will be submitted to a future Meeting of the Committee.

The Meeting ended at 2.50 p.m.