

WEST DUNBARTONSHIRE COUNCIL

Employee Liaison Group Meeting Held on Monday 14 November 2011

NOTES AND ACTIONS FROM MEETING

PRESENT:

Management Reps:

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David Amos Interim Executive Director of Corporate Services
Linda McAllister - Section Head, Employment Policy & Practice
Tracy Keenan - Lead Advisor, Policy & Employee Relations
Anne Marie Cosh - Business Partner, HEEDS
Paul McGowan - Business Partner, HR & OD
Sam Dove - Section Head, Workforce Planning
Michelle McAloon - Lead HR Advisor, Workforce Planning
Lynn Hughes - HR Advisor, Workforce Planning
Marie Draege Assistant HR Advisor, Policy & Employee Relations
(notes)

Union Reps:

Charlie McDonald - UNITE
Stewart Paterson - EIS
Duncan Borland - GMB
Tracy Dalling - Unison
Denise McLafferty - Unison
John Kennedy - UCATT
Margaret Wood - Unison

ITEM		ACTION
1.	Apologies Tricia O'Neil, Irene Gardiner, Jackaleen McMonagle	
2.	Notes of Previous Meeting Agreed	
3.	Matters Arising from last Meeting David Amos, Interim Executive Director of Corporate Services opened the meeting and asked all present to introduce themselves as there were some additional individual's in attendance due to the agenda items. (i) <u>PVG</u> Recommendation going to Corporate & Efficient Governance Committee that Grade 6 and above employees fee is paid by WDC. LMCA will forward copy	LMCA

	<p>added that Craft workers would not be transferring. CMcD welcomed this but raised concerns that sufficient work would be available for remaining staff.</p> <p><u>(viii) Excess Travel</u></p> <p>Will be carried forward to next meeting</p> <p><u>(ix) Organisational Change Policy</u></p> <p>Meeting with BP's still to be arranged.</p> <p><u>(x) HR Connect</u></p> <p>SD confirmed that an Improvement Plan is being developed and an update will be provided to the next meeting.</p>	<p>LMcA</p> <p>LMcA</p> <p>SD</p>
4.	<p>Strike Action</p> <p>AMC confirmed communication had gone out following results of Union Ballot. AMC had met with departmental strike liaison officers and an update with regard to which buildings will open and also to advise re: deductions from pay.</p> <p>Lists of exemptions were addressed at a meeting with TU on 11.11.11 and there was agreement in the majority of cases. Further discussion will take place to firm this up.</p> <p>TU highlighted need for emergency cover re roads etc. and requested that Garshake Road and Roseberry place should close. Should the Council decide that these premises would remain open, the Trade Unions requested a copy of the risk assessment.</p> <p>AMC added that FAQs were being pulled together for staff and would be available on the intranet.</p> <p>DML advised parents are contacting TU re: school closures as they need to arrange child care.</p> <p>TU stated that they were happy to talk about where exempted employees should report and to look at possibility of some employees working from home.</p> <p>TU requested a list of names so that TU can issue exemption certificates.</p> <p>SP raised concern re Head Teachers deciding to open school premises and confirmed that EIS would not support this.</p>	<p>AMC</p>

5.	<p>Job Evaluation</p> <p>Trade Unions had notified the Chief Executive that they are no longer willing to support the Job Evaluation process in its current form. PMcG had circulated draft Job Evaluation Policy to trades unions in advance of meeting and had notified this item would be discussed today.</p> <p>PMcG confirmed that the draft policy was essential split into 2 parts:</p> <ul style="list-style-type: none"> • Organisation led – procedures for changes to existing posts or new posts. • Employee led - procedures for requesting a review of a substantive post. <p>The Trade Unions raised the following issues:</p> <p><u>Appeals Process</u> – TD noted that there did not seem to be a right of appeal against the Job Evaluation scoring and this was not acceptable to the trade unions.</p> <p>PMcG sought clarity on what the appeals process would be for evaluation of new posts as there was not job holder at that stage. Trade Unions requested a process where the new job – holder could appeal against the grading after a set period of time in the post.</p> <p><u>Job Evaluation Panel</u> – TD suggested that this panel should be used to hear appeals. The Job Scoring exercise should be carried out by an analyst with a second analyst conducting the consistency check. She further suggested that Trade Unions should be involved at this stage.</p> <p><u>Clarity on what constitutes a change to an existing post</u> – TD noted that the draft policy makes reference to both a ‘significant’ change and a ‘substantial’ change. DB noted that common practice was to apply a 25% rule (if the job had changed by 25% then it should be re-evaluated), however this was not written down anywhere and should not be the practice which is applied.</p> <p>All agreed it was critical that this definition of a change should be clear and transparent.</p> <p>All agreed that should an employee request a re-evaluation of their existing post, all factors would be re-evaluated. It was noted that this could result in no change to the Job Score, or could result in a lower grade.</p> <p>Trade Union concerns were noted and would be considered, with further discussions to take place on the draft policy.</p>	PMcG
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6.	AOB None	
	Date and Time Next Meeting Monday 5 th December 2011 at 10:30am. Timetable for further meetings detailed below.	

SUMMARY OF ACTIONS FROM MEETING 14 November 2011

Action	Responsible	Progress
PVG – update on outcome of CMT meeting	LMcA	
Christmas Closure – arrangements for Craft Workers – TK to update AMC to progress	TK/AMC	
Employee Survey – results to be distributed to TU	AT	
Distribute Redeployment Process for comment	MMcA	
List of all staff in detriment to be sent to Trade Unions	SD	
Letters to be issued to affected staff to be forwarded to Trade Unions	SD	
Update to be provided to Council on staff in detriment	PMcG	
Report to CMT on Diamond Jubilee additional annual leave day	LMcA	
Leisure Trust – Trade Unions to be provided with an update on pension arrangements	AMC	
HR Connect – Improvement Plan to be provided to the Trade Unions at the next ELG	SD	
Strike – FAQs on Intranet	AMC	
Job Evaluation Policy – Response on Trade Union comments to next ELG	PMcG	

TIMETABLE FOR FUTURE MEETINGS

Date	Time	Venue
05/12/2011	10:30am	Tricia O'Neill Office
09/01/2012	10:30am	Tricia O'Neill Office
30/01/2012	10:30am	Tricia O'Neill Office
20/02/2012	10:30am	Tricia O'Neill Office
12/03/2012	10:30am	Tricia O'Neill Office
02/04/2012	10:30am	Tricia O'Neill Office
23/04/2012	10:30am	Tricia O'Neill Office