

## WEST DUNBARTONSHIRE COUNCIL

### Employee Liaison Group Meeting Held on Monday 11<sup>th</sup> July 2011

#### NOTES AND ACTIONS FROM MEETING

##### PRESENT:

##### Management Reps:

Tricia O'Neill - Head of HR&OD  
Tracy Keenan - Lead Advisor, Policy & Employee Relations  
Irene Gardiner - HR Advisor, Employee Relations (notes)

##### Union Reps:

Denise McLafferty - UNISON  
Charlie McDonald - UNITE  
John Kennedy - UCATT

ITEM		ACTION
1.	<b>Apologies</b> Joyce White, Linda McAllister	
2.	<b>Notes of Previous Meeting</b> Agreed	
3.	<b>Matters Arising from last Meeting</b>  (i) <u>TU Communications</u> IG to confirm that upload is complete and close item.  (ii) <u>Living Wage</u> TON advised no update at present - Paul McGowan to provide report. DMcL & CMcD noted concern regarding the length of time this matter is taking to resolve.  DMcL also noted concern regarding how this affects the current Administration Modern Apprentices, who will complete the apprenticeships end July.  (iii) <u>Reduced Working Hours</u> Update for June 2011 to be provided at next meeting of ELG.  (iv) <u>PVG</u> SD & MMcA to be invited to next ELG meeting to provide update to group.	  IG  PMcG      LMcA   SD/MMcA
4.	<b>Budget Review – Update</b>	

	Some work has been prepared for consultation middle to end of August. Joint Planning Guide for 2012 to 2017 required. Departments have been advised each must present a 4% saving. Decision to be made at Council in October.	
<b>5.</b>	<b>Shared Services – Update</b>  Paper being presented to Council in August. JW to provide update to group at next ELG.	JW
<b>6.</b>	<b>Partial Housing Stock Transfer</b>  TON updated that a special HEEDs committee will review packages. Both Council and those bidding have requested more time. This has now been moved from January to September 2012.	
<b>7.</b>	<b>Leisure Trust – Update</b>  Lynda McLaughlin to be invited to meeting of ELG in September 2011 to provide an update.	IG
<b>8.</b>	<b>Redeployment Protocol</b>  TON advised that questions raised by DMcL were being reviewed. These were in relation to advertising of vacancies to allow internal candidates to free up posts suitable for those on redeployment register. Response to be prepared and sent to trades unions.  Discussion arose around vacancy of Head of Service within Education advertised currently. The TU's requested that this be restricted internally in the first instance to support potential for internal movement and potential redeployment. TON advised that usual practice would only be to restrict senior management posts to internal candidates in exceptional circumstances or to assist in a known and clearly defined redeployment situation and cited an example from another local authority which had been criticised by Audit Scotland.	SD/LMcA
<b>9.</b>	<b>Public Reform</b>  It was agreed to remove this item from standing order.	
<b>10.</b>	<b>Role of ELG/Dispute Resolution</b>  Arrangements will be made for Terry Fitzpatrick from ACAS to meet with TON early August to discuss assisting with facilitated workshop/meeting. As part of process ACAS will be asked to meet with each of the relevant stakeholders separately for input on the workshop.	

<b>11.</b>	<b>Default Retirement Age</b>  CMcD noted one case outstanding for appeal - this has been passed to Stephen McGonagle. TK to link in with Stephen McGonagle.	TK
<b>12.</b>	<b>Job Evaluation</b>  TU require clarity re scoring of profiles, highlighting concern of discrepancies with Equality Impact Assessment. TON agreed to look into this and agreed a report be provided to group. Pay to be reviewed every 3 years.  TON advised that a meeting will be arranged with SD on current process and another meeting with PMcG re the way forward.  CMcD noted concern re: Catering Managers and restructure.  DMcL noted that grievance seems the only way forward to allow employees to raise concerns. CMcD said that he had been told that grievance on this area could not be heard. DMcL confirmed that she has supported grievances which have been heard.  TON agreed to invite SD to next ELG to enable her to be aware of the concerns around this area.	SD/PMcG
<b>14.</b>	<b>Absence Member/Officer Working Group</b>  Committee have approved the implementation of new Attendance Policy on 01/09/2011, with a review in 6 months. TK is working on implementation plan; this will include briefings for employees and workshops for Managers.  DMcL advised TU will not be involved with sessions as they did not agree on the policy. TON suggested a separate session to be delivered to TU.  TK noted the next meeting of the group is 31/08/11 – key moving forward will be consistent application of the policy and review/implementation of Special Leave policy.	TK
<b>15.</b>	<b>Grievance Procedure – Councils Decision of JCF/Appeals Committee</b>  TON advised group that the Grievance policy had been updated in line with Council decision and provided an update on this.	

	<p>DMcL noted concern re: grievance being heard at Stage 1 &amp; 2 but not at Stage 3. CMcD sought clarity on what is accepted as a grievance. TON explained the changes to policy and provided all with a copy of updated policy.</p> <p>DMcL noted that the wording from the Council decision gave impression the Monitoring Officer would review all stage 1 &amp; 2 grievances to decide whether competent. The policy suggests this would only happen on those grievances that were in doubt. TON agreed to re-look at wording.</p>	TON/LMcA
<b>16.</b>	<p><b>Any Other Matters</b></p> <p>(i) <u>Employee Survey Update</u>  TON updated group that 1,500 (28%) responded. This is an increase of 2% against last survey. There was an increase from 4% return to 22% return from Depot/Non Office employees. There is an open invitation to attend Focus Groups which will be held on 12<sup>th</sup> &amp; 14<sup>th</sup> July.</p> <p>DMcL noted concern that Term Time employees would be unavailable to participate as these dates are out of term. TON agreed to raise these concerns. It is planned that August Talk will include an update with a full update for presentation for September.</p>	TON
<b>17.</b>	<p><b>Date and Time Next Meeting</b></p> <p>Due to annual leave of group members, it was agreed to re-schedule the planned meeting of 1<sup>st</sup> August to middle of August. Date to be forwarded.</p>	

## SUMMARY OF ACTIONS FROM MEETING

Action	Responsible	Progress
<u>Reduced Working Hours</u> Update to be provided to next ELG	LMcA	
<u>Living Wage</u> Report to be provided in relation to Administration Modern Apprentices, current and future.	PMcG	
<u>Leisure Trust</u> Lynda McLaughlin to be invited to September ELG	IG	
<u>Job Evaluation</u> SD to be invited to next ELG to hear concerns and provide update. PMcG has arranged Working Group. Meeting to be arranged with SD re: current process Meeting to be arranged with PMcG re: way forward	SD/PMcG	
<u>Role of ELG</u> ACAS to meet with TON & LMcA to discuss costs. If agreed, further meetings to be arranged with TU & HR separately.	TON/LMcA	
<u>Grievance Procedure – Council Decision</u> Wording to be reviewed re: decision and procedure	TON/LMcA	

## TIMETABLE FOR FUTURE MEETINGS

Date	Time	Venue
29/08/2011	10:30am	Tricia O'Neill Office
19/09/2011	10:30am	Tricia O'Neill Office
10/10/2011	10:30am	Tricia O'Neill Office
24/10/2011	10:30am	Tricia O'Neill Office
14/11/2011	10:30am	Tricia O'Neill Office
05/12/2011	10:30am	Tricia O'Neill Office