

JOINT CONSULTATIVE FORUM

At the Meeting of the Joint Consultative Forum held in Meeting Room 2, Council Offices, Garshake Road, Dumbarton on Monday, 14 June 2004 at 2.00 p.m.

Present: Councillors Margaret Bootland, Gail Casey and Jack Duffy; Tom Dick, Margaret Ferris, Bill Keady, Tom Morrison and Tom Rainey (UNISON); Donald Hamilton (GMB); Jackie McMonagle (AMICUS); Harry Frew and James Fraser (UCATT); Charlie McDonald, and Donald McDougall (T&GWU); Ronnie Alexander and Stewart Paterson (EIS).

Attending: Gerry McInerney, Head of Personnel Services; Alan Douglas, Manager of Best Value and Special Projects and Shona Barton, Administrative Assistant.

Apologies: Apologies for absence were intimated on behalf of Provost Alistair Macdonald, Councillor Jim Bollan, Norman Bissell, Neil Casey, Mick Conroy and Kath Ryall.

Councillor Margaret Bootland in the Chair

CHAIR'S REMARKS

3033 The Chair, Councillor Bootland, advised the Forum that this would be the last meeting which Mr. Ronnie Alexander of the EIS would attend as he was retiring. Councillor Bootland, on behalf of the Forum, thanked Mr. Alexander for his contribution to the Forum and wished him a long and happy retirement.

MINUTES OF PREVIOUS MEETING

3034 The Minutes of Meeting of the Joint Consultative Forum (JCF) held on 1 April 2004 were submitted and approved as a correct record.

3035 In relation to a point raised by Mr. Rainey, regarding the list of approved contractors used by the Council, Mr. McInerney advised that an updated list would be circulated to the appropriate persons.

3036 In relation to a point raised by Mr. Rainey, regarding the Council policy on Tobacco Use, the Forum agreed:-

- (1) that the Tobacco Use policy should be referred back to the Chief Executive along with the comments received from the Trades Unions;

- (2) to note that the policy would be re-circulated to the Trades Unions, in order to allow further consultation to take place; and
- (3) to continue consideration of this item to the next meeting of the Forum.

3037 In relation to a point raised by Mr. Rainey, regarding the Code of Conduct for Council Employees, Mr. McInerney advised the Forum:-

- (1) that the policy had been changed to reflect the comments received from the Trades Unions; and
- (2) that the document would be submitted to the next meeting of the Corporate Services Committee for approval.

3038 In relation to a point raised by Mr. Rainey, regarding the recent merger between Commercial and Technical Services and Housing Services the Forum noted that there had been concern on the part of the Unions that insufficient consultation between Management and the Trades Unions had taken place concerning this matter.

3039 In relation to a point raised by Mr. Rainey and Ms. McMonagle regarding the Trades Union recognition and facilities agreement, it was agreed to continue this matter to the next meeting of the Forum, in order that any remaining issues could be addressed.

3040 In relation to a point raised by Ms. McMonagle regarding a grievance appeal that was outstanding, and had been submitted approximately two and a half years ago, Mr. McInerney advised the Forum that he would be contacting the appellant's Trades Union representative as soon as possible with a management proposal to address the outstanding issues.

SCHEME OF DELEGATED FUNCTIONS – INSURANCE

3041 With reference to the Minutes of Meeting of the JCF held on 1 April 2004 (page 680, paragraph 2344 refers), Mr. McInerney provided an update on this matter.

3042 After discussion, it was agreed that this item would be carried forward to the next meeting of the Forum, in order to allow time for the Joint Secretaries to meet and agree a submission to the Corporate Management Team.

SICKNESS AND INDUSTRIAL INJURY ALLOWANCES

3043 With reference to the Minutes of Meeting of the JCF held on 1 April 2004 (page 681, paragraph 2351 refers), Mr McInerney provided an update on this matter.

- 3044 After discussion, the Forum agreed to note the letter issued to the employing department by the Head of Personnel Services.

COSLA STAFFING WATCH SURVEY

- 3045 There was submitted and noted a report by the Head of Personnel Services providing information on the size of the Council's workforce as at 6 March 2004.

SICKNESS ABSENCE STATISTICS – QUARTER 4 2003/2004

- 3046 There was submitted and noted a report by the Head of Personnel Services advising on the levels of employee absence during the 3 month period 1 January 2004 – 31 March 2004.

REDEPLOYMENT POLICY

- 3047 A report was submitted by the Head of Personnel Services requesting that consideration be given to the details of a draft redeployment policy.
- 3048 After discussion, the Forum agreed:-
- (1) that Mr. McNerney would clarify, with the Trades Unions, some aspects of the wording contained in the document;
 - (2) that the policy would not apply to teachers; and
 - (3) that any responses to the document should be submitted to the Head of Personnel Services in the first instance.

COSLA CIRCULARS – INDUSTRIAL RELATIONS CIRCULAR 3/04

- 3049 A report was submitted by the Head of Personnel Services on CoSLA Circular 3/04 offering information from the Annual General Meeting for the Scottish Negotiating Committee for Teachers (SNCT) on 10 May 2004.
- 3050 Mr. McNerney also circulated copies of circulars 4/04, providing information on a proposed pay settlement for Local Government Employees, and 5/04, providing information on the implementation of Single Status Job Evaluation and Grading.
- 3051 After discussion, and having heard Mr. McNerney in further explanation, the Forum agreed to note the contents of the 3 circulars.

- 3052 In relation to a point raised by Mr. Dick concerning the alleged reallocation of McCrone Agreement monies which had been allocated to employ support staff in secondary schools, the Forum agreed that Mr. McNerney would raise this issue at the next meeting of the McCrone Steering Group and would thereafter provide an update at the next meeting of the Forum.

MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES

- 3053 A report was submitted by the Head of Personnel Services providing copies of the Minutes from Departmental Joint Consultative Committee meetings and Departmental Health and Safety Meetings.
- 3054 Having heard Mr. McNerney in further explanation, the Forum agreed to note the contents of the report.

TRADES UNION ISSUES

- 3055 In relation to a point raised by Mr. Rainey, regarding the arrangements for redeployment of Education and Cultural services staff in premises being used during elections, it was noted that there was concern over the application and consistency of arrangements. Mr McNerney advised that he would write to the departments concerned, in order to seek clarification of the measures they have put in place and would provide an update on this matter in due course.

STANDING ITEMS FOR DISCUSSION

- 3056 After discussion and having heard Mr. McNerney, the Forum agreed to note the current position of the standing items of business, namely Best Value, Budget Planning, McCrone Recommendations, Absence and Health and Safety.
- 3057 In particular, the following items were discussed:-

Appeals Committee Hearings

- 3058 It was noted that at present there were two disciplinary appeals, and three grievance appeals outstanding.

Single Status

- 3059 Mr. McNerney referred to CoSLA Circular 5/04 and advised the Forum that Management are committed to meet the deadline of 5 April 2005 for the introduction of the scheme across the Council.

Training and Development

- 3060 The Forum heard Mr. McInerney provide an update on the progress of this item and the position was noted.

DATE OF NEXT MEETING

- 3061 It was agreed that the next meeting of the Forum would be held on Thursday 16 September 2004 at 2.00 p.m in Meeting Room 3, Council Offices, Garshake Road, Dumbarton with a pre-meeting involving the trades unions representatives only, taking place at 11.00 a.m the same day.

The meeting closed at 3.28 p.m.