

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

25 November 2004

MEETING: JOINT CONSULTATIVE FORUM

**THURSDAY, 2 DECEMBER 2004
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a Meeting of the **Joint Consultative Forum** to be held in **Meeting Room 3**, Council Offices, Garshake Road, Dumbarton on Thursday, 2 December 2004 at 2.00 p.m.

The business is as shown on the enclosed Agenda.

A pre-meeting involving representatives of the trades unions on the JCF will take place at 11.00 a.m.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution List:

Provost Alistair Macdonald
Councillor Margaret Bootland (Chair)
Councillor Jim Bollan
Councillor Gail Casey
Councillor Jack Duffy
Councillor Margaret McGregor

Trades Unions Representatives:

AMICUS. - Mr. A. Finlayson
E.I.S. - Ms. J. Cliefe & Mr. L. Bradley
GMB - Mr. M. Conroy, Mr. D. Hamilton & Mr. A. Rennie
AMICUS. - Ms. J. McGonagle & Mr. W. Gibson
NAS/UWT - Mr P. O'Donnell
S.S.T.A. - Mr. Alex McEwan
T&GWU - Mr. D. McDougall & Mr N. Casey
UCATT - Mr. H. Frew & Mr J. Fraser
UNISON – Mr. T. Morrison, Mr. T. Dick, Mr. D. McConnachie & Ms. K. Ryall

APT&C Convenor - Mr. Tom Rainey
Manual/Craft Convenor - Mr. C. McDonald
Teachers Convenor - Mr. S. Patterson

All other Councillors for Information

Chief Executive
All Directors

JOINT CONSULTATIVE FORUM

2 DECEMBER 2004

AGENDA

1. APPOINTMENT OF CHAIR

In terms of the constitution, the Forum is requested to consider the appointment of Chair of the Joint Consultative Forum.

2. APOLOGIES

3. MINUTES OF PREVIOUS MEETING (pages 1 - 6)

Submit for information, Minutes of Meeting of the Forum held on 16 September 2004.

4. TRADE UNION RECOGNITION AND FACILITIES AGREEMENT

With reference to the Minutes of Meeting of the JCF held on 16 September 2004 (page 1074, paragraph 3570 refers) , the Forum is requested to give further consideration to this matter.

5. SCHEME OF DELEGATED FUNCTIONS – INSURANCE

With reference to the Minutes of Meeting of the JCF held on 16 September 2004 (page 1074, paragraph 3572 refers), the Forum is requested to give further consideration to this matter.

6. COSLA INDUSTRIAL RELATIONS CIRCULAR 3/04 - MCCRONE AGREEMENT (pages 7 - 13)

With reference to the Minutes of Meeting of the JCF held on 16 September 2004 (page 1075, paragraph 3574 refers), submit for information memo from the Director of Education and Cultural Services and a copy of a report previously submitted to the Local Negotiating Committee for Teachers on 21 September 2004 informing of the arrangements made for Support Staff in Educational Establishments.

7. REDEPLOYMENT OF EDUCATION AND CULTURAL SERVICES STAFF

With reference to the Minutes of Meeting of the JCF held on 16 September 2004 (page 1077, paragraph 3590 refers), the Forum is requested to refer to a memo submitted under item 6 on this agenda.

8. LEISURE CATERING SERVICES (pages 15 - 17)

With reference to the Minutes of Meeting of the JCF held on 16 September 2004 (page 1076, paragraph 3586 refers), submit report by the Director of Housing and Technical Services providing an update on actions taken to resolve the complaints arising against the external catering service provider in the leisure facilities of the Play Drome and Meadow Sports Centres.

9. DISCIPLINE AND GRIEVANCE APPEALS (page 19)

With reference to the Minutes of Meeting of the JCF held on 16 September 2004 (page 1077, paragraph 3587 refers), submit report by the Director of Corporate Services providing information from Corporate Services records on the number of discipline and grievance appeals and their outcome.

10. INCREASING EMPLOYEE PARTICIPATION IN PHYSICAL ACTIVITY (pages 21 - 23)

Submit report by the Director of Housing & Technical Services providing an update on the success of the scheme to provide employees of West Dunbartonshire Council with discounted opportunities to participate in physical activity at the Council's indoor leisure facilities.

11. COSLA STAFFING WATCH SURVEY (pages 25 - 26)

Submit report by the Director of Corporate Services informing on the size of the Council's workforce as at 10 September 2004.

12. SICKNESS ABSENCE STATISTICS – QUARTER 1 (2004/2005) (pages 27 - 29)

Submit report by the Director of Corporate Services advising on the levels of employee absence during the 3 month period from 1 April 2004 to 30 June 2004.

13. THE EMPLOYMENT OF TEMPORARY, CASUAL, SESSIONAL AND OCCASIONAL WORKERS
(pages 31 - 36)

Submit report by the Director of Corporate Services informing of a policy statement on the employment of Occasional Workers previously known as temporary, casual, sessional and seasonal workers.

14. POLICY STATEMENT ON FREEDOM OF INFORMATION
(pages 37 - 60)

Submit report by the Director of Corporate Services asking the Forum to note the terms of the Policy Statement on Freedom of Information (Fol).

15. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES
(pages 61 - 95)

Submit report by the Director of Corporate Services providing the Minutes from the Departmental Joint Consultative Committee meetings and the Departmental Health and Safety meetings.

16. STANDING ITEMS FOR DISCUSSION

- Appeals Committee Hearings
- Best Value
- Budget Planning
- Single Status
- McCrone Recommendations
- Absence
- Health and Safety
- Training and Development

17. DATE OF NEXT MEETING

For information on the above agenda please contact Shona Barton, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737205
e-mail: shona.barton@west-dunbarton.gov.uk