

# **WEST DUNBARTONSHIRE COUNCIL**

## **Report by the Head of Personnel Services**

**Joint Consultative Forum: 1 March 2007**

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**Subject: Minutes of Departmental Joint Consultative Committees and Departmental Health & Safety Meetings**

### **1. Purpose**

- 1.1** To provide the Joint Consultative Forum with Minutes from Departmental Joint Consultative Committees (JCC's) and Health & Safety meetings.

### **2. Background**

- 2.1** As part of the Council's approved format for joint consultation each Department has introduced properly constituted and minuted JCC's.
- 2.2** Matters regarding health and safety can be considered within JCC's, however some Departments have a separate Health & Safety meeting and minutes from these meetings and the Corporate Safety Committee are also reported to the JCF.
- 2.3** In response to a request from the JCF at their meeting on 26<sup>th</sup> November 2006 a memo was sent to all Directors outlining concerns raised by the Forum in relation to the reporting of the above minutes. To improve the reporting system, Departments were:-
- Advised that officers and union members be clearly identified in all minutes, and the name of the union being represented should be included;
  - Provided with a template for minutes;
  - To ensure that minutes were produced and submitted timeously
- 2.4** Some minutes submitted within this report had been agreed prior to the introduction of the new template, however all minutes from meetings held after January 2007 will require to be provided on the new template.

### **3. Main Issues**

- 3.1** A list of all departmental JCC meetings are shown in Table 1, and minutes are included as appendices (1-11). It should be noted that the Facilities Management (JCC) includes catering and cleaning and there is no separate JCC for this section.
- 3.2** A list of all Health & Safety meetings is shown at Table 2 and minutes are included as appendices (12-14).

Table 1

<b>List of Departmental Joint Consultative Committees (JCC's)</b>		
<b>H.R.E.S. JCC</b>	<b>Date of Minutes Submitted</b>	<b>Appendix No.</b>
Facilities Management	14 Dec 06	1
Land Services	17 Nov 06	2
Leisure Services	25 Jan 07	3
Property Maintenance	No meetings held	
Repairs & Maintenance	09 Nov 06	4
	07 Dec 06	5
	18 Jan 07	6
Roads Operations	No meetings held	
Waste & Transport Services	09 Nov 06	7
<b>Education &amp; Cultural Services JCC</b>	<b>Date of Minutes Submitted</b>	<b>Appendix No.</b>
Educational Support Staff	16 Jan 07	8
Teachers	28 Nov 06	9
<b>Social Work Services JCC</b>	<b>Date of Minutes Submitted</b>	<b>Appendix No.</b>
Social Work Services	05 Dec 06	10
	22 Dec 06	11

Table 2

<b>List of Departmental Health &amp; Safety Meetings</b>		
	<b>Date of Minutes Submitted</b>	<b>Appendix No.</b>
Corporate Safety Committee	14 Dec 06	12
Educational & Cultural Services	07 Dec 06	13
Roads Operation	No meetings held	
Social Work Services	21 Nov 06	14

#### **4. Personnel Issues**

- 4.1** It is recognised the importance of departmental JCC's to provide an effective consultation/communication process between management and trades unions. However this has to be supported by properly convened meetings and Personnel have recently issued Directors with a copy of Management Bulletin 04/00 (which provides guidance on operating JCC meetings) to forward to the appropriate chairpersons.

## **5. Financial Implications**

**5.1** There are no financial implications.

## **6. Risk Analysis**

**6.1** Purpose of report is to provide JCF with information on departmental JCC/Health & Safety meetings and there is no requirement to carry out a risk assessment.

## **7. Conclusions**

**7.1** Minutes of departmental JCC's and Health & Safety meeting are reported to JCF for information and steps have been taken to improve the reporting of these minutes and that Departments recognise the importance of having properly convened and minuted meetings.

## **8. Recommendations**

**8.1** The JCF is asked to note the contents of this report.

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**Appendices:** Appendices (1-14)

**Background Papers:** Minutes of JCF meeting on 28 November 2006

**Wards Affected:** Not applicable