

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton G82 3PU**

12 March 2010

**MEETING: JOINT CONSULTATIVE FORUM**

**THURSDAY, 25 MARCH 2010  
MEETING ROOM 3  
FIRST FLOOR  
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, 25 March 2010 at **2.00 p.m.**

The business is as shown on the enclosed Agenda.

Yours faithfully

**DAVID MCMILLAN**

Chief Executive

**Distribution List:**

Councillor Jim McElhill  
Councillor Jim Finn  
Councillor Ronnie McColl  
Councillor David McBride  
Councillor Margaret Bootland (Vice Chair)  
Councillor John Millar  
Councillor George Black

**Trades Unions Representatives:**

E.I.S. - Mr N. Bissell  
GMB - Mr. M. Conroy, Mr. D. Borland, Mr. D. Hamilton & Mr. A. Rennie  
AMICUS. - Ms. J. McMonagle & Mr. A. Finlayson  
NAS/UWT - Mr P. O'Donnell  
S.S.T.A. - Mr. A. McEwan  
T&GWU - Mr. N. Casey & Mr. B. Courtney  
UCATT - Mr. J. McLaren & Mr J. Fraser  
UNISON – Ms. D. McLafferty, Mr. T. Dick, Ms. J. Geddes, Ms. K. Ryall  
& Ms. Margaret Ferris (Chair)

APT&C Convenor – Miss D. McLafferty  
Manual/Craft Convenor - Mr. C. McDonald  
Teachers Convenor - Mr. S. Paterson

**All other Councillors for Information**

Chief Executive  
All Executive Directors

# **JOINT CONSULTATIVE FORUM**

**25 MARCH 2010**

## **AGENDA**

### **1. APOLOGIES**

### **2. APPOINTMENT OF CHAIR AND VICE CHAIR**

In terms of the constitution, the Forum is requested to consider the appointment, from its membership, of Chair and Vice Chair of the Joint Consultative Forum.

### **3. DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

### **4. MINUTES OF PREVIOUS MEETING**

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 11 December 2009.

### **5. CHILDCARE CHARGES FOR EMPLOYEES**

With reference to the Minutes of Meeting of West Dunbartonshire Council held on Wednesday, 27 January 2010 (Page XXXX refers), Members are requested to give further consideration to the undernoted decision contained in the Minutes of Meeting of the JCF held on 11 December 2009 under the sub-heading "Childcare Charges for Employees" (Page XXXX refers) concerning the impact of increased charges on the ability of women to work:-

"(2) to note that the impact of increased charges on employees did not provide a requirement for an Equality Impact Assessment as it did not impact on a minority group."

### **6./**

**6. A COMPETITIVENESS FRAMEWORK**

With reference to the Minutes of Meeting of the Corporate and Efficient Governance Committee held on 27 January 2010, submit relevant excerpt from the minutes of that meeting together with a report by the Chief Executive presenting a draft competitiveness framework for discussion and approval.

**7. LIFELONG LEARNING – DRAFT PRINCIPLES AGREEMENT**

With reference to the Minutes of Meetings of the Joint Consultative Forum held on 24 September 2009 (Page 2197 refers) and 11 December 2009 (Page XXXX refers), the Forum is reminded of the decision that a report on a Draft Principles Agreement would be submitted to this meeting of the Forum.

The Head of Human Resources and Organisational Development will provide an update on this matter.

**8. CLYDE VALLEY SHARED SERVICES INITIATIVE – (ARBUTHNOTT REPORT)**

Submit report by the Chief Executive providing information on the Clyde Valley Community Planning Partnership (CVCPP) – Review of Joint Working and Shared Service Opportunities.

**9. DISCIPLINE AND GRIEVANCE INFORMATION**

Submit report by the Head of Human Resources and Organisational Development providing information on discipline and grievance appeals held at departmental level (stage 2) during the period 1 October 2009 and 31 December 2009. Information relating to Stage 3 (Appeals Committee) is reported separately by Legal, Administrative and Regulatory Services.

**10. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES AND DEPARTMENTAL HEALTH AND SAFETY MEETINGS**

Submit report by the Head of Human Resources and Organisational Development providing the minutes from Departmental Joint Consultative Committees (JCCs) and Health & Safety meetings for the period from 11 December 2009 until committee paper deadline for the meeting of 25 March 2010 including any outstanding minutes.

**11. SICKNESS ABSENCE REPORTING – QUARTER 3 (2009/2010)**

Submit report by the Head of Human Resources and Organisational Development advising on the levels of employee sickness absence for the third quarter (October, November and December) of 2009/10.

**12. AGREED TERMS OF REFERENCE – EMPLOYEE LIAISON GROUP**

Submit report by the Executive Director of Corporate Services advising of the agreed joint terms of reference of the Employee Liaison Group.

**13. TRADE UNION RECOGNITION AND FACILITIES AGREEMENT  
(To follow)**

Submit report by the Head of Human Resources and Organisational Development providing information on the development of the proposed Trade Union Recognition and Facilities Agreement which was jointly developed by management and trades union representatives and outlines mutually agreed arrangements.

**14. REVISED POLICIES AND PROCEDURES FOR DISCIPLINE, GRIEVANCE, DIGNITY AT WORK AND PERFORMANCE MANAGEMENT  
(To follow)**

Submit report by the Head of Human Resources and Organisational Development seeking approval of the revised Discipline, Grievance, Dignity at Work and Performance Management Policies and Procedures.

**15. TRADES UNIONS ISSUES**

- (a) Departmental Restructuring
- (b) Job Evaluation Process

**16./**

## **16. STANDING ITEMS OF BUSINESS**

- (a) Best Value
- (b) Budget Planning
- (c) Clyde Valley Shared Services
- (d) Health and Safety
- (e) Lifelong Learning
- (f) Pay Claims
- (g) Single Status
- (h) Sunscreen Safety
- (i) Transfer of Housing Stock
- (j) Training and Development

For information on the above agenda please contact Nuala Borthwick, Committee Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737594  
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