

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

9 September 2004

MEETING: JOINT CONSULTATIVE FORUM

**THURSDAY, 16 SEPTEMBER 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, 16 September 2004 at 2.00 p.m. A pre-meeting involving representatives of the trades unions on the JCF will take place at 11.00 a.m and will be held in **Meeting Room 2**, Council Offices, Garshake Road, Dumbarton.

The business is as shown on the enclosed Agenda.

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

16 SEPTEMBER 2004

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING (pages 1 - 5)

Submit for information, Minutes of Meeting of the Forum held on 14 June 2004.

3. APPROVED CONTRACTORS LIST (pages 7 - 13)

With reference to the Minutes of Meeting of the JCF held on 14 June 2004 (page 917, paragraph 3035 refers), submit report by the Head of Personnel Services advising of the up to date list of Approved Contractors.

4. TOBACCO USE POLICY

With reference to the Minutes of Meeting of the JCF held on 14 June 2004 (page 918, paragraph 3036 refers), the Forum is requested to give further consideration to this matter.

5. TRADE UNION RECOGNITION AND FACILITIES AGREEMENT

With reference to the Minutes of Meeting of the JCF held on 14 June 2004 (page 918, paragraph 3039 refers), the Forum is requested to give further consideration to this matter.

6. SCHEME OF DELEGATED FUNCTIONS – INSURANCE

With reference to the Minutes of Meeting of the JCF held on 14 June 2004 (page 918, paragraph 3042 refers), the Forum is requested to give further consideration to this matter.

7. COSLA INDUSTRIAL RELATIONS CIRCULAR 3/04 - MCCRONE AGREEMENT

With reference to the Minutes of Meeting of the JCF held on 14 June 2004 (page 920, paragraph 3052 refers), the Head of Personnel Services will provide a verbal update on this matter.

8. CHRISTMAS AND NEW YEAR PAYS (page 15)

Submit report by the Head of Personnel Services advising on the proposals for multiple pays during the forthcoming Christmas and New Year period.

9. COSLA CIRCULARS – INDUSTRIAL RELATIONS CIRCULAR 6/04 AND HUMAN RESOURCES ADVICE 1/04 & 2/04 (pages 17 - 26)

Submit report by the Head of Personnel Services advising of recently received CoSLA circulars regarding various conditions of service matters.

10. SINGLE STATUS (pages 27 - 30)

Submit report by the Head of Personnel Services advising of a timetable for completing Job Evaluation within the Single Status Agreement.

11. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES (pages 31 - 105)

Submit report by the Head of Personnel Services providing copies of the Minutes from Departmental Joint Consultative Committee meetings and Departmental Health and Safety meetings.

12. TRADES UNION ISSUES

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13. STANDING ITEMS FOR DISCUSSION

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

14. 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