

**WEST DUNBARTONSHIRE COUNCIL**

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

13 August 2003

**PLEASE NOTE**  
**VENUE OF MEETING**

**MEETING: JOINT CONSULTATIVE FORUM  
THURSDAY, 21 AUGUST 2003  
COUNCIL CHAMBERS  
COUNCIL OFFICES  
ROSEBERY PLACE  
CLYDEBANK**

Dear Member

Please attend a Meeting of the **Joint Consultative Forum** to be held in the Council Chambers (First Floor), Council Offices, Rosebery Place, Clydebank on Thursday, 21 August 2003 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.

The business is shown on the enclosed Agenda.

Yours faithfully

**TIM HUNTINGFORD**

Chief Executive

**Distribution List:**

Provost Alistair Macdonald  
Councillor Margaret Bootland  
Councillor James Flynn  
Councillor Tony Devine  
2 Opposition Members

**Trades Unions Representatives:**

UNISON – Mr. T. Morrison  
A.E.E.U. - Mr. B. Docherty  
GMB - Mr. M. Conroy  
M.S.F. - Ms. J. McGonagle  
NAS/UWT - Ms. Carol Fox  
S.S.T.A. - Mr. James Morison  
UCATT - Mr. H. Frew  
APT&C Convenor - Mr. Tom Rainey  
Manual/Craft Convenor - Mr. C. McDonald  
Teachers Convenor - Mr. R. Alexander

All other Councillors for Information

Chief Executive  
All Directors

# **JOINT CONSULTATIVE FORUM**

**21 AUGUST 2003**

## **AGENDA**

### **1. APOLOGIES**

### **2. MINUTES OF PREVIOUS MEETING**

(Copy enclosure pages 1 - 7)

Submit for information, Minutes of meeting of the Forum held on 20 February 2003.

### **3. NATIONAL INSURANCE CONTRIBUTIONS 1997 - 1998**

(Copy enclosure pages 9 - 13)

With reference to the Minutes of Meeting of the JCF held on 20 February 2003, submit report by Head of Personnel providing an update on issues surrounding National Insurance Contributions during financial year 1997 – 1998.

### **4. SCHEME OF DELEGATED FUNCTIONS - INSURANCE**

(Copy enclosure pages 15 - 17)

Submit report by Head of Legal and Administrative Services providing information on the 'Scheme of Delegation' operated by the former Strathclyde Regional Council and the implications of operating such a Scheme for West Dunbartonshire Council.

### **5. SICKNESS ABSENCE STATISTICS – QUARTERS 3 & 4 – 2002/2003**

(Copy enclosure pages 19 - 22)

Submit report by Head of Personnel advising on the levels of employee absence during the 6 month period 1 October 2002 – 31 March 2003.

### **6. LEARNING REPRESENTATIVE AGREEMENT**

(Copy enclosure pages 23 - 30)

Submit report by Head of Personnel providing a jointly agreed Council framework that recognises the role of Learning Representatives in encouraging lifelong learning for employees in West Dunbartonshire Council.

**7. HEALTHY RETURN**

(Copy enclosure pages 31 - 33)

Submit report by Head of Personnel advising on the Healthy Return Initiative.

**8. MINUTES OF DEPARTMENTAL JCC's**

(Copy enclosure pages 35 - 79)

Submit report by Head of Personnel providing copies of the minutes from departmental Joint Consultative Committee meetings and Corporate Safety Committee meeting.

**9. STANDING ITEMS FOR DISCUSSION**

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

**10. DATE OF NEXT MEETING**

For information on the above agenda please contact Craig Stewart, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737251 e-mail: [craig.stewart@west-dunbarton.gov.uk](mailto:craig.stewart@west-dunbarton.gov.uk)