

Joint Consultative Forum 23 06 2011

Appendices for Joint Consultative Committees, Health and Safety Meetings and Employee Liaison Group

Appendix 1

West Dunbartonshire Council

Department of Corporate Services

NOTES OF CORPORATE SERVICES J.C.C.

21/01/2010

10 am, Joyce White's Room

Present

Joyce White	Corporate Services
Sam Dove	Corporate Services
Karen Ferguson	UNITE
Joanne Harkin	UNISON
Ricardo Rea	Human Resources

Apologies

Alan Pursley	Chief Executives
Paul McGowan	Corporate Services
Charlie MacDonald	UNITE

1.	Minutes of Previous Meeting
	Minutes of meeting held on 19/10/2010
2.	Matters Arising from Previous Minutes
	There were no matters arising that would not be picked up through agenda items
3.	Departmental Issues

Joyce White (JW) started by welcoming Joanne Harkin (JH) as this was her first time at the JCC

Structural Changes

JW addressed this area.

JW noted that if issues were very local they should be raised and addressed at that level.

JW noted that she had delivered 5 briefing sessions on the Service Plan, and that nearly 400 people had attended. These had been positively received. There would be a mop up session on 07/02/2011.

○ HR&OD and Payroll

JW reported that discussion was ongoing about de-layering at management level

JW noted that Service Level Agreements for Business partners were being created

JW also noted that some service Centre staff displaced but places found in Council Tax. A management systems Grade 6 post had been advertised.

○ Finance

The Finance restructure is to be finalised by 1st April 2011, a £300000 savings this year was sought, processing severances as concisely as possible was underway, and a meeting with Unions on 26/01/2011 was planned.

Action; JW to speak to David Connell to check if some intranet work required had been completed.

JW reported that the Head of finance is going on flexible retirement leading up to his departure in August 2011

	<ul style="list-style-type: none"> ○ ICT <p>JW noted that a lot of people asking to go, and that a £300000 saving was being sought.</p> <p>Sam Dove (SD) noted that there was something of a bottleneck at SPF.</p> <p>Action; Sam Dove to talk to SPF to see if there was any way of easing this, e.g. in the way the Council asked for information.</p> <ul style="list-style-type: none"> ○ LARS <p>JW reported that the review is well underway</p> <p>JW noted that she has asked for a review of members services</p> <p>JW noted that in Regulatory Services a small number of changes had been identified</p> <ul style="list-style-type: none"> ○ Procurement <p>JW noted that approval from Committee had been given to bring in a consultant, to look at efficiencies.</p> <p>JW also noted that a Transformation board had been set up, and that there were opportunities within the Improvement plan to be explored. JW was expecting a positive meeting</p> <ul style="list-style-type: none"> ○ Workforce Management System <p>SD briefed the meeting on payroll implementation</p> <p>SD note that streamlining processes was a major goal</p> <p>SD noted that self service was being taken forward</p> <p>SD reported that Management information was very paper based in many departments</p> <p>JW that during the transitionary period from one system to another there would be challenges</p> <p>SD noted that the implementation of the Living Wage payment did not present significant problems</p> <ul style="list-style-type: none"> ○ Absence in Corporate Services
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	<p>JW noted that this continues to improve</p> <ul style="list-style-type: none"> ○ Health & Safety <p>Alan Pursley had noted to Ricardo Rea before the meeting that there had been no significant incidents since the last JCC.</p> <p>JW said she believed in clean desk policy and that this was a possible health & softy issue</p> <ul style="list-style-type: none"> ○ Corporate Service Plan <p>JW said this would be finalised in April, and that work was underway of the PSIF elements</p> <ul style="list-style-type: none"> ○ Shared Services <p>JW noted that a report was going to the Council, looking at the high level outline business case. Areas being explored included;-</p> <ul style="list-style-type: none"> ○ HR and finance transactional ○ Revenues & benefits ○ Transport and waste <ul style="list-style-type: none"> ○ Single Status <p>Payments to successful appellants would begin after notification to them of outcomes at the end of March.</p>
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4.	A.O.C.B
	JW noted for information that the Council was still in discussion with the Scottish Government about the size of the 2011/12 support grant.
5.	Date of Next Meeting
	A date is to be set for April 2011

Distribution List:

Joyce White
 Tricia O'Neill
 Andrew Fraser
 David Connell
 Patricia Marshall
 Brian Gourlay
 Alan Pursley
 Charlie McDonald
 Karen Ferguson
 Linda McAlister
 Angela Nicoll
 Denise McLafferty
 Duncan Borland
 Lorraine Coyne
 Ricardo Rea
 Paul McGowan

MINUTES OF MEETING

WEST DUNBARTONSHIRE CHCP JOINT CONSULTATIVE COMMITTEE 15 April 2011

PRESENT:

Anne Ritchie	Head of Service, Children's Health Care and Criminal Justice
Karen Dunlop	UNISON
Tom Morrison	UNISON
Duncan Borland	GMB
Chris McNeill	Head of Community Health and Care Services

APOLOGIES:

Julie McGregor	GMB
Fiona Wilson	UNISON
Elaine Foulkes	Section Head HR
Peter O'Neill	UNISON

ACTION

1 Welcome and Introduction

Anne welcomed everyone to the meeting and apologies were noted.

2. Matters Arising from Meeting Held on 15.10.11

2.2.1 Draft letter about SSSC Registration – Anne and Tom met to agree the final version and it was agreed that this could now be signed off. This item to be taken off future agendas. Letter to be distributed.

2.2 Minute-taker for Meetings/Use of Dictaphone – Anne advised that there were mixed views on the use of a dictaphone at meetings. It was acknowledged that difficulties could arise when using a dictaphone as members would have to be notified prior to meeting that a dictaphone was to be used to allow everyone to respond on an individual basis. It was agreed that using a dictaphone would be more appropriate for some than others. There would be the need for agreement on how the information is stored and who has access to it. Elaine has done an outline proposal which covers all of this, which was circulated and which will be sent out again along with the minutes. Anne to ask Elaine what arrangements Corporate HR have for recording Meetings. This will influence any further decision on how to proceed within the Department.

AR

2.3 Smoking

Anne had sent out a draft memo to all staff along with the agenda. This has

not yet been agreed by Keith Redpath, who would need to send it, but was at the meeting today to let Union reps see what was proposed.

AR

2.4 Client confidentiality and recording of information regarding staff who are Clients on the Carefirst system

There was round table discussion on the protocol for staff accessing records on the Carefirst system and it was agreed that staff should not access this information unless necessary in the course of their job. Karen Dunlop pointed out that the guidance issued by Jacquie Pender did not address the issue that the Unions had originally raised, the problem being that staff could also be clients and it was felt inappropriate that all staff could potentially access personal details this way. Karen stated that the local authority had a responsibility to protect private information. Anne agreed to look at this again by meeting with Jacquie and Karen to see how the problem Karen is describing can arise and consider what remedy there might be. Chris explained the practice operated in health. It was agreed that this should be raised at the next SMT.

2.5 Overpayment of Shift Allowance

Anne reported that some further cohorts of staff have been identified who are being paid shift allowance where this work pattern does not attract shift allowance. Chris McNeill is currently making certain of the details of who is involved and will arrange for line managers to speak individually to all staff affected. Chris and Anne advised that the Department would not be looking to have any back payment made but would arrive at a date when shift allowance would stop. A process would be agreed to give support to work required.

3. Unit Managers and deutes: Payment for extra shifts

4. Extreme weather conditions and staff leaving early

5. Realise (Specialist Referrals for Stress and Depression)

As Julie McGregor was not present at the meeting it was agreed that these three agenda items would be brought forward to the next meeting.

6. Re-design of Youth Services

Anne updated the group on the shift in the organisation of services for children and families to having teams for under 12s and over 12s to realign services better for young people. Anne stated that staff will have the choice of which team they want to join. Vacancies are available at present which staff can apply for.

7. Workforce Plan

Anne reported that a new piece of work has been carried out on staffing requirements for social work which was discussed at the last CHCP Committee and this was available for anyone who wished sight of it.

8. Community Care Re-structure and Change Fund Proposals

Chris reported that she was in the process of discussing this at present and stated that it was still at the pre-consultation phase. She advised that she still had to speak with her NHS colleagues about this early phase prior to taking out to formal consultation. Chris stated that this would give an opportunity to do some recruitment to the change fund plan and advised that she was open to making changes and that minor amendments could still be made before final sign off. It was hoped this would be implemented by June. It was agreed that this should be a recurring item on future agendas.

9. Any Other Business

9.1 Duncan asked if there were any vacancies in Social Work as some members of staff, previously employed in support work through Housing, are to be re-deployed. Chris reassured him that staff with valuable skills and experience would be recruited to positions that suited them.

9.2 Tom Morrison asked if there had been an increase in mileage allowance for receiving excess mileage allowance. Anne said that she did not know this and suggested this could be ascertained by asking Corporate HR.

9.3 Status of Temporary Workers - Karen Dunlop asked what was the council's position regarding temporary staff who were not near the four year limit being given a permanent post when it could be argued that this should be offered as a re-deployment opportunity. Anne advised the meeting that there has been some difficulty getting posts filled through the re-deployment process with some admin posts being held up for several months. She advised that temps were not being used at present and has already raised the need for a protocol to fill vacancies either by suitable candidates or redeployed people with Corporate HR. Anne advised that this was a corporate issue and it was agreed that Duncan would raise this at the HR Liaison meeting on Monday.

10. Date of Next Meeting

Friday, 15th July 2011 at 10.00 a.m. in MR2, Garshake

Appendix 3

Housing, Environmental and Economic Development Joint Consultative Committee

Meeting No 10

Wednesday 23 February 2011 at 10.00am, Meeting Room 2, Garshake Road, Dumbarton

Present: Elaine Melrose - Executive Director (EM)
Ronnie Dinnie - Head of Neighbourhood Services
RD
Jim McAloon - Head of Regeneration and Economic Development
(JMcA)
Helen Turley - Head of Housing and Community Safety (HT)
Anne-Marie Cosh - HR Business Partner (AMC)
Bill Keady - Unison
BK
Duncan Borland - GMB
DB

Stewards attending: Ronnie Sutherland, Anthony O'Shea, David McIver, Donald Hamilton, Bernadette Donnelly, J Docherty, W Campbell

- | | <u>Action/
Note</u> |
|---|--------------------------------|
| 1. <u>Apologies</u> | |
| 1.1 Denise McLafferty - Unison
Charlie McDonald - Unite
Joe McLaren - UCATT
Brian Courtney - Unite | DMcL
CMcD
JMCL
BC |
| 2. <u>Matters arising from previous meeting on 23 November 2010</u> | |
| 2.1 <u>Point 2.4 Janitors overtime</u> - EM asked it be noted for the minute that CMcD requested consideration be given to contractual pay and not staff wages. | |
| 2.2 <u>Point 4.4 Greenspace Manager vacancy</u> - RD advised that applicants had | |

been shortleeted and interviews were in the next couple of weeks.

2.3 Point 6.1 Stock Transfer - EM advised that she was still in discussion with Stephen Gibson around various issues including the DLO undertaking work for Cordale.

2.4 Point 8.3 Vehicle Tracking System - It was noted that a presentation would be given at the next meeting.

RD

2.5 EM expressed her frustration at not receiving a list of nominated stewards who would be attending future meetings despite repeated requests for this over the last 6 months. J Docherty noted that he was concerned that if only 4 stewards were to be invited from each TU that not all service areas would be represented. EM noted that it had been agreed with the TU's that representation would be 3 senior stewards plus one steward from each service areas as per the constitution. EM noted that she would write to the 3 senior stewards again requesting this information.

**EM/
Senior
Steward
s**

2.6 EM requested any future agenda items from stewards. DB suggested that it would be beneficial for the 3 senior stewards to meet prior to the JCC meetings. EM encouraged this.

**Senior
Steward
s**

3. Organisational Change Consultation Phase 2 Restructure

3.1 EM noted that some feedback had been received from individuals and through the consultation meetings with stewards at business unit level but that no formal feedback had been received from TU's. DB advised that questions had arising regarding job profiles and who would cover work when people leave and whether these officers would be placed on a higher grade. No answers had been forthcoming with regard to these questions.

EM advised that since the structure had not yet been finalised detailed job profiles could not be confirmed but that all Managers had shared outlines of job roles with employees. EM noted that we required to look at the shape of the structure, what we plan to deliver and where we are under/over resourced. DB commented that it appeared that the structure was flexible depending on who commented and who would like leave. EM advised that the core numbers of staff proposed was clear in each area but that there may be some flexibility for staff to be let go on VER or for displaced staff to be re-trained and accommodated within other sections. £1.4/1.5million worth of savings were to be made - this would be achieved through a combination of deleting vacancies, VER and through redeployment displaced staff. It was noted that temporary staff would be considered in the first instance to save permanent jobs.

DB queried the reduction in the number of gardeners. RD advised that lots of feedback had been received and this was being considered. David

McIver queried where certain staff would be located. RD advised that this information was not available at present.

Ronnie Sutherland advised that staff had met with Rodney Thornton and been advised that Auchentoshan depot was being shut down. Ronnie expressed his concern regarding jobs if work/staff were re-located to Richmond Street. EM advised that it was not certain that this depot would close but it was being considered and that how services would be delivered was a changing picture as depot rationalisation was being considered.

RD

Bernadette Donnelly raised an issue regarding job profiles for Catering Managers and Cooks and advised that information had been requested from officers regarding this but had not yet been received so she was unable to comment on structures. EM gave an assurance that this information would be received or sent out today.

EM

EM noted that all new jobs would be sized and people's duties would be consistent with grading.

EM requested all to provide final feedback on the proposals as a matter of urgency and advised that she would write to the 3 senior stewards.

4. Leisure Trust

- 4.1 RD provided an update on position to date. RD requested names of TU rep's to be involved to form a project board. RD advised that he and EM had met with officers from East Dunbartonshire Council who have recently concluded the move to discuss the process. A report would be prepared for future HEED Committee to update on progress to agree governance arrangements. The critical part was the communication strategy. RD advised they were looking to appoint financial and legal advisors. DB queried whether there was a concern regarding pensions and RD advised that he was not aware of any.

RD

EM advised that this would be a standing item of the agenda for future meetings (along with Stock Transfer and Securitisation).

RD

5. Departmental Health and Safety

- 5.1 AMC advised that to date she had not received any comments on the draft constitution. EM requested any comments be passed to AMC by no later than 14 March 2011.

All

6. A.O.B.

- 6.1 Bernadette Donnelly raised an issue of Breakfast Club activity re-charging

- | | |
|---|------------------|
| | RD |
| <p>6.2 W Campbell expressed concern regarding staff moves to Elm Road depot and the condition of roads and lighting in the depot/street. Donnie Hamilton advised that the stores were also moving to Elm Road. RD advised that re-surfacing work was due to be carried out as soon as the weather was better and was unaware of stores moves. RD was unaware of any lighting issues but would look in to this and HT would discuss stores moves.</p> | RD
HT |
| <p>6.3 J Docherty queried whether grounds maintenance staff who had not appealed but their group had won their appeal would also receive this back pay. AMC confirmed that they would get this backdated but staff who appealed would receive this first. AMC advised that job profiles were being looked at to confirm if staff were due to receive back pay.</p> | |
| <p>6.4 EM advised that it was being proposed that staff would receive an additional days annual leave on Friday 29 April 2011 for the Royal Wedding. EM noted that services still required to be covered and a list will be circulated. More formal information will be circulated when received.</p> | |
| <p>6.5 EM advised that there would be a TU consultation update on 8 March 2011 at 2.00pm involving HEED SMT and 3 senior stewards. Thereafter a meeting for all stewards to advise on outcomes of consultation would be arranged.</p> | Note |
| <p>7. <u>Date of Next Meeting</u></p> | |
| <p>7.1 The next meeting was due to be held on Wednesday 25 May 2011 at 10.00am but has now been changed to Wednesday 1 June 2011 at 10.00am, meeting room 2, Garshake Road, Dumbarton.</p> | Note |

Appendix 4

WEST DUNBARONSHIRE COUNCIL DEPARTMENT OF EDUCATIONAL SERVICES

Support Staff JCC Meeting held on Tuesday 15 March 2011

Present: Dave Clarke, Head of Service (Resources)
Laura Mason, Head of Service (Quality)
Jackie McMonagle, Unite
Geraldine Lyden, Human Resources
Fiona Russell, Unite
Ann Docherty, Unite
Carrie McGuire, Unison

Dave Clarke welcomed everyone to the meeting and introduced Laura Mason as the new Head of Service (Quality)

ACTION

1. MINUTES OF PREVIOUS MEETING

Agreed

2. MATTERS ARISING

First Aid - no change from last meeting.
Health and Safety Awareness Training to be re-arranged for library staff.

DC

Appeals - Geraldine handed out a breakdown of where the appeals stand at the moment.

Organisational Change - there has been no agreement made about how long someone will be on the redeployment register. Geraldine explained how the system worked.

3 REPORTS

Single Status

The best value review has been overtaken by single status, there will be no compulsory redundancies.

Job Evaluation

Jackie enquired about the appeal process. Where the scores were changed should the employee be issued with a new overview, there are still people waiting for new overviews to be issued. Geraldine will ask what the situation is with the issuing of new overviews.

GL

4. STANDING ITEM - SCHOOL REGENERATION

Heating Issues and Window Issues

Vale of Leven Academy

One side of the corridor is too hot and the other side of the corridor is too cold. Dave thought the problems had been fixed but will investigate further.

DC

Bonhill and Goldenhill Primaries

Goldenhill Primary has some heating issues and also Health and Safety issues.

Bonhill Primary seems to be ok at the moment.

Dumbarton Academy

Work will start October 2011 with a completion date in 2012.

Securitisation

Taking out mortgages on assets where repayments will be made through savings in revenue. Co-location of Bellsmyre primaries and EE&CC.

SFT - funding for a primary school

Dave informed the meeting that the Capital Budget might not be approved until June 2011.

Health and Safety Section

Jackie attending a meeting that took place with Corporate, 6 officers to be reduced to 5. Health and Safety being removed from Educational Services. Not sure how this is going to work at Health and Safety within school is a specific remit.

5. CON-OCCASSIONAL CONTRACTS

Geraldine explained that employees who have breaks in service because they only work certain times within the year have no employment rights. A decision has been made that employees who are on such contracts will accrue service for the weeks they work.

Superannuation - this has not been looked at but Geraldine will make enquiries about this.

GL

6. DRAFT SLA FORM IS

Jackie would like to know what the draft SLA means in relation to the restructure. Dave has looked at the SLA and explained that it is not specific to Education. SLA needs to be developed for term-time and non term-time. This needs to be discussed further.

The number of technicians in schools are dropping and staff will be matched.

7. TECHNICIAN RESTRUCTURE

The new structure has now been agreed but no-one will be moved before the summer break. Jim Cowan will take this forward.

8. AOCB

Schools Estate will be moving to HEED as from 1 April 2011.

HQ Staff

Rosebery staff will be moving to Garshake after the work has been completed in the corridor, approx August 2011. The restructure of admin staff will take place on 1 April 2011.

School Holidays

The school holidays went out for consultation, Dave will pass this to Laura Mason.

9. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 14 June 2011 at 2.00 pm.

Appendix 5

West Dunbartonshire Council

Department of Educational Services

MINUTES OF MEETING OF (Teachers') J.C.C. Held on (11 March 2011)

PRESENT:

Management Representatives:

Dave Clarke (Head of Service),

Trades Union Representatives:

S. Paterson (EIS), J.Wardrop (EIS), K.Fleming (EIS), A.McEwan (SSTA),
Michael Dolan (EIS), Kay Fleming (EIS), Josephine McDaid (EIS)

APOLOGIES:

Management Representatives:

Geraldine Lyden HR (Business Partner)

Trade Union Representatives:

1.	Minutes of Previous Meeting
1.1	The minutes of the JCC meeting on 20 January 2011 were accepted as a correct record.
2.	Matters Arising from Previous Minutes
2.1	<p>Concern was raised at the increase in classroom monitoring and classroom visits. This is outwith the agreed Policy and Procedure on Monitoring of Learning and Teaching</p> <p><i>Action DC will discuss this with Mary Devine.</i></p>
3.	Departmental Issues
3.1	<p>Regeneration of the Schools Estate Work will commence on Dumbarton Academy in October 2011. There are 6 preferred bidders.</p> <p>There is an overspend of £1 Million pounds in the cost of Bonhill and Goldenhill primary school. This was due to various factors</p>
3.2	Issues re New Schools.

	<p>Drinking water at St Peters the Apostle and Clydebank High School. SP along with two elected members visited the water tank at SPTA. The documentation regarding water quality were examined. There are no concerns regarding the quality of drinking water in the BAM schools.</p> <p>There are still some problems with heating in the three BAM schools. Solutions are being sought to rectify these.</p> <p>Concern were raised regarding repairs in St Peter The Apostle Sinks and Fume cupboards in E 2.10. These have been reported but have not been carried out..</p> <p>There are also problems with desks in music rooms AM raised the issue of Evac Chairs in VOLA in relation to the stair edges and the difficulty in using the Evac chair. AM also enquired if a risk assessment had been carried out.</p> <p><i>Action DC will investigate above concerns and progress them</i></p> <p>DC informed the committee that Stephen Ross would be moving from Education to HEEDS Stephen would be invited to the JCC to respond to any issues raised in regard to the schools estate.</p>
3.3	<p>Report from Sub –Group</p> <p>There had not been a subgroup meeting to report on.</p>
3.4	<p>Primary Reports</p> <p>A number of concerns have been raised regarding the format and workload implications of completing these reports. The report is an interim report which was designed by a small group with assistance from David Byers QIO. The format and timescale will be looked at. Teachers will be consulted before any new format is introduced.</p>
3.5	<p>Holidays</p> <p>A number of comments have been received regarding the holiday dates which were sent out for consultation. The issues raised were discussed and amendments were suggested. It was agreed that the final holiday dates should not be issued until the dates for East Dunbartonshire & Argyll and Bute were issued.</p> <p><i>Action SP will liaise with Laura Mason regarding this.</i></p>

3.6	<p>Curriculum for Excellence</p> <p>This is a standing item. It was agreed to leave this until the next JCC.</p>
3.7	<p>Staffing</p> <p>Primary staffing has been agreed with Head Teachers. An extra 21.83 FTE will be required next session in primary schools. A percentage of this number will be required to accommodate probationer teachers, however this should still mean that there will be vacancies in the Primary sector next session.</p> <p>SP raised the issue of teachers who had an entitlement to a permanent position after 2 years continuous service. DC confirmed that these staff would be dealt with before any vacancies are advertised.</p> <p>30% of classes in P1-P3 are below 18 this is above the target set by the Scottish Government.</p> <p>There secondary staffing is almost complete there are surplus posts in all secondary school.</p> <p>The average of 20 in S1/S2 English and maths will be retained</p> <p>Premature retirement packages.</p> <p>WDC has received a sum of £276,000 to fund packages to teaching staff.</p> <p>Details of a trawl will be sent out in the near future</p>
3.8	<p>Protection of Vulnerable Groups</p> <p>DC informed the committee that it is likely that a charge(£59.) will have to be paid by teachers to join this scheme. Further information will be given when CMT have agreed on who should pay this.</p>
4.	A.O.C.B
4.1	<p>Dave Clarke</p> <p>This is the last JCC meeting that Dave will attend as he retires (prematurely) next week. Josephine McDaid and all other members thanked Dave for his contribution to the JCC ,especially in fostering good relationships with the Trade Unions which contributed to many issues being dealt with in a sensible way and to his commitment to resolving issues raised as quickly as possible.</p> <p>Dave responded by thanking Josie for her kind remarks and thanked the members for their forbearance when he first started his post. He will miss working with people when he leaves but feels that this is the correct decision for him .He wished the committee well for the future.</p>
5.	Date of Next Meeting

5.1	The next meeting will be on Wednesday 1 st June 2011 in Leven Valley at 10.00 am
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Distribution List

Laura Mason

WDC

Dave Clarke

WDC

Geraldine Lyden

WDC

Stewart Paterson

EIS

Josephine McDaid

EIS

Janice Wardrop

EIS

Michael Dolan

EIS

Kay Fleming

EIS

Alex McEwan

SSTA

Ricardo Rea

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Appendix 6

CORPORATE SAFETY COMMITTEE

Minutes of Meeting of the Corporate Safety Committee held on Thursday 9 December 2010, Meeting Room 2, First Floor, Council Offices, Garshake Road, Dumbarton at 10.00 a.m.

Present: Alan Pursley, Health and Safety Officer, Risk Section
Tracy Keenan, Senior HR Officer, Corporate Human Resources & Organisational Development
Struthers Symington, Health and Safety Co-ordinator, Department of Housing, Environmental and Economic Development
Terry Lanagan, Executive Director, Educational Services
Colin McDougall, Manager of Performance and Risk, Chief Executive's Department
Stephen West, Head of Resources and Performance, CHCP
Jackaleen McMonagle, Unite AMICUS
Neil Casey, T&GWU
William McEwan, GMB
Stewart Paterson, Teachers Convener, EIS
Charlie McDonald, GMB
Jennifer Macintyre, Administration Officer, Risk Management

Apologies: Apologies for absence were intimated on behalf of:-
Andrew Fraser, Head of Legal, Administrative and Regulatory Services
Joyce White, Executive Director of Corporate Services
Tricia O'Neil, Head of Human Resources & Organisational Development
Fiona Wilson, Unison

Stewart Paterson in the Chair

MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Committee held on 9 September 2010 were submitted and approved as a correct record with no matters arising.

TRADES UNION ISSUES

Mr Paterson addressed the ongoing issues regarding heating problems in BAM Schools and expressed his concerns.

Having heard Mr Lanagan in response, it was noted that a report had been received outlining the problem areas and the appropriate action was being taken to address these issues.

ACCIDENT STATISTICS

(a) Corporate Statistics

A report was submitted by Corporate Health & Safety on the Corporate Quarterly Accident Statistics for the period of 1 July 2010 to 30 September 2010 (2nd quarter).

Having heard Mr Pursley in further explanation and following discussion, the Committee agreed:-

- (1) to note there had been 11 reportable accidents this period, a 57% increase on the previous period and 28 non-reportable accidents during this period, a 3% decrease on the previous period;
- (2) to note that there were 178 working days lost due to accident/injury at work compared to 161 for the same quarter in the previous year, a 10% increase; and
- (3) otherwise to note the contents of the report.

(b) Departmental Reportable Accidents

Reports were submitted on HSE reportable accidents for the period from 1 July 2010 to 30 September 2010 (2nd quarter) as follows:-

- (i) Chief Executive's and Corporate Services
- (ii) Educational Services
- (iii) Housing, Environmental and Economic Development Services
- (iv) Community Health and Care Partnership

The Committee agreed to note the contents of the reports.

HEALTH AND SAFETY TRAINING

(a) Management Training

The undernoted departmental reports on ongoing, planned and proposed training for management were submitted for consideration:-

- (i) Chief Executive's Department and Corporate Services
- (ii) Educational Services
- (iii) Housing, Environmental and Economic Development Services
- (iv) Community Health and Care Partnership

The Committee agreed to note the contents of the reports.

(b) Managing Safely Training

Mr Pursley provided the Committee with a verbal update on the Managing Safely Training.

Having heard Mr Pursley in further explanation, the Committee agreed:-

- (1) to note that the application for a license to provide training had been approved by IOSH. However, they were currently awaiting documentation to enable the Health and Safety Officers to run the course; and
- (2) to note that pilot training would be scheduled in the new year for Educational Services.

RISK ASSESSMENTS

Reports were submitted on Departmental Risk Assessments and activity review as at 1 December 2010. Having heard Departmental Representatives in further explanation, the Committee agreed to note that Housing, Environmental and Economic Development Services were unable to report on their risk assessments due to the ongoing re-structure. Therefore, an update will be provided at the next meeting.

HEALTH AND SAFETY AUDIT

Mr Pursley provided the Committee with a verbal report on the internal audit of Health and Safety Management Systems.

Having heard Mr. Pursley in further explanation and in answer to Members' questions, the Committee agreed to note that the Corporate Health and Safety

Team were currently undertaking a vibration audit within HEEDS. However, this had been delayed due to the severe weather conditions. A further update would be provided at the next meeting.

EMPLOYEE WELLBEING

Ms Keenan provided the Committee with a verbal report on the issues concerning employee wellbeing.

Having heard Ms Kennan in further explanation and in answers to Members' questions, the Committee agreed:-

- (1) to note, 78 new and 13 review appointments were made with the Occupational Health Physician with positive feedback;
- (2) to note that SERCO were now approved to administer the flu vaccination to employees;
- (3) to note Cognitive Behavioural Therapy was now available to employees and would be provided by a trained Cognitive Behavioural Therapist; and
- (4) to note that the Stress Management Policy and revised Absence Policy were still being developed and were almost complete.

FIRE WORKING GROUP

(a) Fire Working Group

Mr. Symington provided the Committee with a verbal report on the current position on Fire Risk Assessments.

Having heard Mr. Symington in further explanation and in answer to Members' questions, the Committee agreed to note that:-

- (1) remedial works at elderly care homes were now complete and Lead Officer to ensure that fire alarm certificates for recently installed systems are sent to the Client Health and Safety Officers and also a copy left on the premises;
- (2) Architectural Services were currently reassessing progress on Phase 1 and Phase 2 Risk Assessments;
- (3) all Phase 3 Risk Assessments were now complete with only a few still required to be cascaded to responsible persons; and
- (4) on site assessment are now complete for all multi storey housing blocks and Architectural Services were currently collating and costing the information to present to the Housing Management Team.

HSE ENFORCEMENT NEWS/VISITS

Mr. Pursley informed the Committee that there had been no visits to date.

ELECTED MEMBER CHAMPION

It was noted that Ms White, Executive Director had submitted her apologies. Therefore, a further update would be requested at the next meeting.

VIOLENT MARKER SYSTEM

Minutes of the Violent Marker Policy Review Group meeting were submitted to provide Committee Members with an update on the current progress.

It was noted that further progress updates would be provided at future meetings.

HEALTH & SAFETY REVIEW OF EDUCATION RISK FIRE ASSESSMENTS

Mr. Pursley provided the Committee with a verbal update on the Health & Safety Review of Education Fire Risk Assessments.

Having heard Mr Pursley in further explanation it was noted that 12 risk assessments had been carried out in schools thus far. Mr Duffy, Section Head of Risk would liaise with Karen Goodwin, Health and Safety Co-ordinator to develop an action plan to address these issues and arrange for relevant works to be carried out.

E-LEARNING PROGRAMME

It was noted that Brian Gourlay, Health and Safety Officer was currently working with Human Resources and Organisational Development to develop a Council wide in-house E-Learning Programme for employees and management in line with the shared service online learning platform developed by the 8 Clyde Valley Authorities.

CHRIS 21

It was noted that Health and Safety were currently working with Human Resources to develop a database for health and safety accident recording for

employees. This would be incorporated in to the CHRIS 21 database that is currently being developed within HR.

CHANGE OF CONVENER

It was noted that in terms of the Constitution, this was the last meeting to be chaired by Mr Paterson representing the Trade Union side. Therefore, Management is required to nominate a representative to chair the Committee during 2011.

A.O.C.B.

It was noted that praise should be given to all employees for their support during the severe weather conditions in early December.

It was raised by Trade Unions that there was conflicting advice given to employees across different departments on whether they should attend work or not which resulted in employees becoming concerned about being unpaid as a result of being unable to travel to work due to the severe weather conditions.

It was advised that a statement would be issued by Human Resources to Management/Trade Unions to clarify the position for members of staff who were unable to attend their place of work.

PROPOSED DATES OF FUTURE MEETINGS

A timetable of dates for future meetings was submitted to the Committee for consideration. The Committee agreed to meet on the following dates:-

<u>Day</u>	<u>Date</u>	<u>Time</u>
Thursday	10 March 2011	10.00 a.m.
Thursday	9 June 2011	10.00 a.m.
Thursday	8 September 2011	10.00 a.m.
Thursday	8 December 2011	10.00 a.m.

DATE OF NEXT MEETING

The Committee noted that the next meeting would be held on Thursday, 10 March 2011 at 10.00 a.m. in Meeting Room 3, Council Offices, Garshake Road, Dumbarton.

Appendix 7

West Dunbartonshire Council

Department of Educational Services

MINUTES OF HEALTH & SAFETY COMMITTEE MEETING

Held on Monday 28 February 2011, 3pm

At Poplar Road, Dumbarton

PRESENT:

Management Representatives:

Craig Jardine, Manager of Educational Estates

Catriona Robertson, Head Teacher, Vale of Leven Academy

Siveen Tiernan, Depute Head Teacher, Knoxland Primary School

Karen Goodwin, Health & Safety Co-ordinator

Robert Ramsay, Assistant Health & Safety Co-ordinator

Trades Union Representatives:

Stewart Paterson, EIS

Jackie McMonagle, Unite

APOLOGIES:

Management Representatives:

Trade Union Representatives:

Alex McEwan, SSTA

1.	Minutes of Previous Meeting
1.1	Minutes of meeting held on Monday 22 November 2010 were agreed to be an accurate record.
2	Matters Arising
2.1	Janitorial Cover in Schools Craig Jardine informed the group that this issue has been resolved and it has been agreed when janitorial cover is required.

3	Departmental Issues
3.1	<p>DSE Assessors</p> <p>Karen Goodwin informed the group that all Educational Establishments were invited to attend a half day DSE training course run by the Corporate Risk Management Section. However, only five volunteers from establishments attended.</p> <p>The group agreed that we should write out on an annual basis seeking volunteers. Stewart Paterson will also raise this at the next Corporate Health and Safety meeting.</p>
3.2	<p>Risk Assessments</p> <p>Karen Goodwin informed the group that David Fulton and Susan Gray, QIO's have not responded with an update from Fred Young at SERC who they were liaising with regarding the progression of Science Risk Assessments.</p> <p>Karen also informed the group that comments on the classroom risk assessment from members of the group have been submitted to the HSE.</p> <p style="text-align: center;">Action: Karen Goodwin</p>
3.3	<p>HSE Report on Stress</p> <p>Stewart Paterson informed the group that the draft stress policy has not been issued as of yet, however, he will seek an update on this at the next Corporate Health and Safety Committee Meeting.</p> <p style="text-align: center;">Action: Stewart Paterson</p>
3.4	<p>HSE – Shattered Lives Campaign</p> <p>The group discussed the e-learning package and agreed to a meeting out with the safety committee to discuss this further.</p> <p style="text-align: center;">Action: All</p>
3.5	<p>Health Surveillance</p> <p>Karen Goodwin informed the group that the update provided by SERCO on Health Surveillance revealed a high percentage of staff did not attend</p>

	<p>their appointments and in some cases did not attend the follow up one.</p> <p>Stewart Paterson agreed to encourage his members to attend these appointments and Catriona Robertson will also do the same with staff within her school.</p> <p>Jackie McMonagle informed the group that she has never received any correspondence on Health Surveillance but will raise this with Jim Cowan, Principal Officer at the Technician Resource Centre.</p> <p>Karen Goodwin will obtain a list of the names of staff who did not attend their appointments.</p> <p style="text-align: center;">Action: Karen Goodwin</p>
3.6	<p>Noise Exposure in Music Education Report</p> <p>Karen Goodwin informed the group that an Occupational Hygienist recently visited Our Lady & St Patrick's High School to carryout assessments on the Music staff and, a written report will be issued from them within four weeks.</p> <p style="text-align: center;">Action: Karen Goodwin</p>
3.7	<p>Drinking water within Schools</p> <p>Robert Ramsay informed the group that a cleaning schedule has been requested from the contractor - water logic for the new water chillers recently installed within establishments.</p> <p style="text-align: center;">Action: Robert Ramsay</p>
3.8	<p>School Trips / Insurance Cover</p> <p>Robert Ramsay informed the group that details of the level of insurance cover for school trips was issued to establishments in December 2010.</p>
3.9	<p>Draft Violence at Work Policy</p> <p>Stewart Paterson informed the group that he will discuss this policy with Mary Berrill, Quality Improvement Officer and will provide feedback at the next meeting.</p>

	Action: Stewart Paterson
3.10	<p>Heating / Temperature in BAM Schools</p> <p>Craig Jardine informed the group that the situation with the heating is improving and BAM have fully resolved issues with sensors.</p> <p>Craig reminded the group that if there are concerns with heating within schools then they should be following the correct procedure by contacting the help desk in the first instance.</p>
3.11	<p>Doors in St Peter the Apostle HS</p> <p>Stewart Paterson raised an issue with Stairwell fire doors within St Peter the Apostle HS which do not have a view panel. The solution was to place a sign on the doors. Craig Jardine will check the progress of this sign with Stephen Ross, Project Specification Officer.</p> <p>Action: Craig Jardine</p>
3.12	<p>Gritting of School Grounds</p> <p>Craig Jardine informed the group that an agreement was already in place with HEEDS for janitors to place a grit line to the entrance of school car parks.</p> <p>The group discussed the red blazie which is being used as grit within establishments and when this would be cleared. Craig Jardine advised Karen Goodwin to raise this with Lynda McLaughlin, Leisure and Facilities Manager.</p> <p>Action: Karen Goodwin</p>
3.13	<p>Restructure</p> <p>Craig Jardine informed the group of proposed changes to School Estates and Health and Safety Section as a result of the restructure. This will be Craig's final meeting before he transfers to HEED department. Craig will inform Terry Lanagan, Executive Director, Education regarding appointing a new management representative.</p> <p>The Health and Safety Section will become centralised with the number of officers being reduced to five, including the deletion of Assistant Coordinators within departments.</p>
3.14	Fire Doors at VOLA

3.15	<p>Alex McEwan, SSTA had raised concerns with a risk assessment carried out on the Fire doors within the Vale of Leven Academy. Stewart Paterson will discuss this with Alex and provide an update at the next meeting.</p> <p>Karen Goodwin informed the group that we are awaiting a report from BAM FM regarding the doors and an update will be provided at the next meeting.</p> <p style="text-align: center;">Action: Stewart Paterson</p> <p>Health and Safety Budget</p> <p>Stewart Paterson asked the group if there is a Health and Safety budget available within Education. Karen Goodwin informed Stewart that there has always been a Health and Safety Capital and Reactive budget.</p>
4	A.O.C.B
4.1	<p>Assembly point in event of a bomb threat</p> <p>Catriona Robertson raised an issue with the recent bomb threat incident within her school and sought clarification on the distance away from the building school staff and pupils should be as the Fire Officer advised 600 metres. Karen Goodwin informed Catriona that WDC Emergency Evacuation Policy states that an approved assembly point should be at least 100 meters clear of the building.</p> <p>Catriona confirmed she is still in the process of investigating the incident at the school.</p>
5.	Date of Next Meeting
5.1	<p>The next meeting of the group will be organised on the receipt of the dates for next years Corporate Health and Safety Committee.</p>

Appendix 8

Health and Safety Committee Minutes of Meeting held on 15th April 2011

Present: **Management Reps**

Anne Ritchie, Head of Children's Health, Care and Criminal Justice Services, CHCP
Brian Gourlay, Corporate Health and Safety

Trade Union Reps

Duncan Borland, GMB
Nazerin Wardrop, Unite

Apologies: **Management Reps**

Stevie Gallagher, Corporate Health and Safety

Trade Union Reps

Tom Morrison, Unison
Karen Dunlop, Unison
Julie McGregor, GMB
Peter O'Neill, Unison

		Action
1.	<u>Welcome, Introduction and Apologies</u> Those present decided that, although numbers were small, the meeting should proceed in order to deal with business. The minute will be circulated to all members and any queries should be referred back as noted in the minute. In absence of Tom Morrison, those present agreed that Nazerin Wardrop should chair the meeting.	
2.	<u>Minutes of Meeting held on 15th October 2010</u> Duncan Borland noted that he was incorrectly recorded in the minute as being a member of Unison. Duncan is in the GMB.	
3.	<u>Matters Arising from Previous Meeting</u>	
3.1	<u>Violence and Aggression</u> The further guidance from the Scottish Government on	

	<p>Restraint is still awaited. Stevie Gallagher will try to find out when this is likely to be available.</p> <p>Another four tool box talks have been given. This briefing is still available and can be arranged by contacting Stevie Gallagher.</p> <p>Agnes Trotter has arranged specific training on dealing with people with dementia for staff in residential units for older people. This is still being rolled out.</p>	Stevie Gallagher
3.2	<p>Fire Safety A review of fire risk assessments is scheduled for this year. Deficiency Notices are being addressed.</p> <p>During discussion of this item, it was clarified for union reps present that Stevie Gallagher is no longer located within the CHCP and Social Work. Following the centralisation of Health and Safety functions, Stevie is now part of the Corporate Health and Safety Team. Stevie remains the nominated officer for Social Work and on a day to day operational basis arrangements remain as previously.</p>	
3.3	<p>Management Inspections Brian Gourlay noted that there has not been the progress there should have been on this, probably due to managers having to deal with other issues as a result of the amalgamation of Social Work and Health. Stevie will re-do the timetable and Anne Ritchie will put this item on the SMT agenda to get renewed commitment to having these inspections undertaken.</p>	Anne Ritchie/SMT Agenda
3.4	<p>Accident Stats Stevie had sent out copies of the stats prior to the meeting. There was only one reportable accident. Union reps to come back to Stevie with any queries.</p>	
3.5	<p>Risk Assessments The position regarding this was clarified at the previous meeting. Nazerin confirmed that if the unit manager of a residential unit for older people is not available then the person in charge at the time does the risk assessment which is then reviewed by the unit manager when available.</p>	
3.6	Review of Departmental Risk Assessments	

	<p>Stevie is about to update the COSHH Assessment. It was noted that in future these will be signed by Keith Redpath. Brian Gourlay clarified that there is no need to get risk assessments re-signed when a new Director is appointed. The existing assessments stand until reviewed.</p>	
3.7	<p>Competence Assessments</p> <p>It was noted that there has been no feedback received on the competence assessments Stevie distributed at the previous meeting. Stevie will progress these initially in residential care. Anyone wishing to make a comment should contact Stevie.</p>	
4.	<p><u>Availability of Health and Safety Information on the Intranet</u></p> <p>There have been some difficulties over recent weeks in staff having ready access to Health and Safety proformas and documentation since the intranet was changed at the amalgamation. This should now be resolved. Stevie has spoken to Sharon Stott and there will be a link from the CHCP web site to access the Health and Safety information. This will be controlled from Corporate Health and Safety and Stevie will ensure that risk assessments etc. are all available. Anyone encountering a problem should let Stevie know.</p>	
5.	<p><u>Corporate Policies</u></p> <p>Brian Gourlay reported that he has just finished reviewing the Corporate Policies so these will filter down to departments and will need to be customised as required.</p>	
6.	<p><u>IOSH</u></p> <p>Brian reported that our Corporate Health and Safety Section is accredited to deliver the IOSH course "Managing Safely". It was agreed that we should consider who within the CHCP should be put forward for this training. Anne Ritchie will put this item on the SMT agenda.</p>	<p>Anne Ritchie/SMT Agenda</p>
7.	<p><u>Personal Protective Equipment (Gloves for use in Residential Units for Older People)</u></p> <p>Nazerin Wardop reported that the gloves used in our residential units for older people appear to be inadequate. Staff often put on two pairs to make sure that they are properly protected. Nazerin asked whether this could be looked at as it may be more economical to get better quality gloves and only use one pair. Anne Ritchie will alert Chris</p>	<p>Anne Ritchie/Chris McNeill</p>

	McNeill to this issue and the position will be checked.	
8.	<p><u>Delays in Resolving Health and Safety Concerns in Residential Units for Older People</u></p> <p>Nazerin reported that there have been some situations where resolving a difficulty has taken longer than staff would have hoped and she wondered if these could be looked at to see what improvement could be made.</p> <p>One situation was around the blockage in a drain at Willox Park which was eventually sorted out in February but took a number of weeks. There seemed to be delay in communication between the home and property services and then again with the specialist contractors who had to undertake the work.</p> <p>The second concern is around faulty hoists where there were delays in getting a repair or new batteries while quotes for repair and arranging purchase orders took place. Again, the question was whether this could have been dealt with more quickly and whether repairs to items such as hoists could be “fast tracked”.</p> <p>Anne Ritchie undertook to discuss these concerns with Chris McNeill and Stephen West.</p>	Anne Ritchie/Chris McNeill
9.	<p><u>Challenging Behaviour in Sheltered Housing Complexes</u></p> <p>Duncan Borland raised an issue on behalf of members working in Sheltered Housing complexes, particularly Young Street. Staff are having to deal with challenging behaviour from some tenants but also from tenants’ families. In particular, the kind of issues that arise when people have been drinking over an extended period and can be noisy and disruptive later on. Staff would appreciate clear advice about who to contact and whether it is acceptable to phone the Police.</p> <p>Anne Ritchie suggested that there was clear advice already available about dealing with challenging behaviour and lone working but that perhaps this needed to be gone over again with staff. Anne will discuss with Chris McNeil.</p>	Anne Ritchie
10.	<p><u>Footwear Pilot</u></p> <p>Duncan Borland wished to report a positive outcome to the Committee. Issues around staff safety when out and about</p>	

	in snow and ice have prompted identification of the use of over shoes already used by colleagues in Health. A pilot is to be conducted in using these and staff are pleased with this outcome.	
11.	<u>Date of Next Meeting</u> 15 th July at 1pm – Meeting Room 2, Garshake	

Appendix 9

West Dunbartonshire Council

Department of Maintenance and Repairs

Minutes of Health and Safety Meeting 11 March 2011

Held in Cochno Street

Present

Martin Feeney

John Drake

Struthers Symington H & S Officer

Joe Parker GMB

Donald Hamilton GMB

Chris Rossi GMB

John Wagner GMB

1. Inaugural Meeting

MF opened the meeting advising that this was the inaugural meeting of the re-vamped Health and Safety Group.

He proposed that this group would meet monthly and take place on the same day as the maintenance and repair's JCC.

MF asked if any agenda items for the meeting could be submitted on the Monday, prior to the meeting that week.

2. HAVS Awareness

MF advised that training would be scheduled for May and June 2011.

Issue raised with 1 operator refusing to complete annual check.

MF agreed to review position outwith meeting.

3. Training

Pasma scaffolds, jet cleaning and HAVS are all on course to complete training as plan.

Next meeting would look at training requests for 2011/12. MF asked the Trade Union representatives to consider the position and suggest ideas at next meeting in April.

It was suggested that abrasive wheels training was necessary as the certification awards were about to expire.

JD said he would review training plan for next meeting.

MF suggested that training needs would be looked at, taking account of costs and training provisions.

SS asked if central safety team could be copied into the final training plan for 2011/12.

4. Accident Stats

SS outlined current accident stats:

- Individual's slipping on ice at Overburn
- 7 accidents

Some discussions then ensued concerning traffic management review at Overburn.

SS suggested that in the absence of a permanent rail at the pedestrian walkway, that the team could consider the use of safety cones as an interim measure.

MF suggested that Management and the safety reps organise a site review of the Overburn area. MF then asked for an inspection of 3 yards and thereafter the submission could be considered at the next meeting on 15 April 2011.

5 A.O.B.

5.1 COSHH and use of Still Saws.

5.2 Rest Breaks

Some clarification was asked for concerning back rest periods for employees and all of the back is paid or unpaid.

MF following on from JCC – he advised this health and safety executive planned a visit on 28 March and that RPE was high on the agenda for discussion and action that WDC was taken to minimise risks to employees.

The outcome may be a letter of deferring or enforcement. Discussions ensued around training requirements and the use of water suppressants on stihl saws

All agreed to do what they could to put in place safety requirements and outcome of health and safety review would be discussed at next meeting.

6. Date of Next Meeting

Next Meeting: Friday 15 April 2011 at Overburn 10.00 a.m.

Distribution List

All present
Stephen McGonagle
Ricardo Rea

Appendix 10

WEST DUNBARTONSHIRE COUNCIL

Employee Liaison Group

Wednesday 19 January 2010 at 10:30am

Present:

Tricia O'Neill – Head of Service
Francine Ewen – HR Manager
Angela Terry – Manager OD

Stewart Patterson – EIS
Brian Courtney – UNITE
Duncan Borland - GMB
John Kennedy – UCATT
Charlie McDonald UNITE
Karen Dunlop - UNISON

Henry Sweeney – HR Advisor - notetaker

Actions

1. Apologies

Joyce White – Executive Director, Linda McAlister – HR Section Head, Anne Battersby – Lead HR Advisor Denise McLafferty UNISON

2. Notes from previous meeting

TO'N opened the meeting confirming that the last meeting of 6 December 2010 was cancelled due to inclement weather.

Notes of 8 November 2010 accepted.

3. Matters Arising

- 3.1 **Excess Travel** – TO'N gave an update at the last meeting when both GMB and Unite's representatives had agreed not to pursue parity of the excess travel rates with the current mileage rate. TO'N asked KD if UNISON felt able to take the same approach as the other Trade Union representatives?

<p>KD said that DMcL had considered the situation. Given the position KD confirmed that UNISON would take the same position.</p>	
<p>TO’N confirmed that as a result of the overall agreement rates would remain unchanged.</p>	<p>Item Discharged</p>
<p>3.2 TU Global IT Communications – TO’N updated the meeting on new changes to the Intranet site due to be launched on Friday 28 January.</p> <p>TO’N asked the TU representatives to consider how they would like to best utilize the new information pages. TO’N suggested that FLASH update notices could be posted for their members directing individuals to particular updates.</p> <p>CMcD said the representatives would consider the suggestion and consider how best to progress. However the difficulty presented particularly to his members was that many of his members had access to the Intranet.</p> <p>All agreed to progress at the next meeting.</p>	<p>TU Reps to review</p>
<p>3.3 30 Minute Breaks</p> <p>At the previous meeting HS reported that both Unite and GMB and UNISON had now agreed to template letters being sent out to affected employees.</p> <p>All agreed to a collective agreement for groups 1 and 2 subject providing all individuals in group 2 advised that they were aware of and agreed to amended work patterns to accommodate an unpaid break.</p> <p>HS confirmed he would now progress letters with HRBPs</p>	<p>HS</p>
<p>4. Budget Review Update</p> <p>TO’N advised on the current budget review.</p> <p>Across Scotland, Councils were predicting a 2.6% reduction in funding, however the actual reduction proposed for WDC is 4.53%, this equates to just short of £4 million less Government</p>	

funding than expected and around £9 million less than the year before. A key factor in this is a reduction in the Supporting People Funding grant.

Elected Members, the Chief Executive and Senior Officers are continuing to seek clarity on the reasons and drivers for this from COSLA and the Scottish Government.

TO'N then referred to the January Core Brief highlighting the current consultation process with members of the Public and Council employees.

From the 11th–13th January a series of public forums are being held to gain the public's assessment of the savings options selected for 2011/12.

Further detail and the implications of each saving option have been published on the internet and all employees are encouraged to give their views.

5. Shared Services Update

TO'N advised that at this stage discussions focused on future potential savings against any future impact on jobs.

TO'N confirmed that a high level report, covering the future of the Clyde Valley Forum, would be considered by the Council at the end of January. At this stage it was likely that the Council would recommend continued involvement.

SP asked if any identified savings would impact on the 2011/12 budgets? KD asked what areas were under consideration.

TO'N said that areas under consideration were largely back office including HR, Finance, ICT, Legal Services and Road Services. Progress on the Clyde Valley Forum was unlikely to impact on 2010/11 savings.

6. PDPs

TO'N advised that at the October ELG meeting AT presented PDP proposals and thereafter AT sent out the supporting documentation to the Trade Union representatives.

AT advised no feedback had been received however since then

a pilot of the framework would be rolled out within Corporate Services.

CMcD confirmed that the Unite union was in favor of PDPs and at this stage the major concern on any adoption of PDP processes was the reference made to % sick absence improvement targets being used as a performance objective.

KD said UNISON were concerned that PDPs would lead to disciplines or perhaps loss of increments were their members were unable to meet required standards.

CMcD said PDPs had advantages to his members particularly in times of complaints if a previous PDP had recorded a good performance review.

AT said PDPs should be meaningful and discussions should be objective. She added that the PDP needed to set out clear performance expectations for individuals, as well as identifying future development requirements.

CMcD said his Union would support further discussions for a pilot within the 'manuals' and he would like to discuss with the HRBP from HEEDs to ascertain what scope there was to introduce a pilot.

FE said PDPs aimed to develop people fit for their job and highlighted sub standard performances.

TO'N suggested that the pilot projects should go ahead from January to March when the outcome reports would be shared with the JCF and the Corporate and Efficiency Committee.

AT

7. Living Wage

TO'N confirmed that the living wage was now in place and that the only outstanding issue concerned the treatment of apprentices in relation to the living wage. PMCG would look at this issue upon return to the office.

PMcG

8. Re-Deployment Protocol

TO'N asked the Trade Union representatives for their current position concerning the Re-Deployment protocol?

CMcD said that the Councilors had set out procedures providing for no-redundancy and as a result the TU representatives were reluctant to commit to an additional protocol.

TO'N advised that any protocol provided protection to employees and set out terms should a potential compulsory situation arise.

KD asked if there was any scope to negotiate the terms.

TO'N said No the terms outlined were already considered to be generous benchmarked against other Councils.

CMcD said the Trade Unions could not go against the decision made by the Council. As a result he suggested that the Trade Unions must respect the decision of the Council.

TO'N advised that the Council motion referred to Groups.

CMcD said that the Trade Unions aimed to speak for Groups and individuals and as far as his Union was concerned individuals had the right to go to Council if they found they were being made redundant.

TO'N said she understood the TU representative's position but could they not consider the protocols introduction, as the best terms available through negotiation, without signing the document.

TO'N suggested that the new protocol offered re-assurance for Council employees. Whilst all parties had a clear commitment to avoid a compulsory redundancy situation this protocol provided clarity should the situation arise.

CMcD said the combined TU group planned to meet this week and he would raise the matter with them.

TO'N said that she would like a follow up meeting and asked HS to arrange a meeting with FE, LMcA, DB, CMcD, DMcL at the begging of the following week to progress this matter.

Matters for Next Meeting

Agenda Items carried over to next meeting

HS

- 9.
- Partial Housing Stock Transfer
 - Job Evaluation Appeals Review
 - Reduced Working Hours
 - Constitution of ELG
 - Revised Intranet & Knowledge Portal

10. **Date and time of next meeting**

Monday 14 February at 10:30am

Appendix 11

WEST DUNBARTONSHIRE COUNCIL

Employee Liaison Group

Monday 14 February 2011 at 10:30am

Present:

Tricia O'Neill – Head of Service
Joyce White – Executive Director
Francine Ewen – HR Manager
Linda McAlister – HR Section Head
Anne Battersby – Lead HR Advisor

Stewart Patterson – EIS
Brian Courtney – UNITE
Denise McLafferty UNISON
Julie McGregor - GMB
John Kennedy – UCATT
Charlie McDonald UNITE
Karen Dunlop - UNISON

Henry Sweeney – HR Advisor - notetaker

Actions

1. Apologies

Duncan Borland - GMB

2. Notes from previous meeting – 19th & 27 January 2011

Notes of 19th and 27 January accepted.

3. Matters Arising

3.1 TU Global IT Communications – TO'N referred to introduction of revamped intranet launched on 28 January and asked if the Trade Unions had any thoughts on how they would like to develop a communications platform specific for TU members?

Again CMcD reminded the meeting that many Unite members did not have daily access to the Intranet.

DMcL agreed to take views from the other Trade Union representatives and then explore with Henry Sweeney how best to progress.

**DMcL &
HS**

3.2 30 Minute Breaks

HS confirmed that as a result of discussion with the HRBPs AMC had made some changes to the draft letters. HS advised that he would now consult with the DMcL on behalf of the TU representatives to get the go-ahead to send out the re-drafted letters.

HS

3.3 PDPs – Personal Development Plans

TO'N confirmed that PDP pilot projects would go ahead from January to March when the outcome reports would be shared with the JCF and the Corporate and Efficiency Committee.

3.4 Living Wage

TO'N advised that PMcG was now reviewing the implementation of the living wage and as part of that process he would consider the only outstanding issue concerning the treatment of apprentices in relation to the living wage.

TO'N agreed to update the meeting on future progress as necessary.

4. Budget Review Update

JW provided an overview on the current budget review. She confirmed that a budget was now in place for 2011/12 which the council considered as achievable in addition the council had received over £1m from central funding.

JW advised that attention would now start to focus on the budgets for 2012/13 and 2103/14 which at this point in time appeared to show a shortfall of £6m.

CMcD asked about funding from the supporting people fund.

JW confirmed that was the sum of over £1m notified to the

council last Friday 11 February 2011.

5. Shared Services Update

TO'N updated the meeting on the four outline business cases in relation to the Clyde Valley Shared Service review.

Proposals were presented to a meeting of the eight Council Leaders and Chief Executives on Friday 26th November 2010. Subsequently each Leader was asked to give, in principle, support to moving the review forward and having their Council's agreement to this by the end of February.

The four key areas which are being considered as potential models for future shared service delivery are:

- Waste management
- Social Transport / Fleet management
- Health and Social Care
- Support office services

Our Council has now had opportunity to consider the outline business cases in more detail and the potential benefits, investment requirements, and staffing implications any future shared service delivery model could have on West Dunbartonshire and its service provision.

The current economic and demographic climate makes it clear that an increase in joint working and shared service arrangements will be an essential element of addressing future challenges and that the impact of not pursuing these opportunities may be considerable for the future sustainability and quality of front line services.

The options present realistic opportunities to deliver savings in the medium to long-term and at the January Council meeting it was agreed in principle that West Dunbartonshire should continue to participate in all workstreams.

6. Procurement Project

Alison Wood the procurement team leader joined the meeting to update the group on current plan to review how we manage our procurement processes.

Alison explained that procurement had been identified as one of

those areas where savings could be achieved if we worked differently. She confirmed that the new review sought to operate more efficiently whilst maintaining the front line level of services that are currently in place.

A business case review aimed to identify potential for savings to be met through improved procurement which would identify medium to longer term savings.

Following a recent tender exercise, PwC have been appointed to work with the Council to take forward this project and are currently on site to provide procurement support.

Once the team have identified potential areas for savings PwC will discuss these further with Council Officers responsible for the relevant spend areas to validate the potential opportunities arising.

JW said that the aim of this procurement project was to audit, standardise and simplify current processes.

TO'N confirmed that the ELG would receive future updates on progress as the project moves forward.

7. Partial Housing Stock

TO'N said that the Trade Union representatives including Martin Doran had previously attended at briefing session concerning the partial housing stock plans. At this stage a working group was being formed and the Trade Union representation could join the group.

DMcL said that in principle the Trade Unions are opposed to any housing stock sale and so it was difficult to accept an invitation to a group set up to look into the practicalities round a sale.

DMC added that Trade Union members are asking for more information on what is happening and so involvement in the group would be beneficial however given the conflict raised the Trade Union representatives would have to consider how best to progress.

TO'N said she would await an update from DMcL. Meanwhile formal consultation was more likely to begin after May 2011

DMcL

8. Job Evaluation Appeals Review

TO'N confirmed that letters confirming new pay arrangements for, to those individuals who had successfully appealed against their evaluations, were sent out to the individuals concerned was sent out on Friday 11 February. TO'N said that increased payments to the employees concerned would be included with February pay.

CMcD highlighted some concerns some of his members had with the evaluation outcomes. Including architectural services and land services. CMcD confirmed that a future meeting was planned with PMcG to follow up those areas where evaluation outcomes appeared to have resulted in operational difficulties.

CMcD highlighted areas of concern expressed by his members that in outline future change plans, bespoke gradings were indicated, prior to any evaluation process. CMcD asked how can grade be given before an evaluation?

TO'N replied that the situation described was not ideal and asked that a meeting be set up to review communications of re-organisations in relation to gradings of roles. TO'N asked that FE, LMCA and AMC meet with TU representation from UNISON, Unite and GMB.

LMCA

9. Leisure Trust

TO'N explained that this item was a standing item with work still ongoing to progress plans towards Leisure Trust status in April 2012.

BC suggested that it was already a done deal.

JW relied that any leisure trust decision had to come to full council for approval.

CMcD advised that the local community groups were already affected with the proposed closure of the cafes.

BC that the strategy deployed in the cafes was not to make money. He asked why the cafes were allowed to close without going to full council?

JW said the Café decision was a HEEDs decision and the question on referral to the full council would have to be referred to Andrew Fraser.

CMcD suggested the process of consultation was unsatisfactory and Unite would want the February council meeting to consider the position of the Café closure.

10. Re-Deployment Protocol

TO'N updated the group on recent discussions concerning the re-deployment protocol. As well as the meeting on 19 January a follow up meeting was held on with the senior Trade Union representatives on 27 January.

As a result the following action points were agreed:

1. JW & TO'N would seek a response from the Chief Executive on the process which should be applied in relation to the elected members in any redundancy notification situation.
2. The Trade Union representatives would consider the possibility of withdrawing their letter.
3. With reference to the Council motion JW would seek legal advice on the status of individual notifications of redundancy and if they needed to be referred to Council
4. All agreed to have another meeting once clarity on above was available.

JW confirmed that both herself and TO'N were still to meet up with the chief executive on item 1.

CMcD advised that as discussed the Trade Unions had agreed to withdraw letter dated 24/1/11 and to continue dialogue with the many issue's that face the council and T/Us. In addition Unite would hope that in the spirit of openness, we would hope that any outstanding differences can be ironed out.

JW thanked the Trade Unions for their response and she would approach the chief executive on item 1.

With regard to number on the re-deployment list LMcA said a total of 14 were registered on the re-deployment list with 7 on trial or placed. JW confirmed that the budget for re-deployment was £610,000.

CMcD raised the issue that craft employees were unable to

leave voluntarily whilst at the same time the council planned to pay off time served craft employees who had just completed their apprenticeship. CMcD asked if some craft employees could leave on voluntary terms which would allow the new qualified apprentices to remain with the Council.

FE said that ultimately this was a decision for Elaine Melrose. In addition anyone leaving on voluntary terms would have to meet business benefits criteria.

11. Reduced Working Hours

LMcA confirmed that following the ELG sub-group meeting on meeting on 27 January the new scheme had now been published.

LMcA advised that a data base to record applications and potential savings had been set up. At this stage some interest had been expressed in the scheme but no applications received as yet.

12. Constitution of ELG

Some discussion ensued around the roles and responsibilities of the ELG. In addition DMcL suggested that the reporting link between the ELG and JCF was not clear.

It was agreed a Disputes Resolution Procedure would be developed for consideration.

13. TU Facility Time Update

HS provided an update on 'TU facility time requested' from September 2010 to end of January 2011.

The Trade Union recognition and Facilities Agreement 2010 introduced revised facility time arrangements. As part of this process a new form was introduced which required managers and trade union representatives to complete when time-off was requested, and return the forms to HR&OD to ensure they were held centrally. To date only forms had been received mainly from one trade union representative.

Several other trade union representatives confirmed that they had completed forms and returned them but there seems to be a breakdown in the process.

14. Date and time of next meeting

Monday 7 March at 10:30am

Appendix 12

Special Meeting of Employee Liaison Group

18 March 2011

In attendance

S Patterson, D McLafferty (Unison), C McDonald (Unite), D Borland (GMB), M McAloon, A Battersby, F Ewen.

FE Thanked everyone for attending and advised the meeting had been called to discuss PVG and then briefly the Redeployment Protocol.

Advised the PVG came into effect on 10 February 2011 and the requirement for full compliance with the scheme is staged over three years. Advised the group that all employees who work with vulnerable children or adults will require to be registered and that the initial lead in period will be from 28/02/11 until 31/03/12 at which time it is only open for new employees and internal transfers undertaking regulated work for the first time to be vetted and then from March 2012 for three years a full retrospective check will be required. The retrospective exercise will be phased across the Council using the allowance of 1/36th of the workforce per month (approximately 125). The checks will be processed by the HR Department.

Initial thoughts are that teachers should be first for retrospective vetting mainly because many of them came into their jobs before the introduction of Disclosure Scotland background checks and therefore have never been checked.

MM Advised TU's should note that it will be the PVG who will decide who is unfit to work with vulnerable groups.

CMcD Asked what the associated costs attached were.

FE Advised currently Disclosure Scotland checks cost WDC £11k per year Council Wide however moving onto the new scheme would incur an increase in costs with an estimated £26k costing for new starts alone consequently costs for the Council would increase and as a result the report going to CMT had proposed recharging the cost back to employees – a full check would cost £59.00 and the update check would cost £18.00 per person.

CMcD Asked if it was a one off payment or would employees have to pay every time a check is done.

MM Replied it was a one off payment and once an employee was registered that was it, they didn't have to get a different check for each post within the same employer the way they had to do previously under the Enhanced Disclosure scheme. They would however require need to get an update done when moving between employers at a cost of £18.

FE Advised the proposal was that WDC paid for the PVG check for anyone employees in Grades 1 – 5 (£22 027). Anyone Grade 6 and above would be expected to meet the costs themselves and this would be co-ordinated via HR.

CMcD Asked what the cost was to individuals.

MM Replied £59.00 per person for a new check or £18.00 if transferring into WDC and already a member of the Scheme.

DMcL Noted it was her understanding this was even though the person may have already been Disclosure checked and wished it to be noted that she could see the need to cut back on costs however she was sure there would be dissent regarding charging back costs to employees at the branch. Asked how other Councils were applying the scheme.

MM Replied it varied from Council to Council however there are only 13 Councils not recharging costs back to the employee; Shetland, Glasgow, Renfrewshire for example.

Noted that for retrospective checks the additional cost to the Council was £65k with the costs of Grade 1 – 5 new starts being £12k per year.

CMcD Said he could foresee staff groups not liking this however he hadn't realised the costs involved.

SP Asked if it was possible for the affected staff groups to pay by installments.

All Thought this was a good suggestion and FE advised she would propose this to CMT.

CMcD Proposed this only be for the fee of £59.00 but not the £18.00 check.

This was agreed by all.

FE Advised any further updates regarding the scheme would provided at ELG meetings. All points regarding PVG were concluded.

CMcD Referred to random decisions being taken in departments regarding job evaluation and departmental restructure proposals being produced with proposed grades for posts which hadn't yet been evaluated. Advised he really wished to discuss this in more detail because he had concerns this continued practice had the ability to affect the integrity of the job evaluation scheme. Noted there had been issues raised within Unite by subject experts who proposed this practice could adversely affect job evaluation outcomes particularly with regard to equalities. Referred to Bridget Henderson, Theobald Road who had undertaken significant research into the matter.

FE Asked Charlie if he could give her information regarding this as she would be interested to see it. Francine also stressed the role of the HR Business Partners in assisting in the restructuring and grading process and that they should be a vital link with the trades unions.

CMcD Asked for a joint union meeting to be arranged and Francine said she would progress this and ensure that the HR Business partners were in attendance.

FE Advised she had reviewed the notes from the last ELG meeting of 14 February 2011 and had noted there were several actions to be taken forward from then, advised she would just like to go through these to check all actions points had been progressed:

1. Joyce and Tricia were to seek a response from David McMillan on the process which should be applied in relation to the elected members in any redundancy notification situation.

Response: Francine advised that this had been further discussed with David McMillan who was of the firm view that the Council motion was clear and that only **groups** of employees being made redundant required to be reported to council.

2. TU representatives would consider the possibility of withdrawing their letter.

Response: Charlie replied this had been done.

3. JW would seek legal advice on the status of individual and group notifications of redundancy and if they needed to be referred to Council.

Response: Francine advised that Joyce had sought legal advice re the interpretation of the wording of the motion agreed by Council. The legal advice indicated that the terms of the motion applied only to **groups** of employees who were being made redundant and did not apply to **individual** employees.

The trades union conveners were unhappy with this interpretation and indicated that while they accepted the wording of the motion referred to groups they were of the view that the intent behind the motion was that it should apply to all employees, whether in groups or as individuals and that they would wish for Joyce and Tricia to speak directly with the elected members to clarify the situation in terms of the exact meaning of the motion and therefore the intent of the agreement.

FE Confirmed this would be useful and would advise Joyce and Tricia of the trades' unions request in this respect. Hopefully, this could be resolved as quickly as possible and enable us to move forward with clarity.

The meeting was closed.