

WEST DUNBARTONSHIRE COUNCIL
Council Offices, Garshake Road, Dumbarton G82 3PU

8 December 2011

MEETING: JOINT CONSULTATIVE FORUM

**FRIDAY, 16 DECEMBER 2011
MEETING ROOM 3
FIRST FLOOR
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

ITEMS TO FOLLOW

Dear Sir/Madam,

With reference to the agenda for the above Meeting of the Joint Consultative Forum which was issued on 5 December 2011, I now attach for your attention copies of the undernoted reports which were not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

4. ATTENDANCE MANAGEMENT POLICY

With reference to the Minutes of Meeting of the Forum held on 22 September 2011, submit report by the Head of Human Resources and Organisational Development providing information relating to the implementation of the Attendance Management Policy and the planned review of the Policy.

5./

5. STRESS MANAGEMENT POLICY

With reference to the agenda for this meeting of the Forum which was issued on 5 December 2011, Members are advised that no report on this item will now be presented to this meeting due to consideration still being given to comments by stakeholders. Members are requested to note: (i) that a final draft of the Stress Management Policy will be forwarded to Trades Unions in January 2012 for discussion at the Employee Liaison Group; (ii) that it is anticipated that the Policy will be submitted for approval to the meeting of the Corporate and Efficient Governance Committee in March 2012; and (iii) that an update on the Policy will be provided at the next meeting of the Forum.

7. DISCIPLINE, GRIEVANCE AND DIGNITY AT WORK INFORMATION

Submit report by the Head of Human Resources and Organisational Development:-

- (a) providing information on disciplinary, grievance and dignity at work cases which were live as at 30 September 2011 (end of Quarter 2); and
- (b) providing a summary of cases concluded during this period.

8. SICKNESS ABSENCE REPORTING – QUARTER 2 (2011/12)

Submit report by the Head of Human Resources and Organisational Development advising on the levels of employee sickness absence for the second Quarter 2011/12 (July, August and September 2011).

9. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES, DEPARTMENTAL HEALTH AND SAFETY MEETINGS AND EMPLOYEE LIAISON GROUP

Submit report by the Head of Human Resources and Organisational Development providing the minutes from Departmental Joint Consultative Committees (JCCs), Health and Safety meetings and Employee Liaison Group (ELG) meetings for the period from 22 September 2011 to 21 November 2011 including any outstanding minutes from the previous reporting period.

Please note that copies of all Minutes are available electronically for download from the Council's website at <http://wdccmis.west-dunbarton.gov.uk/cm5/Meetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/7271/Committee/469/Default.aspx>

Distribution List:

Councillor George Black (Chair)
Councillor Jim Finn
Councillor Jim McElhill
Councillor David McBride
Councillor Jonathan McColl
Councillor John Millar
Councillor Lawrence O'Neill

Trades Unions Representatives:

E.I.S. - Ms. J. McDaid & Mr. S. Paterson
GMB - Mr. D. Borland & Mr J. Wagner
S.S.T.A. - Mr. A. McEwan
UNITE - Ms. K. Ferguson, Mr. J. O'Connell, Mr C. McDonald & Ms. J. McMonagle (Vice Chair)
UCATT - Mr. J. Kennedy
UNISON – Ms K. Dunlop, Ms. M. Ferris, Mr W. Keady, Ms. D. McLafferty, Mr T. Morrison, and Mr P O'Neill

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

All other Councillors for Information

Chief Executive
Interim Executive Director of Corporate Services
Executive Director of Educational Services
Executive Director of Housing, Environmental & Economic Development
Director of West Dunbartonshire Community Health and Care Partnership

For information on the above agenda please contact Scott Kelly, Committee Officer, Legal, Democratic and Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737220.
Email: scott.kelly@west-dunbarton.gov.uk