

**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. 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,  
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