

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

10 March 2005

MEETING: JOINT CONSULTATIVE FORUM

**THURSDAY, 17 MARCH 2005
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a Meeting of the **Joint Consultative Forum** to be held in **Meeting Room 3**, Council Offices, Garshake Road, Dumbarton on Thursday, 17 March 2005 at 2.00 p.m.

The business is as shown on the enclosed Agenda.

A pre-meeting involving representatives of the trades unions on the JCF will take place at 11.00 a.m.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution List:

Provost Alistair Macdonald
Councillor Jim Bollan
Councillor Margaret Bootland (Vice Chair)
Councillor Gail Casey
Councillor Margaret McGregor

Trades Unions Representatives:

AMICUS. - Mr. A. Finlayson
E.I.S. - Ms. J. Cliefe & Mr. L. Bradley
GMB - Mr. M. Conroy, Mr. D. Hamilton & Mr. A. Rennie
AMICUS. - Ms. J. McGonagle & Mr. A. Finlayson
NAS/UWT - Mr P. O'Donnell
S.S.T.A. - Mr. Alex McEwan
T&GWU - Mr. D. McDougall & Mr. N. Casey
UCATT - Mr. H. Frew & Mr J. Fraser
UNISON – Mr. T. Morrison, Mr. T. Dick, Ms. K. Ryall & Ms. Margaret Ferris (Chair)

APT&C Convenor - Mr. T. Rainey
Manual/Craft Convenor - Mr. C. McDonald
Teachers Convenor - Mr. S. Patterson

All other Councillors for Information

Chief Executive
All Directors

JOINT CONSULTATIVE FORUM

17 MARCH 2005

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING (pages 1 - 6)

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 2 December 2005.

3. TRADE UNION FACILITIES AGREEMENT (pages 7 - 19)

With reference to the Minutes of Meeting of the JCF held on 2 December 2004 (page 1300, paragraph 4441 refers) submit report by the Head of Personnel Services seeking feedback from the Forum on the proposed Trade Union Facilities Agreement which underpins the key legislative requirements and promotes positive employee relations practices.

4. SCHEME OF DELEGATED FUNCTIONS – INSURANCE

With reference to the Minutes of Meeting of the JCF held on 2 December 2004 (page 1300, paragraph 4444 refers), the Head of Personnel will provide a verbal update on this matter.

5. COSLA INDUSTRIAL RELATIONS CIRCULAR 3/04 – MCCRONE AGREEMENT (page 21)

With reference to the Minutes of Meeting of the JCF held on 2 December 2004 (page 1300, paragraph 4446 refers), submit a copy of a memo from the Director of Education and Cultural Services, providing clarification on the current position with regards to support posts within Secondary Schools.

6./

6. LEISURE CATERING SERVICES (pages 23 - 24)

With reference to the Minutes of Meeting of the JCF held on 2 December 2004 (page 1301, paragraph 4450 refers) submit a briefing report by the Section Head, Facilities Management updating on the position regarding Leisure Catering Services at the Play Drome and Meadow sports centres.

7. PROTECTION OF CHILDREN (SCOTLAND) ACT (2003) (pages 25 - 27)

Submit report by the Head of Personnel informing of the introduction of the Protection of Children (Scotland) Act (2003) and advising of the necessary revisions to existing Personnel Policies and Procedures.

8. HEALTH PROMOTION (pages 29 - 30)

Submit report by the Head of Personnel advising that West Dunbartonshire Council is officially registered for working towards attaining the Scotland Health at Work Award (SHAW) 2005 and seeking a nomination from the JCF to participate in the SHAW Steering Group.

9. SICKNESS ABSENCE STATISTICS – QUARTER 3 (OCTOBER TO DECEMBER 2004) (pages 31 - 33)

Submit report by the Head of Personnel advising of the levels of employee absence during the 3 month period from 1 October to 31 December 2004.

10. COSLA STAFFING WATCH SURVEY (pages 35 - 37)

Submit report by the Head of Personnel informing on the size of the Council's workforce as at 11 December 2004.

11. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES (pages 39 - 112)

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

12. TRADES UNION ISSUES

13. STANDING ITEMS FOR DISCUSSION

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

14. DATE OF NEXT MEETING

For information on the above agenda please contact Shona Barton, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 73720e-mail: shona.barton@west-dunbarton.gov.uk