

West Dunbartonshire Council

Department of Corporate Services

Notes of Corporate Joint Consultative Committee

Meeting of the Corporate Joint Consultative Committee held in Joyce White's Office, Council Offices, Garshake Road, Dumbarton, on Wednesday 19th July 2011 at 1.30pm.

Present:

Joyce White, Executive Director of Corporate Services
Denise McLafferty Unison Convenor
Duncan Borland, GMB Convenor
Elaine Stewart, Corporate Health and Safety Officer
Lorraine Coyne, Head of Audit, Performance and Strategic Planning
Stephen West, Head of Finance & ICT
Paul McGowan, Corporate Services HR Business Partner

In attendance: Melissa Connor, HR Adviser
Jean Mulvenna, Assistant HR Adviser

Apologies: Charlie McDonald Unite Convenor
Tom Morrison, Unison

Joyce White in the Chair

MINUTES OF THE LAST MEETING	
	Actions
Joyce White welcomed the group. As some new members were in attendance Joyce provided a brief overview of the structure and the group introduced themselves.	
Joyce White recapped the minutes from last meeting held on 8 th June 2011. The group noted:- (1) Meetings are usually held quarterly but as last meeting had been inquorate it had been rescheduled hence why the group was meeting again so quickly. (2) The action points from the last meeting had been carried out, specifically an action column had been added into minutes and relevant Standing Orders had been added to the Agenda i.e. Corporate Plan; Strategic Priorities; Best Value and Improvement Plan.	

DEPARTMENTAL ISSUES

Having heard an update from Joyce White, Executive Director of Corporate Services on Structural Changes within Corporate Services, the group noted:-

- (1) The Corporate Services Restructure is ongoing and budgets for 2010/11 and 2011/12 have seen a 20% cost reduction having to be made.
- (2) HR & OD will finalise the Payroll structure by end of July 2011.
- (3) The consultation process with Organisational Development and Quality will have concluded by the end of this week (22nd July 2011).
- (4) Workforce Management System workshops will take place to address the addition of the Organisational Development and Health and Safety modules to the system.
- (5) Payroll will be moving to ICT offices on the first floor.
- (6) The Finance structure is in place. 2 employees are on the redeployment register one of whom has just secured alternate employment and the other person is likely to be matched to a lower graded post.
- (7) Stephen West will take over his full remit as Head of Finance and Resources at beginning of August with David Connell retiring at the end of August 2011.

Denise McLafferty raised concerns that she was aware that employees had applied for voluntary severance in Finance in November 2010 and have still had no response to their request. DMCL to pass names to Stephen West for follow-up.

- (8) The ICT restructure is on hold but matching has been completed to a certain level. 10 employees have left voluntarily through the trawl with a further 3 in the process of acceptance. 1 Employee remains pending.
- (9) Following the ICT restructure, 3 employees are currently on the redeployment register.
- (10) There have been some challenges on the restructure process within ICT which are now under review in consultation with Trades Unions.

Denise McLafferty noted that the Unions were fully consulted by Patricia Marshall throughout the process of the ICT restructure and consultation is not in question. Union advice on this matter would not have been for employees to go down a whistleblowing route but to lodge a grievance however, employees have the final choice about which route they take.

Actions

DMCL

- (11) Joyce White acknowledged this was a difficult time for all employees and was aware of the impact that change can have on morale.
- (12) The Legal, Administrative and Regulatory Services structure is in place with the exception of approval for a new Data Protection Officer post.

Paul McGowan advised that in light of the restructures within Corporate Services, the Organisational Change policy may not be appropriate for all scenarios. The group noted:-

- (1) Some employees are advising that they do not wish to be matched and are therefore effectively resigning from their own post and voluntarily going onto the redeployment register. This causes operational difficulties and re-deployment is not an opt-in/opt out process.
- (2) Joyce White acknowledged this is a difficult time for all concerned and advised that regular dialogue with the trade unions would continue and supported that the current Organisational Change policy may need revision to meet the challenges facing the organisation.

Having heard an update from Lorraine Coyne, Head of Audit, Performance and Strategic Planning and Paul McGowan, HR Business Partner, on Structural Changes within the Chief Executive's department, the group noted:-

- (1) Restructure consultation is ongoing with the Quality Team and Organisational Development.
- (2) Corporate Communications have a member of the team about to start Maternity Leave with another member of the team returning from maternity leave in October.
- (3) Consultation has taken place in respect of Community Learning and Development moving from Education to Chief Executives.

Corporate Plan

Having heard an update on the Corporate Plan by Joyce White, Executive Director of Corporate Services, the group noted:-

- (1) The Corporate Plan was submitted to the Corporate and Efficient Governance Committee in June.
- (2) Committee requested that the Chief Executive's Department review the structure following recent changes within the Community Planning Partnership section.
- (3) There continues to be an improvement in absence

<p>levels with a reduction of 20% being achieved from the previous year.</p> <p>(4) Organisational Development is currently designing another Budget Consultation process for employee consultation and public consultation, with a focus on smaller community groups.</p> <p>Assurance and Improvement Plan</p> <p>Having heard an update on the Assurance and Improvement Plan by Joyce White, Executive Director of Corporate Services, the group noted:-</p> <p>(1) Actions are now on covalent and positive improvements have been made.</p> <p>Health and Safety</p> <p>Having heard an update on Health and Safety by Elaine Stewart, Corporate Health and Safety Officer, the group noted:-</p> <p>(1) 18 accidents had occurred within the last quarter. 5 were reportable.</p> <p>(2) This figure was down from previous years and that progression of the Health and Safety module on the Workforce Management System would improve reporting.</p> <p>(3) A 4 day course on Managing Safely was currently being delivered.</p> <p>Joyce White advised she would enquire when the Health and Safety module was likely to be available on the workforce Management System and noted that general housekeeping standards are low and need to improve to avoid risk to the organisation.</p> <p>Shared Services</p> <p>Having heard an update on the Shared Services by Joyce White, Executive Director of Corporate Services, the group noted:-</p> <p>(1) Shared Services will focus on:</p> <ul style="list-style-type: none"> • Transport and Waste • Health and Social Care and • Support Services. <p>(2) There are now only 7 local authorities exploring the options of the Shared Services Agenda as South Lanarkshire Council are no longer involved.</p> <p>(3) The group are working on a detailed business case to</p>	<p>JW</p>
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<p>be approved by Elected Members in August. Following approval, this will be presented to the next Employee Liaison Group with a report provisionally scheduled to go to Council in September.</p> <p>(4) Joyce White is aware of the need for an increase in communication and will attend the Employee Liaison Group to brief the group.</p>	<p>JW</p>
<p>AOB</p>	
<p>No further items were discussed.</p>	<p>Actions</p>
<p>Date of Next Meeting</p>	
<p>24th October 1.30pm, Joyce White's Office, Council Offices, Garshake Road, Dumbarton</p>	

Distribution List:

Joyce White
 Tricia O'Neill
 Andrew Fraser
 David Connell
 Stephen West
 Patricia Marshall
 Brian Gourlay
 Charlie McDonald
 Karen Ferguson
 Linda McAlister
 Angela Nicoll
 Denise McLafferty
 Duncan Borland
 Lorraine Coyne
 Paul McGowan
 Stuart Paterson
 Tom Morrison
 Irene Gardiner