

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

5 December 2011

MEETING: JOINT CONSULTATIVE FORUM

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

Dear Sir/Madam,

Please attend a Meeting of the **Joint Consultative Forum** to be held in **Meeting Room 3, Council Offices, Garshake Road, Dumbarton** on Friday, 16 December 2011 at **2.00 p.m.**

The business is as shown on the enclosed Agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

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

JOINT CONSULTATIVE FORUM

16 DECEMBER 2011

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETING

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 22 September 2011.

REPORTS FOR DECISION

4. IMPLEMENTATION OF THE ATTENDANCE MANAGEMENT POLICY AND PROPOSED REVIEW OF THE POLICY (Copy to follow)

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 in relation to the above.

5. STRESS MANAGEMENT POLICY (Copy to follow)

Submit report by the Head of Human Resources and Organisational Development in relation to the above.

6. STANDING ITEM OF BUSINESS

Shared Services

7./

REPORTS FOR NOTING

7. DISCIPLINE, GRIEVANCE AND DIGNITY AT WORK INFORMATION (Copy to follow)

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 (2011/2012) (Copy to follow)

Submit report by the Head of Human Resources and Organisational Development advising on the levels of employee sickness absence for the second Quarter 2011/2012 (July, August and September 2011).

9. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES, DEPARTMENTAL HEALTH AND SAFETY MEETINGS AND EMPLOYEE LIAISON GROUP (Copy to follow)

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>

10. TRADES UNIONS ISSUES

The Forum is requested to note that the Trades Unions have not provided any issues that they wish to raise in advance of the meeting.

11. PROGRAMME OF FUTURE MEETINGS

The following dates and times for future meetings of the Joint Consultative Forum are suggested:-

Thursday, 22 March 2012 at 2.00 p.m.

Thursday, 21 June 2012 at 2.00 p.m.

Thursday, 20 September 2012 at 2.00 p.m.

Thursday, 13 December 2012 at 2.00 p.m.

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