

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 8th June 2011 at 1.30pm.

Present:

Joyce White, Executive Director of Corporate Services
Duncan Borland, GMB Convenor
Brian Gourley, Corporate Health and Safety Officer
Malcolm Bennie, Manager of Corporate Communications
Paul McGowan, Corporate Services HR Business Partner
James O'Connell, UNITE

In attendance: Melissa Connor, HR Adviser

Apologies: Denise McLafferty, UNISON Convenor, Lorraine Coyne, Head of Audit, Performance and Strategic Planning

Joyce White in the Chair

MINUTES OF THE LAST MEETING	
Joyce White welcomed the group.	Actions
(1) The group noted that the last meeting of the group was inquorate and consideration should be given to local Trades Unions representatives attending to support the Convenors.	TUs
(2) The Agenda was amended to remove the following standing orders, as they will be covered under other headings: Childcare vouchers, Workforce Management System, Absence in Corporate Services and Single Status.	
(3) The following Standing orders were added to the Agenda: Corporate Plan; Strategic Priorities, Best Value Improvement Plan.	

<p>The note of Meeting of the Joint Consultative Committee held on 21st January 2011 was submitted. The group noted:-</p> <p>(1) An action column should be added to the Minutes and the Chief Executive's Departmental update should be added to the standing orders.</p>	MC
DEPARTMENTAL UPDATE	
<p><u>Organisational Change Programme</u></p> <p>Having heard an update on the Organisational Change Programme by Joyce White, Executive Director of Corporate Services, the group noted:-</p> <p>(1) Centralisation is high on the Corporate Services Agenda.</p> <p>(2) Phase 2 of the HR & OD restructure is complete and the correct structure is now in place to deliver management savings. Employees have transferred from Elm Road and the focus is now on process improvement in line with the workforce management system.</p> <p>(3) The Organisational Development and Payroll structures have still to be finalised.</p> <p>(4) The PSIF function will move across to Corporate Services from the Chief Executive's department and a matching process will be undertaken to integrate the Quality Team.</p> <p>(5) Savings have already been achieved in the payroll section and consideration is being given to re-locating the payroll office to be closer to the HR Service Centre.</p> <p>(6) Internal discussions are taking place regarding the efficiencies that can be made through pay rationalisation. Consideration will be given to the exception of certain work groups, as the workforce management system would work best on a 4 week pay cycle. This project will be discussed at the Employee Liaison Group.</p> <p>(7) Targeted savings for the financial year 2011/12 have been identified within Corporate Services.</p> <p>(8) The Finance and ICT restructure is almost complete. The restructure is complete down to grade 5 with some grade 3 matching to be undertaken.</p> <p>(9) Stephen West has been appointed as the Head of Finance and Resources and will transition into this role</p>	<p style="text-align: center;">Actions</p>

until David Connell's retirement in August 2011. Stephen West will assume responsibility as follows:

- May 2011 – Procurement
- June 2011 – ICT
- July 2011 – Finance

- (10) As detailed in the core brief the predicted financial gap for the year 2010/11 is £7million.
- (11) A significant change project has taken place in ICT as a result of a 20% cost reduction. This has impacted upon the morale of the employees involved. Savings have been achieved through requests to leave through the scheme of Voluntary Early Retirement and Severance Scheme however; The changes are expected to displace 4 employees. The affected employees will be supported through the redeployment process.
- (12) The current phase of the Legal, Administrative and Regulatory Services restructure is complete with the exception of Registration services. This will begin following the centralisation of the service. The members' services structure has also to be confirmed.
- (13) Procurement is focusing on a target operating model. There are two options to follow - either a centralised function or a Hub and Spoke model, controlled centrally but with devolved contacts.

Having heard an update on the Organisational Change Programme by Paul McGowan, Corporate Services Business Partner, the group noted:-

- (1) Activity continues on the integration agenda within the Community Planning Partnership.
- (2) Restructures are ongoing in 3 areas:
- Welfare Rights and Money Advice will undergo a restructure and matching process.
 - 30 – 40 Community Learning and Development employees have transferred to the Chief Executive's department and will undergo a management restructure. .. It is unlikely that any employees will be displaced.
 - 20 Employability Employees have transferred from the HEED department to the Chief Executive's department. This team is subject to European funding and a new bid has been

<p>granted from 1 July 2011. The department are looking to continue the employment of all involved employees but as it stands there are more employees than posts.</p> <p>The Group heard from James O’Connell in relation to the HR & OD Restructure. Following discussion if the restructure was final it was noted:-</p> <p>(1) The Council are facing a 3% reduction in budget and the Council are planning a reduction if 4%. It is recognised that 90% of organisational costs are attributed to employee costs and this is the most appropriate area to make savings. In light of this, the Council are set to continue with challenges.</p> <p>(2) The Council are still offering a 6 and two-thirds added years under the scheme of Voluntary Early Retirement/Voluntary Severance.</p>			
CORPORATE SERVICES PLAN			
<p>Having heard an update on the Corporate Services Plan by Joyce White, Executive Director of Corporate Services, the group noted:-</p> <p>(1) The 2011-2015 plan has been developed through consultation with the Elected Members and will be submitted to the Corporate and Efficient Governance Committee on the 22 June 2011.</p> <p>(2) Achievements noted are: 7.5% below budgeted figures; 20% improvement in sickness absence through the effective use of Occupational Health Service and management development.</p>	<table><tr><th>Actions</th></tr><tr><td></td></tr></table>	Actions	
Actions			
STRATEGIC PRIORITIES			
<p>Having heard an update on the Strategic Priorities by Joyce White, Executive Director of Corporate Services, the group noted:-</p> <p>(1) Following a development day with the Administration the long term strategic priorities were agreed as:</p> <ul style="list-style-type: none">• Regeneration• Finance (Planning)• Utilisation of Resources (Assets and People)• Service Delivery	<table><tr><th>Actions</th></tr><tr><td></td></tr></table>	Actions	
Actions			

<p>(2) The Strategic Priorities will be the focus of all committee reports and evidence will have to be provided to show that decisions support the aim of the priorities. The report template may be amended to reflect this.</p> <p>(3) The Strategic Priorities are the focus of the Administration, Opposition and Management.</p>	
BEST VALUE IMPROVEMENT PLAN	
<p>Having heard an update on the Best Value Improvement Plan by Joyce White, Executive Director of Corporate Services, the group noted:-</p> <p>(1) The Local Area Network carried out a shared risk assessment which flagged 3 areas:</p> <ul style="list-style-type: none"> • Finance • Re-generation • Assets (Estate Property) <p>(2) The Corporate Management Team are formalising an action plan including:</p> <ul style="list-style-type: none"> • Better long-term financial planning • Rationalising Assets • Potential borrowing of £35million to give a better return. • Presenting a paper to the HEED committee confirming investment. • The development of 3 one stop shops in Alexandria, Dumbarton and Clydebank for all Council queries. 	<p>Actions</p>
HEALTH AND SAFETY	
<p>Having heard an update from Brian Gourley, Corporate Health and Safety Officer, the group noted:-</p> <p>(1) Since the last meeting of the group, 1 reportable accident and 4 non-reportable accidents occurred within Corporate Services.</p> <p>(2) No accidents occurred in the Chief Executive's Department since the last meeting of the group.</p> <p>(3) The continued need to reduce the risk of accidents by ensuring fire risks are removed, including the reduction of the use of paper; offices are kept clear of obstacles and ensuring warning notices are used if appropriate.</p>	

(4) Health and Safety Training is still ongoing.	
SHARED SERVICES	
<p>Having heard an update on Shared Services by Joyce White, Executive Director of Corporate Services, the group noted:-</p> <ol style="list-style-type: none"> (1) The focus of the Shared Services Agenda is on effective and efficient service in support areas. (2) 8 Councils were involved at the beginning of the project however South Lanarkshire Council have withdrawn from the project. (3) A detailed business case has been produced and is now being checked for accuracy and will be discussed with the Chief Executive and Council Leader the w/c 13th June 2011. (4) Shared Services can be provided on two levels: <ul style="list-style-type: none"> • Core – Transactional Services • Enhanced – All services (5) This is ambitious project and issues of timing need careful consideration. (6) A paper will be submitted to Council before October 2011. (7) The Corporate Services Team need to consider alternative options and all employees involved will be informed of the progression of the project. Any concerned employees should liaise with their Line Manager who will be kept up to date. (8) More information will be provided in the Local Brief in July. (9) Discussion around the £35 million potential income stream from securitisation has identified 11 key projects, one of which is providing a new headquarters building. Discussions are ongoing around location but it will be situated between Dumbarton and Clydebank. 	

AOB	
No further items were discussed.	Actions
Date of Next Meeting	
19 th July, 1.30pm, Joyce White's Office, Council Offices, Garshake Road, Dumbarton	

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