

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

24 August 2006

MEETING: JOINT CONSULTATIVE FORUM

**THURSDAY, 31 AUGUST 2006
MEETING ROOM 3
FIRST FLOOR
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, 31 August 2006 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. in the **Ground Floor Meeting Room**.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution List:

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

Trades Unions Representatives:

E.I.S. - Mr N. Bissell
GMB - Mr. M. Conroy, Mr. D. Borland, Mr. D. Hamilton & Mr. A. Rennie
AMICUS. - Ms. J. McMonagle & Mr. A. Finlayson
NAS/UWT - Mr P. O'Donnell
S.S.T.A. - Mr. A. McEwan
T&GWU - Mr. N. Casey & Mr. B. Courtney
UCATT - Mr. J. McLaren & Mr J. Fraser
UNISON – Mr. T. Morrison, Mr. T. Dick, Ms. J. Geddes, Ms. K. Ryall
& Ms. Margaret Ferris (Vice-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

31 AUGUST 2006

AGENDA

1. APPOINTMENT OF CHAIR

It is understood that Councillor Bootland will resign from the position of Chair of the Joint Consultative Forum. The Forum is therefore requested to consider the appointment, from its membership, of Chair of the Joint Consultative Forum.

2. APOLOGIES

3. MINUTES OF PREVIOUS MEETING

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 25 May 2006.

4. ACTIVITY ON WHISTLEBLOWING HOTLINE

In terms of remit from the Meeting of the Audit and Performance Review Committee held on 21 June 2006, submit an excerpt minute together with a report by the Chief Executive advising on the level of activity on the whistleblowing hotline since its launch on 6 March 2006.

5. NO SMOKING POLICY

With reference to the Minutes of Meeting of the Forum held on 25 May 2006 (page 2471, paragraph 9141 refers), submit report by the Head of Personnel Services providing information on the actions taken so far by Directors to minimise the effects of passive smoking on employees whilst working directly with clients/client groups.

6./

6. EMPLOYEE MILEAGE EXPENSES – VAT RECEIPTS

With reference to the Minutes of Meeting of the Forum held on 25 May 2006 (page 2472, paragraph 9143 refers), submit report by the Head of Personnel providing information on the issue of employees providing VAT receipts for Travel and Subsistence Allowances.

7. TRADE UNION RECRUITMENT

With reference to the Minutes of Meeting of the Forum held on 25 May 2006 (page 2475, paragraph 9164 refers), submit report by the Head of Personnel Services providing information on enabling Trade Unions to have an equal opportunity to recruit new members.

8. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES AND HEALTH AND SAFETY MEETINGS

Submit report by the Head of Personnel providing Minutes from departmental Joint Consultative Committee (JCC) meetings and the Corporate Health and Safety Committee.

9. CHRISTMAS AND NEW YEAR PAYS

The Head of Personnel will provide a verbal report advising of the proposed intentions to alter pay frequency and amounts for the Christmas & New Year period 2006/07.

10. INSPECTION OF DOCUMENTS IN RELATION TO CAR USERS

With reference to the Minutes of Meeting of the Forum held on 25 May 2006 (page 2475, paragraph 9166 refers), it was agreed that the issue of inspection of documents in relation to car users would be discussed.

11. TRADE UNION ISSUES

- (a) Parking Restrictions
- (b) Operation of the Regrading Panel
- (c) Job Analyst – Payment

12. STANDING ITEMS OF BUSINESS

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

13. DATE OF NEXT MEETING

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