

WEST DUNBARTONSHIRE COUNCIL

Report by the Head of Human Resources & Organisational Development

Joint Consultative Forum – 16 December 2011

**Subject: Minutes of Departmental Joint Consultative Committees,
Departmental Health & Safety Meetings and Employee Liaison
Group**

1. Purpose

- 1.1** To provide the Joint Consultative Forum (JCF) with Minutes from Departmental Joint Consultative Committees (JCCs), Health & Safety meetings and the Employee Liaison Group (ELG) meetings for the period 22nd September 2011 to 21st November 2011. Outstanding minutes from the previous reporting period are also included.

2. Background

- 2.1** As part of the Council's approved format for joint consultation each Department has introduced properly constituted and minuted JCCs.
- 2.2** Whilst health and safety can be considered within JCCs, some Departments hold a separate Health & Safety meeting. Minutes from these meetings and the Corporate Safety Committee are incorporated in this report.
- 2.3** ELG minutes are included to provide information on corporate consultative work being taken forward between recognised Trade Unions and management.

3. Main Issues

- 3.1** A list of all departmental JCC meetings are shown in Table 1 and all Appendices (1-8) are electronically available for download from CMIS and the Trade Union page on the Council's intranet site.
- 3.2** Where meetings have been held during the period covered by this report, and minutes have not been submitted for inclusion in the report, this has been indicated on the tables below. These minutes will be included in the next report to the JCF.

Meetings Update

3.3 A list of all JCC, Health & Safety meetings and ELG meetings are detailed at Table 1 below;

Table 1

Joint Consultative Committees (JCC's)			
Departmental Meeting	Date	Next Planned	Appendix - available electronically
Corporate Services	19/07/2011	24/10/2011 (Did not take place)	1
CHCP	14/10/2011	TBC	Not available
HEED	31/08/2011	23/11/2011	2
Educational Services			
Education Support Staff	20/09/2011	13/12/2011	3
Teachers	12/09/2011	TBC	4
Health & Safety Meetings			
Departmental Meeting	Meeting Date	Next Planned	Appendix- available electronically
Corporate Safety Committee			Not available
Educational Services	21/11/2011	TBC	5
CHCP	14/10/2011	TBC	Not available
HEED			Not available
Employee Liaison Group Meetings			
Meeting	Meeting Date	Next Planned	Appendix- available electronically
Employee Liaison Group	10/10/2011		6
	24/10/2011		7
	14/11/2011		8
		05/12/2011	N/A

4. People Issues

4.1 Departmental JCCs are critical in ensuring effective consultation / communication processes exist at a local / departmental level to highlight and address Human Resources issues. The Employee Liaison Group provides a forum to address corporate and strategic issues and to facilitate a resolution where appropriate without waiting for the JCF which is scheduled on a quarterly basis.

- 4.2** To improve employee relations within West Dunbartonshire Council the Employee Liaison Group has set up a Joint Steering Group to facilitate initiatives to improve partnership working. This includes the development of agreed standards and procedures to improve working relationships and promote employee engagement.

To ensure that the project is managed in a meaningful and structured way ACAS were invited to facilitate phase one of this project. Phase one involved conducting 4 facilitated workshops in November 2011, to provide an opportunity for employees from all parts of the Council to express their views, in a safe, non-confrontational forum, on issues which they feel may be preventing effective partnership working and also to share any positive experiences they may have had.

ACAS will present the findings of the Workshop outputs to the Joint Steering Group to allow the group to identify what areas can be taken forward and establish key timescales for achieving this.

5. Financial Implications

- 5.1** There are no financial implications.

6. Risk Analysis

- 6.1** The purpose of this report is to provide JCF with information on ongoing discussions with Trades Unions and staff representatives across the organisation. It is therefore important that these meetings take place on a regular basis so that issues can be resolved as locally and as quickly as possible. Failure to do so may result in escalations of disputes.

7. Equalities, Health & Human Rights Impact Assessment (EIA)

- 7.1** No significant issues were identified in a screening for potential equality impact of the production and presentation of this report.

8. Strategic Assessment

- 8.1** Recording properly constituted JCC and Health and Safety minutes supports the Council's approved format for Joint Consultation. The impact upon the Council's strategic priorities for 2011/12 are as follows:

Fit for Purpose Services

Early resolution of disputes is essential to ensure continuity and efficient delivery of services within West Dunbartonshire Council.

9. Conclusions and Recommendations

- 9.1** Minutes of departmental JCC's and Health & Safety meetings are reported to JCF for information. Steps have been taken to improve the reporting of these minutes and ensure that Departments recognise the importance of having properly convened and minuted meetings. Minutes of the Employee Liaison Group are included to present a fuller picture of discussions taking place across the Council to address employee relations issues.
- 9.2** The JCF is asked to note the contents of this report, and that appendices referred to within the report are available in electronic format.

Tricia O'Neill,
Head of Human Resources & Organisational Development

Person to Contact: Tracy Keenan, Lead HR Adviser, Corporate Services
– Human Resources & Organisational Development,
Garshake Road, Dumbarton.
Contact: (01389) 737687
Email: tracy.keenan@west-dunbarton.gov.uk

Appendices: 1-8; these documents are available electronically for download from CMIS and the Trade Union page of the WDC intranet site.

Background Papers: None

Wards Affected: Not applicable