

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

26 November 2009

MEETING: JOINT CONSULTATIVE FORUM

**FRIDAY, 11 DECEMBER 2009
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 Friday, 11 December 2009 at **2.00 p.m.**

The business is as shown on the enclosed Agenda.

Yours faithfully

DAVID MCMILLAN

Chief Executive

Distribution List:

Councillor Jim McElhill
Councillor Jim Finn
Councillor Ronnie McColl
Councillor David McBride
Councillor Margaret Bootland (Vice Chair)
Councillor John Millar
Councillor George Black

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 – Ms. D. McLafferty, Mr. T. Dick, Ms. J. Geddes, Ms. K. Ryall
& Ms. Margaret Ferris (Chair)

APT&C Convenor – Miss D. McLafferty
Manual/Craft Convenor - Mr. C. McDonald
Teachers Convenor - Mr. S. Paterson

All other Councillors for Information

Chief Executive
All Executive Directors

JOINT CONSULTATIVE FORUM

11 DECEMBER 2009

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 24 September 2009.

4. TRADE UNION RECOGNITION AND FACILITIES AGREEMENT

Submit report by the Head of Human Resources and Organisational Development providing information on the development of the proposed Trade Union Recognition and Facilities Agreement which was jointly developed by management and trades union representatives and outlines mutually agreed arrangements.

5. LIFELONG LEARNING - DRAFT PRINCIPLES AGREEMENT

With reference to the Minutes of Meeting of the Joint Consultative Forum held on 24 September 2009 (Page 2197 refers), the Forum is reminded of the decision that a report on a Draft Principles Agreement would be submitted to this meeting of the Forum.

The Head of Human Resources and Organisational Development will provide an update on this matter.

6./

6. DISCIPLINE AND GRIEVANCE INFORMATION

Submit report by the Head of Human Resources and Organisational Development providing information on discipline and grievance appeals held at departmental level (stage 2) during the period 1 July 2009 and 30 September 2009.

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

Submit report by the Head of Human Resources and Organisational Development providing the minutes from Departmental Joint Consultative Committees (JCCs) and Health & Safety meetings for the period from 24 September 2009 until committee paper deadline for the meeting of 11 December 2009 including any outstanding minutes.

8. SICKNESS ABSENCE REPORTING – QUARTER 2 (2009/2010)

Submit report by the Head of Human Resources and Organisational Development advising on the levels of employee sickness absence for the second quarter (July, August and September) of 2009/10.

9. STATUTORY PATERNITY LEAVE AND PAY

Submit report by the Head of Human Resources and Organisational Development providing an update on an amendment to the current arrangements for Paternity Pay and Leave to ensure legislative criteria is met to enable the Council to claim back the Statutory Paternity Pay (SPP) element.

**10. REVISED POLICIES AND PROCEDURES FOR DISCIPLINE, GRIEVANCE, DIGNITY AT WORK AND PERFORMANCE MANAGEMENT
(To follow)**

Submit report by the Head of Human Resources and Organisational Development seeking approval of the revised Discipline, Grievance, Dignity at Work and Performance Management Policies and Procedures.

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11. TRADES UNION ISSUES

- (a) Use of Casual Workers
- (b) Excess Travel
- (c) Dignity at Work Training

12. STANDING ITEMS OF BUSINESS

- (a) Best Value
- (b) Budget Planning
- (c) Clyde Valley Shared Services
- (d) Health and Safety
- (e) Lifelong Learning
- (f) Pay Claims
- (g) Single Status
- (h) Sunscreen Safety
- (i) Transfer of Housing Stock
- (j) Training and Development

13. PROGRAMME OF FUTURE MEETINGS

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

Thursday, 25 March 2010 at 2.00 p.m.

Thursday, 24 June 2010 at 2.00 p.m.

Thursday, 23 September 2010 at 2.00 p.m.

Friday, 17 December 2010 at 2.00 p.m.

Members are requested to consider the suggestion of alternating the location of meetings between Clydebanks and Dumbarton (all meetings of the JCF are currently held at Garshake Road, Dumbarton).

For information on the above agenda please contact Nuala Borthwick, Committee Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737594
e-mail: nuala.borthwick@west-dunbarton.gov.uk