

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

8 September 2011

MEETING: JOINT CONSULTATIVE FORUM

THURSDAY, 22 SEPTEMBER 2011
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, 22 September 2011 at **2.00 p.m.**

The business is as shown on the enclosed Agenda.

Yours faithfully

DAVID MCMILLAN

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 - Mr. N. Casey, Mr B. Courtney, 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
All Executive Directors

JOINT CONSULTATIVE FORUM

22 SEPTEMBER 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 23 June 2011.

4. DISCIPLINE AND GRIEVANCE INFORMATION

Submit report by the Head of Human Resources and Organisational Development providing information on disciplinary and grievance matters dealt with at Departmental and Appeals Committee level during the Quarter 1 (2011/2012), covering the period 1 April to 30 June 2011.

5. SICKNESS ABSENCE REPORTING - QUARTER 1 (2011/2012)

Submit report by the Head of Human Resources and Organisational Development advising on the levels of employee sickness absence for the fourth Quarter 2011/2012 (April, May and June 2011).

6./

6. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES, DEPARTMENTAL HEALTH AND SAFETY MEETINGS AND EMPLOYEE LIAISON GROUP

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 23 June to 22 September 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/7270/Committee/469/Default.aspx>

7. AGENCY WORKERS REGULATIONS 2010

Submit report by the Head of Human Resources and Organisational Development providing an update on the Agency Workers Regulations 2010 which come into effect on 1 October 2011.

8. PROTECTING VULNERABLE GROUPS SCHEME - UPDATE

Submit report by the Head of Human Resources and Organisational Development:-

- (a) providing an update on the Protecting Vulnerable Groups Scheme (PVG Scheme) which commenced on 28 February 2011; and
- (b) advising of the decisions reached in relation to payment of membership and of the next steps required by the Council.

9. TRADES UNIONS ISSUES

- (a) Payment of fee for Protection of Vulnerable Groups
- (b) Notification of claiming Employment Support Allowance for staff on long term sick leave
- (c) The imposition of the Maximising Attendance Allowance Policy
- (d) Paid lunch breaks

10. STANDING ITEM OF BUSINESS

Shared Services

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