

West Dunbartonshire Council

Department of Maintenance & Repairs

Minutes of Meeting of HEEDs, Maintenance and Repairs JCC

Held on 9th June 2011– Overburn Avenue

Present:

Management Representatives

Stephen McGonagle	Maintenance & Repairs Manager
Martin Feeney	Maintenance Co-ordinator Chair
John Drake	Planned Programme Co-ordinator
Anne-Marie Cosh	HR Business Partner

Trade Union Representatives

Joe Parker	GMB
John Kennedy	UCATT
Walter Malcolm	GMB
Hugh Toole	UNITE
Pat King	UNITE
Ian McMillan	GMB
Donald Hamilton	GMB
Chris Rossi	GMB
James Doherty	UNITE
Chris McLoone	UNITE
John Wagner	GMB

Apologies:

Charlie McDonald UNITE

1. Minutes of Previous meeting

Minutes of meeting held on 15 April 2011 were accepted as a true record.

2. Matters Arising

(A) Stock Transfer Briefings

Briefings complete, update included in main agenda.

(B) Training/Face Fit Testing

MF advised that the first tranche of craftpersons had now been trained and that further training was being arranged.

(C) Performance

Included in main agenda.

(D) Stores Transfer Proposals

MF advised options were still under consideration as part of organisational review.

Included in main agenda.

(E) Trade Union Facilities

Included in main agenda.

(F) Personal Alarms/Lone Working

Included in H&S business.

(G) Wash Bay Facilities

Included in H&S business.

(H) Lone Working – Unsocial Tenants

Included in H&S business.

(I) Apprentice Update.

Included in main agenda.

(J) Myjobscotland Update.

AMC advised that due to restructuring and the need to find suitable alternative posts for employees who were displaced, there were very few vacancies advertised at this time. AMC agreed to raise concerns with the Employee Life Cycle team and provide a response at the next JCC.

3. Main Agenda – Departmental Issues

3.1 Stock Transfer Update.

- S McG provided an update on progress advising:
- Stage 2 notice would be progressing Nov 11 – Jan 12.
- Independent ballot scheduled for Jan 12.
- If YES vote returned stock would transfer late 2012.

3.2 Depot Rationalisation Project.

MF advised the committee of a working group which had been established to review and look at options, proposals and recommendations which may be:

- No Change.
- Close depot and consolidate.
- Complete rebuild.

Advised one option being considered was the closure of Cochno Street however any decision would be subject of high level review and report to members.

3.3. Organisational Review.

S McG advised the committee that an initial meeting had been held with trade unions on 02/06/11 to discuss the new structure and implementation plan in particular the job profiles for new posts and the matching and slotting exercise. Advised further meetings scheduled on a weekly basis.

Trade Unions asked if there was a right of appeal if unhappy with job evaluation and it was explained there was no right of appeal against evaluations.

S McG advised that we hoped to progress matching exercise with as minimum disruption possible.

SMcG also advised the committee that people could still apply for Voluntary Severance/Early Retirement as this was still available. Further advised that he did not expect a lot of employees to be displaced as there were opportunities for redeployment in other areas of the department.

Trade Unions asked about timeframes for implementation.

S McG advised the committee that he hoped to have implementation completed by the end of July.

3.4 Terms and Conditions Review

MF advised that the first formal meeting of the rationalisation working group was scheduled for 10.00am on 23/6/11. Advised trade unions that he would invite full-time officers if they wished to come along.

3.5 Performance.

S McG advised the committee that he had requested information from Michael Brennan but no information was available at this time.

3.6 Productivity.

MF advised the committee that there had been a significant improvement noted in the most recent week albeit some things had not been recorded on timesheets as they should again.

Week 10 – productivity recorded as 97%, 99% and 95% however, still 83% over 13 week period.

Trade Unions again raised concerns about information provided and suggested information being provided was wrong. Mentioned materials not being supplied timeously which was impacting on productivity.

Trade Unions mentioned difficulties in replacing mortice locks and about other materials being provided by suppliers.

MF agreed to raise concerns at material management group and asked that any issues be recorded in the book held in stores for this purpose.

MF explained that what he was highlighting was that productivity was still not as it should be but was improving.

3.7 Accounts Update.

Outturn for 2010-2011 was £1.45m profit which was £380k over budget estimate and advised an element of this was due to pension contribution rebate.

Trade Unions asked how this compared to when previously on bonus particularly as it was suggested not meeting performance targets.

MF advised it was comparable.

SMcG advised trade unions had a valid point, if performance poor how have we managed to exceed the financial target.

3.8 Absence Statistics.

No updated at this time.

3.9 SPIs/KPIs.

Performance for 2010/11 was 95.949% all repairs excluding gas and when included this does reduce slightly.

Performance in April was 96.41% for all repairs excluding gas.

Trade Unions asked how compare with contractors.

MF advised these details were not available however this could be provided if trade unions felt it should.

3.10 Void Management Plan.

S McG advised the committee of a meeting today to discuss how we can control VOIDS more effectively where expenditure is too high or repairs not justified and explained this may lead to less repairs being completed at VOID stage but would have no impact on tenant repairs.

Advised trade unions of the financial agreements in place whereby either himself or Janice Lockhart could authorise up to a £3k limit on Void repairs, £1.5k authorised immediately and anything above £3k had to be authorised by Head of Service.

Further explained that changes were being implemented as a result of benchmarking with other authorities where the average cost of VOIDS was below £1.5k.

4. Any other Business

4.1 Apprentices

S McG advised committee that he was still looking at alternatives and would be meeting to discuss options to retain apprentices next week.

Advised the committee that DLO would be recruiting a further 4 apprentices this year, 2 x electricians, 1 x joiner and 1 x plumber. Further advised Skillseekers had received 547 applications.

All accepted the explanation.

4.2 Voluntary Severance/Early Retirement.

Trade Union mentioned glazier who had requested voluntary severance/early retirement and the possibility of retaining apprentices and releasing individuals who would like to leave.

S McG advised that at this time he would like to consider release of some individuals to facilitate succession planning but could not justify on cost and the potential impact on income.

5 Date of Next Meeting

Friday 5 August 2011 at 09.00 at Cochno Street

Our Ref : MF/GP/1172

Distribution List:

All attendees

**William Andrew
Charlie McDonald
Ricardo Rea**

**Ian Cummings
James Fraser
Gordon Shaw**

**John Muir
Jack Stevenson**

