

**Employee Liaison Group  
Meeting Held on Monday 24<sup>th</sup> October 2011**

[illegible]

	<p>meeting with Trade Unions will be arranged to agree the process.</p> <p>(iii) <u>Job Evaluation</u></p> <p>TON suggested that it would be prudent to arrange a separate meeting to go through the report PMcG has prepared on concerns raised. CMcD replied that this would be helpful and all agreed. Follow up meeting to be arranged with PMG.</p> <p>(iv) <u>Christmas Closure</u></p> <p>CMcD noted concerns relating to the Christmas closure to all employees on call out, in the craft area (Property, Housing, Roads, Greenspace). Suggested that it would be better if Managers were asked to explore options with individuals instead of the blanket approach that had been adopted. TON suggested that Ian Bain and Stephen McGonnagle be contacted to go discuss. TK to contact relevant managers to discuss.</p> <p>(v) <u>Diamond Jubilee</u></p> <p>SP stated that teacher's public holidays had been moved to from the end of May to June, although the group acknowledged that some staff in schools would not be covered by this. LMCA stated that there had been no discussion from Educational Services regarding school closure. HR will recommend to CMT that staff are given 5<sup>th</sup> June 2012 as an additional annual leave day and the usual arrangements will apply for staff requiring to work and for part time, pregnant staff etc. A report is being submitted to CMT for decision.</p> <p>(vi) <u>Employee Survey</u></p> <p>TON confirmed that the OD team were in the process of preparing a newsletter regarding the Employee Survey and this was ongoing. Full report to be issued to TU's.</p> <p>(vii) <u>Leisure Trust – Update</u></p> <p>CMcD raised concern Pension arrangements for employees affected by the move to the Trust. TON advised that both her and LMCA had attended a meeting with SPFO regarding this and had been advised that the admitted body status for TUPE Transfer would be straightforward. CMcD said he would like to meet with TU Representatives from East Dunbartonshire Council as they have recently undergone a similar exercise. He added that the last transfer which involved school Janitors to BAM had not been smooth and gave him cause for concern. TON advised that a report was going to Council December 2011 which would request that the risk associated with the TUPE</p>	<p>LMcA / PMCG</p> <p>TK</p> <p>LMcA</p> <p>AT</p> <p>LMcA</p>
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	<p>transfer is underwritten by the Council.</p> <p><u>(viii) Redeployment Protocol</u></p> <p>TON stated Michelle McAloon was working on process and this was ongoing. Draft document to be issued for consultation.</p>	MM
4.	<p><b>Budget Review – Update</b></p> <p>TON advised there would be a special Council meeting in December regarding the Budget. DA stated that until the settlement figure for WDC was known no update could be given. The settlement figure is expected first week in December. SP requested that the outcome of this was not issued on Christmas Eve as had previously been the case. TON stated that the TU's would be advised as soon as the budget information was known. TON also advised that the Council were about to begin the Community Consultation Roadshows.</p>	TON
5.	<p><b>Partial Housing Stock Transfer</b></p> <p>TON Stated that she had hoped to invite the relevant Manager to a future ELG to provide update however as there were staff changes she had been unable to arrange this to date but would endeavour to get an update.</p> <p>CMcD also raised concerns with future pension provisions for affected staff and detailed an example at Glasgow City Council (City Building) where their bid nearly failed as they could not underwrite pension arrangements. He also raised concerns that affected employees could be subjected to secondary pension write offs. TON said that this would possibly involve 40 employees and it was hoped that the small number would make the process more manageable. She also stated that the four interested parties would have submitted their bids by the next meeting and she would hopefully be in a position to update the ELG.</p>	<p>TK</p> <p>TON</p>
6.	<p><b>Partnership Working</b></p> <p>Four ACAS workshops have been arranged two at Vale of Leven Academy, one at Clydebank High and one in Elm Road with 16 participants at each workshop. TK confirmed letters inviting nominated employees would be sent out today (24th October 2011). Line Managers would be advised that employees should be released to attend. SP mentioned issue with Teachers being released with regards to budget costs but added that Teachers could be released to attend and costs could be taken from budget provision to allow staff to attend TU business. TK also stated that there was a reserve list of attendees.</p>	TK
7.	<b>Excess Travel</b>	

	<p>LM stated that Unison had raised an issue regarding the Excess Travel rates. LMcA said the essential user mileage rate had been increased to 45 pence per mile and confirmed that if an employee was moved location they would be reimbursed at the public transport mileage rate of 12.5 pence per mile for excess travel. She also advised that a comparison had been carried out with all other Local Authorities in January and WDC rates were consistent with other Councils.</p> <p>It was agreed to advise Unison of this as there was no Unison representative in attendance at this meeting and stated that she would request more details from Unison.</p>	LMcA
8.	<p><b>Potential Strike Action</b></p> <p>TON stated that both Unison and Unite had requested to send internal e-mail regarding strike information and advised that a process to support this had been approved.</p> <p>TON asked both CM and SP when their ballots closed CM replied he was unsure and SP confirmed that for EIS the date was 3<sup>rd</sup> Nov 2011.</p> <p>TON also advised that Strike Liaison Officers would be identified and that agreement would be sought regarding exemptions e.g. Maternity, staff in the final year of service, in order to include in a bulletin for issue to staff. SP stated that the EIS would no longer give exemption for staff in final year of service. In relation to agreements about 'life and limb cover', CMcD stated that Unite would not make vulnerable people even more vulnerable. TON has suggested a meeting to discuss this in more detail. She also stated that annual leave requests for 30<sup>th</sup> November 2011 would no longer be approved.</p>	TON
9.	<p><b>Actions arising from JCF</b></p> <p><u>Attendance Policy</u></p> <p>TK stated that last week her team had been particularly busy delivering training and briefing staff on the Attendance Policy.</p> <p>TK confirmed FAQs will be updated on the HR&amp;OD Knowledge Portal on a 2 weekly basis.</p> <p>CM added that he would like more guidelines on dealing with serious illness. TK replied that there was a paragraph in the policy specifically dealing with terminal illness. Discussion arose regarding a specific case and the tone of the letters issued. LMcD stated that these letters were standard letters but would take this on board for the review which would take place in March 2012.</p>	TK

	<p>SP requested confirmation of who the TU Representative was for the Attendance Member / Officer Working Group. TON replied that the group were notified that Karen Dunlop would attend, but that the requirement was that one representative from any of the unions should attend. To date Unison and Unit have attended. TON requested that a TU representative attend the next meeting of the group (26<sup>th</sup> October 2011) as this is likely to be the final meeting of the group and would cover the Absence Work Plan which covers actions going forward. She also said that the TU's should check when the meeting was and confirm attendance as it was an important meeting which would be reviewing and agreeing the work plan for the future.</p>	Trades Unions
10.	<p><b>Any Other Matters</b></p> <p>(i) <u>Christmas Salary</u></p> <p>TON confirmed payslip message will detail arrangements for Christmas Salary.</p> <p>(ii) <u>Trade Union Intranet Page</u></p> <p>CMcD stated that the Unite page was ready. LMA stated that this could be updated as soon as possible as they didn't have to wait until the other TU's to be ready.</p> <p>(iii) <u>Organisation Change Policy</u></p> <p>TON advised that she had been asked to review the Organisational Policy as concerns had been raised about consistent application. CM stated that he agreed with the Organisational Policy but stated that it needed to be consistently applied by managers. DA said Internal Audit have requested HR to review this policy following the recent ICT restructure. CMcD added that Generic posts had been scored differently and gave examples. Agreed that the matching process was the main issue. TON agreed to discuss with Business Partners and review policy and come back with recommendations. This was welcomed by the Trades Unions.</p> <p>(iv) <u>HR Connect</u></p> <p>SP stated that he had concerns regarding HR Connect's reputation. Specifically, Head Teachers felt they were not receiving confirmation or follow up to any of the requests. He also advised that he had mentioned this to Geraldine Lyden (HR Business Partner) TON acknowledged his comments and stated that she had met with Geraldine Lyden and Terry Lannigan (Executive Director of Education) as well as HEEDs representatives to discuss the issues. She also said that Sam Dove (HR Section Head) was now responsible for HR Connect</p>	<p>TK</p> <p>LMcA</p> <p>SD</p>

	and it was unfortunate that she was not in attendance at this meeting as she could have detailed the Improvement Plan which had been put in place to address these concerns. DA stated that this issue had been noted as a priority in his handover from Joyce White. CM noted that he was otherwise generally happy with the centralisation of HR.	
<b>12.</b>	<b>Date and Time Next Meeting</b>  Monday 14 <sup>th</sup> November 2011 at 10:30am. Timetable for further meetings detailed below.	

### SUMMARY OF ACTIONS FROM MEETING 24<sup>th</sup> October 2011

Action	Responsible	Progress
<u>Matters arising from last Meeting</u> Check invitation to ELG Issued to Jackaleen McMonagle	TK	Completed
<u>PVG</u> Report to Corporate & Efficient Governance Committee regarding payment issues	LMcA	
<u>Job Evaluation</u> Guidance to be issued to Managers, update to be provided to ELG.	PMcG /LMcA	
<u>Christmas Closure</u> To contact relevant managers to discuss.	TK	
<u>Leisure Trust</u> Copy of presentation to be distributed to Group.	RD	
<u>Diamond Jubilee</u> Report to CMT	LMcA	
<u>Employee Survey</u> Full report to be issued to TUs.	AT	
<u>Leisure Trust</u> Report to Council 20 <sup>th</sup> December 2011	LMcA	
<u>Redeployment Process</u> Documentation to be issued for consultation	MMcA	
<u>Budget review</u> Outcome to be advised following special meeting December 2011	TON	
<u>Partial Housing Stock Transfer</u> Invite appropriate HEED manager to future meeting of ELG Update position of bids submitted	IG TON	
<u>Partnership Working</u> Letters to be issued 24 <sup>th</sup> October 2011	TK	Completed
<u>Excess Travel</u> Further information to be requested from Unison	LMcA	
<u>Potential Strike Action</u> Meeting to be arranged to discuss exemptions, cover etc.	TON	
<u>Attendance Policy</u> FAQ's to be updated every 2 weeks	TK	Ongoing

<u>Christmas Salary</u> Details of Christmas Salary on Payslip message.	SD	Ongoing will be on payslips and intranet message shortly
<u>Trade Union Intranet Page</u> Unite page to be updated	TK	Completed
<u>Organisational Change Policy</u> Discuss with BP's, review Policy and update to be provided to ELG	LMcA	
<u>HR Connect</u> HR Connect Improvement Plan update to be provided to ELG	SD	draft doc will issue prior to next meeting

### TIMETABLE FOR FUTURE MEETINGS

Date	Time	Venue
05/12/2011	10:30am	Tricia O'Neill Office
09/01/2012	10:30am	Tricia O'Neill Office
30/01/2012	10:30am	Tricia O'Neill Office
20/02/2012	10:30am	Tricia O'Neill Office
12/03/2012	10:30am	Tricia O'Neill Office
02/04/2012	10:30am	Tricia O'Neill Office
23/04/2012	10:30am	Tricia O'Neill Office