

APPENDIX 1

MINUTES Departmental JCC Meetings Corporate Safety Committee

Housing and Technical Services

Property Management Section

Property Maintenance Unit

Notes of Meeting No. 56 held on 26th January 2006 at Elm Road

J.C.M

1.0 Attendance

1.1	<u>Present</u>	Hugh Toole John Kennedy Pat King John Drake Jack Stevenson	HT JK PK JD JCS
1.2	<u>Apologies</u>	Charlie McDonald Eileen Morrison	CMcD EM

2.0 Notes of Previous Meeting

Agreed

3.0 Health and Safety

3.1	Asbestos new order pads now available and in use and info transferred onto servitor order	JD
3.2	Asbestos training dates to be confirmed	JCS
3.3	Revised asbestos policy document complete and will form part of training Programme	Note
3.4	Meeting advised that the asbestos surveys had not identified asbestos products in boiler house doors instructing officers to be advised (direct to Asset Manager also)	JD
3.5	There has been 1 No. reportable accidents	Note
3.6	There has been no action yet on the wash bay risk at Elm Road	SS
3.6	The Asset Programme/Asbestos Register is currently being updated	Note
4.0	General	
4.1	P.C. training of operatives will be considered	Note

4.2	The stores will remain as present	Note
4.3	The absence stats are indicating a rising trend and are currently 9.7% (December)	Note
5.0	Apprentices	
5.1	All Satisfactory. Andy Walls sitting test next month	Note
6.0	A.O.C.B.	
6.1	Joint stewards meeting arranged to discuss implications of P.P.P.	Note
6.2	Workflow currently satisfactory. Period 9 account figures will be available at next meeting	JCS
6.3	Footwear spec to be agreed with stores Investigate possibility of operatives "subsidising" cost of footwear	JD JD
6.4	Vans are being replace and are to be cleaned out before exchange	Note
6.5	Smoking policy will be implemented on 26 th March no smoking within boundary of any council properties (there may be an issued with callouts to domestic premises)	Note (Advise Housing)
6.6	Awaiting budget for 2006/2007 following setting of council tax	Note
6.7	Funding recommender for electric planner	JD
6.8	Canteen facilities to be upgraded	JCS/JD

Date of next meeting 2nd March 2006 at 8.30am at Elm Road meeting room.

Distribution:

All above
John McKerracher
Don Findlay
Jack Stevenson
Gerry McInerney
H Frew
A Finlayson
Jim Frazer

Housing and Technical Services

Property Management Section

Property Maintenance Unit

Notes of Meeting No. 57 held on 2nd March 2006 at Elm Road

J.C.M

1.0 Attendance

1.1	<u>Present</u>	Hugh Toole John Kennedy Pat King Paul Mitchell Jack Stevenson	HT JK PK PM JS
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1.2	<u>Apologies</u>	Charlie McDonald Eileen Morrison	CMcD EM
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2.0	Notes of Previous Meeting		Agreed
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3.0 Health and Safety

3.1	Unions requested urgent update on proposed training	JCS
3.2	Copy of R.A.C.E ticket to be attached to all servitor orders to ensure Asbestos data advice	JCS/PM/ Lynda
3.3	Canteen facilities to be repaired following vandalism	PM
3.4	Urgent consideration required re contamination from wash bay	SS
3.5	Reportable accidents stats to be collated	JCS/SS
3.6	Draft Legionella document to be provided for comment	JCS
3.7	Asbestos register still awaited	Note
3.8	Asbestos kits to be fitted to all new vans and continual inventory kept (see proforma required)	PM

4.0 General

4.1	High absence has an effect on productivity and profitability of our	
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Service	Note
5.0 Apprentices	
5.1 Andy Walls sitting test on 8 th March 2006	Note
6.0 A.O.C.B.	
6.1 Andy White has arranged meeting with union reps re P.P.P.	Note
6.2 Budget position will be reported at next meeting	JCS
6.3 Footwear spec to be discussed with stores and admin re possibility of operatives subsidising increase cost of personal choice of footwear	JCS/PM Stores
6.4 Consideration/costs to be considered re electric planner for workshop	PM
6.5 Update exception cards required for new vans	PM (Lynda)
6.6 Stores have introduced new PPP issue procedures	Note
6.7 Smoking policy kicks in 26 th March issues to be considered are <ul style="list-style-type: none"> a. working in houses b. working in OFH (Exempt areas) 	JCS/ SS
6.8 H&S to be notified of elect man switch areas being used as stores (old PC's etc)	JCS/SS/ Corp H&T
6.9 Robert Bruce/Craig salary structure to be considered	JCS

Date of next meeting 20th April 2006 at 8.30am at Elm Road meeting room.

Distribution:

All above
John McKerracher
Don Findlay
Gerry McInerney
H Frew
A Finlayson
Jim Frazer

**Minute of JCC Meeting
Held in D McLeish's Office
On Tuesday 14 March 2006**

Present: D McLeish, I Bain, D Leitch,
D Beattie, D McIver

	ACTION
1. Apologies: Apologies were given for Anne Marie Cosh, Bobby McLeish and Struthers Symington	Noted
2. Minutes of Previous Meeting The minutes of meeting dated 11 January 2006 were approved. DMcL Asked those present if they were receiving copies of the minutes in time. All said that they were receiving copies on time	Noted Noted
3. Matters Arising None	Noted
4. Health & Safety BMcL has received health surveillance returns from operatives which have now been passed to the Council Welfare Officer Hand Arm Vibration (HAVS), also Chain Saw Operations – trigger times collated and passed to Safety Officer.	BMcL BMcL
5. Risk Assessments Review ongoing, Action sheet issued to Supervisors to conduct quarterly workplace safety checks by 27 March 2006.	BMcL/WW/JL

<p>6. Training</p> <p>First Aid Training completed 6 staff members attended.</p> <p>DB said that is certificate is out of date. BMcL to check when next course is due to take place.</p> <p>DB asked about Tree Survey Training. DMcL confirmed Mearns and Angus to confirm date for 3 day course.</p> <p>Lane Closure Training</p> <p>DMcL to check with SS on where we are with this</p>	<p>Noted</p> <p>BMcL</p> <p>DMcL</p> <p>DMcL</p>
<p>7. Best Value Review</p> <p>Council approved BV report and action plan January 2006</p> <p>DMcL handed copies of the Action Plan to those present at the meeting. Dates of the plan will be revised. Another sheet will be produced saying whether or not they are on target or completed.</p>	<p>Noted</p> <p>DMcL</p>
<p>8. Charter Mark</p> <p>DMcL Issued copies of index list and charter mark submission. Date for assessment for Ground Maintenance is scheduled for Tuesday 4 April 06.</p>	<p>Noted</p>
<p>9. AOCB</p> <p>DMcL asked if there was any update re: Grading. DMcL said that he was waiting on AMC getting back to him.</p> <p>DMcL asked what is the Council's Policy for dealing with Anonymous phone calls or letters. DMcL will check will AMC.</p> <p>DL Asked what is happening re: All in one suits for ride-on drivers. DMcL to check with BMcL and said that if the majority of people are happy with them, then we'll go with that.</p>	<p>DMcL</p> <p>DMcL</p> <p>DMcL</p>

<p>DL asked if there was any new machinery to be purchased.</p> <p>DMcL stated that he had just received a list from Supervisors for machinery requirements.</p> <p>DB Asked if there was any way we could speed up the process of ordering items for the workshops.</p> <p>DMcL explained the process for ordering and will discuss this with relevant staff to identify delays from supplier.</p>	<p>Noted</p> <p>DMcL</p>
<p>10. Date of Next Meeting</p> <p>Tuesday 25 April 2006 at 10am in Dave McLeish's office.</p>	

HOUSING AND TECHNICAL SERVICES

REPAIRS & MAINTENANCE

JOINT CONSULTATIVE COMMITTEE

Notes of Meeting No 5 held at 09.00 a.m. on Thursday 26th January 2006 at Elm Road, Dumbarton.

1) Attendees

J McMillan	GMB	J Thackery	GMB
J Flaherty	GMB	D Hamilton	GMB
B Hamlyn	T & G	J Parker	T & G
C McDonald	TU Convener		
S McGonagle	Manager of Repairs and Maintenance		
M Feeney	Section Head, Housing Maintenance		
I Fleming	Operational Manager, Clydebank		
A M Cosh	Section Head, Support Services		

2) All agreed minutes of meeting No 4.

3) Matters arising

3.1 Employees Pay & Conditions

S McGonagle explained latest position in regard to this matter.

- a) Management are seeking a collective agreement.
- b) A draft letter is with Corporate Personnel, this to advise where we are with this matter currently. Letter to be issued to all craft operatives.
- c) Pilot scheme paperwork has been re-jigged to meet corporate personnel's recommendations but contain the same information.
- d) Employees will be asked to reply whether they are in favour or against scheme in a secret ballot. Both management and Union Representatives will be present at opening of envelopes.
- e) C McDonald explained, Unions will advise members, implementations of scheme will help protect jobs and help with the tender process.
- f) SMcG, explained, Management want to introduce consolidation be it sooner or later.

3.2 P.P.E.

- a) MF noted breathable waterproof suits are now available from stores. He explained these would only be available to those that predominately work outside in inclement weather. OM's will have to countersign issues

3.3 Window Factory

- a) JF explained, materials have been delivered late over last 3 weeks, i.e. glass and panels.
- b) Management had offered a resolution to the resulting bonus issue, but this was rejected by 2 or 4 fabricators.
- c) MF to investigate MF & RS will meet with fabrications and agree action.

3.4 Pensions

- a) AMC explained current situation in regard to this National issue. A working group has been set up look at this matter and will report later in the year.
- b) Union have concerns in regard to all the conjectures currently doing the rounds such as rule 85 being removed from benefits. CMcD advised union may ballot on industrial action.

3.5 Recruitment

- a) MF reported, 11 direct employees had commenced on 9th January 2006.
- b) 8 agency supplied operatives commenced on short term contracts on 9th January 2006.
- c) Currently advertising for 6 additional direct operatives.

3.6 Stores

- a) Management still require information in regard to electrical fitting problems. RS to provide.

3.7 Overtime Ban

- a) A request to work overtime weekend 28/29 January was rejected by the Director.
- b) Management will pursue issue over forthcoming weeks.

3.8 House Condition

- a) Homeless flat conditions, MF spoke with Homeless and they note that occasionally a homeless person may abscond and leave a property in a poor state.

- b) Homeless Officers monitor flats regularly when occupied and take action against occupier if the flat is found to be untidy or appears to be misused.
- c) The Council have a legal duty to house people who present themselves as homeless.

3.9 Appointments

- a) Monitoring to continue to ensure that not too many appointments are being made that cannot be met.

3.10 T.U. agenda items from meeting No. 4

3.11 Clydebank bonus in regard to van time

- a) This is calculated over 41 hours, MF explained how the difference was arrived at, essentially the Clydebank scheme is a historical agreement. Dumbarton operatives were never paid until it was introduced in 2000.
- b) Unions are concerned Clydebank operatives were at a disadvantage due to calculating bonus over 41 hours.
- c) MF to further investigate and report to next meeting.

3.11 Disclaimer for moving tenants items.

- a) SMcG thought there was no reason this could not be introduced.
- b) MF to further investigate and report next meeting. It was thought kitchen contract already use a Proforma.

3.12 Electricians/Plumbers Grading Cards

- a) IF is progressing with H & S
- b) Concern by Unions that payment is met by some unions and not others.

3.13 Storeperson

- a) MF explained he had spoken to Stores Management in regard to Unions concerns and they had taken on board the issue of consultation. However the effect of Roads moving stock into Cochno Street would have a minimum impact on workload.
- b) Unions concerns were 18 extra operatives would require servicing

through Cochno Street stores. Storekeepers are paid a yard average and Roads don't contribute to this. Cochno Street operatives may have to wait due to Storekeepers serving Roads.

- c) Management noted, Roads materials are mainly stored externally and would be mechanically loaded by themselves onto vehicles.
- d) If unions have remaining concerns these should be taken to D Penders, Section Head in charge of stores.

4. TU Agenda

- 1) Stores – Clydebank in connection with T Reilly
 - a) Management notes, T Reilly would return to his substantive post of labourer if he was not required within the Stores operation.
- 2) Transport – Clydebank extra pick up required.
 - a) IF will look into transport fleet issue and take any action necessary.
- 3) Asbestos register
 - a) Housing Maintenance are currently compiling a database of information.
 - b) This will eventually be included in Corporate database.
 - c) Management are working to try and populate systems with information so eventually any orders will have info on them in regards to known asbestos in property for repair.
- 4) Council Tax Arrears
 - a) Unions concerned that everyone knew why operatives were being interviewed.
 - b) Management explained, all Housing Maintenance interviews had been completed successfully.
 - c) These interviews were carried out in a sensitive manner. Management could not suppress rumour even if they had known about it.
 - d) C McDonald noted, Management were within their rights to progress this issue and everyone had a duty to pay the council tax.

5. AOCB

- 1) Unions raised concern that a storeman had given 5 months notice of a holiday he had booked and was told it may not be possible to authorize this.
- a) SMcG explained, Management have to consult and agree holidays with each other before booking holidays. Contingencies of service must be met and holidays agreed with colleagues prior to booking.
- 2) Gas training, Unions had concern of work going to sub-contractor when operatives are willing to go on training.
- a) Management noted, training would be considered.
- 3) Tradesmen doing labouring jobs.
- a) IF to investigate and report next meeting.
- 4) Rumour of new manager going to be recruited for Overburn.
- a) Management explained, post of Section Head, Dumbarton will be interviewed early February 2006.
- 5) Lifelong learning, C McDonald requested Union member are given approval to attend courses that will consist of 4 x 1 day sessions.
- a) Management will consider requests once these are presented to them.

6. Date of next meeting

- 6.1 Pre meeting 9th February 2006 at 15.00 in Overburn.
- 6.2 JCC meeting 23rd February 2006 at 9.00 a.m. in meeting room at Elm Road.

Distribution

J McKerracher
S McGonagle
M Feeney
W Andrew
D Thomas
I Fleming
G Shaw
R Sweeny

B Hamlyn
J Parker
J Thackrey
J MacMillan
J Flaherty
D Hamilton
J Doherty
R Savage

D McMillan
P Bradley
C McDonald
M Conroy
A Finlayson
J McLaren
A M Cosh

HOUSING AND TECHNICAL SERVICES

REPAIRS & MAINTENANCE

JOINT CONSULTATIVE COMMITTEE

Notes of Meeting No 6 held at 09.00 a.m. on Thursday 23rd February 2006 at Elm Road, Dumbarton.

1) Attendees

J McMillan	GMB	D Hamilton	GMB
C McLoone	GMB	B Hamlyn	T & G
W Andrew	Operational Manager		
Anne Marie Cosh	Section Head, Support Services		
Martin Feeney	Section Head, Housing Maintenance		

2) All agreed minutes of meeting No 5.

3) Matters arising

3.1 Employees Pay & Conditions

- a) Issue with Director for approval and date at which he would like letters to craft operatives to be issued.

3.2 Window Factory

- a) MF reported no shortages of materials since last meeting.
- b) Provided report on fabricators bonus earnings that proved no detriment.

3.3 Pensions

- a) CMD noted ballot on industrial action would be sent to all union members shortly on rule 85.
- b) Opinion was a national strike would be voted for on 28th March 2006.
- c) Unions noted emergency cover would be provided on strike days.
- d) Management will look at contingency plans.

3.4 Recruitment

- a) MF reported, 2 electricians and 1 plumber commenced on Monday 20th February 2006 direct employees.
- b) Number of agency supplied labour continues to drop, currently 8.
- c) Recruitment drive continues for direct employees.

3.5 Stores

- a) Management still require information in regard to electrical fitting problems. RS to provide.

3.6 Appointments

- a) Less appointments are being made due to void action plan. Monitoring will continue.

3.7 Clydebank bonus in regard to van time.

- a) MF provided information on individual names.
- b) MF noted he would arrange meeting with union shop stewards, operatives and Gordon Shaw. Gordon will explain how procedures operate.

3.8 Disclaimer

- a) Disclaimer prepared, L & A to be approached for comment on this procedure.

4.0 TU Agenda

4.1 Bonus

- a) Operatives complained about not being paid average bonus for attended hours due to missing or late timesheets or IT systems go down.
- b) MF to investigate and report at next meeting in particular J Parker and C McLoone.

4.2 Radios in vehicles

- a) Complaint regarding reliability of system.
- b) MF explained the problem has now been resolved. A tenant had been switching the system off due to interference to his TV reception.
- c) TV equipment now relocated and radio system protected by lockable meter box.

4.3 Labourers regraded as semi skilled

- a) Previously this had been raised with Stephen McGonagle. Most labourers consider themselves to be skilled in many competencies and therefore should be paid as semi skilled.
- b) MF explained this was part of the talks on consolidation, however he will provide update for next meeting,

4.4 Adult apprentices

- a) Unions enquired if Management intended employing adult apprentices this year.
- b) MF stated that Management would not be employing adult apprentices this year, however this may be considered again in future years.

4.5 Apprentices bonus calculations

- a) Unions were concerned that apprentices mileage was not forming part of calculations.
- b) MF explained, 3rd and 4th year apprentices must perform to agreed level and monitoring of performance included mileage.

5. **A.O.C.B.**

5.1 Transport in Clydebank

- a) Concern regarding operatives having to wait for transport to become available each morning.
- b) MF will investigate and report at next meeting.

5.2 Plant

- a) Union requested update on plant purchase programme. Also concerned with maintenance of equipment and age/condition of generators in Clydebank and tile cutters in Dumbarton.
- b) MF explained, new plant purchase is currently with JMcK and a decision is expected in the near future. MF will investigate maintenance issue.

5.3 Operatives clearing gardens

- a) Operatives are concerned that they are being sent to clear gardens and bin stores, etc. where black bags are present and are sometimes burst open. They don't consider this to be their job.
- b) CMcD noted if a black is intact then lifting it and putting in the back of the vehicle should not be an issue. If these are burst open then there may be a training issue.
- c) MF explained, on occasions we will be asked to carryout this type of work, as it does not fit into the remit of any other section. He would expect operatives to clear these using the correct procedures and PPE as necessary. If additional training or better PPE was required this would be provided. MF to provide update for next meeting.

6. Date of Next Meeting

6.1 Pre-meeting 14th March 2006 at 15.00 in Overburn

6.2 JCC meeting 23rd March 2006 at 09.00 a.m. in meeting room, Elm Road.

Distribution

S McGonagle
J Drake
M Feeney
W Andrew
D Thomas
I Fleming
G Shaw
R Sweeny

L Pennycook
J Parker
J Thackrey
J MacMillan
J Flaherty
D Hamilton
J Doherty
R Savage

B Hamlyn
P Bradley
C McDonald
M Conroy
A Finlayson
J McLaren
A M Cosh

HOUSING AND TECHNICAL SERVICES

REPAIRS & MAINTENANCE

JOINT CONSULTATIVE COMMITTEE

Notes of Meeting No 7 held at 09.00 a.m. on Thursday 23rd March 2006 at Elm Road, Dumbarton.

1. Attendees

R Savage	Amicus	J McMillan	GMB
B Hamlyn	T & G	J Flaherty	GMB
C McLoone	GMB	D Hamilton	GMB
J Thackrey	GMB	J Parker	T & G
J Drake		Anne Marie Cosh	
M Feeney			
2. MF introduced J Drake new Section Head of Housing Maintenance, Dumbarton.
3. All agreed minutes of meeting No 6.
4. Matters arising.
- 4.1 Employees pay and conditions.
 - a) R Savage requested that it is minuted in the notes of the meeting that Amicus and UCATT do not wish a ballot issued to the workforce. He explained that this issue has been under negotiation with Union officials and should not go to a workforce vote including non-union members and apprentices.
 - b) MF explained, the ballot is to gauge the feelings of the workforce whether they would be in favour or not of the introduction of a consolidated rate.
 - c) Anne Marie Cosh noted all employees were entitled to a vote irrespective if they were union members or not.
- 4.2 Window Factory
 - a) MF reported no shortages of materials since last meeting.
 - b) J Flaherty agreed.

- c) A short time working group had been set up to recommend to Chief officers options of the future of the window factory, the first meeting was arranged for 23rd March 2006. Future meetings would include Union members/representatives of workforce on an ad-hoc basis.

4.3 Pensions

- a) Strike action on 28th March appears to be going ahead.
- b) Unions have stated no life and limb cover would be permitted.
- c) Unions advised further meetings were being held to avert strike action and agreements would be confirmed if reached.

4.4 Recruitment

- a) MF reported 6 Joiners, 3 Electricians and 1 Ceramic Tiler had been authorised for recruitment and posts are currently being advertised.
- b) Number of agency-supplied operatives is currently 8 or 9?

4.5 Stores

- a) MF agreed to a request from RS to allow him paid time to compile list in relation to faulty electrical items.

4.6 Appointments

- a) Fewer appointments are being made due to void action plan.
- b) New F/Y will see an increase in appointments made, management will ensure that these are monitored and supervisory staff utilise resources fully to ensure all operatives have a fair and balanced workload.

4.7 Clydebank bonus to van time.

- a) Meeting to explain bonus process to shop steward and operative still to take place.

4.8 Disclaimer carried forward.

4.9 Transport in Clydebank

- a) Problems noted at last meeting have now been addressed.

4.10 Plant

- a) Purchase programme request with Director.
- b) Most maintenance issues have now been addressed.

5. T.U. Agenda

5.1 Employees pay and conditions discussed see item 4.1.

5.2 Bonus

- a) Late time sheets, MF confirmed operatives are not paid average bonus for attended hours.

5.3 Format for holiday

- a) Unions were concerned that employees had requested holidays months in advance but were not being guaranteed time off.
- b) MF advised memo had previously been issued in regard to procedures for requesting holidays and this was still in use. Also holiday cards have details of notice required on them.
- c) All holidays requested will be equally considered in line with the contingencies of the service.

5.4 Back pay

- a) MF advised back pay would be included in pay for week ending 31st March 2006.

5.5 Samples of new jackets

- a) MF advised jacket samples were not available but the type requested is being supplied to each operative.

5.6 Labourers regarded as semi skilled.

- a) MF explained this is included in the proposals for the pay and condition package (consolidation).

- b) Unions were requesting action now.
 - c) MF advised each individual would be required to submit a letter to management requesting upgrading to semi skilled status providing reasons for consideration.
- 6 AOCB
- 6.1 Unions raised concerns that Radcom alarm boxes are placed in precarious positions within void houses.
- a) MF advised the issue has been discussed many times with Radcom. He will write to them again in relation to this.
- 6.2 Labourers refusing to carry out certain jobs in Clydebank Depot.
- a) MF to investigate situation and report at next meeting.
- 6.3 Untrained operatives being used on jetting machine in Clydebank Depot.
- a) MF to investigate and report at next meeting.
- 7 Date of next meeting.
- 7.1 Pre-meeting 13th April 2006 at 15.00 in Dumbarton
- 7.2 JCC Meeting 27th April 2006 at 9.00 in Elm Road.

Our Ref : MF/GP/0145

Distribution

**S McGonagle
J Drake
M Feeney
W Andrew
D Thomas
I Fleming
G Shaw
R Sweeny**

**L Pennycook
J Parker
J Thackrey
J MacMillan
J Flaherty
D Hamilton
J Doherty
R Savage**

**B Hamlyn
P Bradley
C McDonald
M Conroy
A Finlayson
J McLaren
A M Cosh**

HOUSING AND TECHNICAL SERVICES

REPAIRS & MAINTENANCE

JOINT CONSULTATIVE COMMITTEE

Notes of Meeting No 8 held at 09.00 a.m. on Thursday 27th April 2006 at Elm Road, Dumbarton.

1. Attendees

B Hamlyn T & G	R Savage	Amicus
J Thackrey GMB	J Parker	T & G
M Conroy GMB	J McMillan	GMB
C McDonald T & G	A M Cosh	Personnel
J Flaherty GMB	W Andrew	OM, Dumbarton Acting
J Doherty Amicus		

M Feeney, Section Head, Housing Maintenance. Clydebank
J Drake, Section Head, Housing Maintenance, Dumbarton (Temp)
S McGonagle, Manager of Repairs and Maintenance
2. Apologies
D Hamilton GMB
3. All agreed minutes of meeting No 7.
4. MF asked SMcG to speak on 3 important issues that he required to raise.
 - Performance for F/Y 2005-06.
SMcG explained that financially the year was excellent under difficult circumstances. The cancellation of emergency call out charges and no increase in indices meant the section had to carry out 700K worth of work just to stand still without any extra resources. The action plan on voids which was very successful was impressive turning 100 plus addresses out of date to 1 reported last week. The section's SPI's suffered due to the action plan, the restriction on recruitment of agency staff and the overtime freeze, overall he was delighted with the performance.
 - VCT
SMcG explained that a programme for the tender had now been received and provided details of this. Mick Conroy of GMB explained that Unions needed to be consulted and they had not received any notification from the Council in relation to this issue. The unions require formal notification of the tender exercise with all information relating to what was involved including union members posts that may be transferred under the TUPE regulation, community clauses etc. Unions agreed they would arrange a

meeting with David McMillan to explore these areas and lobby elected members. C McDonald noted he had not received notes of minutes of VCT contractor group meetings. He stated he would attend next meeting on 19 May 2006.

- Consolidation

Ballot papers had been issued and out of 189 only 42 were returned, SMcG explained the Director would decide on what action would be on the ballot returns. The current bonus scheme would be replaced with a new scheme whether it is a cash incentive scheme or SMV based consolidated rate. The new scheme would be in place for the start of the new contract on 4 December 2006. The new scheme would be based on the NSOR, negotiations with representatives of all unions would be organised and union members would be part of a working groups. If an agreement was not reached, 90 days notice on current scheme would be issued. M Conroy and C McDonald requested they meet with members to discuss issue and hopefully UCATT and Amicus members would attend.

5. Matters Arising

5.1 Window Factory

- a) Short time working group had met to discuss options for the future of the W/F, the next meeting was being held today following on from the J.C.C. John Flaherty would represent the workforce in the factory at future meetings.

5.2 Pensions

- a) Strike went ahead as planned on 28th March 2006.
- b) Unions stated it was a great success and the Deputy Prime Minister was due to meet Unions this week.
- c) Unions also noted Rule 85 was just a testing point by the Government and had this been pushed through it would be only the thin edge of the wedge.

5.3 Recruitment

- a) Arrangements had been made to interview applicants for the vacant joiners, electrician and ceramic tiler posts.
- b) MF noted quality of applicants was very disappointing and recruitment of suitable candidates was proving difficult.

- c) The Director had authorised the recruitment of 2 painters and 1 joiner in addition to 6 joiners, 3 electricians and 1 ceramic tiler.

5.4 Stores

- a) RS working on list of faults in relation to electrical fittings.

5.5 Appointments

- a) It was noted more appointments are being made and it was the intention of management to maximise this enhancement for the service users.

5.6 Clydebank bonus to van time

- a) Meeting to explain bonus process to shop steward and operative still to take place.
- b) B Hamlyn reported he was instructed to claim only 2 hours van time, instead of the normal 2 ½ hours for Clydebank operatives when working on kitchen contract. MF to investigate.

5.7 Disclaimer carried forward

5.8 Transport in Clydebank

- a) Management to review vehicle use and requirements for for Cochno Street operations.

5.9 Plant

- a) Purchase programme, nothing to report.
- b) Maintenance issues for plant in both stores are still prevalent.

6. T.U. Agenda

6.1 Zone 12 Cochno Street Depot vacant MO's post.

- a) Post was due to be advertised the weekend of 29 & 30 April 2006.
- b) Estimated time to recruit & commencement in post is approximately 8 weeks from date of advertisement.

- 6.2 General state of yard in Cochno Street, trip hazard at top of yard.
- a) Full inspection audit to be carried out.
- 6.3 Safety checks/meetings on condition of premises, are these still being carried out?
- a) Full inspection audit to be organised.
 - b) H & S committee to be organised and arranged to meet prior to next JCC.
- 6.4 Overtime update, why use agency operatives and not overtime.
- a) Director has authorised short term recruitment of agency staff until recruitment of WDC employees.
 - b) Director has not authorised overtime work for craft operatives.
 - c) Management do and will continue to submit request as appropriate.
- 6.5 Health and Safety Certificate for electrician.
- a) Management reported this is in hand.
- 6.6 Are courses available for extra training related to job you are carrying out?
- a) Management explained there is a budget for training and all requests would be considered.
- 6.7 Scaffolds, operatives arrived on site to carry out repairs off scaffold which was unsafe.
- a) Investigation to be carried out by management and report at next meeting.
 - b) Union stewards reminded that access to all scaffold regulatory inspection paperwork is available in the appropriate MO's offices.
- 6.8 Operative who had bonus deducted for strike days that were on holiday leave.
- a) Only 1 operative involved in this situation, no action necessary.

7.0 A.O.C.B.

7.1 Operative in temp post, storekeeper for 20+ months.

- a) Management explained operatives substantive post is still available when his temporary position ends.
- b) Operative returned from sickness absence and was placed in stores for lighter duties.
- 3) HMT0 do not manage the stores operations.

7.2 CMcD one day course for stewards dealing with PFI's etc.on 10/05/06.

8. Date of next meeting.

8.1 Pre-meeting 25th May 2006 at 15.00 in Dumbarton

8.2 JCC Meeting 1st June 2006 at 9.00 in Elm Road

Our Ref : MF/GP/0165

Distribution

**S McGonagle
J Drake
M Feeney
W Andrew
D Thomas
I Fleming
G Shaw
R Sweeny**

**L Pennycook
J Parker
J Thackrey
J MacMillan
J Flaherty
D Hamilton
J Doherty
R Savage**

**B Hamlyn
L McAllister
C McDonald
M Conroy
A Finlayson
J McLaren
A M Cosh**

Development & Environmental Services

Waste Services Section

Joint Consultation Meeting held on 22 February 2006.

Attending

R Thornton (RT) G Kane (GK)
R Robb (RR) T McLaughlin (TM)
I Leyden (IL) J McGuinness (JM)

Apologies

C McDonald (CM)
T Griffin (TG)

Item 1 - Minutes of last meeting / matters arising.

Agreed / matters arising covered by the agenda

Item 2 – Operations Update.

IL gave an update indicating that the vehicle fleet position was positive at present with all programmes of work up to date.

Item 3 – SWIP Update.

RR gave an update on various issues as follows:

- Approximately 26,000 households are now on the blue/brown bin recycling service.
- High Rise/tenemental pilot involving 4,000 homes has now been operating for 9 months. A report on the pilot scheme is expected around July 2006.
- Upgrading/rebranding works at Dalmoak and Ferry Road is now complete.
- Construction work at Stanford Street HWRC is now underway
- Contract for treatment of residual waste from Dalmoak/Ferry Road/Richmond Street has been awarded to Barr Environmental Ltd. It is anticipated that around 48% of the residual waste that is currently landfilled will be diverted through the operation of the contract leading to an improvement in recycling performance overall.

- An internal waste audit of all Council departments/properties has been completed. A report, including waste prevention plan for the Council's in house activities, is now being prepared.

With regard to the residual waste contract, TM expressed concern over a lack of communication with the hooklift drivers as they had not been informed of the change. In response RT acknowledged this oversight and advised that this was noted for future reference.

Item 5 – Special Uplift Service

RT advised that from Monday 27 February 2006 charging would be introduced for the collection of 'construction' waste from households. The charge will be levied on householders requesting the removal of redundant kitchens, bathrooms and other waste arising from home improvement work e.g. doors, skirting boards, flooring, plasterboard. The system to be operated will involve pre-payment i.e. the uplift will be paid for in advance of the job being carried out. When payment is received the job will become live for completion within 7 working days.

RT advised that no change would be required to the existing job ticket system for these chargeable special uplifts.

RT advised that with the exception of a few minor delays periodically, the special uplift service had been operating within the 7 day target since August 2005.

Item 6 – Health & Safety Issues.

RT advised of an incident which resulted in a member of the public being knocked down by a reversing RCV.

Following investigation the risk assessment and safety system of work had been amended and tool box talks delivered to all refuse collection staff.

GK/TM/JM asked that the following issues be examined

1. Shower block at Richmond Street Depot – needs a deep clean. **IL to investigate/report.**
2. Review vehicle movement arrangements at exit from tipping area/MOT station egress at Richmond Street Depot as it is considered that potential exists for a vehicle collision. **TG to investigate/report.**
3. Refuse collection operations – vehicle access problems
 - Kimberley Street, Clydebank (new street lamps)
 - Hobart Crescent, Clydebank (new fence)

- Kilbowie Road – service lane to rear of Drumry Road (vegetation)
- Bruce Street, Clydebank – (parked cars)
- Scott Street, Clydebank – (parked cars)
- Silverton Avenue Lane, Dumbarton – (pot holes)
- Glen Road, Old Kilpatrick – (vegetation)

TG to investigate all and report.

4. Threatening note left on top of bin – New Bonhill. **TG to investigate and report.**

Item 7 – Job & Finish Working Arrangement.

RT advised that following a workforce meeting last year he was advised that the protocol had been agreed. This had since been disputed by T McLaughlin.

RT asked that TM/JM/GK arrange to meet C McDonald Shop Stewards Convener to discuss the concerns that exist and report back to RT by 15 March 2006.

Item 8 – CharterMark.

RT confirmed the Waste Services Section's success in gaining the award and thanked all for their contribution.

RT advised that in order to monitor and maintain the award, a CharterMark working group would be established involving RT/TG/RR/R Mackenzie and one Shop Steward.

RT asked that GK/TM/JM consider and nominate the Shop Steward to participate in the working group.

RT suggested that the frequency of meetings would be monthly initially and bi monthly thereafter.

Item 9 – Council Departmental Structure.

RT advised the meeting that the Council was meeting today (Wed 22 February) to consider a report recommending that DES be merged with the existing HATS department.

RT advised that the proposed change was likely to be approved and would be effective from 1 April 2006.

Item 10 – Smoking in Public Places.

RT confirmed that from 0600 hours on 26 March 2006 it would be an offence to smoke or permit smoking in Council buildings and vehicles.

RT advised that clarification was awaited on smoking in the open air on Council property i.e. depots.

Item 11 – AOB

RT advised that a Best Value Audit of the Council was underway and that a report on the audit was expected in July 2006.

GK enquired about previously discussed training of operatives to LGV class II. In response RT advised that expressions of interest were in and that TG/IL and J Gallagher would be carrying out a performance assessment on each interested employee as the first stage of progressing this matter.

RT advised that derogatory remarks had been written on the overtime rota at Elm Road Depot. RT advised that a memo would be issued to all employees warning that such activity was a breach of discipline.

RR gave a brief overview of the Strategic Outline Case (SOC) for waste management adopted by the EP&ES Committee at its meeting on 11 January 2006.

Date of next meeting – Wednesday 29 March 2.00 pm at Elm Road Depot.

West Dunbartonshire Council
Department of Social Work Services

Meeting of Social Work J.C.C.
Held on Wednesday, 7th December 2005 at 2.00p.m.

Present: H Anne Ritchie, Head of Social Work (Operations)
Elaine Foulkes, Personnel Officer
Julie McGregor, GMB
Tom Morrison, Unison
Karen Dunlop, Unison
Stephen Rolfe, Unison
Patricia McLaren T&G
Margaret Pittam

Apologies: Peter O'Neill, Unison; Cathy Smith, Unison; Mick Conroy, GMB;
Charlie McDonald, T & G

Minutes: Elaine Foulkes

		Action
1.	<u>Introduction, Welcome and Apologies</u> Anne Ritchie welcomed everyone to the meeting.	
2.	<u>Matters Arising and not on Agenda</u> <ul style="list-style-type: none">• Home Care Review – Outline of Tasks. Mick has not yet submitted the form of words as previous minute. HAR to remind Mick accordingly.• Bruce Street, Clydebank Users Meeting –Stephen Rolfe indicated he had still to discuss the issues with Peter O'Neill. HAR advised that management were not happy with the reception situation and she will review this with Stephen West.• Joint Future Staff Forum – Mick Conroy and Duncan Borland had raised an issue that there had been a meeting at the Beardmore to which Union representation had not been invited. HAR to clarify what happened and liaise with Helen Watson.• Leven Cottage – Separate meetings with the Unions have taken place.• Auchentoshan Centre – As above , separate meetings.• Training & Workforce Development – Beryl Middleton to be asked to attend the next meeting.	HAR/MC SR/PO'N HAR/SW HAR HAR

	<p>Agreed in principle that it would be ideal if Moving and Assistance training could be undertaken in units but this raises an issue regarding numbers. Beryl Middleton and Agnes Trotter will discuss this with those delivering the training. It was suggested that catering staff who had attended Moving & Assistance training should perhaps have attended Moving & Handling instead.</p> <ul style="list-style-type: none"> • Temporary Workers – The situation with Leven Cottage will have a ‘knock on’ effect on other Units. Currently reviewing the position with regards to temporary workers in residential elderly care. TM raised an issue of one temp not having a current contract. Details to be supplied directly to EF outwith this forum for situation to be resolved. • Day Care – Queen Mary and Faifley Hub have now been amalgamated. • Home Care – Unions were to meet with their Members and report back. Uncertainty if meetings have yet taken place. TM will raise with TR. • Temp List - Tom Rainey had raised an issue regarding Bank Workers and whether they had a right to be advised of the reasons if the department chose not to use them again. EF advised that she had checked out the position and, although we do not use Bank Workers at present, they have no rights in this regard. There is no binding mutuality of obligation. • Social Work Review – no further news. 	<p>TM/EF</p> <p>TM</p>
3.	<p>Authorised Absence</p> <p>JMcG raised an issue in respect of Special Leave. The circumstances were that a mother and daughter working in different residential units were treated differently in respect of Special Leave. Both were caught up in the hurricanes in Mexico and were unable to return to work until 4 days later than planned. One employee was granted all of the time as paid special leave and the other had to take annual leave.</p> <p>HAR reminded that there was a duty to take into consideration all of the individual’s circumstances which included how much annual leave a person had left and also the amount of special leave which had previously been requested.</p> <p>Unions opposed to this view suggesting that, in the interests of fairness, both should have been treated the same. All agreed that the Special Leave policy required updating and that an avenue of redress for those who were unhappy with the manager’s decision should be written in as resorting to Grievance seems inappropriate.</p>	

	<p>EF advised that Corporate Personnel are due to review this scheme amongst other policies and she will feedback as appropriate.</p> <p>AR suggested that if the policy is too prescriptive this will reduce flexibility and that discretion may mean we cannot achieve a high degree of consistency.</p> <p>This particular incident is now being dealt with through the Council's Grievance procedures.</p>	EF
4.	<p>Maximising Attendance EF clarified that instructions had been issued to managers in respect of recording Disability and Pregnancy related absences. Agreed to send a copy of this to Union reps.</p> <p>TM advised that he now has details of a Workload Management Scheme but has not had the opportunity to progress this yet.</p> <p>AR confirmed that the department are actively pursuing the issue of Work Related Stress with Corporate Personnel. It was agreed that a draft interim procedure would be drawn up and submitted to the Unions for comment/negotiation.</p>	EF HAR/EF
5.	<p>Registration of Social Workers HAR confirmed that she now has a note of all registered workers and the process of issuing new contracts will soon begin.</p>	
6.	<p>Clerical Re-grading KD indicated that a number of staff at Glencairn House had raised the issue of staff at Bruce Street automatically being upgraded. EF confirmed that this was not the case and that the appropriate form had been completed in respect of all re-gradings.</p> <p>HAR advised that she had a number of re-grading forms for workers.</p>	
7.	<p>Pay & Conditions negotiated at Interview KD raised the issue of terms being negotiated at interview, which was having a negative effect on existing staff and that there appears to be a lack of transparency around this.</p> <p>HAR confirmed she would check this out. KD to provide names to EF.</p>	KD/EF
15	<p><u>Date of Next Meeting</u> Wednesday 8th March 2006 at 10am.</p>	

West Dunbartonshire Council
Department of Social Work Services

Meeting of Social Work J.C.C.
Held on Wednesday, 8th March 2006 at 2.00p.m.

Present: H Anne Ritchie, Head of Social Work (Operations) Chair of JCC;
Elaine Foulkes, Personnel Officer
Tom Morrison, Unison
Patricia McLaren T&G
Cathy Smith, Unison
Peter O'Neill, Unison
Duncan Borland, GMB
Jean Crawford
Charlie McDonald, T & G

Apologies: Mick Conroy, GMB; Nazarine Wardrop, GMB, Margaret Pittam, T&G

Minutes: Elaine Foulkes

		Action
1.	<u>Introduction, Welcome and Apologies</u> Anne Ritchie welcomed everyone to the meeting.	
2.	<u>Matters Arising and not on Agenda</u> <ul style="list-style-type: none">• Joint Future Staff Forum – Tom Morrison requested an update. AR advised that Joint Staff Forum has not taken place for some time although the Health side have staff forums set up. Confirmed she and Elaine Foulkes would speak to Helen Watson and take up with Avril McMillan. <p>Cathy Smith advised that she has not been getting lists of meetings. AR advised that Kay Eastwood has retired and she doesn't think the meeting Cathy previously attended is happening.</p> <p>AR asked if Unions have any further information.</p> <p>Charlie McDonald indicated that they keeping asking about this but receive no information.</p> <p>AR indicated that she suspects the Health Board are tied up with the disappearance of Argyll & Clyde, Community Health Partnerships and restructuring. AS WDC has not joined the CHP may not be at the top of the</p>	HAR/EF to contact Helen Watson and Avril McMillan to get update.

<p>list to have discussions but she would speak to Avril and circulate information prior to next meeting.</p> <ul style="list-style-type: none"> • Bruce Street, Clydebank Users Meeting –Peter O'Neill. Asked for an update. HAR confirmed she had spoken to Stephen West and they will look at the issues. Advised that reception is not the best use of resources in a building which has no public access. Home Carers, staff and people attending for meetings should have clear instructions. If clerical staff are diverted to reception these resources has to come from somewhere. PO'N stated that there are still clients coming in. HAR confirmed she would speak to David Doherty/Stephen West regarding best use of resources. • PO'N advised that he had met with David Doherty who agreed that it would be helpful to have input from the Unions but not heard anything further. HAR advised she had received a letter from Stephen Rolfe regarding this and agreed to let Peter have a copy of this and her reply. • Training & Workforce Development – HAR advised that Beryl Middleton was unable to attend due to the change of time but she would arrange for her to attend next meeting as lots of issues to discuss. • Home Care – Unions advised that proposed meeting did not take place. Charlie McDonald confirmed he had met with his members and fed back that they were not happy with offer. Felt it should either be MW5 or MW7. <p>Discussion around background to offer. HAR suggested it was unlikely this could be fixed prior to Single Status implementation. Advised that if Unions wished to proceed they should get together and feed back.</p> <ul style="list-style-type: none"> • Day Care –Cathy Smith asked what is happening with regards to this. HAR confirmed that she and Elaine have been progressing this for managers and undertaking calculations. CS indicated there was a Stage 3 Grievance and they were waiting for a date. EF to take up with Corporate Personnel. • Sheltered Housing Permanent Contracts – Charlie McDonald advised that all 3 unions have met and he has Emailed Lynne McKnight regarding duties but received no response. EF agreed to liaise with Lynne and Charlie re setting up a meeting. 	<p>HAR</p> <p>HAR</p> <p>UNISON/GMB/ T & G</p> <p>EF</p>
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	<ul style="list-style-type: none"> • Social Work Review – Tom Morrison asked for an update. HAR advised there is no further news. EF confirmed that there are two separate Trawls within the department. The first is as a result of a management restructure where a package was offered to managers (graded PO4-7 and above) on the grounds of efficiency. Nine people applied for consideration. Before decisions could be made regarding this, the Corporate Trawl was announced for Early Retirement/Voluntary Severance with the offer of a different package. EF confirmed that the department are considering letting 37 people go. Stressed that it was important that Unions were aware that these were two different packages made at different times and not that management were being offered an enhanced package as was alleged. EF willing to provide further clarification if required. • Temp List – HAR/EF confirmed that there is no such thing as a temp list any more. EF clarified that she would shortly be looking at innovative ways to address problems. 	EF
3.	<p><u>Maximising Attendance</u></p> <p>All Unions said they had not received the information on Disability/Pregnancy related absences. EF indicated she was certain she had issued this but would re-issue and apologise if this had not been circulated.</p>	EF
4.	<p><u>Pandemic Flu & Business Continuity</u></p> <p>HAR advised that these two issues were related. Explained that as part of the Corporate Planning Business Impact Analysis, plans have to be in place to achieve minimum disruption and business continuity. For example, if there was a major fire, how many workers would be displaced and how many computers down – how would we keep the business going. If keys for a building were stolen, where would we get a spare set – so we would need to know the names, addresses and phone numbers of staff so that they could be told where to report etc. A key point in this, is to obtain up to date information regarding staff contact details.</p> <p>Advised that this ties in with Pandemic Flu planning. HAR has asked for this to go onto the JCF agenda as there are issues of particular significance to the Social Work Department such as Child Protection, Home Care etc as these services would have to continue during a pandemic.</p> <p>HAR provided detailed info of Pandemic/Bird Flu. There is active planning and this has implications for staff. There will be people whose jobs are not crucial and staff may be asked to</p>	

	<p>cover duties which they would not usually cover. It would not be appropriate for staff to be sitting around whilst there is a crisis elsewhere and we need to match staff to tasks required.</p> <p>Charlie McDonald asked if the World Health Organisation guidelines are being followed and if this would fall into a risk assessment.</p> <p>HAR confirmed W.H.O. is what the Council is using as a basis for planning. Advised that, at worst, we could expect 25% of the workforce to be absent at any one time. This raises the issue of who are the key staff for inoculations etc.</p>	
5.	<p><u>Glencairn Staff</u></p> <p>Tom Morrison advised that Karen Dunlop had asked for her concerns to be passed on regarding the level of staff within Glencairn. HAR confirmed she is aware that staff are under pressure and that cover is being arranged for vacancies but we could not cover for sickness absence.</p>	
6.	<p><u>A.O.C.B.</u></p> <p>Infection Control – Charlie McDonald raised the issue of jewellery and if the workforce were being asked to remove jewellery then he would expect this to include Unit Managers due to cross contamination as they were touching the same door knobs, etc</p> <p>HAR confirmed all staff who were undertaking personal care tasks would be asked to remove jewellery. Any other issues regarding this will be referred to the Infection Control Working Group.</p>	
7.	<p><u>Date of Next Meeting</u></p> <p>June – date, time and venue to be arranged and circulated with minutes</p>	

**JCC Minutes of Meeting held on
Tuesday 20 December 2005**

Present: Susan Gardner, Team Leader
Tom Dick, Unison
Katie McGeachie, Unison
Julie Hughes, Personnel
Paul McGowan, Personnel
Terry Lanagan, Head of Service

Apologies: Jackleen McMonagle, Amicus
Tom Rainey, Unison
Margaret Ferris, Unison
Isobel Paterson, Unison

1. Minutes of Previous

The minutes of the meeting held on Thursday 8 September 2005 were read and agreed as accurate.

2. Matters Arising

Job Title

Paul informed the group that it had been agreed that the job title for Pre 5 posts was Early Education & Childcare Officer and that this had now been implemented.

CPD

Paul advised that the forms had still to be fed into the schools and to date training on the use of the forms was being arranged. He further indicated there had been a few "teething problems" and that he would speak to the lead person to take forward.

Learning Assistants

Trade Unions indicated that they had still not heard any information on what posts were to be GS3 and hoped that this matter would be looked at in the very near future. Paul advised that the Acting Head Teacher for this sector had been advised to take forward in the new year.

Clerical Provision in Education

This has now been implemented, however the trade unions wish noted that they were disappointed re the implementation date i.e. that there was no backdated element.

3. Reports

Single Status

Paul advised that the project group were meeting regularly and the implementation date should be 1 April 2006. Paul further confirmed that posts not implemented by this date would be backdated to 1 April 2006.

Job Evaluation

Paul indicated that it was near completion, hopefully by mid-January allowing benchmark posts to be matched.

At this stage pay modelling should start.

Paul also wished noted that running alongside all of the above were a terms and conditions group.

Paul then informed the group that there was a compensation working group set up to identify areas where the authority was vulnerable which should then alleviate possible industrial tribunals claims.

Trade unions at this point highlighted that they were aware of establishments being faxed by the "Stefan Cross" group. Paul/Terry to investigate.

Best Value Reviews

No information to hand for this meeting, therefore to take forward to the next JCC.

4. School Regeneration

Terry informed the group that there was a bidders day for contractors on 10 January 2006. This would consist of meeting bidders to see if they could meet the needs of the authority, this should then lead on to bids going ahead approximately March/April. He confirmed that to date, it was planned for four new Secondaries, 2 new Primaries and 2 Early Education & Childcare Centres.

5. Service Review/Structuring

Tom Dick raised the issue of the restructuring of headquarters staff and why some grades had been "missed out". Paul informed that due to job evaluation not yet being in place the only posts that had been regraded were as a result of changing business needs within the department. He clarified that job evaluation will make this process more clear and transparent in the future.

6. Pre-5 Issues

Due to the absence of a trade union member for the Pre-5, more information was to be submitted to management to allow them to take the agenda matters forward.

7. Job Freeze

Tom Dick wished clarification on why posts were frozen if they were funded by external funding i.e. McCrone. Paul informed that all posts were submitted to the Chief Executive for approval which includes all externally funded posts.

Tom Dick also raised concerns regarding the technician post that was currently held up in the recruitment freeze. This post included portable appliance testing and due to no-one carrying out this duty, some appliances may not be tested therefore making them potentially unsafe.

Paul indicated that all posts currently frozen will be revisited and if appropriate resubmitted to the Chief Executive at the beginning of the year.

Trawl

Due to financial implications, Paul advised that a letter will be sent to all staff indicating there is a severance/early retirement package and that expressions of interest were to be received by personnel sections no later than 13 January 2006. He further stated that no-one will be excluded from applying. However, service delivery will impact on any decisions made. Paul wished noted that this trawl is not a redundancy situation. It is the intention that anyone taking the above, will leave approximately April 2006.

Trade unions expressed concerns re workload issues due to impact of releasing staff.

8. Communication - Employee & Management

Tom Dick indicated that on some occasions letters re Maximising Attendance and Disciplinary Proceedings coming direct from establishments did not advise of the right to trade union representation.

He also wished noted that logging of accidents was not always being adhered therefore he wished line managers to be advised to filter all information to staff.

Terry confirmed that health and safety reporting was periodically on the agenda for head teachers meetings.

Terry therefore indicated that he would like any individual concerns given direct to him so that he could take forward.

Trade unions also advised that they felt that there was a lot of under-reporting of accidents due to recurring problems and employees think that it is a pointless exercise.

9. Special Leave/Toil

Trade unions wished clarification on how the above was being applied and if there was consistency. Paul stated that we always apply fairness and consistency in dealing with special leave.

10. Agreements/Arrangements Reached at JCC

Tom Dick raised the issue of one particular agreement that had been reached at the JCC had not been taken forward. He was advised that due to a communication error, this incident will be revisited.

11. Violence to Staff

Tom Dick raised concerns that there was again the possibility of under-reporting and forms not being completed correctly. He also raised the issue of not having available statistics as these forms were not linked to the HS1 forms.

Terry informed that this may cause over-reporting if both forms completed.

After an in-depth discussion Terry clarified that verbal abuse is not a reportable health and safety issue.

The group were advised that, in future, there may be an annual report re violence to staff.

Trade unions were advised that they were not privy to individual reports and Terry agreed to investigate on how trade unions can access reports in future.

12. AOB

Maximising Attendance Reviews

Tom Dick wished clarification on occasions why a line manager would not have to chair the above meetings. Paul indicated that in normal circumstances a line manager should chair the meeting, however in exceptional individual circumstances it may be the case that personnel may have to take this meeting forward and that the trade unions may request an explanation for this.

13. Date of Next Meeting

The next JCC meeting will take place on Wednesday 15 March 2006 at 2pm in the Education Meeting Room.

WEST DUNBARTONSHIRE COUNCIL

EDUCATION & CULTURAL SERVICES DEPARTMENT

JCC MINUTES HELD ON WEDNESDAY 15 MARCH 2006

Present: Terry Lanagan, Head of Service
Paul McGowan, Personnel
Julie Hughes, Personnel
Robert Ruthven, Education & Cultural Services
Margaret Ferris, Unison
Jacqueline McMonagle, Amicus
Tom Dick, Unison
Frank Gardiner, Unison

Apologies: Tom Rainey, Unison
Katie McGeachie, Unison

1. **Minutes of Previous Meeting**

The minutes of the meeting held on 20 December 2005 were read and there was one amendment to number 11, 'Violence on Staff' to change that verbal abuse is a reportable health and safety issue when connected to rigor.

2. **Matters Arising from Previous Meeting**

Establishment

Learning Assistants - Mr Tom Dick wished to take forward previous proposals in relation to promoted GS3 posts. He was concerned about the delay in implementing the proposals. Paul advised that Lynn Townsend and Chris Smith are aware of the aforementioned, and that this will be taken forward in the near future. Paul requested that Tom Dick supply him with an up to date list of the current learning assistant shop stewards in order that they may be invited to future meetings in this connection to the above.

3. **Agenda Items**

Establishment Closures

Paul updated the group that it is proposed that Renton Library and Renton Community Education Centre will close on 31 March 2006 and the Education Resource Service will close on 30 June 2006.

He stated that the department would endeavour to relocate staff to suitable establishments in a redeployment situation.

He further commented that he could not envisage any problems in redeploying staff from Renton Library and the ERS and that a meeting had been set up with the five members of the ERS staff to try to find suitable alternative redeployment. He wished noted that this decision was made by Council and that the department must accommodate this. Paul further indicated that discussions had taken place with the members of staff via their line managers on the above.

4. Library Headquarters

Margaret Ferris wished information on Levenford House. Robert Ruthven confirmed that, to date, there is no buyer and that the Council wished to sustain staff in the premises until November (exact date has yet to be confirmed). Robert further clarified that the new probable location for staff will be within Carleith Primary in Duntocher.

5. Learning & Development

Paul indicated that the above staff based in Bridge Street would be relocating to Alexandria Library and the Careers Office in Clydebank.

6. Reports

Single Status

The group were advised that compensation payments within Education were paid out to staff mainly from Community Learning & Development.

Job Evaluation

Paul informed the group that to date 76% of benchmark jobs had been completed. At present, Corporate Personnel are compiling unique/individual posts for Education and Cultural Services.

Tom wished assurances that information provided from departments to the job analyst team reflected the job recent reviews in the various sectors and up to date job descriptions.

Best Value

No updates except that trade unions wished to see technician presentation. Jacqui advised to take forward directly with Sandra Brysland.

7. Education and Cultural Services Stewards

Paul wishes up to date list for the department - Tom Dick to take forward.

8. Pre-5 - 52 Week Staff & Job Titles

The group were advised that the new title for pre-5 unpromoted staff is Early Education & Childcare Officers. Margaret Ferris wished the total number of staff who are in a 39 week establishment on 52 contracts. She was advised that to date the total number was 21 staff. She then indicated that she was concerned that staff were not being utilised correctly she was advised that Personnel would take forward to the manager of Pre Five & Childcare.

9. Toil

Paul informed the group that appointments that are manageable should be made at the beginning of the day or at the end. If this is not feasible, then conditions as detailed in the special leave policy would apply.

10. CPD

The trade unions advised that the learning assistants wished the same training opportunities as pre-5 staff as, to date, they claim they are not being given the time off to attend.

Paul advised that the service delivery is first priority and that it is the current practice of the authority that learning assistants get a minimum 4 days training per year. He agreed that all employees should be given opportunities to attend appropriate course, which in future for learning assistants, will be included in in-service days.

In relation to the roll-out programme, Paul indicated that all Heads and Depute Heads of Centres and all senior management in schools have now been given CPD training.

CPD is to be launched around Easter and that the first meetings for all employees should be given between Easter and the summer. Paul advised the group that employees requiring training would not necessarily mean that individuals are sent on external training courses.

Frank wished noted that a very high percentage of staff do not attend Health & Safety courses as they are not being released.

Paul clarified that this should not happen as employees should not put themselves forward for courses and authorisation must come from the manager. Paul wishes a list from Frank on what establishments this happens with. Paul will ensure that this problem is highlighted to management. The trade unions wish training courses to be clear and transparent on who is sent.

11. Renton Early Education & Childcare Centre

Margaret Ferris wished to be advised why promoted posts are not going ahead in the above establishment. Paul advised due to budget implications, Renton EE&CC will amalgamate with another Early Education & Childcare Establishment, this is due to the numbers attending both centres. Therefore, a head of centre is not required for both establishments.

Margaret Ferris informed the group that she will be writing direct to the Head of Service to raise concerns. Paul identified that this model had previously been used in another Early Education & Childcare Centre in the past.

Frank wished clarified safety risks if one person managing two centres. Paul advised that a new depute will be placed in Renton with the above responsibilities in the absence of the Head of Centre.

12. School Regeneration

Terry confirmed that the closure of Braidfield High in June 2006 was passed at the Children's Services Committee. He stated that the Councillors had given them timescales to address issues such as traffic management.

13. Knoxland Primary

Terry indicated that £600,00 had been granted to Knoxland Primary to replace the heating system. When this was being examined asbestos was found, which would require to be removed, a new heating system installed and decoration required. This would take approximately 5 months. Children will require to be decanted.

The next stage in the PP process is that Bonhill Primary and Our Lady of Loretto Primary will go to consultation - Bonhill on a formal consultation basis and Our Lady of Loretto on an information consultation basis.

PPP

Terry informed the group that there was 5 consortia interested on taking on the project. Interviews to take place at end of the month for interested consortias.

This will then eliminate down to 3 or 4 interested parties. Terry further clarified that all the above has previous PPP experience, and appropriate finances.

14. Clydebank High School

Jacqui raised concerns that when work being carried out during the holiday period that there were still some staff on site and consideration should be given to noise levels and contamination etc.

15. Staff Review within Headquarters

Tom Dick wished clarification that the review list that he brought to the table was accurate. Paul indicated that Tom Rainey has all the relevant information regarding the review and advised that all headquarter staff had been given a full copy of the review report.

After an in-depth discussion on "acting up posts" within HQ, trade unions wished notification on any future employees doing temporary responsibility. Paul advised that there is no requirement to provide this information.

16. Results of Trawl

Paul confirmed that three teaching and eight support staff had been given packages.

17. No Smoking Policy

Trade unions wished clarification on the interpretation of "Council premises". Terry confirmed that a letter that complies with the policy will go to schools saying within the curtilage of the school.

Terry further informed that a further letter will be sent to parents for their support. The letter will include policy on employees who have to go into pupils homes stating that parents should refrain from smoking whilst the employee is there.

Margaret Ferris wished clarification on what support, if any, is being offered to pupils - Terry to take forward to Angela Simms, Quality Improvement Officer.

18. Any Other Business

Tom Dick requested update on the temporary Bursor and AFA positions and was advised that both positions had been made permanent on their existing temporary conditions.

Tom stated that there may be inequalities and it was agreed other staff may wish to go through the Council's grading appeals process.

Strike Action

Frank wished advice on employees who were leaving as part of the trawl process and he was advised that exemptions were given to these staff as it impacted on their service.

After a discussion, trade unions advised that in relation to job-share employees taking part in strike action, it is only the person whose pattern falls on the day of the strike and participates in the strike will lose any monies.

19. Date of Next Meeting

The date of next meeting will take place on 14 June 2006 at 2pm.

WEST DUNBARTONSHIRE COUNCIL

JOINT CONSULTATIVE COMMITTEE (TEACHERS)

MINUTE OF JCC MEETING - 7th February 2006

1. SEDERUNT

Management Side Terry Lanagan (Head of Service).Paul McGowan.
(Personnel)

Teachers' Side J. Cleife (EIS), S. Paterson (EIS), J.Wardrop (EIS),
J.McDaid (EIS) A.McEwan (SSTA)

Apologies N.Bissell (EIS), C.Docherty (EIS), K. Burns (EIS),

2. MINUTE OF JCC MEETING

The minutes of the JCC of 15th November were approved as correct.

3. MATTERS ARISING

- Discipline sub group
 - SP will contact TL re a meeting of sub group
- Bi Level Teaching
 - It was pointed out that there were errors in the information given on Bi Level teaching at the previous JCC
- Scholar & Advanced Higher Classes
 - There was discussion on the teaching of Advanced Higher classes and the use of scholar as a support rather than as a replacement for a taught Advanced Higher Class.
 - It may prove difficult to run some AH classes
 - The JCC will monitor the provision of AH classes
- Vocational Learning
 - The Teachers' side asked for a copy of the partnership agreement between WDC schools and Clydebank College
 - TL and Dave Fulton are meeting with the College to discuss a new partnership agreement .A copy of this will be sent to SP
- Procedures for school closure/amalgamations
 - A paper will go to the next Council meeting.
- Age and stage Regulations
 - The SLWG has produced a report which will go to Bob Cook
This will be issued as a draft PP.

- National Review if Guidance
 - The Teachers side asked for info as to how WDC are implementing this
 - TL will contact Angela Simms for information.

4. Regeneration of Schools Estate

- TL gave an update on progress.
 - 9.02.06 Deadline for expressions of interest
 - 10.01.06 Bidders day
 - In April/May 3 or 4 bidders will be invited to submit details
 - A preferred bidder will then be selected
 - WDC has taken on board many comments and have responded by increasing number of rooms and storage in revised schedules
 - Project Board has met
 - Client group meeting early March
 - Cores being drilled to check for contamination at St Columbas
 - Timescale
 - Aug 2010 all completed

5. Faculties

- There was a discussion on the Faculty arrangements
 - There is a research project at Stirling University
 - There is a variation in Local Authorities in implementing a Faculty structure
 - No big bang intro of Faculties in WDC
 - S.Paterson issued the results of a questionnaire which was issued to a range of teachers in the Authority to gauge their views on the success of Faculties
 - The findings of this were discussed
 - The teacher's side put forward the view that Faculties were not the way forward for the Council and that the Council should not go down the Faculty line.

6. Monitoring of Learning & Teaching

- There was discussion on the PP4.1 which has been issued to schools before it came back to the JCC. It was reported that comments received on the draft PP had been incorporated into the paper .The Teachers side commented that some of the changes proposed by them had not been included in the final document.
 - The need for training in the monitoring of this policy was discussed
 - Any instance where a Headteacher or other member of staff who did not adhere to the policy and the spirit of the policy would be resolved by discussion with S.Paterson & T.Lanagan
 - The remits of QIO's were issued

7. Teaching of Science in Primary Schools

- Information was sought by the Teachers side on how the teaching of science was organised especially in relation to class sizes.
 - The response was that Science is delivered in a variety of ways in the primary
 - Activity based
 - Extraction
 - There was no upper limit, however a risk assessment should be carried out to identify any hazards which may limit the class size.

8. Stress Forms

- The Teachers side requested information on what happened to stress form after they had been completed by staff.
 - Stress forms are kept in school with a few ,where appropriate being passed up to Personnel.
 - Statistics on stress within the Council are based on staff absence, not on the number of forms completed. It was pointed out by the Teachers side that this does not give a true reflection of the problem of stress within Education.
 - P.McGowan will speak to corporate about this.

9. Holidays

- TL met with SP and A.McEwan to look at the Holiday schedule for 2007-2008 and 2008-2009 AMcEwan had found 2 lost days which would result in the deficit being reduced
 - Another meeting will be arranged so that holiday dates or options can be issued.

10. Freeze on Filling Vacant Posts

- The freeze will continue until the end of the financial year and then the position will be reviewed.
 - Teaching posts have not been affected, however schools have been affected if support staff have not been replaced.
 - Special cases have been put up to the Chief Executive to be released for advert.

11. Education Cuts /Management savings

- No details of any proposed management savings were available at this time.

12. Early Education Provision

- The Teachers side requested information on any effect there might be on Early Intervention provision to primary schools because of the input Early Intervention teachers are to have across all Early Education Establishments.
 - In response it was reported that Early Intervention is embedded in Primary Schools and there would not be any significant effect on provision to primary schools

West Dunbartonshire Council
Corporate Safety Committee Meeting

10th March 2006

PRESENT

Stewart Paterson (Teachers Convener, Education), Jackaleen McMonagle (Amicus), Tom Dick (Unison), John Wagner (GMB), Tricia O'Neill (Head of Personnel Services), Anne Ritchie (Head of Social Work Services), Kevin Neeson (Section Head, Development Services Manger, Development & Economic Services), Terry Lanagan (Head of Service, Education & Cultural Services), Don Findlay (Manger of Technical Services, Housing & Technical Services), Gerry Gordon, (Section Head, Health & Safety), Pauline Wilson (Secretary to Committee), Yvonne Heaney (Admin, Corporate Personnel)

1. APOLOGIES

Councillor Joseph Pilkington (Convenor for Personnel), Bob Cook (Director of Education & Cultural Services), Bill Clark (Director of Social Work Services), Dan Henderson (Director of Development & Economic Services), Gerry McInerney (Director of Corporate Services), Ronnie Dinnie (Head of Land Services, Housing & Technical Services), Neil Casey (TGWU), Duncan Penders (GMB)

2.	MINUTES OF PREVIOUS MEETING	
	Minutes were agreed as an accurate record.	
3.	MATTERS ARISING FROM PREVIOUS MINUTES	ACTION
	Tricia O'Neill highlighted that in Section 4 under Stress Statistics it should have stated that the Stress Policy was being reviewed and a draft would be tabled at a future meeting, instead of next meeting.	Corp Personnel
4.	TRADE UNION ITEMS	ACTION
	<p><i>Stress Statistics</i></p> <p>The Trade Union side requested clarification on where the Notification of Workplace Stress forms were being collated and recognition that stress was an industrial injury. The Committee was informed that statistics were collated from medical certificates, Employee Counselling Service and Council Welfare Officers and that the HSE only identified stress as an ill health related issue, regarding their Revitalising Health and Safety Statistics, and not an industrial injury.</p> <p>The Corporate Health and Safety Section have developed an online training programme for the HSE's Stress Management Standards using Lectora software which will be made available for managers.</p>	Corp H&S Section

5.	ACCIDENT STATISTICS	
<p>Corporate:</p> <p>The committee was advised that 307 days were lost in the 3rd quarter, a decrease of 29% since the last quarter. Although there has been an increase over the year till now this is mainly as a result of two long-term sickness absences. The Committee were reminded the reduction of days lost can be assisted by utilising the Council's Occupational Health Service and Physiotherapy provision.</p> <p>There was a decrease of 8% and 16% of reportable and non-reportable accidents respectively in comparison with the same period in 2004.</p> <p>The committee was informed that the HSE will be carrying out audits of all Local Authorities in Scotland in the near future and have recently written to the Council enquiring on what Occupational Health provisions they provide. They will be focusing on three main areas, stress, musculoskeletal conditions and slips, trips and falls.</p> <p>The Committee was advised that there seems still to be an under reporting of non-reportable accidents, and were reminded to stress the need for this to be discussed at Management, meetings employee training and toolbox talks and TU meetings.</p> <p>The reportable accidents seemed to have "topped out" and to assist in further reduction there needs to be more formal and in-depth investigation by Departments.</p> <p>Departmental Accident Reports:</p> <p>No comments.</p>		<p>ALL DEPTS</p> <p>ALL DEPTS</p>
6.	RISK ASSESSMENTS	
<p>Corporate Services, DES, & Housing and Technical Services, Social Work Services:</p> <p>No comments</p> <p>Education & Cultural Services</p> <p>Still no returns to date from High Schools however, staff training ongoing.</p>		ED&CS
7.	POLICIES AND PROCEDURES	
<p>The Corporate Health & Safety Section informed the meeting that a Managing Work Related Road Risk Policy and The Control of Legionella in Water Systems Guidance Note will be issued to Departments and Trade Unions for comment mid-March.</p> <p>Trade Union side raised concerns surrounding the implementation of the No Smoking Policy and how it would be interpreted. Greater clarity on issues such as the areas smoking was permitted within the Council premises was requested and it was agreed that the matter should be referred to the Council's Policy Group.</p>		<p>Corp H&S Section</p> <p>Corp Personnel</p>

<p>Discussion arose around the No Smoking signs and that there were no corporate sign(s) available. It was suggested that Departments would take responsibility for their own requirements. Tricia O'Neill will seek confirmation from the Policy Unit on this matter and report back to Committee.</p>	<p>Corp Personnel</p>
<p>8. TRAINING</p>	<p>ACTION</p>
<p>Corporate: Safety Basics</p> <p>There is still a 25% non-attendance rate. Also of those who attended:</p> <p>There has been very little change in the undernoted figures from last quarter:</p> <p>a). 45% had not received Departmental H&S induction training and 70% of those had not received management evaluation.</p> <p>b). 30% had not received the Corp H&S Hand Book and 74% of those had not received Tool Box Talks on the Book.</p> <p>It was noted at previous meetings that there appeared to be a lack of notification to some teaching staff to attend the training, the Committee were informed teachers had been addressed on this issue and numbers should increase in the future.</p>	<p>ALL DEPTS</p> <p>ED&CS</p>
<p>9. Revitalisation Health & Safety</p>	
<p>Occupational Health:</p> <p>The Hand & Vibration Syndrome (HAVS) occupational health assessments have been completed in H&TS for Land Services and the DLOs & Roads are due to commence shortly and should be completed by end of March 2006 however, the Property and Housing DLO will not make this deadline.</p>	<p>Corp H&S & H&TS</p>
<p>10. ASBESTOS</p>	
<p>Implementation of action plan</p> <p>The electronic asbestos register has been populated and will be widely available through the web-based system from April 2006 onwards.</p> <p>Training</p> <p>The training of staff did not commence in January 2006 as stated in the previous minutes, steps are being taken to address this issue.</p> <p>Trade Union side raised concerns relating to safe systems of work when employees encounter asbestos. Discussion arose around procedures and it was agreed that the issue would be taken back to senior managers to address.</p>	<p>H&TS</p> <p>H&TS</p> <p>H&TS</p>

<p>The committee were advised that no employee should be put at risk and there should be safe systems of work to ensure appropriate assessments/surveys are carried out to prevent any accidental contact with asbestos based materials</p> <p>Procedures should also be in place to advise Tenants that asbestos is present in their home. There is no comprehensive asbestos register for Council Housing stock. Information should be provided to employees regarding asbestos prior to carrying out work in any property.</p>	<p>H&TS</p> <p>H&TS</p>
<p>11. AOCB</p>	
<p>Safety Reps</p> <p>It was raised by the Trade Union side that there was a lack of communication between line managers and safety reps. It was requested that safety reps are involved in all H&S issues.</p> <p>The committee was advised that where there are significant changes in policies, procedures and inspections and any work that may occur only then will the safety reps be consulted. Or if there is a reportable accident or management wish to carry out a joint inspection.</p> <p>Corporate Health & Safety</p> <p>Tricia O'Neill confirmed that the management of H&S at the Corporate level will transfer to Legal and Administration Services, the transfer will not impact on the Committee.</p> <p>Education Health & Safety</p> <p>It was reported that Frank Gardiner raised issue that budget had been cut. Terry Lanagan explained that the capital budget had been cut and existing budget remains static.</p> <p>Food Handling</p> <p>The committee were advised that the question raised by Neil Casey (TGWU) on food safety re employees returning to work within a specified time after being off with specified illnesses was contained in the Food Safety Policy which is to be revised and re-issued by H&Ts.</p> <p>Early Retirement</p> <p>The committee was advised that Gerry Gordon was leaving the Council as a result of early retirement and general good wishes and expressions of thanks were exchanged.</p>	<p>ALL</p> <p>H&Ts</p>
<p>12. DATE OF NEXT MEETING</p>	
<p>Thursday 1st June 2005 at 10.00am in Meeting Room 2, First Floor, Council Offices, Garshake Road</p>	