

# WEST DUNBARTONSHIRE COUNCIL

## DEPARTMENT OF EDUCATIONAL SERVICES

### MINUTES OF SUPPORT STAFF JCC MEETING HELD ON 20 SEPTEMBER 2011

Present

Laura Mason, Head of Service  
Ann Docherty, Unite  
Fiona Russell, Unite  
Jackeleen McMonagle, Unite  
Carrie McGuire, Unison  
Christine Forsyth, Unison  
Geraldine Lyden, HR  
Ann Crawford, Educational Services (Minute Taker)

#### ACTION

#### 1. MINUTES OF PREVIOUS MEETING

The minutes of the last meeting were agreed as accurate.

#### 2. MATTERS ARISING

All matters will be covered on the agenda.

#### 3. CLERICAL RESTRUCTURE

A discussion took place about how the restructure was being carried out. Geraldine informed the group that transfers have been ongoing on a voluntary basis. Head teachers will be communicated with after the Census has been carried out. There was discussion about the criteria for individuals being moved and GL stated that to date moves have been of a voluntary nature and have not required this exercise to be carried out. She explains that all moves have to fit the needs of the service and the Learning Assistant moves are discussed as an example. This has set criteria which identifies employees. GL envisages the same idea for any other moves. There is discussion about the benefits of different criteria, the argument for and against the use of service as a factor and GL advises that in the event that a skills matrix had to be drawn up to move surplus staff this would be clearly outlined at the time and discussed with the unions.

Ann Docherty asked about staff in libraries who have asked to leave. GL explains that in all circumstance a saving needs to be identified. If an individual cannot be released from their own post then bumping can be considered. – This is when a transfer is organised for a displaced individual into a post remaining in the service to allow a member of staff to be released without losing the post.

#### 4. SNCT CHANGES AND SCHOOL CLOSURE DAYS

Teachers Terms and Conditions have been changed within the SNCT regarding school closure days but this will not affect APT&C staff.

There has been a change to the holiday in May 2012 to incorporate the Queen's Diamond Jubilee. The schools will now close on Wednesday 30 May 2012 for pupils, Thursday 31 May 2012 is an in-service day, and re-open on Wednesday 6 June 2012.

## 5. MAXIMISING ATTENDANCE

The new Maximising Attendance policy came into effect on 1 September 2011. Training sessions are being rolled-out for staff. Training will be rolled-out in schools in the near future. The policy also encourages the use of Occupational Health Services.

There is discussion about stress at work - According to Corporate Health and Safety stress is now 3<sup>rd</sup> on the list for absences. There was discussion about violence at work issues in schools for all staff from teachers to cleaners and how this is dealt with. There is a perception that violence at work forms and stress at work is linked. GL advises that there is no procedural link between the two. Any individual who feels stress at work due to incidents of any nature should completed a stress at work form. This would include violence at work.

GL

There is discussion about whether absences are held centrally and GL confirms that while this is discussed in the training this is for those services that report through HR connect. Absences are reported centrally from the department but there is no need at this time for schools or any education staff to phone HR connect.

There is discussion about the changes in the policy, the need for the old policy to be tightened up and the removal of the staff Welfare Officer. GL confirms that employees are encouraged to use the employee Counselling Service.

## 6. AOCB

There was a discussion about supervisory roles in secondary school offices since the AFA have been transferred to Finance. Geraldine has been communicating with head teachers re supervisory roles within the secondary school offices.

## 7. DATE OF NEXT MEETING

The the next meeting will be held on Tuesday 13 December 2011 at 2.00 pm in the Education Meeting Room, 2<sup>nd</sup> Floor Council Offices, Garshake Road, Dumbarton.

Future dates are as follows:

Tuesday 13 March 2012 at 2.00 pm  
 Tuesday 12 June 2012 at 2.00 pm  
 Tuesday 11 September 2012 at 2.00 pm  
 Tuesday 11 December 2012 at 2.00 pm