

## WEST DUNBARTONSHIRE COUNCIL

### Employee Liaison Group Meeting Held on Monday 29<sup>th</sup> August 2011

#### NOTES AND ACTIONS FROM MEETING

##### PRESENT:

##### Management Reps:

Tricia O'Neill	-	Head of HR&OD
Linda McAllister	-	Section Head, Employment Policy & Practice
Sam Dove	-	Section Head, Transactional Services
Tracy Keenan	-	Lead Advisor, Policy & Employee Relations
Michelle McAloon	-	Lead Advisor, Employee Lifecycle
Irene Gardiner	-	HR Advisor, Employee Relations (notes)

##### Union Reps:

Charlie McDonald	-	UNITE
John Kennedy	-	UCATT
Stewart Paterson	-	EIS
Brian Johnstone	-	GMB
Duncan Borland	-	GMB

ITEM		ACTION
1.	<b>Apologies</b> Joyce White, Denise McLafferty	
2.	TON welcomed Brian Johnstone of GMB to group and provided an overview of ELG.	
2.	<b>Notes of Previous Meeting</b> Agreed	
3.	<b>Matters Arising from last Meeting</b>  (i) <u>TU Communications</u> IG confirmed completed and item to be closed. SP asked for contact for amendments – Lyn Hughes is contact.  (ii) <u>Living Wage</u> Report from PMcG to be emailed to TU to provide update.  (iii) <u>Reduced Working Hours</u> Update has been sent, 20 people have applied and 18 of these have been approved on a mix of temp/perm basis. The anticipated savings of £250,000 will not be met, to date approx £60,000 saving and scheme will be continued to be offered and encouragement to Managers to continue to inform staff of scheme.  CMcD raised concern relating to catering staff within schools having hours reduced due to falling rolls/usage. TON advised to raise concerns at departmental JCC or	PMcG

	<p>with Manager as they will be able to advise what employee's contracts are/what they have been offered. CMcD confirmed he will contact Linda McLaughlin.</p> <p>TON also agreed concern should be highlighted to HEEDs Business Partner.</p> <p>(iv) <u>PVG</u>  SP noted concern in relation to supply/part time employee. Agreement of FTE salary of £22,000 creating difficulty for supply/part time employees as they will not earn this amount. Enquired who agreed as Councillor seemed unaware. SD confirmed CMT agreed.</p> <p>MMcA updated that high volume of PVG applications submitted, currently approx 250 being sent in next batch. Central signatory is now required for all PVG. Retrospective checking of appropriate employees is required by March 2012 and this will be achieved in batches. Grade 1 to 5 would have costs met the Council, Grade 6 upward would pay for their own costs. There is a need to target priority areas (Home Care/Teachers). She advised that letters will be sent to all affected employees.</p> <p>LMcA noted that agreement would be needed should any concerns be raised upon retrospective checking of a particular employee. Meeting to be arranged to discuss and Paper to JCF will follow.</p> <p>CMcD noted concern in relation to BAM employees within Janitorial in schools. MMcA confirmed WDC are unable to check however she will highlight this concern to appropriate Management to ensure a process is in place.</p>	<p>CMcD</p> <p>IG</p> <p>LMcA</p> <p>MMcA</p>
<b>4.</b>	<p><b>Budget Review – Update</b></p> <p>TO'N provided an update on Staff Consultation Road Shows currently running.</p> <p>SP noted concern re: money being held back in Education - was this due to a mini budget in November?</p> <p>TON advised that the consultation is in relation to next year, to close gap of funding short fall.</p>	
<b>5.</b>	<p><b>Shared Services – Update</b></p> <p>TON updated group that report going forward to Council. CMcD highlighted proposal for motion to be raised at next Council Meeting re: withdrawal from process.</p>	
<b>6.</b>	<p><b>Partial Housing Stock Transfer</b></p> <p>No update.</p>	

<b>7.</b>	<b>Leisure Trust – Update</b>  Confirmation required that Lynda McLaughlin will attend next meeting to provide update.  CMcD noted concern regarding local representative's time to attend – there had been some difficulties with this. Convenors may attend. LMcA advised Facility Time Agreement had provision to allow this.	IG
<b>8.</b>	<b>Redeployment Protocol</b>  DB noted concern of posts being advertised without circulating to redeployment register. SD will investigate and email group with update.	SD
<b>10.</b>	<b>Role of ELG/Dispute Resolution</b>  LMcA advised ACAS meeting with TU available 14 <sup>th</sup> or 15 <sup>th</sup> September. TU agreed to meet on 15 <sup>th</sup> September 2011 at 10:30am with ACAS. Time and Venue to be confirmed. Full Time Officials welcome to attend along with Convenors.	LMcA
<b>11.</b>	<b>Default Retirement Age</b>  TK provided update of employee noted in CMcD concern at last ELG.  CMcD noted concern that he feels there is no consistency in Departments following procedure. He further advised he will raise matter with Elected members. LMcA advised on process address this issue.	
<b>12.</b>	<b>Job Evaluation</b>  TU confirmed met with PMcG to feed into report on future of Job Evaluation.  Still concerns on decision surrounding change of post by 25% or more. Clarification sought on who builds profiles and process for evaluation.  TON advised that guidance will be issued to all Managers. PMcG to bring proposals to a future meeting.	LMcA   PMcG
<b>13.</b>	<b>Absence Member/Officer Working Group</b>  TK provided update, policy launches on 01/09/2011. SP noted concern regarding training in relation to new policy. TK advised training planned for Sept/Oct/Nov for Managers and staff briefings also being delivered. Individual cases will be supported by Policy & Employee relations team.  CMcD noted that TU had not agreed this policy. TON highlighted considerable consultation that had been undertaken in hope of reaching agreement. BJ sought clarity on why the TU had not agreed to new policy. TON advised this appeared to	

	<p>be in relation to two key areas – triggers and cosmetic surgery. She noted her disappointment that the offer of a partnership approach on the delivery of training not taken up. CMcD advised this was because the triggers were too rigorous and there was a greater potential for dismissal.</p> <p>TK advised that an element of discretion was contained within the policy. Policy implemented after a long process, Council had agreed that the policy should be implemented. This will be reviewed in six months. She agreed to send slides of the training to group and arranged a session inviting TU.</p> <p>TON reminded TU that DMcL was designated member of Member/Officer Group and that this can be rotated.</p>	TK
14.	<p><b>JCF Early Warning Update</b></p> <p>No update</p>	
15.	<p><b>Grievance Procedure – Councils Decision of JCF/Appeals Committee</b></p> <p>LMcA sought confirmation from TU for agreement of re-wording she had forwarded to them. TU agreed and re-wording to be implemented.</p>	LMcA
16.	<p><b>Any Other Matters</b></p> <p>(i) <u>Christmas Closure</u> CMcD noted concern re: requirement of clarity on Christmas closure in relation to who will be required to work, annual leave etc.</p> <p>TON advised Briefing Note to CMT to be prepared regarding Christmas Closure and Diamond Jubilee.</p>	LMcA
17.	<p><b>Date and Time Next Meeting</b></p> <p>Monday 19<sup>th</sup> September 2011 @ 10:30am. Timetable for further meetings noted below.</p>	

## SUMMARY OF ACTIONS FROM MEETING

Action	Responsible	Progress
<u>Living Wage</u> Report to be provided in relation to Administration Modern Apprentices, current and future	PMcG	
<u>HEEDs catering reduction in hours</u> Highlight concern to HEEDs Business Partner	IG	Complete
<u>Leisure Trust</u> Lynda McLaughlin to be invited to September ELG	IG	
<u>PVG/BAMM</u> Highlight TU concern re: checking to appropriate Management.	MMcA	
<u>Job Evaluation</u> Report to be provided for review Meeting then to be arranged with TU.	PMcG	
<u>Role of ELG</u> Confirm TU meeting with ACAS	LMcA	Complete
<u>Attendance Management Policy</u> Email training slides to TU Arrange session for TU	TK	Complete
<u>Grievance Procedure – Councils Decision of JCF/Appeals Committee</u> Update wording of Grievance Policy/Procedure	LMcA	Complete
<u>Redeployment Protocol</u> Email group re: investigation of why posts may be advertised prior to Redeployment Register.	SD	
<u>Christmas Closure/Diamond Jubilee</u> Briefing Note to CMT	LMcA	

## TIMETABLE FOR FUTURE MEETINGS

Date	Time	Venue
19/09/2011	10:30am	Tricia O'Neill Office
10/10/2011	10:30am	Tricia O'Neill Office
24/10/2011	10:30am	Tricia O'Neill Office
14/11/2011	10:30am	Tricia O'Neill Office
05/12/2011	10:30am	Tricia O'Neill Office
09/01/2012	10:30am	Tricia O'Neill Office