

JOINT CONSULTATIVE FORUM

At a Meeting of the Joint Consultative Forum held by video conference on Thursday, 16 September 2021 at 2.00 p.m.

- Present:** Councillors Karen Conaghan, Jim Finn, Jonathan McColl, Iain McLaren and John Millar; James Halfpenny (EIS); David Scott and John Wagner (GMB); Sean Davenport and David Smith (UNISON); and Chris Rossi and Margaret Wood (Unite).
- Attending:** Victoria Rogers, Chief Officer – People & Technology; Malcolm Bennie, Chief Officer – Citizen, Culture & Facilities; Gail Macfarlane, Shared Head – Roads & Neighbourhood; Laura Mason, Chief Education Officer; Angela Wilson, Chief Officer – Supply, Distribution & Property; Claire Cusick, Senior Education Officer – Pupil Support; Alison McBride, Strategic People & Change Manager; Brian Miller, Section Head, ICT Infrastructure; Cher Colquhoun, HR Adviser; Raymond Lynch, Senior Solicitor; and Scott Kelly, Committee Officer.
- Apologies:** Apologies for absence were intimated on behalf of Councillors Daniel Lennie and David McBride; Claire Mackenzie (SSTA); Val Jennings and Susan Shannon (UNISON); and Margaret-Jane Cardno, Head of Strategy and Transformation, Health & Social Care Partnership.

APPOINTMENT OF CHAIR, VICE CHAIR AND JOINT SECRETARIES

The Senior Solicitor invited the Forum to consider, in terms of its constitution, a number of appointments for the next year and it was agreed:-

- (1) that David Smith (UNISON) and John Wagner (GMB) be appointed as joint Chairs of the Forum, it being noted that they intended to chair alternate meetings;
- (2) that Councillor Karen Conaghan be appointed as Vice Chair; and
- (3) that Chris Rossi be appointed as Joint Secretary for the Trade Union Side and Victoria Rogers, Chief Officer – People & Technology, be appointed as the Joint Secretary for the Council Side.

At the request of Mr Smith, Councillor Conaghan agreed to chair the meeting, it being noted that either Mr Smith or Mr Wagner would chair the next meeting of the Forum.

Councillor Karen Conaghan in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in any of the items of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minute of Meeting of the Joint Consultative Forum held on 20 June 2021 were submitted and approved as a correct record.

PRESENTATION: CYBER SECURITY

Brian Miller, Section Head, ICT Infrastructure, gave a presentation on Cyber Security. The main points covered in the presentation were:-

- The history of Cyber Security.
- Online scams related to the COVID-19 pandemic.
- An overview of malware, ransomware and phishing, including details of phishing tests carried out by the Council, it being noted that in relation to the most recent such test, 14% of employees (434 users) had opened the email which had been sent, 311 of whom had also clicked on the link which it contained.
- Details of exercises encouraged by the Scottish and UK governments, it being noted that the Council was preparing for civil contingency and ICT security exercises through to the end of the year.
- Descriptions of some recent attacks which had been successfully carried out against various organisations and an overview of recommended defensive measures to be taken.

Councillor Conaghan, Chair, thanked Mr Miller for his informative presentation.

PRESENTATION: 'EQUALLY SAFE IN PRACTICE'

Cher Colquhoun, HR Adviser, gave a presentation on 'Equally Safe in Practice'. The main points covered in the presentation were:-

- The contribution of the local authority to progress an Equally Safe Workforce Development Framework which was designed to deliver training in violence against women and girls.
- That training is tailored to all levels within an organisation.
- Details of e-learning modules aimed at the general workforce to develop an understanding of gender, sexual violence and domestic abuse, it being noted that higher-level training would be developed in due course.

- The procedures to test and evaluate training and the timeline for the development of the project, including the planned introduction of Level 1 training by the end of the year.

It was agreed that the HR Adviser would give this presentation at a future Elected Member seminar.

Councillor Conaghan, Chair, thanked Ms Colquhoun for her informative presentation.

ANNUAL MONITORING REPORT – EMPLOYMENT EQUALITIES

A report was submitted by the Chief Officer – People & Technology advising of employment equalities matters for the year 2020/21.

After discussion and having heard the HR Adviser in explanation of the report and in answer to Members' questions, the Forum agreed to note the contents of the report.

TRADES UNIONS ISSUES

The Forum noted that the Trades Unions had not provided, in advance of the meeting, any issues that they wished to raise.

The Forum heard from Mr Halfpenny who requested an update on the delivery of flu vaccinations.

In response, the Chief Officer – People & Technology advised that, as was the case each year, the Council had, at the beginning of the year, ordered a number of flu vaccine doses which would be administered by Occupational Health.

Following discussion it was noted:-

- (1) that NHS Greater Glasgow and Clyde had intimated that teaching staff would be vaccinated in accordance with the national seasonal flu vaccination programme and not by Occupational Health;
- (2) that advice was awaited on whether learning assistants would be part of the same vaccination programme as teachers and that the Chief Officer would relay this information to the Trades Unions when known;
- (3) that more information would be provided at the next meeting of the Conveners' Group on the various groups which the Council would prioritise for vaccination by Occupational Health; and
- (4) that the Chief Officer would in due course issue an Elected Member Briefing setting out which groups would be identified for vaccination by Occupational Health and which groups would be covered by the national campaign.

PROGRAMME OF FUTURE MEETINGS

The undernoted dates and times for future meetings of the Joint Consultative Forum were agreed, subject to it being noted that meetings would be held remotely or in the Civic Space, Church Street, Dumbarton until such time as social distancing requirements were removed and that, thereafter, the usual rotation of meetings between Clydebank and Dumbarton would resume.

- Thursday, 2 December 2021 at 2.00 p.m.
- Thursday, 10 March 2022 at 2.00 p.m.
- Thursday, 16 June 2022 at 2.00 p.m.

The meeting closed at 3.05 p.m.

DRAFT