

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

19 May 2006

MEETING: JOINT CONSULTATIVE FORUM

**THURSDAY, 25 MAY 2006
MEETING ROOM 3
FIRST FLOOR
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a Meeting of the **Joint Consultative Forum** to be held in **Meeting Room 3**, Council Offices, Garshake Road, Dumbarton on Thursday, 25 May 2006 at **2.00 p.m.**

The business is as shown on the enclosed Agenda.

A pre-meeting involving representatives of the trades unions on the JCF will take place at 11.00 a.m.

Yours faithfully

TIM HUNTINGFORD

Chief Executive

Distribution List:

Provost Alistair Macdonald
Councillor Jim Bollan
Councillor Margaret Bootland (Chair)
Councillor Gail Casey
Councillor Margaret McGregor

Trades Unions Representatives:

E.I.S. - Ms. J. Cliefe & Mr. L. Bradley
GMB - Mr. M. Conroy, Mr. D. Borland, Mr. D. Hamilton & Mr. A. Rennie
AMICUS. - Ms. J. McMonagle & Mr. A. Finlayson
NAS/UWT - Mr P. O'Donnell
S.S.T.A. - Mr. A. McEwan
T&GWU - Mr. N. Casey & Mr. B. Courtney
UCATT - Mr. J. McLaren & Mr J. Fraser
UNISON – Mr. T. Morrison, Mr. T. Dick, Ms. J. Geddes, Ms. K. Ryall
& Ms. Margaret Ferris (Vice-chair)

APT&C Convenor - Mr. T. Rainey
Manual/Craft Convenor - Mr. C. McDonald
Teachers Convenor - Mr. S. Patterson

All other Councillors for Information

Chief Executive
All Directors

JOINT CONSULTATIVE FORUM

25 MAY 2006

AGENDA

1. APOLOGIES

2. MINUTES OF PREVIOUS MEETING

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 9 March 2006.

3. REVISED CAR & CYCLE ALLOWANCE SCHEME

With reference to the Minutes of Meeting of the Forum held on 9 March 2006 (page 2296, paragraph 8512 refers), submit report by the Head of Personnel Services providing clarification on when the current Scheme of Travelling and Subsistence Allowances was agreed, which incorporates the Car and Cycle Allowance Scheme.

4. TRAWL FOR EARLY RETIREMENT/SEVERANCE

With reference to the Minutes of Meeting of the Forum held on 9 March 2006 (page 2297, paragraph 8514 refers), submit report by the Head of Personnel Services providing a written response to the concerns raised in relation to variances between the Social Work Trawl and the Council wide severance/early retirement trawl.

5. DATA PROTECTION AND COUNCIL TAX ARREARS

With reference to the Minutes of Meeting of the Forum held on 9 March 2006 (page 2298, paragraph 8527 refers), submit report by the Head of Personnel Services providing information on the decision to pursue the recovery of Council Tax Arrears from employees and the Council's position in terms of the Data Protection Act 1998.

6. RACE RELATIONS (AMENDMENT) ACT EMPLOYEE MONITORING DUTY AND REVISED NOTICE OF GRIEVANCE APPEAL

Submit report by the Head of Personnel Services advising of the revisions to recruitment and grievance/discipline forms to ensure Council meets the employment duty of the Race Relations Act as amended, and to notify of the revised Notification of Grievance Appeal Form.

7. DISCIPLINE & GRIEVANCE INFORMATION

Submit report by the Head of Personnel Services providing information on the figures for discipline and grievance appeals at Departmental level for the period 1st October 2005 – 31st March 2006.

8. SICKNESS ABSENCE STATISTICS – QUARTER 4 AND ANNUAL RETURN

Submit report by the Head of Personnel Services advising on the levels of employee absence during the 3 month period 1 January to 31 March 2006 and Annual Absence Statistics.

9. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES (JCCs) DEPARTMENTAL HEALTH AND SAFETY MEETINGS AND CORPORATE SAFETY COMMITTEE

Submit report by the Head of Personnel providing Minutes from departmental Joint Consultative Committee (JCC) meetings, departmental Health & Safety meetings and Corporate Safety Committee.

10. TRADE UNION ISSUES

- (a) Unison have requested that the following items be considered:-
- (i) Disciplinary Procedure – concerns over employees being advised of their rights to representation particularly within the special investigatory procedures;
 - (ii) Length of time management taking to deal with early stages of Grievance Procedures;

- (iii) Follow up of Redundancy and Redeployment Policies;
 - (iv) Management's role in recruitment of Members to Trade Unions;
and
 - (v) Should the Maximising Attendance Policy be applied so vigorously
in cases of Domestic Violence?
- (b) The EIS have requested that the following be considered:-
- Issue of inspection of documents in relation to car users.

11. STANDING ITEMS OF BUSINESS

- Appeals Committee Hearings
- Best Value
- Budget Planning
- Single Status
- McCrone Recommendations
- Absence
- Health and Safety
- Training and Development

12. DATE OF NEXT MEETING

For information on the above agenda please contact Nuala Borthwick, Administrative Assistant, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 73720 e-mail: nuala.borthwick@west-dunbarton.gov.uk