

**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 1<sup>st</sup> October 2005 – 31<sup>st</sup> 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](mailto:nuala.borthwick@west-dunbarton.gov.uk)