

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

23 February 2007

MEETING: JOINT CONSULTATIVE FORUM

**THURSDAY, 1 MARCH 2007
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, 1 March 2007 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

DAVID MCMILLAN

Chief Executive

Distribution List:

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

Trades Unions Representatives:

E.I.S. - Mr N. Bissell
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

1 MARCH 2007

AGENDA

1. APPOINTMENT OF CHAIR AND VICE CHAIR

In terms of the constitution, the Forum is requested to consider the appointment, from its membership, of Chair and Vice Chair of the Joint Consultative Forum.

2. APOLOGIES

3. MINUTES OF PREVIOUS MEETING

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 28 November 2006.

4. RE-GRADING PANEL

With reference to the Minutes of Meeting of the Joint Consultative Forum held on 28 November 2006 (Page 2848, paragraph 10745 refers), the Forum is reminded of the decision that a report be submitted to the next meeting on this issue, following consultation with the CMT.

The Head of Personnel Services will provide an update on this matter.

5. COLLECTIVE BARGAINING AND CONTRACTS FOR NEW STARTS

With reference to the Minutes of Meeting of the Joint Consultative Forum held on 28 November 2006 (Page 2848, paragraph 10747 refers), the Forum is reminded of the decision that the Head of Personnel would look into these issues and report back to the next meeting.

The Head of Personnel Services will provide an update on this matter.

6. NO SMOKING POLICY

With reference to the Minutes of Meeting of the Joint Consultative Forum held on 28 November 2006 (Page 28501, paragraphs 10857 and 10758 refer), the Forum is reminded of the decision that the Head of Social Work Services (Operations) would be invited to the next meeting to address the issue of smoking in Council Care Homes and the issue of parking restrictions.

The Forum is asked to note that the Head of Social Work (Operations) will be unable to attend the meeting due to a prior commitment, but will prepare a briefing note for circulation at the meeting.

7. OUTSTANDING GRIEVANCES

With reference to the Minutes of Meeting of the Joint Consultative Forum held on 28 November 2006 (Page 2849, paragraph 10755 refers), submit report by the Head of Personnel Services providing an update on the position with regard to outstanding grievances.

8. DISCIPLINE AND GRIEVANCE INFORMATION

Submit report by the Head of Personnel Services providing figures for discipline and grievance appeals held at departmental level (Stage 2) for the quarterly period 1 October 2006 – 31 December 2006.

9. COPROPRATE EYECARE PROCEDURES

Submit report by the Head of Personnel Services providing an update on proposed revisions to the Council's current procedures for eyesight tests for employees who are (habitual) display screen equipment (DSE) users and require spectacles exclusively for use with display screen equipment.

10. SICKNESS ABSENCE STATISTICS – QUARTER 3 (OCTOBER - DECEMBER) 2006/2007

Submit report by the Head of Personnel Services advising on the levels of employee absence during the 3 month period 1 October 2006 to 31 December 2006.

**11. SCOTTISH JOINT COUNCIL FOR LOCAL GOVERNMENT EMPLOYEES
SJC/31 – STATEMENT ON TRADE UNION RECRUITMENT**

Submit for information a copy of a statement from the Scottish Joint Council for Local Government Employees regarding Trade Union recruitment.

**12. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES
AND DEPARTMENTAL HEALTH AND SAFETY MEETINGS**

Submit report by the Head of Personnel Services providing the Minutes from Departmental Joint Consultative Committees and Health and Safety meetings.

13. TRADES UNION ISSUES

UNISON have asked that the following items be included on the agenda for this meeting:

- (a) Delay in setting date for Regrading Panel to meet;
- (b) Departments convening 'case conferences' without any discussion with trade unions regards change to procedures; and
- (c) Paid time off to attend trade union conferences.

14. STANDING ITEMS OF BUSINESS

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

15. DATE OF NEXT MEETING

For information on the above agenda please contact Shona Barton, Administrative Officer, Legal and Administrative Services, Council Offices, Garshake Road, Dumbarton, G82 3PU Tel: (01389) 737205 e-mail: shona.barton@west-dunbarton.gov.uk