

WEST DUNBARTONSHIRE COUNCIL

Council Offices, Garshake Road, Dumbarton G82 3PU

2 March 2006

MEETING: JOINT CONSULTATIVE FORUM

**THURSDAY, 9 MARCH 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, 9 March 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 (Vice Chair)
Councillor Gail Casey
Councillor Margaret McGregor
Councillor Joe Pilkington

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 (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

9 MARCH 2006

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 (pages 1 - 6)

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 24 November 2005.

4. EMPLOYMENT POLICY – NO SMOKING (pages 7 - 15)

Submit report by the Head of Personnel Services advising of the revised No Smoking Policy agreed at the Corporate Services Committee on 22 February 2006.

5. PAYROLL GIVING (pages 17 - 18)

Submit report by the Head of Personnel Services providing information on the Council agreement to promote 3 specific good causes through Payroll Giving.

6. DISCIPLINE AND GRIEVANCE INFORMATION (pages 19 - 21)

Submit report by the Head of Personnel Services providing information on the figures for discipline and grievance appeals at Departmental level for the period from 1 April 2005 to 30 September 2005.

**7. SICKNESS ABSENCE STATISTICS – QUARTER 3 (OCTOBER –
DECEMBER) 2005/2006 (pages 23 - 27)**

Submit report by the Head of Personnel Services advising on the levels of employee absence during the 3 month period from 1 October to 31 December 2005.

**8. MINUTES FROM JOINT CONSULTATIVE COMMITTEES AND HEALTH
AND SAFETY MEETINGS (pages 29 - 77)**

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

9. TRADES UNION ISSUES

10. STANDING ITEMS OF BUSINESS

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

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) 73720 e-mail: shona.barton@west-dunbarton.gov.uk