

**WEST DUNBARTONSHIRE COUNCIL**

**Council Offices, Garshake Road, Dumbarton G82 3PU**

17 November 2005

**MEETING:           JOINT CONSULTATIVE FORUM**

**THURSDAY, 24 NOVEMBER 2005**  
**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, 24 November 2005 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**

**24 NOVEMBER 2005**

## **AGENDA**

**1. APOLOGIES**

**2. MINUTES OF PREVIOUS MEETING (pages 1 - 8)**

Submit, for approval as a correct record, the Minutes of Meeting of the JCF held on 1 September 2005.

**3. REVISION TO CONFIDENTIAL REPORTING POLICY (pages 9 - 19)**

In terms of remit from the Meeting of the Audit and Performance Review Committee held on 14 September 2005, submit the relevant excerpt minute along with a report by the Head of Personnel Services advising of the revisions made to the existing Confidential Reporting Policy and providing a copy of this policy for information.

**4. SUPERANNUATION SCHEME (page 21)**

With reference to the Minutes of Meeting of the Forum held on 1 September 2005 (page 1873, paragraph 6877 refers), submit a report by the Head of Personnel Services providing an update on the ways in which the Superannuation Scheme will be promoted to employees.

**5. SCHEME OF TRAVELLING AND SUBSISTENCE ALLOWANCES (pages 23 - 40)**

With reference to the Minutes of Meeting of the Forum held on 1 September 2005 (page 1877, paragraph 6905 refers), submit a report by the Head of Personnel Services providing information on the Council's Scheme of Travel and Subsistence Allowances.

**6. EMPLOYEE RECOGNITION SCHEME (pages 41 - 64)**

Submit report by the Head of Personnel Services informing of the forthcoming changes to the existing Employee Recognition Scheme.

**7. SCOTTISH EXECUTIVE HOME COMPUTER INITIATIVE (pages 65 - 66)**

Submit report by the Head of Personnel Services providing an update on the proposed introduction of the Scottish Executive Home Computer Initiative Scheme.

**8. SICKNESS ABSENCE STATISTICS (pages 67 - 74)**

Submit report by the Head of Personnel Services providing information on the levels of employee absence during the 6 month period from 1 April to 30 September 2005.

**9. COSLA STAFFING WATCH SURVEY (pages 75 - 77)**

Submit report by the Head of Personnel Services providing information on the size of the Council's workforce as at 10 September 2005.

**10. MINUTES OF DEPARTMENTAL JOINT CONSULTATIVE COMMITTEES AND HEALTH & SAFETY MEETINGS (pages 79 - 139)**

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

**11. TRADES UNION ISSUES**

**Scottish Executive Home Computer Initiative (pages 141 - 145)**

The EIS have requested that the following be considered:-

The EIS propose that West Dunbartonshire Council investigate the Scottish Executive Home Computer Initiative with a view to introducing the scheme as a benefit to employees. The scheme promotes digital inclusion.

A copy of information taken from the Scottish Executive website giving details of the scheme is attached for members' information.

## **12. STANDING ITEMS OF BUSINESS**

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

## **13. 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) 73720 e-mail: [shona.barton@west-dunbarton.gov.uk](mailto:shona.barton@west-dunbarton.gov.uk)