

## JOINT CONSULTATIVE FORUM

At a Meeting of the Joint Consultative Forum held in 'The Bridge' Meeting Room, Council Offices, 16 Church Street, Dumbarton on Thursday, 13 June 2019 at 2.05 p.m.

**Present:** Councillors Ian Dickson, David McBride and Jonathan McColl; James Halfpenny (EIS); David Scott (GMB); Claire Mackenzie (SSTA); Val Jennings and Andy McCallion (UNISON); and Margaret Wood (Unite).

**Attending:** Angela Wilson, Strategic Director – Transformation & Public Service Reform; Malcolm Bennie\*, Strategic Lead – Communications, Culture & Communities; Victoria Rogers, Strategic Lead – People and Technology; Stephen West, Strategic Lead – Resources; Alison McBride, Strategic People & Change Manager; Louise Hastings, HR Business Partner; Nigel Ettles, Principal Solicitor; and Gabriella Gonda and Scott Kelly, Committee Officers.

\*Attended later in the meeting.

**Apologies:** Apologies for absence were intimated on behalf of Councillors Karen Conaghan, Jim Finn and Daniel Lennie; George Mitchell and John Wagner (GMB); David Smith (UNISON); Richard Cairns, Strategic Director – Regeneration, Environment and Growth; Ronnie Dinnie, Strategic Lead – Environment and Neighbourhood; and Claire Cusick, Senior Education Officer, Pupil Support.

### APPOINTMENT OF CHAIR, VICE CHAIR AND JOINT SECRETARIES

The Principal Solicitor invited the Forum to consider, in terms of its constitution, the appointment, from the Trade Union Side, of the Chair of the Forum for the next year.

It was agreed that David Smith (UNISON) be appointed as Chair, it being noted that Mr Smith was not in attendance at the meeting.

The Principal Solicitor then invited an appointment to be made for the Vice Chair of the Forum from the Council Side.

It was agreed that Councillor McColl be appointed as Vice Chair and, in the absence of the Chair, Councillor McColl assumed the Chair.

**Councillor Jonathan McColl in the Chair**

Councillor McColl, Chair, then requested that the Forum consider the appointment of two Joint Secretaries who would serve for the year ahead, one of whom should be nominated by the Council Side and the other by the Trade Union Side.

It was agreed that Andy McCallion be appointed as Joint Secretary for the Trade Union Side and Victoria Rogers, Strategic Lead – People and Technology, for the Council Side.

### **DECLARATIONS OF INTEREST**

It was noted that there were no declarations of interest in any of the items of business on the agenda.

### **MINUTES OF PREVIOUS MEETING**

The Minutes of Meeting of the Joint Consultative Forum held on 14 March 2019 were submitted and approved as a correct record.

Note: Mr Bennie entered the meeting at this point.

### **EMPLOYMENT RELATIONS MONITORING: 1 OCTOBER 2018 TO 31 MARCH 2019 AND ANNUAL 2018/19**

A report was submitted by the Strategic Lead – People and Technology advising of progress on employment relations matters for the period 1 October 2018 to 31 March 2019 and annual analysis for the period 1 April 2018 to 31 March 2019 across the Council.

After discussion and having heard the HR Business Partner and the Strategic Lead in further explanation of the report and in answer to Members' questions, the Forum agreed:-

- (1) to note that the HR Business Partner would send Ms Wood a note detailing the number of dismissals due to conduct in each directorate during 2018/19;
- (2) to note that further discussion in relation to the development of a collective grievance policy would take place at an upcoming meeting of the Convenors Group;
- (3) to note the terms of the discussion which had taken place in relation to the robustness of the disciplinary and grievance procedures and that the Strategic Lead had invited Ms Wood to raise with her or any of the HR Business Partners, outwith the meeting, any concerns which she may have in relation to the application of the procedures; and
- (4) otherwise to note the contents of the report.

## **EMPLOYEE WELLBEING: ATTENDANCE MANAGEMENT ANNUAL UPDATE 2018/19 (COUNCIL WIDE)**

A report was submitted by the Strategic Lead – People and Technology providing detailed analysis on Council wide employee wellbeing and attendance performance for 2018/19.

After discussion and having heard the HR Business Partner, the Strategic Lead and the Strategic Director in further explanation of the report and in answer to Members' questions, the Forum agreed:-

- (1) to note that large variances in absence could be seen in the smaller Strategic Lead Areas as a result of changes in the circumstances of relatively few employees;
- (2) to note the concerns expressed by Ms Wood in relation to the estimated annual cost of absence;
- (3) to note that Elected Members had previously requested that the cost of absence be estimated and that this was calculated by multiplying the total number of FTE days lost by the average cost of a day's pay, and, as had been requested, the figure did not include overtime or agency costs which were reported separately;
- (4) that it would not be feasible for managers to estimate the loss of productivity which resulted from each individual absence;
- (5) that it may be helpful if in the future the estimated 'cost' of absence was instead described as an estimated 'value' of productivity lost and if more information could be given as to how the figure had been arrived at; and
- (6) otherwise to note the annual findings for reported absence in 2018/19 and in particular:-
  - (a) the increase in Council wide annual sickness absence of 2,932.45 FTE days lost compared to the previous year; and
  - (b) that there had been no change in the top three reasons for absence since 2017/18 but that the levels of absence linked to these reasons had decreased.

## **TRADES UNIONS ISSUES**

The Forum noted that the Trades Unions had not provided, in advance of the meeting, any issues which they wished to raise.

However, Councillor McColl, Chair, allowed Mr McCallion to raise a matter.

## Terms and Conditions of Employment

Mr McCallion requested an update in respect of proposed changes to terms and conditions of employment.

Councillor McColl, Chair, was heard in response and advised that the Administration was currently giving consideration to proposals which had been produced by officers and would determine after the summer recess whether these should be taken forward.

After discussion and having heard the Strategic Lead – People and Technology in clarification, the Forum agreed:-

- (1) to note that the document which had been submitted by officers to the Administration had previously been submitted to the Trades Unions at a meeting of the Conveners Group and that it included a range of adjustments which officers considered necessary to safeguard the organisation; and
- (2) that depending on the outcome of the Administration's consideration of the proposals, a report may be submitted to the first meeting of the Corporate Services Committee after the summer recess.

## **PROGRAMME OF FUTURE MEETINGS**

Having heard Councillor McColl, Chair, the Forum provisionally agreed the undernoted dates and times of future meetings of the Joint Consultative Forum, it being noted that any issues with the programme should be raised at the next meeting:-

- Tuesday, 3 September 2019 at 2.00 p.m. in the Council Chamber, Clydebank Town Hall.
- Thursday, 5 December 2019 at 2.00 p.m. in the Civic Space, 16 Church Street, Dumbarton.
- Thursday, 12 March 2020 at 2.00 p.m. in the Council Chamber, Clydebank Town Hall.
- Thursday, 11 June 2020 at 2.00 p.m. in the Civic Space, 16 Church Street, Dumbarton.

The meeting closed at 3.10 p.m.