

Motherwell, 10 December 1998 at 10 am.

A Meeting of the **JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT)**

PRESENT

Councillor Robertson, Convener; Councillors Connelly, Gordon and Sullivan, G. Smith (Vice-Convener), A. Fair, AEEU, A Duncan and W Lindsay, GMB, J. Ellis, MSF, R. Power and J. Smith, TGWU, S. Dillon, UCATT, and C. Llewellyn and S. Taylor, UNISON.

ALSO PRESENT

Councillor Smith.

CHAIR

Councillor Robertson (Convener) presided.

IN ATTENDANCE

The Chief Committee Services Officer, Head of Personnel Services and Head of Parks and Catering Services, Head of Sport and Recreation and Personnel Services Manager, Department of Leisure Services.

APOLOGIES

Councillors McCabe and Moran; B. Docherty, AEEU and S. Harty, TGWU.

JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT) - MINUTE

1. There was submitted the Minute of the meeting of the Joint Consultative Committee (Manual/Craft) held on 10 September 1998.

The Committee noted and approved the terms of the Minute.

MATTERS ARISING

PERSONNEL POLICIES

2. With reference to paragraph 9 of the Minute of the meeting of this Committee held on 10 September 1998 when it was agreed, inter alia, that following initial consultation and comment, the Trade Unions be provided with the proposed final documentation to allow negotiation on aspects put forward by them and not accepted within the final document, the trade union representatives raised further concerns over the consultation process for Personnel policies.

The Committee agreed that following responses from the Trade Unions on consultation documents, meetings would be held between the Head of Personnel Services and the Trade Union representatives to discuss any points of disagreement prior to finalisation of the documents.

CREDIT UNIONS

3. With reference to paragraph 3 of the Minute of the meeting of this Committee held on 10 September 1998 when it was agreed that the Trade Unions submit another nominee for the Working Group, the Head of Personnel Services asked if progress had yet been made on the issue of Credit Unions either by consulting with the Chief Executive on the issue or on using Scotwest as the Credit Union for North Lanarkshire. The Trade Union representatives also raised their concerns that a facility was not available for employees in North Lanarkshire to invest money in a holiday fund.

The Committee agreed (1) to liaise with the Joint Consultative Committee (APT & C) Members in relation to the way forward with Credit Unions in North Lanarkshire, and (2) that the Head of Personnel Services investigate the matter of a facility for employees to invest money in a holiday fund.

PAYROLL GIVING SCHEME

4. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 10 September 1998 when it was agreed that the matter of the Payroll Giving Scheme be pursued, there was submitted a report dated 26 November 1998 by the Head of Personnel Services regarding current developments in payroll giving to charitable organisations (1) advising that a Working Group had been set up to progress a formal arrangement for employees and appropriate charities; (2) outlining the recommendation of the Working Group that the Council may wish to be linked to specific charities to review the scheme periodically and to utilise the services of Workplace Aid to further advise employees on payroll giving; (3) intimating that the workplace would be visited during December to appraise employees of the nature of the scheme requiring the co-operation of departments, and (4) suggesting consideration of identification of specific charities and the principles involved.

The Committee noted the position.

DRAFT PERSONNEL POLICIES

5. There was submitted a report dated 1 December 1998 by the Head of Personnel Services detailing Draft Personnel Policies on (a) Stress at Work; (b) Harassment; (c) Temporary Employment; (d) Equality of Opportunity in Employment; (e) Alcohol and Drug Related Problems, and (f) Redeployment which had been compiled to reflect the required progress in employment issues and advising that comments were required from Trade Unions on the Drafts by the end of January 1999.

The Committee noted the position.

STAFF HOLIDAYS 1999

6. With reference to paragraph 12 of the Minute of the meeting of this Committee held on 10 September 1998 when it was agreed that a report be submitted on the position with regard to Tuesday, 5 January 1999, there was submitted a report dated 9 December 1998 by the Head of Personnel Services (1) advising that the public holidays for the majority of staff would be Friday, 25 December 1998, Monday, 28 December 1998, Friday, 1 January 1999 and Monday, 4 January 1999; (2) indicating that where Saturday, 26 December 1998 and 2 January 1999 would have been an operational day there would be no requirement to substitute designated holidays, and (3) intimating the arrangements to be made if these public holidays were working days, rest days or free days.

The Trade Union representatives raised the issue of employees who had been entitled to three public holidays in January. The Head of Personnel Services advised the Committee that where Saturday and Sunday were operational days, Monday, 4 January 1999 would be substituted as a public holiday and Tuesday, 5 January 1999 would be substituted as a public holiday for those employees entitled to

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three public holidays in January. The Head of Sport and Recreation advised the Committee that within the Leisure Services Department agreement had been reached with the employees in relation to rotas and payment for working in the major sports facilities.

The Committee noted the position.

RESTRUCTURING OF LEISURE SERVICES DEPARTMENT

7. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 10 September 1998 when it was agreed that the concerns over consultation and implementation of the restructuring of the Department of Leisure Services be referred to the Departmental Joint Consultative Committee, there was submitted a report dated 1 December 1998 by the Head of Personnel Services regarding the costings of the restructuring of the Leisure Services Department (1) advising that an analysis of the costs/savings following examinations of the posts and grades had been undertaken, and (2) intimating that proposed savings of £960,000 were consistent with those reported by the Director of Leisure Services.

The Trade Union representatives raised their concerns regarding (1) recent press coverage alleging that the Department of Leisure Services had a £10m overspend; (2) the change in the budgetary position for the financial year 1999/2000, and (3) the unrest within the Department of Leisure Services due to employees not being informed of the current position regarding the budget. The Head of Parks and Catering Services advised the Committee that the Department had been misrepresented by the press. The Council received GAE funding from the Scottish Office and agreed prioritised budgets for Departments and had allocated £10m above the national Scottish Office level for Leisure and Recreation Services and intimated that the budget position in the Department of Leisure Services was on target with the agreed budget. The Committee were advised (1) that the Council had still to agree the allocation of budgets for the financial year 1999/2000, and (2) that a press statement had been issued by the Director of Finance outlining the Council position and correcting the errors published by the Press.

The Committee agreed (1) that the report by the Head of Personnel Services be noted; (2) that the Department of Leisure Services issue information to employees via noticeboards to alleviate concerns regarding the budget and utilise the departmental JCC to disseminate information, and (3) that the concerns of the employees of the Department of Leisure Services with regard to press reports on the budgetary position of the Department of Leisure Services be recognised by the Council.

DLO

8. The Trade Union representatives referred to the decision of the Secretary of State for Scotland regarding the future of the DLO and requested an up to date position with regard to the DLO Liaison Group. The Committee were advised that the Policy and Resources Committee at its meeting on 8 December 1998 had agreed that the DLO Liaison Group be disbanded, that a further Group be established comprising Members, officers and Trade Union representatives and that the terms of reference of that Group would relate to all aspects regarding the future operation of the DLO.

The Committee noted the position.

TIME OFF FOR TRADE UNION DUTIES

9. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 7 May 1998 when matters of concern on time off for Trade Union duties were to be investigated by the Head of Personnel Services, the Trade Union representatives raised further the issue of determination for time off in relation to Trade Union duties. The Committee were reminded that the Council had agreed a

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policy and advised that guidelines had been issued to all Departments that release forms should be completed when time off was required for Trade Union duties to allow adequate records to be maintained.

The Committee noted the position and agreed that any individual problems with time off for Trade Union duties be pursued through the grievance procedures.

OUTSTANDING GRIEVANCES

10. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 7 May 1998 when it was agreed that the Chief Personnel Officer investigate concerns regarding a grievance in the Department of Housing, the Trade Union representatives raised their concerns about the grievance procedures being applied within Departments. The Committee were advised that the Council had agreed grievance procedures which should be adhered to.

The Committee noted the position.

CORE CONDITIONS OF SERVICE

11. The Trade Union representatives raised their concerns about the progress with the conditions of service for manual/craft employees. The Head of Personnel Services advised the Committee that comments were being requested from Departments regarding cost implications and on details of the core conditions of service for manual/craft employees.

The Committee noted the position.

MILLENNIUM BUG

12. The Trade Union representatives raised their concerns regarding the steps the Council had taken to ensure the integrity of systems particularly those relating to pay. The Committee were advised that the payroll system was 2000 compliant, that the Director of Finance had been undertaking a check of the system and that the Government agreed that the Council could utilise up to £500,000 revenue funding to deal with any problems with the Millennium bug but that this was not additional funding.

The Committee noted the position.

TRADE UNION REPRESENTATION AT COMMITTEE MEETINGS

13. The Trade Union representatives requested that the Council consider the presence of Trade Union representatives at individual Committee meetings. The Committee were advised of the various statutory restrictions on employees becoming members of Committees and in the circumstances agreed that the matter be noted.

CHRISTMAS/NEW YEAR DEADLINES

14. There was submitted a report dated 23 November 1998 by the pay office detailing deadline schedules for all pay runs for weeks 37 and 40.

The Committee noted the terms of the report.
