

**JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT) – 3 December 1999**

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**Motherwell, 3 December 1999 at 2 pm.**

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

**PRESENT**

Councillor McElroy, Convener; Provost McCulloch; Councillors Chadha, McCallum and Saunders, and G. Smith, Vice-Convener, A. Fair, AEEU; S. Ross, GMB; J. Ellis, MSF; R. Power, M. Veldon and G. Wilmshurst, TGWU; S. Dillon, UCATT, C. Llewellyn and S. Taylor, UNISON.

**CHAIR**

Councillor McElroy (Convener) presided.

**IN ATTENDANCE**

The Principal Administrative Officer, Head of Personnel Services, Chief Personnel Officer and Principal Health and Safety Officer.

**APOLOGIES**

Councillors Gordon, Selfridge, Smith and Valentine.

**ELECTION OF CONVENER AND VICE-CONVENER**

1. Councillor Saunders, seconded by Councillor Chadha moved that Councillor McElroy be elected as Convener of this Committee. Caroline Llewellyn, UNISON, seconded by Stewart Ross, GMB moved that George Smith, GMB, be elected as Vice-Convener of this Committee.

The Committee agreed that Councillor McElroy be elected Convener and George Smith be elected Vice-Convener of the Joint Consultative Committee (Manual/Craft).

**JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT) - MINUTES**

2. There were submitted the Minutes of meetings of the Joint Consultative Committee (Manual/Craft) held on 4 February and 15 April 1999.

The Committee noted and approved the terms of the Minutes.

**JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT) - NOTE OF MEETING**

3. There was submitted the Note of Meeting of the Joint Consultative Committee (Manual/Craft) held on 15 April 1999.

The Committee noted the terms of the Note of Meeting.

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**MATTERS ARISING - CORE CONDITIONS OF SERVICE - NEGOTIATION**

4. With reference to paragraph 7 of the Note of Meeting of this Committee held on 15 April 1999 regarding Core Conditions of Service, the Trade Union representatives (1) referred to the decision taken in relation to the homecare review, and (2) made the point that Trade Unions should be involved in future reviews impacting on Core Conditions of Service.

The Committee noted the position.

**JCC CONSTITUTION**

5. There was submitted and noted the Constitution of the Joint Consultative Committee (Manual/Craft).

**ESTABLISHMENT OF A HEALTH AND SAFETY COMMITTEE**

6. Having heard the Trade Union representatives request the establishment of a central Health and Safety Committee, the Head of Personnel Services (1) advised that departmental Health and Safety Committees had been established in 1996 to enable departmental issues to be addressed locally and that generally these had been effective, and (2) suggested that a corporate Health and Safety Forum could be set up involving Officers and Trade Union representatives, to consider corporate issues and referrals on unresolved matters from the departmental Health and Safety Committees.

The Committee agreed (1) that proposals for a corporate Health and Safety Forum involving Officers and Trade Union Officials be drawn up by the Head of Personnel Services prior to the next meeting of this Committee, and (2) that unresolved departmental problems be raised with the Head of Personnel Services to enable liaison with departments.

**LADDER SAFETY**

7. There were submitted communications from the Health and Safety Executive, UCATT, the Head of Personnel Services and the Department of Construction Services in relation to the Micro Lite safety device for positioning at the top of ladders which had been introduced as an alternative means of securement following the identification of a problem with the original strap tie system by the tie bolt installers. Following discussion on the safety and training in the use of the Micro Lite safety device, it was agreed that the Head of Personnel Services investigate the matter further and bring forward a report to the next meeting of this Committee.

**ATTENDANCE AT APPEALS SUB-COMMITTEES**

8. The Trade Union representatives raised their concerns regarding the Personnel Services (Appeals) Sub-Committee in relation to (1) the non-attendance of Councillors at meetings; (2) unequal consideration in the provision of waiting room accommodation for the Trades Unions and Management sides, and (3) the lengthy waiting time for all parties involved in these meetings. The Convener advised the Committee (1) that all meetings of the current Personnel Services (Appeals) Sub-Committee had been quorate, and (2) that as the backlog of appeals cases had now been cleared, future meetings would hear normally one appeal and that this arrangement should reduce the waiting time for all those concerned. The Head of Personnel Services was then heard in relation to the limited accommodation available for waiting purposes and indicated that subject to the demand for accommodation for Committee meetings, consideration would be given to the provision of a room each for waiting purposes for both sides.
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The Committee (1) agreed that the Trades Unions concerns regarding Councillors' attendance at meetings of the Personnel Services (Appeals) Sub-Committee be noted, and (2) noted (a) that subject to availability, equal consideration would be given to the provision of waiting room accommodation for both Trades Unions and Management, and (b) that waiting times should be reduced by programming one appeal at each Personnel Services (Appeals) Sub-Committee meeting.

### **RESPONSES TO PROBLEMS**

#### **(1) JCC MEETINGS**

9. The Trade Union representatives raised their concerns regarding the practice of "noting" in Minutes of meetings the outcome of matters raised at this Committee without the submission of a follow-up report to the next meeting. The Convener (1) advised that the practice of "noting" the outcome of matters considered was stylistic and that each item raised at this Committee was progressed in accordance with the agreements made at meetings, and (2) stressed the importance of liaison prior to and after meetings of this Committee to enable matters to be properly researched and progressed.

The Committee agreed that liaison between the Trades Unions and Management take place to progress matters raised at the Joint Consultative Committee both prior to and after meetings.

#### **(2) PERSONNEL SERVICES (APPEALS) COMMITTEE**

10. The Trades Union representatives raised their concerns regarding the absence of reasons given when intimating a decision of the Personnel Services (Appeals) Sub-Committee. The Head of Personnel Services advised that the formal decision communicated to the parties reflected the minuted decision of the Personnel Services (Appeals) Sub-Committee.

The Committee agreed that the Trades Unions be advised of the position regarding supplementary information in relation to communications intimating the decision of the Personnel Services (Appeals) Sub-Committee.

### **COUNCIL POLICY DOCUMENTS**

11. With reference to paragraph 2 of the Minute of the meeting of this Committee held on 10 December 1998 when it was agreed that following responses from Trade Unions on consultation documents, meetings would be held between the Head of Personnel Services and Trade Union representatives to discuss any points of disagreement prior to the finalisation of documents, the Trade Union representatives (1) referred to a policy status report received by UNISON, and (2) raised their concerns regarding a lack of consultation with Trade Unions on approved Council policies. The Head of Personnel Services advised the Committee (a) that Trades Unions had been consulted on Council policies and would continue to be included in future consultations; (b) that a number of existing Council policies were due to be reviewed and would involve consultation with the Trades Unions at the appropriate stage, and (c) that the details of any Council policies causing particular concern should be drawn to the attention of the Head of Personnel Services for investigation.

The Committee agreed to note the position.

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**TIME OFF FOR TRADE UNION DUTIES**

12. With reference to paragraph 9 of the Minute of the meeting of this Committee held on 10 December 1998 when it was agreed inter alia that any individual problems with time off for Trade Union duties be pursued through the grievance procedures, the Trade Union representatives raised an issue concerning the payment for time off in relation to Trade Union activities.

After discussion the Committee agreed that the approved policy in relation to time off for Trade Union purposes be issued to the trade union side for information and clarification.

**SALUS****(1) MEDICAL ASSESSMENT**

13. The Trade Union representatives raised a number of questions concerning the procedures and conduct of Salus in relation to medical assessments. The Head of Personnel Services explained the operating role of Salus and advised the Committee that the medical referral system was under review and was currently the subject of a tendering process.

The Committee noted the position.

**(2) PROCEDURES FOR CAPABILITY DISMISSALS**

14. The Trade Union representatives raised questions concerning the opportunity for redeployment of employees who were the subject of capability dismissal procedures. During discussion which followed the Head of Personnel Services (1) assured the Trades Unions that alternative options for redeployment were considered in every case; (2) intimated that employees were entitled to Trade Union representation at meetings in relation to capability dismissal interviews, and (3) advised of the proposal to raise the matter at the next meeting of the personnel practitioners forum.

The position was noted.

**INFORMATION ON PENSION SCHEME**

15. The Head of Personnel Services tabled a joint report dated 18 August 1998 by the Director of Finance and Head of Personnel Services regarding the Local Government Pension Scheme (Scotland) Regulations 1998 together with an excerpt of the Minute of the meeting of the Finance Committee held on 22 October 1998 intimating the decision of the Council in regard to the discretionary element of the pension scheme. The Trade Union representatives raised questions regarding the provision of updated entitlement information on the pension scheme for members and the Head of Personnel Services advised the Committee that Strathclyde Pension Fund Office was responsible for advising employees on the pension scheme and the issue of guidance booklets and updates.

The Committee agreed that it be noted that Strathclyde Pension Fund Office was responsible for distributing information on the pension scheme to employees.

**DATE OF NEXT MEETING**

16. The Committee agreed that the next meeting of the Joint Consultative Committee (Manual/Craft) be held on 10 February 1999 at 10 am.
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