
Motherwell, 11 May 2000 at 2 pm.

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

PRESENT

Councillor McElroy, Convener; Councillors McCallum, Saunders and Valentine, and G. Smith, Vice-Convener, A. Fair, AEEU; A. Duncan and F. McKay, GMB; R. Power T. Connarty and M. Veldon TGWU; and K. Campbell and C. Llewellyn, UNISON.

CHAIR

Councillor McElroy (Convener) presided.

IN ATTENDANCE

The Chief Committee Services Officer, Head of Personnel Services, Senior Personnel Services Officer, Personnel Services Manager, Department of Community Services, General Manager, Construction Services and Partnership Facilitator (Support), Department of Construction Services, Expenditure Manager, Client Services Manager, Department of Finance, Head of Property Services and Support Services Manager, Department of Housing and Property Services.

APOLOGIES

Councillors Chadha, Gordon, Grant and Selfridge; J. Ellis MSF and S. Dillon UCATT.

The Convener exercised his discretion to vary the order of business as hereinafter Minuted.

JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT) - MINUTE

1. There was submitted a Minute of the Joint Consultative Committee (Manual/Craft) held on 10 February 200.

The Committee noted and approved the terms of the Minute.

TUPE - UPDATE ON POSITION

2. With reference to paragraph 5 of the meeting of the Joint Consultative Committees (APT & C) and (Manual/Craft) held on 11 June 1998 when it was agreed that the definitions and implications of TUPE be highlighted and the financial implications be emphasised to the Secretary of State the trade union representatives raised concern over various aspects of TUPE which were becoming evident as negotiations with preferred providers proceeded.

Having heard the General Manager, Construction Services and the Head of Personnel Services on discussions taking place on the basis that TUPE would apply at the point of transfer the Committee noted the concerns of the workforce and that these matters be addressed by the General Manager in the continuing discussions.

SINGLE STATUS - SUPPLY OF RED BOOKS TO SHOP STEWARDS

3. With reference to paragraph 9 of the Minute of the meeting of this Committee held on 10 February 2000 when it was noted that the Head of Personnel Services investigate the resource implications of supplying the red book to all shop stewards, there was submitted a report dated 8 May 2000 by Head of Personnel Services (1) advising of the financial and administrative difficulties in supplying the red book to the shop stewards; (2) informing that no other Councils supplied the trade unions with the book; (3) indicating that COSLA were developing a web site access but at present there were no timescales for accessing the data, and (4) indicating that the trade unions would be able to access the red book through individual departments.

The Committee noted the financial and administrative difficulties in supplying the red book to shop stewards and agreed that the Head of Personnel Services provide the trade unions with a register indicating where the red book would be located and accessed within each department.

The trade union side further requested that consideration be given to supplying JCC trade union side members with a copy of the Red Book. It was agreed that the Head of Personnel Services submit a report to a future meeting of this Committee on this request.

WAGE SLIPS - ADVERTISING

4. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 10 February 2000 when it was agreed that the Head of Personnel Services investigate the information recorded on pay slips for both trade union subscriptions and advertising, there was submitted a report dated 9 May 2000 by the Head of Personnel Services (1) advising that the Director of Finance had agreed to amend the wording to employees informing of their right to withdraw from paying by check off, and (2) advising that all prospective advertisers were vetted and approved by the Director of Finance, in consultation with the Convener of the Finance Committee.

The Committee noted the position.

POLICY DOCUMENTS - TO DISCUSS TIME OFF FOR JOINT TRADE UNIONS TO PREPARE COMMENTS

5. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 3 December 1999 when *inter alia* the Committee noted that a number of existing Council policies were due to be reviewed and would involve consultation with the trade unions at the appropriate stage, the trade union representatives requested the authorisation of one day with pay to allow further consultation on the policies.

The Committee agreed that the trade union representatives of this Committee be authorised one day's paid leave in accordance with the terms of the policy on time off for Trade Union Duties.

SINGLE STATUS - UPDATE ON POSITION

6. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 10 February 2000 when it was noted that the issue of an interpretation of the clause in the red book in relation to sick leave and public holidays had been taken up by senior trade union negotiators at COSLA, the trade union representatives raised a number of questions concerning the implementation of the single status agreement in particular to part-time Manual Workers. The Head of Personnel Services advised the Committee (1) that in relation to the Public Holiday/Sickness Absence the Council had been correctly applying the provision of the national agreement; (2) that the Council's approach on single

status would be consistent but had to recognise that departments had different operating requirements, and (3) that a Single Status Working Group was to be set up involving representatives from all departments to assess the implementation of the single status agreement.

The Committee noted the current position.

ILL HEALTH RETIREMENT - UPDATE ON CONTRACT AND THE PERFORMANCE OF EXISTING CONTRACTOR

7. With reference to paragraph 13 of the Minute of the meeting of this Committee held on 3 December 1999 when it was noted that the occupational health tender would be advertised inviting expressions of interest, the Head of Personnel Services advised the Committee (1) that fourteen expressions of interest had been received; (2) that only three pre-tender questionnaires issued were returned by the specified date; (3) that the Personnel Services Committee had agreed that three contractors be invited to tender, and (4) that the tender process and the rigorous evaluation would be carried out prior to the contract being awarded.

The Head of Personnel Services also gave an update on the issues which had been taken up with the current provider.

The Committee noted the position.

TIME OFF - TRADE UNION DUTIES

8. With reference to paragraph 8 of the Minute of the meeting held on 3 December 1999 when the position with regard to time off for trade union duties was noted, the Trade Union representatives (1) advised the Committee that a representative had been refused time off to attend a course on "Pension Rights", and (2) requested time off with pay to attend the next meeting of the local Government Forum.

The Committee agreed (1) that the trade union representative advise the Head of Personnel Services of the details of the attendance at the Pension Rights course in order that the matter be investigated, and (2) that in future the trade union representatives provide the Head of Personnel Services with details of the agenda for Local Government Forum meetings to allow a decision on attendance be made in consultation with the relevant departments.

JCC STRUCTURES - ARE THERE ANY PROPOSED CHANGES

9. The trade union representatives enquired as to whether there were any proposals to merge both Joint Consultative Committees in view of the single status agreement. The Head of Personnel Services reminded members that Craft employees were not covered by the agreement but in view of the impending changes in the Construction Services Department that a report setting out proposals for a merged Joint Consultative Committee and reviewing the constitution be submitted to the next meeting of the Committee.

The Committee agreed that the Head of Personnel Services submit a report to the next meeting of this Committee.

BUDGET CUTS - CONCERNS ABOUT THE METHODS USED

10. The trade union representatives raised concern over the consultation process on the budgetary cuts and raised specific issues in that connection. The Head of Personnel Services advised the Committee that certain issues raised were already the subject of appeals and could not be discussed and that other matters would be taken up with the Director of the appropriate Department.

The Committee noted the position.

DATA PROTECTION ACT - PERSONNEL INFORMATION

11. The trade union representatives raised concerns that they had been advised that requests for access to employee personnel files would incur a charge of £10.

The Head of Personnel Services advised (1) that the Data Protection Act allowed for charges to be made and following consideration the Finance Committee had agreed that a charge of £10 be made for formal requests for information; (2) that employees would be able to access personal files without initiating a formal Data Subject Access request which would not incur a charge, and (3) that clarification and guidance would be issued to the departments at the next meeting of the Personnel Practitioners Forum.

The Client Services Manager on behalf of the Director of Finance advised the Committee that the introduction of the charge was to moderate the amount of requests received from other organisations.

The Committee noted that the issue would be raised at the Personnel Practitioners Forum.

The Convener being of the opinion that the following item of business was of an urgent nature authorised its consideration to enable the Joint Consultative Committee to be appraised of the situation as soon as possible.

GLASGOW SCIENTIFIC SERVICES LABORATORY - ASBESTOS

12. The Head of Personnel Services advised the Committee (1) that the Council had recently been advised that certain tests undertaken by the Glasgow Scientific Services laboratory were potentially inaccurate, and (2) that the Council was currently assessing the implications of inaccurate testing and, where appropriate, re-testing was being undertaken.

The Committee noted the position.