

**Motherwell, 8 February 2001 at 10 am.**

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

**PRESENT**

Councillor McElroy, Convener; Councillors Grant, McCallum, Saunders and Selfridge, and R. Power, Vice-Convener; P. Cairns, A. Duncan and S. Ross, GMB; G. Devine and G. Wilmshurst, T & G and K. Campbell and C. Llewellyn, UNISON.

**CHAIR**

Councillor McElroy (Convener) presided.

**IN ATTENDANCE**

The Chief Committee Services Officer, Head of Personnel Services, Chief Personnel Officer, Principal Personnel Officer, Project Manager, Head of Social Work Resources, Expenditure Manager and Human Resources Manager.

**APOLOGIES**

Councillors Chadha and Valentine.

**ELECTION OF VICE-CONVENER**

1. The Trade Union representatives nominated Richard Power as Vice-Convener of this Committee.

The Committee agreed that Richard Power be Vice-Convener of the Joint Consultative Committee (Manual/Craft).

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

2. There was submitted the Minute of the Joint Consultative Committee (Manual/Craft) held on 7 December 2000.

The Committee noted and approved the terms of the Minute.

**MATTERS ARISING**

**(1) HEALTH AND SAFETY COMMITTEE**

3. With reference to paragraph 3 of the Minute of the meeting of this Committee held on 7 December 2000 when it was agreed that proposals regarding the formation of a Health and Safety Forum would be issued to trade unions for discussion and consultation, the Head of Personnel Services (1) noted the concerns of the trade union representatives regarding the length of time taken to form the Forum, and (2) advised that the proposals were being finalised and would be issued to the Trade Unions within a week.

**(2) USE OF AGENCY EMPLOYEES**

4. With reference to paragraph 8 of the Minute of the meeting of this Committee held on 7 December 2000 when, *inter alia*, the concerns of the Trade Union representatives regarding the use of agency employees were noted, the Trade Union representatives questioned (1) the introduction of agency employees within this year's budgetary process particularly referring to the Parks and Catering Division of the Department of Community Services, and (2) the control the Council had over agency employees, particularly referring to Scottish Criminal Records Office (SCRO) checks being undertaken.

The Head of Personnel Services explained (1) that the budgetary process was progressing and no final decision had been made on the proposals, and (2) that any agency employees would be under contract conditions one of which may require SCRO checks on certain categories of employees.

**(3) PRIVATISATION OF THE TRANSPORT FUNCTION**

5. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 7 December 2000 when, *inter alia*, the Committee noted that the Social Work Department had recognised that a contract with taxi operators may require to be set up, the Head of Social Work Resources advised the Committee that a report would be submitted to a future meeting of the Social Work Committee regarding the possibility of setting up a contract with taxi operators following which a progress report would be submitted to this Committee.

**(4) PAYROLL RATIONALISATION**

6. With reference to paragraph 16 of the Minute of the meeting of this Committee held on 7 December 2000 when the Committee noted the position with the only manual payrun to be moved, the representatives proposing further dates for four pay runs to be moved and inviting discussions on the matter; (2) that the dates indicated in that letter had been unrealistic, and (3) that the Head of Revenue Services would contact the Trade Union representatives regarding arrangements for meetings.

**(5) PAYMENT OF SICK PAY**

7. With reference to paragraph 17 of the Minute of the meeting of this Committee held on 7 December 2000 when the Committee agreed that the Head of Revenue Services investigate the reason for the delay in receiving information from the Department of Social Security (DSS) in an effort to resolve the problem, the Expenditure Manager advised the Committee (1) that the DSS had maintained there was no problem regarding the turnaround of notification; (2) that the matter had been discussed at the Payroll Forum; (3) that it was the intention of the Council to approach the DSS further regarding the delays in receiving benefit information, and (4) that general information on the procedure for the payment of sick pay would be made available to Departments.

**DRAFT REVISED CONSTITUTION**

8. With reference to paragraph 5 of the Minute of the meeting of this Committee held on 7 December 2000 when it was agreed to continue consideration of the report by the Head of Personnel Services on a draft revised Constitution to a future meeting of this Committee, there was re-submitted a report dated 1 September 2000 by the Head of Personnel Services regarding a draft revised Constitution (1) indicating that the craft operatives would transfer to the new public private partnerships on 1 January 2001; (2) suggesting that one Joint Consultative Committee could represent all employees'

interests, excluding teachers; (3) proposing the implementation date for the revised arrangements be the first meeting of the Joint Consultative Committee in 2001, and (4) intimating that the trade union membership of the Joint Consultative Committee required determination.

The Committee agreed to continue consideration of the report by the Head of Personnel Services to a future meeting of this Committee.

### **LONG SERVICE POLICY, PARENTAL LEAVE POLICY AND SPECIAL LEAVE POLICY**

9. The Head of Personnel Services advised the Committee (1) that the Long Service Policy, Parental Leave Policy and Special Leave Policy had been submitted to the Trade Unions for comments; (2) that a response from one Trade Union had been received, and (3) that comments on the policies were required to enable a report to be submitted to the next meeting of the Personnel Services Committee.

The Committee noted the position.

### **JOB EVALUATION**

10. The trade union representatives (1) requested clarification of the appeals procedure in the job evaluation process, and (2) expressed concern regarding the role of the line manager in the job evaluation process. The Head of Personnel Services advised the Committee (1) that there was a model contained within the national scheme for the appeals procedure which would be followed by this Council, while putting the procedure into a local context; (2) that there were three grounds of appeal set out within the procedures; (3) that the job evaluation process was based on the job evaluation scheme developed through the Convention of Scottish Local Authorities (COSLA), and (4) that the role of the line manager was to verify the information regarding the specific job being evaluated which was an integral part of the scheme.

There was also submitted a report dated 31 January 2001 by the Head of Personnel Services regarding the level of involvement of trade union representatives in the job evaluation process (1) advising that the corporate management team had considered the request by the trade union representatives for a shop steward to shadow each Job Analyst and had been unable to support the request; (2) indicating that the T & G Scotland had requested alteration to the membership of the Job Evaluation Steering Group which at present was one representative of this Committee and one representative of the Joint Consultative Committee (APT and C), and (3) intimating that any proposed change to the present composition and role of the trade union representatives on the Steering Group should be the subject of discussion by both Joint Consultative Committees.

The Trade Union representatives indicated that they had no objection to the T & G Scotland having a representative on the Job Evaluation Steering Group and would ensure that full consultation took place between all Unions with representation in the Council.

The Head of Personnel Services agreed to refer the request from T & G Scotland to the Corporate Management Team for consideration.

### **TEMPORARY CONTRACTS**

11. The trade union representatives requested clarification of the Council position on the use of temporary contracts, particularly referring to problems in the Departments of Education and Community Services. The Head of Personnel Services (1) explained that throughout the Council there would be circumstances where it would be appropriate for temporary contracts to be issued; (2) intimated that historically some service contracts from the former authorities included provision for an employee to be appointed on a temporary basis; (3) advised that the situation was being continually reviewed

within Departments, and (4) agreed to liaise with the Trade Union representatives regarding specific problems identified within the Department of Education.

**FILLING OF POSTS**

12. The trade union representatives requested clarification of the Council position on the filling of redundant posts, referring particularly to posts within the Community Services Department. The Human Resources Manager advised the Committee that working arrangements and patterns for any new posts filled would not be the same as posts made redundant.

**SPINAL COLUMN POINT 3**

13. The trade union representatives advised that the item regarding Spinal Column Point 3 was withdrawn.

**MEMBERSHIP OF THE JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT)**

14. The Chief Committee Services Officer reminded the Committee that the Trade Union representatives required to appoint members to replace those who had transferred to the Public Private Partnerships and particularly referred to the members representing the AEEU, MSF and UCATT. The Trade Union representatives indicated that they were not yet in a position to identify replacement members.