

Motherwell, 21 November 2002 at 2 pm.

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

PRESENT

Councillor McElroy, Convener; Councillors Chadha, Gordon, Grant, McCallum, and Valentine, and R. Power, Vice-Convener, P. Cairns and J. Cowan, GMB; M. Docherty and C. Llewellyn, UNISON.

CHAIR

Councillor McElroy (Convener) presided.

IN ATTENDANCE

The Chief Committee Services Officer, Head of Personnel Services, Chief Personnel Officer and Commercial Partnership Manager.

APOLOGIES

Councillors Ross and Saunders.

The Convener exercised his discretion to vary the Order of Business as hereinafter Minuted.

JOINT CONSULTATIVE COMMITTEE (MANUAL/CRAFT) - MINUTE

1. There was submitted the Minute of the meeting of the Joint Consultative Committee (Manual/Craft) held on 5 September 2002.

The Committee noted and approved the terms of the Minute.

MATTERS ARISING

(1) FACILITIES FOR TRADE UNIONS

2. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 5 September 2002 when, *inter alia*, it was noted that the Head of Personnel Services would meet with the trades union representatives to discuss the issue when she had details of why the trade union side had rejected the draft policy, the Head of Personnel Services advised the Committee that no comments had been received from the trades union representatives on the draft policy on Facilities for Trade Unions.

The Committee noted the position.

(2) ARRESTMENT OF WAGES/SALARIES

3. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 5 September 2002 when, *inter alia*, it was noted that the Head of Personnel Services would liaise with the trades union representatives as soon as possible with regard to arrangements for the arrestment of wages if there were any changes in the legal position or any changes in the light of discussions to date with the

trade union side, there was tabled a document detailing the payroll process for the Council. The Employee Payments Manager (1) advised the Committee that legislation had not yet been introduced by the Scottish Executive on the issue of arrestments; (2) outlined the position taken by other local authorities; (3) detailed the avenues investigated in an effort to reduce the hardship placed on individuals with arrestments when multiple pays were applied during the Christmas/New Year period; (4) outlined the difficulties of running individual pay runs during this period, and (5) intimated that, notwithstanding thorough investigation, the Council had been unable to make any special arrangements for payments to individuals with arrestments.

The Committee noted the efforts made by the Council (1) to influence the change in legislation in relation to arrestments, and (2) to find an interim solution to the effect of pay runs during the holidays on an arrestment of wages.

PUBLIC PRIVATE PARTNERSHIPS/PUBLIC FINANCE INITIATIVES (PPP/PFI)

4. With reference to paragraph 3 of the Minute of the meeting of this Committee held on 5 September 2002 when the position in relation to the PPP Package for School Building Projects was noted, the Commercial Partnership Manager advised the Committee (1) that following the consultation exercise on the Education 2010 proposals, the comments were being analysed with a view to the Council making a final decision by the end of the year; (2) that an Invitation to Negotiate document was being prepared; (3) that a recruitment process for bidders for the project had commenced with advertisements being placed in the European Journal and a short list to be produced by the end of the year, and (4) that Briefing Meetings had taken place for affected parties.

The trades union representatives expressed concern at (1) the consultation and dissemination of information in relation to the effect of the project on the library service within the Department of Community Services, and (2) the consultation in relation to the effect of the project on related services and the keeping of these services in-house.

The Commercial Partnership Manager advised (1) that the Council would comply with the Scottish Executive PPP Guidance Document, and that where best value could be shown, Council services would remain in-house, and (2) that regular meetings could be arranged between himself, the trades union representatives, in conjunction with the Department of Community Services and Education to focus on the effects of the Education 2010 proposals.

The Committee (1) noted the concerns of the trades union representatives on the consultation process, and (2) welcomed the setting up of regular meetings between the Commercial Partnership Manager, the Departments of Community Services and Education and the trades union representatives to focus on the issues arising out of the Education 2010 proposals.

MATTERS ARISING

(3) DEPARTMENTAL JOINT CONSULTATIVE COMMITTEE - SOCIAL WORK DEPARTMENT

5. With reference to paragraph 8 of the Minute of the meeting of this Committee held on 5 September 2002 when it was noted, *inter alia*, that there were no barriers to a Departmental JCC being established, the trades union representatives advised the Committee that there had been, to date, no dialogue between the Director of Social Work and the trades union representatives on the setting up of a departmental JCC.

The Committee noted that the Head of Personnel Services would investigate why the establishment of a Departmental JCC within the Department of Social Work had not been progressed.

(4) NEGOTIATIONS

6. With reference to paragraph 7 of the Minute of the meeting of this Committee held on 5 September 2002 when it was noted that the Director of Social Work would supply the trades union representatives with copies of a report on the outcome of the negotiations involving Home Support staff, the trades union representatives requested clarification on what negotiations were being carried out at a central level and also at a local level with Home Support Staff.

The Committee noted that the Head of Personnel Services would investigate the nature of negotiations in the Department of Social Work with Home Support staff.

(5) RECKONABLE SERVICE

7. With reference to paragraph 10 of the Minute of the meeting of this Committee held on 5 September 2002 when it was noted, *inter alia*, that all of the bodies recognised by local authorities for the purpose of reckonable service were listed in the Statutory Instruments, the trade union representatives requested clarification on the recognition of other local authority service when calculating reckonable service. The Head of Personnel Services advised the Committee that continuation of service between local authorities was recognised.

The Committee noted the position.

(6) SMOKING IN COUNCIL PREMISES POLICY

8. With reference to paragraph 11 of the Minute of the meeting of this Committee held on 5 September 2002 when it was noted that individual issues in relation to the application of the Smoking in Council Premises Policy should be taken up with the relevant Directors, the trades union representatives expressed concern about the meetings held within the Department of Social Work and indicated that further discussions would be taking place on the issue of the application of the Policy in relation to residents and staff.

The Committee agreed that the Head of Personnel Services investigate the matter further with the Department of Social Work and submit a report thereon to a future meeting of the Committee.

DRAFT REVISED CONSTITUTION

9. With reference to paragraph 5 of the Minute of the meeting of this Committee held on 5 September 2002 when it was noted that the trades union representatives were not in a position to provide details of membership of the Joint Consultative Committee for Local Government Employees, there was re-submitted a paper by the Director of Administration setting out an amended draft Constitution for the merger of the APT&C and Manual/Craft Joint Consultative Committees.

The Head of Personnel Services advised the Committee (1) that the core conditions for Manual/Craft employees would be submitted to the Policy and Resources (Personnel) Sub-Committee on 26 November 2002 for approval, and (2) that the trades union representatives would provide details of membership of the Joint Consultative Committee for Local Government Employees by the end of 2002.

In response to a question from the trades union representatives regarding the status of the smaller trade unions, the Head of Personnel Services indicated to the Committee that it would be possible for a full time official of the relevant trade union to attend the meetings in an observatory role.

The Committee noted the position.

PROVISION OF A POLICY ON WHISTLEBLOWING

10. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 5 September 2002, when it was noted that a report on the Policy on Whistleblowing would be available prior to this meeting of the Committee, the Head of Personnel Services advised the Committee that a draft Policy on Whistleblowing had been approved by the Policy and Resources Committee at its meeting on 19 November 2002 for the purposes of consultation and that the Director of Administration had forwarded a copy of the draft Policy to the trades union representatives for comment.

The Committee noted the position.

REDEPLOYMENT POLICY

11. The trades union representatives indicated that they had not agreed the draft Redeployment Policy. The Head of Personnel Services indicated that the Redeployment Policy was one of a number of policies issued for consultation on which no comments had been received from the trade unions.

It was noted that the Head of Personnel Services would look at the Redeployment Policy further when she had details of the trade unions concerns and, if appropriate, report thereon to a future meeting of the Committee.

DISABILITY LEAVE POLICY

12. The trades union representatives requested either the establishment of a Disability Policy or an amendment to the Council's Absence Management Policy to reflect the requirements of the disabled to be absent from work resulting from their disability. The Head of Personnel Services advised the Committee that the Council had set up a Best Value Review on absence management.

It was noted that the Head of Personnel Services would refer the matter to the Absence Management Best Value Review Team to look at the possibility of reviewing the Absence Management Policy to ensure it covered managing absence in relation to a disability.

CONSULTATION

13. The trades union representatives raised concerns regarding the consultation process with particular reference to the transfer of Halls Caretakers to the Building Cleaning Section of the Department of Community Services and requested assurances that the trades union representatives would, in future, be informed of any departmental restructure proposals at an early stage.

The Head of Personnel Services advised the Committee that the transfer of the Halls Caretakers was part of a change in the Management Structure in the Department of Community Services and was, in effect, a reporting line change.

The Committee (1) noted the concerns of the trades union representatives on consultation when changes to departmental structures were imminent, and (2) assured the trades union representatives that consultation would take place from an early stage in the process.

MOTOR CYCLE ALLOWANCES

14. The trades union representatives requested that the motor cycle allowance be reviewed. The Head of Personnel Services advised the Committee (1) that the Scottish Joint Council (SJC) Circular No. 3 of

May 1999 set out the car and motor cycle allowance framework; (2) that the SJC had been trying to agree a new framework for car and motor cycle allowances but had been unable to reach agreement, and (3) that the SJC would be referring the determination of a new framework for car and motor cycle allowances to local authorities and recommending that the Inland Revenue model be utilised.

The Committee noted the position.

CONCIERGE SERVICE

15. The trades union representatives raised the issue of terminating temporary contracts within the concierge service while staff were required to work overtime to cover holidays and long term absences. The Head of Personnel Services (1) advised the Committee (a) that a temporary contract would be terminated when the member of staff on long term sickness returned to work; (b) that an individual covering a post for longer term absence could not be transferred to another post without the vacancy going through the advertising process, and (2) indicated that the Department of Housing and Property Services were investigating the possibility of advertising for a Relief Pool to cover the concierge service when required.

The Committee noted the position.