

**JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES –
14 March 2017**

Motherwell, 14 March 2017 at 2 pm.

**A Meeting of the JOINT CONSULTATIVE COMMITTEE FOR
LOCAL GOVERNMENT EMPLOYEES**

PRESENT

Councillor Grant, Convener; Councillors Beveridge, Griffin, Irvine, Logue, H. McVey, and Alan Valentine; C. McGuire, GMB; and J. Baxter, J. Paterson; J. Robertson. M. Quigley and W. Shearer, Unison.

CHAIR

Councillor Grant (Convener) presided.

IN ATTENDANCE

The Assistant Chief Executive (Enterprise and Housing Resources); Acting Head of Business (Organisational and People Solutions); Employee Relations Manager; Talent and Organisational Development Manager; HR Business Partnership Manager, and Administrative Officer (Civic and Governance).

APOLOGIES

Councillors Higgins, Kelly and Stokes.

CHAIRMAN'S REMARKS

The Convener intimated that this was the last meeting of the Joint Consultative Committee for Local Government Employees and wished to thank Members and Officers for their participation and input over the last 5 years. He also thanked Marie Quigley for her shared Convenership of the Committee.

**DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC.
(SCOTLAND) ACT 2000**

1. There were no declarations of interest.

**MINUTE OF THE MEETING OF THE JOINT CONSULTATIVE COMMITTEE FOR LOCAL
GOVERNMENT EMPLOYEES - 6 DECEMBER 2016**

2. There was submitted the Minute of the meeting of the Joint Consultative Committee for Local Government Employees held on 6 December 2016.

Decided: that the Minute be noted.

WORKFORCE DASHBOARD ABSENCE STATISTICS – 1 OCTOBER TO 31 DECEMBER 2016

3. There was submitted a report dated 2 February 2017 by the Acting Head of Business (Organisational and People Solutions) (1) providing information on the level of sickness absence for Quarter 3 of the year 2016/17, with the comparison of Quarter 2 of the same year; (2) detailing, within Table 1 of the report, a breakdown of absence in the Quarter for each Service of the Council, and (3) intimating

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within (a) Chart 2 of the report, the top five reasons for absence during 1 October to 31 December 2016; (b) Table 3 of the report, a breakdown of the top ten posts which had recorded absence during the period under the category of Anxiety/Stress, Depression, and Other Mental Health; (c) Table 4 of the report, a breakdown of the specifics behind each of the top two reasons, and (d) Table 5 of the report, a breakdown of the top ten positions with recorded absence during Quarters 1 and 2 of 2016/17.

Thereon, Heather Liddle, Employee Relations Manager, spoke to the report, answered Members questions and intimated that (1) information regarding Quarters 3 and 4 would be reported to a future meeting of the Committee, and (2) statistics would be provided in a further report to a future meeting of the Committee for the reasons behind length of absences.

Decided:

- (1) that the information regarding Quarters 3 and 4 would be reported to a future meeting of the Committee;
- (2) that the information regarding length of absences be incorporated into a further report to a future meeting of the Committee, and
- (3) that the report be otherwise noted.

EMPLOYEE SALARY SACRIFICE SCHEME – CYCLE TO WORK

4. There was submitted a report dated 10 February 2017 by the Acting Head of Business (Organisational and People Solutions) (1) advising of the intention by the Council to introduce a Cycle to Work Scheme on an employee salary sacrifice basis; (2) informing that the Scheme had been discussed by a Working Group consisting of Service, Trade Union and ASPIRE representatives who were developing a wider Reward and Recognition Framework; (3) detailing within the report, (a) how the Scheme would work, and (b) the procurement options available to the Council in relation to finding a provider of a Cycle to Work Sacrifice Scheme; (4) indicating that the Working Group had concluded that Halfords would be the preferred provider if the Scheme went forward, and (5) intimating within the report information with regard to potential savings, resources required from the employer, insurance, budget for bike selection and cycle friendly employer award.

Thereon, Alan Henry, Talent and Organisational Development Manager, spoke to the report and answered Members questions, and Anne Burns intimated that arrangements had been put in place to implement the Scheme which should be introduced over the coming months.

Decided: that the intention to introduce a Cycle to Work Scheme over the coming months, for North Lanarkshire Council employees on an employee salary sacrifice basis, be noted.

REVISED PRD PROCESS

5. With reference to paragraph 6 of the Minute of the meeting of this Committee held on 6 December 2016 when, *inter alia*, it had been agreed that a report be submitted to the next meeting of the Joint Consultative Committee for Local Government Employees following the outcome of the Pilot Programmes, with regard to revised PRD, there was submitted a report dated 3 March 2017 by the Acting Head of Business (Organisational and Peoples Solutions) regarding an update on the outcome of the pilot conducted with the revised PRD process and seeking to implement the revised PRD process across the organisation following the successful pilot (1) outlining the background to, and the requirement for, a revised PRD process; (2) detailing within the report, the outcome of the pilot with regard to (a) the individual PRD process, with a full summary of the evaluation highlighted within

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Appendix One to the report, and (b) the Group PRD, with a full summary of the evaluation highlighted within Appendix Two to the report; (3) informing that as a result of the feedback from the pilot process, a few minor changes in working had been made to the documentation, however, the participants did not indicate any significant changes were required, and (4) proposing that the revised PRD be rolled out to the wider organisation.

Heather Liddle spoke to the report and answered Members' questions, and after full discussion regarding the Group PRD process, it was agreed that the concerns would be covered within Management Training.

Des Murray, Assistant Chief Executive (Enterprise and Housing Resources), intimated that the Corporate Management Team welcomed the new approach and indicated that Council Services would be participating in the revised PRD process. He also advised that a quarterly update report would be submitted to future meetings of the Committee.

Decided: that the report be noted.

DISABILITY CONFIDENT – LEVEL 3 – LEADER ACCREDITATION

6. With reference to paragraph 5 of the Minute of the meeting of this Committee held on 6 December 2016 when, *inter alia*, the achievement of the Level 2 Disability Confident Employer Award and ongoing progress towards the Level 3 Leader Award, and the Living Wage Accreditation had been noted, there was submitted a report dated 6 March 2017 by the Acting Head of Business (Organisational and People Solutions) (1) informing of progress towards achieving the Disability Confident Level 3 Leader Award; (2) advising that following submission of the self assessment and validation by an external organisation, the Disability Confident Level 3 Leader Status had now been awarded to North Lanarkshire Council; (3) indicating that Disability Confident Leaders must undertake a number of commitments to sustain this award including engaging with local employers and employers in the Council's supply chain to start the Disability Confident journey, and (4) intimating that Officers of Organisational and People Solutions would continue to work with colleagues across the Council to continue to meet the requirements of this valuable Level 3 recognition.

Anne Burns spoke to the report and Marie Quigley congratulated the team on this achievement.

Decided: that the achievement of the Level 3 Disability Confident Leader Award be noted.

UPDATE ON DRUG/ALCOHOL TESTING

7. The Acting Head of Business (Organisational and People Solutions) asked for nominations from each Trade Union and the Management Side for representatives to be Members of the Working Group for drug/alcohol testing. She asked for two representatives from each Trade Union and two from the Management Side.

Decided: that names of two representatives from each Trade Union and two representatives from the Management Side, be submitted to the Acting Head of Business (Organisational and People Solutions) to become members of the Working Group on drug/alcohol testing.

MANAGING ATTENDANCE

8. With reference to paragraph 4 of the Minute of the Joint Consultative Committee for Local Government Employees held on 6 December 2016 when, inter alia, it had been agreed that a Working Group to review the Absence Management Guidance be established comprising of Officers of the Council, and Trade Union representatives, and that nominations for representatives from the Trade Unions be sent to Heather Liddle, Employee Relations Manager, thereon she informed that the initial meeting of the Working Group had taken place in January 2017 and it had been a positive meeting. She advised that the Working Group had discussed joint training and the template letters, and had agreed certain changes to them. Heather also intimated that a further meeting of the Working Group would be held in the near future.

Decided: that the report be noted.