

Motherwell, 20 March 2018 at 2 pm.

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

PRESENT

M. Quigley, UNISON, Convener; Councillor Duffy, Vice-Convener; Councillors D. Ashraf, Douglas, Feeney, Goldsack, Logue, H. McVey and Stocks; P. Cairns and C. McGuire, GMB; M. Scroggie and J. Rooney, Unite (T & G), and J. Baxter, J. Mooney, W. Shearer, J. Struthers and J. Watson, UNISON.

CHAIR

M. Quigley, UNISON (Convener) presided.

IN ATTENDANCE

The Head of Business, Organisational and People Solutions; Employee Relations Manager; HR Business Partnership Manager; Employee Service Centre Manager, and Administrative Officer (Civic and Governance Services).

APOLOGIES

Councillors Baird, Cochrane and Alan Valentine, and B. Fletcher, GMB.

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

1. There were no declarations of interest.

**MINUTES OF MEETINGS OF THE JOINT CONSULTATIVE COMMITTEE FOR LOCAL
GOVERNMENT EMPLOYEES OF 1 AND 13 NOVEMBER 2017**

2. There were submitted the Minutes of the meetings of the Joint Consultative Committee of Local Government Employees held on 1 and 13 November 2017.

Decided: that the terms of the Minutes be noted.

**AMENDED JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES –
CONSTITUTION**

3. With reference to paragraph 3 of the Minute of the meeting of this Committee held on 1 November 2017 when, *inter alia*, it had been agreed (1) that further discussion take place between the Trade Union representatives and the Head of Business, Organisational and People Solutions, in relation to the wording of the Constitution, and (2) that the finalised Constitution be submitted to a future meeting of the Committee, there was submitted the amended Constitution, which highlighted, in bold, the changes to the Constitution.

Thereon the Convener, and the Head of Business, Organisational and People Solutions spoke to the report, and responded to a Member's question. Following discussion it was noted that paragraph 3(d)

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of the Constitution should read "the representatives shall retire annually with effect from 1 April each year, and shall be eligible for re-appointment".

Decided:

- (1) that the amended Constitution be implemented, subject to the minor amendment to paragraph 3(d), and
- (2) that the position be otherwise noted.

I-TRENT – ACCESS TO PAYSLEIPS AND CYCLE TO WORK SCHEME

4. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 1 November 2017 when, *inter alia*, it had been agreed that a further report be submitted to a future meeting of the Committee providing details (1) of those employees who are unable to access the I-Trent system; (2) of the number of staff who access their payslip information electronically on a regular basis; (3) on what assistance could be given to disabled and older employees to allow them to view their payslip information; (4) on employees who work different shift patterns, and (5) on training and arrangements for terminals to be set up to assist non-office based staff.

Thereon, Trade Union representatives advised (1) that non-office based workers still had not received computer training to access their payslips, and (2) that some employees with dyslexia and/or literacy problems had difficulty in accessing their payslips.

The Employee Service Centre Manager advised (1) that she was tracking all employees who had never used the I-Trent system to establish the reasons why this was the case; (2) that no deadline had yet been set for the discontinuing of paper payslips, and (3) that handheld devices could be issued to non-office based workers if there was such a requirement.

Thereon, the Trade Union representatives advised of a number of problems encountered by employees who had either enquired or applied to the Cycle to Work Scheme.

The Employee Service Centre Manager (1) acknowledged that there had been teething problems with the new Scheme and intimated that an Employees Guidance booklet would be produced to assist Employees, and (2) advised, that to date, 120 employees had joined the Scheme.

Decided: that a progress report on the Cycle to Work Scheme be submitted to the next meeting of the Joint Consultative Committee.

PROPOSED MOVE TO FOUR WEEKLY PAY CYCLE

5. The Trade Union representatives requested an update to the background to the proposed move to a four weekly pay cycle for all NLC staff, and expressed concern that no formal consultation had been undertaken with the Trade Union representatives.

The Head of Business, Organisational and People Solutions intimated that the proposed move to a four weekly pay cycle for all staff had been included in the baseline adjustments which were agreed as part of the Council's budget setting process on 23 February 2018

Following discussion, it was proposed that a Working Group be established comprising Elected Members, Trade Union officials and Officers to progress the implementation of the changeover and ensure that those staff affected were made aware of the timeline for implementation.

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Decided:

- (1) that a Working Group be established to progress the implementation of the proposed move to four weekly pay cycle for all Council staff, comprising of elected Members, Trade Union officials and Officers, and
- (2) that a further report be submitted to a future meeting of the Joint Consultative Committee advising of the timeline for implementation.

ADVERSE WEATHER POLICY

6. The Trade Union representatives expressed concern at the inconsistencies and confusion regarding information provided to staff during the recent spate of adverse weather, in addition the Trade Union representatives sought clarification on the arrangements for the three days that staff were advised not to travel to and from work.

The Head of Business, Organisational and People Solutions intimated that the recent adverse weather had created an unprecedented position with a red warning being issued for the first time. She acknowledged that whilst there had been some confusion regarding the information provided to staff, it was made clear that no member of staff should travel to work if it was not safe to do so.

She further advised that all staff would be paid for Wednesday, 28 February and Thursday, 1 March 2018 and that those employees who were unable to manage into work on Friday, 2 March 2018 would require to pay back the time either using annual leave, flexi leave or by local arrangement with their line manager, and for those staff who were located within Education establishments which were closed the position would be clarified.

Following discussion it was noted that the adverse weather policy and the Council's resilience guidance were being reviewed.

Decided: that the position be noted.

**UPDATE REGARDING KEY UPCOMING HUMAN RESOURCES AND POLICY CHANGES –
SMARTER WORKING AND FLEXIBLE RETIREMENT**

7. With reference to paragraph 10 of the Minute of the meeting of the Enterprise and Housing Committee held on 10 August 2017, when, *inter alia*, the review of the Flexible Workstyles Policy had been noted, and which had taken cognisance of flexible retirement as a potential proportionate measure.

The Employee Relations Manager (1) provided an update on the changes being made to the Smarter Working Programme with regard to (a) flexible work patterns, and (b) short term requests for leave, and (2) advised that an update report with regard to the Smarter Working Programme would be submitted to the next meeting of the Enterprise and Housing Committee.

Following discussion it was noted (1) that establishment of the Flexible Retirement Scheme Policy was progressing, and Trade Union representatives were fully involved in ongoing discussions, and (2) that it was anticipated that a report would be submitted to a future meeting of the Enterprise and Housing Committee on the Smarter Working Programme.

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Decided:

- (1) that it be noted that a report would be submitted to a future meeting of the Enterprise and Housing Committee on the Smarter Working Programme;
- (2) that further consultation take place with Trade Union representatives with regard to the Flexible Retirement Scheme, and
- (3) that the position be otherwise noted.

THE DYING TO WORK CAMPAIGN

8. There was submitted a report by the Trade Union representative (1) advising of the TUC's campaign for greater rights for workers facing terminal illness "Dying to Work Campaign", and (2) providing details of the proposed Charter, which set out an agreed way in which Council employees would be supported, protected and guided throughout their employment, following a terminal diagnosis.

Decided:

- (1) that the Charter be agreed, in principle;
- (2) that it be noted that a report would be submitted to the Enterprise and Housing Committee to be held on 10 May 2018 seeking approval to formally agree to sign up to the Charter, and
- (3) that the Dying to Work campaign's hyperlink be issued to all members of the Joint Consultative Committee for Local Government Employees.

BUDGET UPDATE – STAFFING IMPLICATIONS

9. The HR Business Partnership Manager advised that each Service JCC had received updates and briefings regarding staffing implications arising from the Council's budget.

The Head of Business, Organisational and People Solutions, in response to a number of questions advised (1) that the Trade Union's representative comments would be taken into consideration when scheduling post budget meetings of the Service JCCs, and (2) that North Lanarkshire Council was awaiting information from COSLA regarding the Staff pay award.

Decided:

- (1) that further consideration be given to the timing of post budget Service JCCs;
- (2) that the Committee be provided with a further update following clarification from COSLA on the outcome of the Staff pay award, and
- (3) that the position be otherwise noted.

CONVENER'S REMARKS

10. The Convener requested that further information be provided to a future meeting of the Joint Consultative Committee on Lateral Transfers and Equity Fund.
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