

**JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES –
2 October 2018**

Motherwell, 2 October 2018 at 2 pm.

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

PRESENT

Councillors D. Ashraf, Baird, Douglas, Feeney, Logue, H. McVey, and Stocks.

M. Quigley, UNISON, Vice-Convenor; B. Fletcher and C. McGuire, GMB; J. Baxter, W. Shearer, J. Struthers and J. Watson, UNISON, and M. Scroggie UNITE.

CHAIR

M. Quigley, UNISON (Vice-Convenor) presided.

IN ATTENDANCE

The Head of People and Organisational Development; Employee Relations Manager; Committee Officer and Administrative Officer (Legal and Democratic Solutions).

APOLOGIES

Councillors Cochrane, Duffy, Goldsack and Kelly.

ELECTION OF CONVENER AND VICE-CONVENER

1. In terms of the Constitution of the Joint Consultative Committee for Local Government Employees, nominations were sought for the Convener and Vice-Convenor of the Committee.

Decided: that Councillor Duffy be elected Convener, and M. Quigley, Unison, be elected Vice-Convenor of the Committee for 2018/19.

In the absence of Councillor Duffy, M. Quigley assumed the Chair

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

2. There were no declarations of interest.

**MINUTE OF MEETING OF THE JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT
EMPLOYEES OF 12 JUNE 2018**

3. There was submitted the Minute of the meeting of the Joint Consultative Committee for Local Government Employees held on 12 June 2018.

Decided: that the terms of the Minute be noted.

CYCLE2WORK SCHEME

4. With reference to paragraph 4 of the Minute of the meeting of this Committee held on 20 March 2018, when it had been agreed that a progress report on the Cycle2Work Scheme be submitted to a future meeting of the Committee, there was submitted a report by the Employee Service Centre Manager providing an update on the Cycle2Work Scheme which offered employees of the Council discounted bikes and cycling accessories (1) indicating that an additional step had been added to the application procedure which would ensure that employees were clear on the financial implications associated with joining the scheme; (2) advising (a) that when an employee signed up to a hire agreement, Halfords would email the Employee Service Centre (ESC) for authorisation, and (b) that, before authorisation is given, the ESC would ensure that the employee accepted the amount to be deducted from their salary over the year which would ensure that they were aware of the deduction from their salary, and (3) informing that a number of technical issues in the previous year had resulted in a delay in the deductions being taken from employees' salaries, but that this had now been resolved.

Decided:

- (1) that the steps taken to address the issues regarding deductions from salaries be noted, and
- (2) that the positive nature of the scheme and the benefit for employees be noted.

ITRENT UPDATE

5. With reference to paragraph 3 of the Minute of the meeting of this Committee held on 12 June 2018 when, inter alia, it had been agreed that a further report be submitted to the next meeting of the Committee updating Members on iTrent, and providing an update on access to payslips for staff members, there was submitted a report by the Employee Service Centre Manager (1) providing details of (a) the current status of the rollout of the iTrent system across the Council, with specific reference to the viewing of payroll information and payslips online, and (b) the proposed next steps for full rollout of this facility to all employees across the Council; (2) outlining the background to the scale of the task, and the resources required to implement the iTrent system; (3) setting out up-to-date statistical information with regard to the e-payslip rollout; (4) informing that 646 employees did not currently have access to the system, but this would be resolved over the following six months; (5) intimating that training was ongoing with employees, and, for those employees who currently did not have access to the system, targeted training and support would be provided from the Talent and Organisational Development Service, to ensure that all employees knew how to access the system, after which a date would be agreed with the Service to cease the issue of paper payslips; (6) indicating that new employees would automatically be provided with login details for mySelf, and would not receive a paper payslip, and (7) confirming (a) that exceptions would be made for those employees who had been identified as having additional learning needs, and (b) that the next stage of the rollout of iTrent across Services would be fully discussed with Management Teams.

The Head of People and Organisational Development and the Employee Relations Manager were heard in further explanation of the report and responded to Members' questions. Following discussion on whether Quality Impact Assessments had been carried out, the Employee Relations Manager advised that an initial Quality Impact Assessment had been undertaken. Thereon, it was agreed that further information would be provided to Members by the Employee Relations Manager in the next update report to the Committee.

Decided:

- (1) that the progress to date and the next stage of the rollout plan be noted;
- (2) that further information be provided to the Committee regarding the quality impact assessments undertaken, and
- (3) that otherwise the report be noted.

DIGITALNL

6. The Employee Relations Manager (1) informed that the Assistant Chief Executive (Infrastructure) had written to all Trade Unions advising that PricewaterhouseCoopers (PWC) was the Council's Digital Partner; (2) advised (a) that PWC had prepared a video showing improvements which could be made to the provision of Services, and (b) that the next phase of work with PWC would be to organise workshops and consult with different staff groups regarding the way forward, and (3) intimated that Unison and GMB had responded to the letter written by the Assistant Chief Executive (Infrastructure), and that Unite had not yet responded. Thereon Mary Scroggie, Unite, advised that she had contacted the Assistant Chief Executive (Infrastructure) in this regard.

Following discussion on the impact on jobs and the community, the Employee Relations Manager advised that the Head of People and Organisational Development chaired a Working Group and when further information became available it would be provided to employees.

Thereon, the Head of People and Organisational Development advised that the list of Digital NL projects to be taken forward had not been finalised and, following the completion of the Business Case, an update would be provided and reported to a future meeting of the Committee.

Decided:

- (1) that a further report be submitted to a future meeting of the Committee once the DigitalNL projects to be put forward as a Business Case were finalised, and
- (2) that the report be otherwise noted.

A.O.B.

7. Joanna Baxter, Trade Union Representative, Unison, requested an update regarding the report entitled "Integrated Delivery Model for Sport, Culture and Leisure Services" which was approved at the Policy and Resources Committee on 27 September 2018. Following discussion it was noted (a) that a Shadow Board of Directors, made up of an equal number of Directors from CultureNL Limited (CNL) and NL Leisure Limited (NLL), with specified Terms of Reference relating solely to the integration process, would be created; (b) that appropriate authority would be delegated by each Board to the Shadow Board Members; (c) that CNL and NLL would work together to produce an Integration Plan and an associated Communication and Engagement Plan to create a single delivery vehicle, with effect from 1 April 2019, and (d) that a report on the Integration Plan, and associated Communication and Engagement Plan, would be submitted to the next meeting of the Policy and Resources Committee for consideration.

The Trade Union Representatives indicated that they would work with the Shadow Board to ensure that employees Terms and Conditions were protected.

Decided: that the update report be noted.