**Operational Steering Group (OSG)**

**Date: Tuesday 7th February 2023**

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| **Present:** |  |  |  |
| **Attendee** | **Initials** | **Title** | **Service (if applicable)** |
| Jan Buchanan (Chair) | JB | Director of Finance and Corporate Services | Glasgow Life |
| Naghat Ahmed | NA | Project Manager | Chief Executives |
| Lynn Norwood | LN | Senior Strategic Human Resources Manager | Chief Executives |
| Alan Taylor | AT | Job Evaluation Manager | Chief Executives |
| Andy Waddell | AW | Director of City Operations | Neighbourhoods, Regeneration and Sustainability |
| Lorna Goldie | LG | Head of Resources | Education |
| Stephen Sawers | SS | Head of Service | Financial Services |
| Sean Baillie | SB | GMB Lead |  |
| Brian Smith | BS | Unison Lead |  |
| Rosie Docherty | RD | External Independent Job Evaluation Technical Advisor |  |
| Eddie Cassidy | EC | Unite Representative |  |
| Colette Hunter | CH | Unison Representative |  |

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| **Apologies:** |  |  |  |
| **Attendee** | **Initials** | **Title** | **Service (if applicable)** |
| Mandy McDowall | MMcD | Unison Lead |  |
| Wendy Dunsmore | WD | Unite Lead |  |
| Angela Anderson | AA | Senior Communications Officer | Chief Executives |
| Sylvia Haughney | SH | Unison Representative |  |
| Jean Kilpatrick | JK | Unison Representative |  |
| Geraldine Agbor | GA | GMB Representative |  |
| Tracey Keenan | TK | Head of Human Resources | Health and Social Care Partnership (HSCP) |

| **Notes** |
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| 1.JB noted this OSG was to focus on the *Analysis of Benchmark Job Interview Statistics* paper that was presented at the last OSG meeting. It was noted both Unison and Unite provided their position via email.  1.1 AT noted the Trade Union position and was seeking an explanation in terms of why the 5% threshold is potentially problematic and the concerns the Trade Unions may have.  1.2 CH responded that the sample size of the cleaners have different remits and this is not reflected within the interviews carried out. This was also noted for catering assistants. The interviews do not reflect big Equal pay groups and it was important to make sure interviews are reflecting those groups.  1.3 BS also queried if the scores for the interviews already carried out indicate a need to carry out further interviews for some of the jobs otherwise it may appear there is lack of transparency if further interviews are not carried out. BS suggested it would be helpful to know if the analysts have similar views as above.  1.4 AT proposed to speak to the team and ask the analysts if they have similar views about the interviews. AT clarified he is seeking approval from the OSG to instruct AT/RD to speak to the team.  1.5 BS mentioned credibility and the sample size came from RD. Trade Unions are not looking to change anything, however, BS expressed disappointed that female jobs do not appear to reflected within the sample size and suggested Council need to reflect on this.  1.6 JB stated this was a discussion paper and not trying to focus on specific groups. The request is to ask the analysts with OSG approval.  1.7 SS raised as a service, they have been accommodating as much as they can to allow for jobholders to attend interviews. It was noted the difference would be the venue and not the cleaning specification. However, this is slightly different for the residential care.  1.8 SB commented that the venue should not make a material change but the tasks on a daily basis may change. An example provided was for Glasgow life assistants and queried is this due to the time the interviews are conducted.  1.9 EC raised his concerns of reducing the percentage of the sample size as once the process is complete, the Trade Unions are then questioned by their members and it is important for the Trade Unions to be aware of their ramifications. Unite maintain the position not to reduce the percentage as it is important to have the information and rationale of why we can go below 5%.  1.10 JB stressed the point that this was a discussion paper and the Trade Unions have made their position clear.  1.11 LN suggested to the OSG how do we keep going to build the confidence of the work that is carried out as we do need some degree of confidence.  1.12 OSG then moved onto the discussion regarding group interviews. BS stated there is no communication that Job Evaluation team are looking for group interviews. BS is still waiting for this communication. AT stated he sent the letter of engagement, however, the parameters of the group interviews were not agreed at the time of the discussion.  1.13 BS clarified the position of the Trade Unions that we do accept group interviews and their understanding was for the council to develop a process to support this. BS stressed there is no lack of engagement from Trade Unions.  1.14 RD stated it would be preferable to have a mix of group and individual interviews for some jobs.It was agreed to start the process to carry out group interviews.  1.15 BS stated to avoid misunderstandings, it would be helpful to have OSG meetings face to face. JB/NA to arrange meetings face to face for 2-4pm.  **ACTION: JB/NA to source room availability for face to face meetings from 21st February.**  1.16 RD stated there are conflicting pressures and timescales. It is important to have the confidence from the OSG before any rank order is passed to the Pay and Grading project.  1.17 EC queried on the point of seeking volunteers. EC stated employees are not able to claim back their own time. EC suggested do we have evidence of why it is not possible to achieve the 5% illustrative sample. JB suggested for services to speak to managers and AT to continue to speak to HR managers. AT stated it is difficult to use anecdotal evidence, however if names are provided AT can pursue this.  1.18 BS stated a meeting with Councillor Aitken indicated the Pay and Grading timescales suggested that it was likely to be implemented for 2024/25. It was important for communication to be consistent with timescales as some council officers are feeling the pressure from the Pay and Grading project. |
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| **Date of next scheduled meeting:** Tuesday 21st February 2023 |