**Operational Steering Group (OSG)**

**Date: Tuesday 29November 2022**

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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 |
| Angela Anderson | AA | Senior Communications Officer | Chief Executives |
| Andy Waddell | AW | Director of City Operations | Neighbourhoods, Regeneration and Sustainability |
| Derek Noble | DN | Head of Human Resources | Health and Social Care Partnership (HSCP) |
| Lorna Goldie | LG | Head of Resources | Education |
| Stephen Sawers | SS | Head of Service | Financial Services |
| Sean Baillie | SB | GMB Lead |  |
| Geraldine Agbor | GA | GMB Representative |  |
| Brian Smith | BS | Unison Lead |  |
| Jean Kilpatrick | JK | Unison Representative |  |
| Sylvia Haughney | SH | Unison Representative |  |
| Wendy Dunsmore | WD | Unite Lead |  |
| Rosie Docherty | RD | External Independent Job Evaluation Technical Advisor |  |
| Julie Emley | JE | Notes | Chief Executives |

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| **Apologies:** |  |  |  |
| **Attendee** | **Initials** | **Title** | **Service (if applicable)** |
| Eddie Cassidy | EC | Unite Representative |  |
| Mandy McDowall | MMcD | Unison Lead |  |
| Colette Hunter | CH | Unison Representative |  |

| **Notes** |
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| 1. **Previous Note**     1. Previous note approved |
| 1. **Appeals Process**    1. WD queried if this agenda item should be moved to the next meeting to allow time to review the paper as it was circulated on the day of the meeting. JB reassured the OSG that RD would simply be talking through the paper before it is discussed at the next meeting.    2. RD summarised the draft paper circulated 29 November 2022.    3. BS queried the volume of job holders that might appeal. RD advised appeals are to be expected given the scale of Glasgow but highlighted there is a correlation between workforce confidence in the process and the volume of appeals.    4. LN highlighted the need for a sizeable pool of trained panel members to aid services. RD concurred and advised this would help manage conflict of interest. |
| 1. **Benchmark Jobs Statistics**     1. AT summarised the document issued in advance and advised the following:  * Services and Trade Unions have been asked for more volunteers which they have been working on. * There are some positions where zero interviews have been completed. These positions are a priority, and a list will be issued to the services and Trade Unions to obtain nominations. * There are currently not enough nominations to progress at capacity with interviews beyond December. * Meetings have now taken place with the services on variations to help clarify if they have been covered off by the job holders interviewed so far.   1. WD advised member feedback is highlighting job holders are being put forward by services without them knowing about it and this is resulting in job holders withdrawing as soon as they find out the process is not mandatory. AT confirmed this has been raised with the services when he has been made aware of specific examples. JB asked management OSG representatives to ensure there is regular communication with job holders encouraging participation.   2. RD suggested highlighting the option of group interviews at briefings to help with the drop off rate for those that are anxious about participating individually. AT advised this could be an option. BS confirmed Unison have not looked at communicating group interviews yet but advised they can if required. BS advised the same communication should be used for the services and trade unions for consistency when this happens.   3. Unison anticipated higher completion figures for certain HSCP positions based on Trade Union representation utilisation. AT explained there may be a slight difference in volumes since the report was generated.   4. DN queried if the illustrative sample size could change. AT advised it is too early to tell but confirmed the illustrative sample size should be used as a guide rather than a definitive number so that it can be increased or decreased if required. AT explained the raw data currently shows some consistency which gives a degree of confidence but stressed it is only raw data and verification of the Job Overview Document (JOD) could identify a requirement for further interviews. |
| 1. **Interview Methods Breakdown**    1. AT summarised the statistics.    2. AT advised Microsoft Teams is still preferrable for some job holders and confirmed this option should continue along with face-to-face participation. JB agreed. |
| 1. **Benchmark Job Mappings**    1. AT referred to the document and confirmed the support team are working with the services monthly to ensure all SAP positions are mapped to an accepted position for the purposes of benchmark, secondary benchmark, and unique position volumes and categorisation. |
| 1. **Risk Register**    1. JB confirmed the risk register will be updated for the next meeting due to recent developments.   **ACTION: Risk Register updates required for the next OSG meeting (NA)** |
| 1. **Schedule of Meetings**    1. JB confirmed the OSG frequency will now revert to every four weeks to enable quicker decision making with subgroup meetings in between if required.    2. JB highlighted the impact of the increased frequency of meetings on reporting requirements and asked the OSG to consider what is required on a four-weekly basis. BS confirmed the need for the position statistics as they feed into the project plan. JB agreed but queried the benefit of continuing to produce the interview method breakdown statistics on such a frequent basis.    3. RD agreed to produce an outline of the OSG required workload for the next meeting. JB agreed this would be helpful.   **ACTION: Amended meeting schedule to be issued (NA)**  **ACTION: OSG workload outline required for the next meeting (RD)** |
| 1. **SJC Scheme**     1. The Trade Unions are seeking guidance from the technical working group on the SJC Scheme and COVID related duties. This is a standing item and updates will be provided by RD on this matter. |
| 1. **Lessons Learned**    1. Lessons learned is a standing item on the note until an update is received. |
| 1. **AOCB: 9 August 2022 Notes** 2. 1 SB Advised that following a thorough internal GMB conversation, the comments made by the GMB representative at the OSG on the 9th of August regarding the implementation of the JOD process were found to be inaccurate and that neither the Local GMB Steward or anyone else at the Bridgeton Hub stated that the process was “a shambles”.   It was noted that the previously approved note of the meeting could not be retrospectively amended but that the note of today’s meeting would note the revised position.  JB advised that further discussion on this topic should be raised with JB or AT. |
| 1. **AOCB: Contract Extensions**    1. The Trade Unions asked for an update on contact extensions. LN confirmed this will be prioritised early January 2023. |
| **Date of next scheduled meeting:** Tuesday 13th December 2022 |