**Operational Steering Group (OSG)**

**Date: Tuesday 4th October 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 |
| Carol Connolly | CC | Divisional Director | Neighbourhoods, Regeneration and Sustainability |
| Tracy Keenan | TK | Assistant Chief Officer | Health and Social Care Partnership (HSCP) |
| Lorna Goldie | LG | Head of Resources | Education |
| Sean Baillie | SB | GMB Lead |  |
| Geraldine Agbor | GA | GMB Representative |  |
| Brian Smith | BS | Unison Lead |  |
| Mandy McDowall | MMcD | Unison Lead |  |
| 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 |  |
| Jean Kilpatrick | JK | Unison Representative |  |
| Colette Hunter | CH | Unison Representative |  |
| Stephen Sawers | SS | Head of Service | Financial Services |

| **Notes** |
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| 1. **Previous Note**     1. Previous note approved |
| 1. **Project Plan**    1. NA summarised the revised project plan which was distributed in advance of the meeting. RD confirmed there is more information to feed into the project plan, including appeals, which will be sent on to NA and AT. LN explained discussions have started on appeals, but more work is required around the structure of this. LN advised a meeting will be organised with RD and AT to discuss appeals further.    2. The Trade Unions raised concern regarding the timescales within the project plan as the key assumptions are based on ideal scenarios. The Trade Unions stressed live data needs to be used to create a realistic view for job evaluation and to help inform the pay and grading project. JB explained the key assumptions are useful for governance purposes but confirmed the need for another project plan based on live data.   **ACTION: Draft updated project plan to be circulated to OSG in advance of the next sub-group meeting on the 1st of November 2022. (NA)** |
| 1. **Benchmark Jobs Statistics**     1. AT summarised the document issued in advance of the meeting and advised the following:  * Interviews are moving in the right direction but not as quickly as required. * Advanced planning and scheduling for HSCP is helping the service with their job holders. A similar approach is taking place with Education to help with term time job holders. * More nominations are required from Services and Trade Unions to fulfil the schedule. Totals still required will shortly be issued to services, copying in the Trade Unions.   1. SB queried the low numbers in progress. AT confirmed less nominations are coming through, and although this is not currently having an impact, it will start to have an impact in November if nominations do not start coming through this month.   2. RD highlighted that the 5% illustrative sample size should be used as a guide rather than a definitive number so that it can be increased or decreased if required.   3. JB reminded the service managers to ensure job holders are being encouraged and released to participate in job evaluation. JB recognises the challenges for services but stressed the importance of this project. JB asked AA to produce a comms to reinforce the message of participation.   4. AT provided the following update in relation to group interviews: * Job holders participating in a group interview need to carry out similar roles to avoid variations. * Groups would help to reduce the number of interviews required; however, the services are having difficulties identifying volunteers to particate. * The benefit is with high-volume positions, but we shouldn’t rule out smaller volume positions as this would still help test the process.   1. BS confirmed Unison have not looked at communicating group interviews yet but advised that they can if required. BS advised the same communication should be used for the services and trade unions for consistency. AT agreed to this approach.   **ACTION: Service management communication required. (AA)** |
| 1. **Interview Methods Breakdown**    1. AT summarised the document and advised the following:  * This will now be a regular update at the OSG. * There is now an additional interview room available within the city chambers for face to face and hybrid job evaluation interviews. * The Analysts are now used to doing a combination of face to face and online interviews.   1. BS explained he would expect to see a shift towards more face-to-face interviews as time goes on. AT agreed.   2. RD asked if it would be possible to incorporate the stats into the completed totals. AT explained this may not be possible but would investigate it. |
| 1. **Risk Register**    1. NA confirmed there are no changes to the risk register. |
| 1. **SJC Scheme**     1. The Trade Unions are seeking guidance from the technical working group on the SJC Scheme and COVID related duties. 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: Job Overview Document (JOD)**    1. SB advised there has been a request from the Analysts for a step-by-step guide to creating a JOD request. AT confirmed this has already been raised at a previous meeting with the Analysts and it was agreed that a high-level guide outlining the key points will be produced. |
| 1. **AOCB: Contract Extensions**    1. The Trade Unions asked for an update on contact extensions. LN confirmed more consideration is required and will be looked in to as a priority. |
| **Date of next scheduled meeting:** Tuesday 29th November 2022 |