

Operational Steering Group (OSG)

Date: 13th July 2021

Present:

Jan Buchanan (Chair)	Director of Finance and Corporate Services, Glasgow Life
Naghat Ahmed	Project Manager, Chief Executive
Lynn Norwood	Senior Strategic Human Resources Manager, Corporate HR
Moira Carrigan	Head of Financial Systems Control, Financial
David McClelland	Head of Service, Education
Eileen Marshall	Divisional Director, Neighbourhoods, Regeneration and Sustainability
Rhea Wolfson	GMB
Brian Smith	Unison
Mandy McDowall	Unison
Colette Hunter	Unison
Jean Kilpatrick	Unison
Eddie Cassidy	Unite
Wendy Dunsmore	Unite
Rosie Docherty	Independent Job Evaluation Technical Advisor (External)
Julie Emley (Notes)	Corporate HR

Apologies:

Angela Anderson	Senior Communications Officer, Chief Executive
Alan Taylor	Job Evaluation Manager, Corporate HR
Christina Heuston	Assistant Chief Officer (HR), Health and Social Care Partnership

Notes
1. Previous Note
1.1. Previous note approved
2. Terms of Reference (TOR)
2.1. Lynn Norwood summarised the document and informed the OSG that Financial Services have requested a second substitute, Stephen Sawers, due to the Glasgow Family Review. Lynn asked for approval of the amendments made and confirmed that once approved, the document would be uploaded to the website. Lynn confirmed that this document will continue to be reviewed and revised as the project progresses.
2.2. Brian Smith asked Lynn Norwood to provide the frequency and schedule of the political oversight groups. Lynn confirmed that she would provide this once it is available.
2.3. Jan Buchanan asked if the Terms of Reference and proposed addition could be agreed. The OSG agreed the Terms of Reference.
ACTION: Provide schedule of cross-party groups (Lynn Norwood)
ACTION: Issue revised Terms of Reference (Lynn Norwood)
3. Statistics – Benchmark Positions
3.1. Lynn Norwood referred to the statistics issued in advance of the meeting and confirmed the following: <ul style="list-style-type: none">• This data will now be produced for every OSG and will be published on the website.• The data will be based on the current callout of benchmark positions.• Over time the data can be expanded to look at all benchmark positions.
3.2. The OSG found the statistics helpful and provided positive feedback on the format. Rhea Wolfson asked if it would be possible to also include the number of job holders in each benchmark job. David McClelland asked if it would be possible to include the overall average duration. Lynn Norwood confirmed that this information will be included going forward.
3.3. Rhea Wolfson asked for an update on how the first cohort is going. Lynn Norwood confirmed that it is going well, and the Analysts are building up their stamina. Lynn advised that although there have been withdrawals, there are no discerning patterns at this stage.
4. Benchmark Job List
4.1. Lynn Norwood referred to the document distributed in advance of the meeting and advised that it is for information only.

Notes

4.2. Brian Smith queried if agreement still needs to be obtained on the actual number of benchmark jobs. Brian recalled that the Trade Unions thought there should be more than the 113 identified. Brian asked if the minutes could be reviewed to check the status of the agreement on this. Lynn Norwood confirmed that this will be looked in to.

ACTION: Previous minutes to be reviewed to establish the position on the number of benchmark jobs (Alan Taylor)

5. Glasgow Family Review: Benchmark Jobs

5.1. Lynn Norwood summarised the document that was issued in advance of the meeting and confirmed that the findings will be brought back to the OSG.

5.2. Jan Buchanan emphasised the need to be mindful of Brian Smith's query about the number of benchmark jobs whilst carrying out this exercise. Jan asked for acknowledgement that this is a work in progress that will come back to the OSG. The OSG agreed this approach.

6. EQIA update

6.1. Lynn Norwood summarised the document that was issued in advance of the meeting and confirmed that as the first session was over-subscribed, another session has been organised for the 25th August 2021. Lynn asked the Trade Unions for the names of their representatives to ensure they get a place at the session. Brian Smith confirmed that Thom Hughes will be able to provide the details for the 7 representatives that attend the equalities forums. Lynn confirmed that she will link in with Thom Hughes on this.

ACTION: Trade Union equalities representative details to be obtained to offer places at the next session. (Lynn Norwood)

7. Risk Register

7.1. Naghat Ahmed advised that a new risk has been added to the register, risk 15, and confirmed that the risk register will be a standing item on the agenda.

7.2. Naghat Ahmed confirmed that the register will only include risks that Glasgow City Council have control over.

8. AOCB – Bridgeton Office

8.1. Colette Hunter asked for an update on the expiry of the lease at Bridgeton. Lynn Norwood confirmed that she is in touch with property services on this matter and will provide an update on this as soon as she can.

Notes

9. AOCB – Recruitment Plan

9.1. Rhea Wolfson asked for an update on the joint recruitment policy. Rhea asked if a draft could be made available for the next sub group meeting, as this is a priority for GMB. Lynn Norwood apologised for the delay but confirmed that a draft will be ready for the next sub group meeting. Lynn confirmed that Rosie Docherty has provided training details to assist with this piece of work.

10. AOCB – SJC Scheme

10.1. Mandy McDowall advised that the Trade Unions are seeking guidance from the technical working group on the SJC Scheme and COVID related duties. Mandy stressed that this is not just an issue for Glasgow but emphasised the need to consider advice as it is live for the Council.

10.2. Rosie Docherty confirmed that the technical working group had a meeting before Christmas, where it was agreed that several things need to be done. Rosie advised that the broad consensus was a requirement for national guidance but confirmed that there are currently no dates scheduled for another meeting.

11. Date of next scheduled meeting- 7th September 2021

11.1. Jan Buchanan confirmed that the recruitment policy and project plan will be on the agenda for the next sub group meeting on the 10th August 2021.