**Operational Steering Group (OSG)**

**Date: 6th October 2020**

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| **Present:**  | Jan Buchanan (Chair) | Director of Finance and Corporate Services, Glasgow Life |
| Naghat Ahmed | Project Manager, Chief Executive |
| Angela Anderson | Senior Communications Officer, Chief Executive |
| Lynn Norwood | Senior Strategic Human Resources Manager, Corporate HR |
| Alan Taylor | Job Evaluation Manager, Corporate HR |
| Julia McCreadie | Head of Catering and Facilities Management, Development and Regeneration Services |
| Moira Carrigan  | Head of Financial Systems Control, Financial |
| Eileen Marshall | Director, Neighbourhoods and Sustainability |
| Christina Heuston | Assistant Chief Officer (HR), Social Work |
| Rhea Wolfson | GMB |
| Geraldine Agbour | GMB |
| Brian Smith | Unison |
| Mary Dawson | Unison |
| Colette Hunter | Unison |
| Sylvia Haughney | Unison |
| Wendy Dunsmore | Unite |
| Rosie Docherty | Independent Job Evaluation Technical Advisor (External) |
| Julie Emley (Notes) | Corporate HR |
| **Apologies:**  | Eddie Cassidy | Unite |
| David McClelland | Head of Service, Education |
| Mandy McDowall | Unison |

| **Notes** |
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| 1. **Previous Note (Jan Buchanan)**
	1. The 12th August 2020 revised note and 9th September 2020 were both approved.

 * 1. Lynn Norwood advised that she updated Robert Anderson with regard to staff expectations for a resolution in March 2021. The Trade Unions advised that the timescales are a real concern and stated that there needs to be recognition that the current timescales are not going to be achieved. Rhea Wolfson raised a concern that the OSG will not have the ability to feed in to the deadlines before the revised paper is submitted to the City Administration Committee (CAC). Lynn reminded the Trade Unions that this is not a matter for the OSG but advised that she would take this information back to Robert Anderson. The Trade Unions advised that they will also be raising this issue separately.
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| 1. **Operational Steering Sub Group (Alan Taylor)**
	1. Alan Taylor referred to the paper supplied in advance of the meeting and apologised as the meeting dates proposed in the paper require to be rescheduled. Alan suggested the 22nd October 2020 and the 30th October 2020.
	2. The Trade Unions requested that Senior Analysts and Analysts should be included as sub group attendees on a rotational basis. Brian Smith and Rhea Wolfson explained that this would help build relationships and encourage a more collaborative structure. Alan Taylor, Lynn Norwood and Rosie Docherty agreed that there is a need for input from the Analysts but advised that this should be gathered out-with the sub group and brought back by the Lead Analysts. Rosie advised that the Analysts need to retain focus on applying the scheme and this would be out-with their remit, and reminded the Trade Unions that Trade Union representation is incorporated as one of the Lead Analysts is a Trade Union nomination.
	3. Brian Smith queried the purpose of the sub group and asked what the expectations are. Alan Taylor confirmed that this group would seek agreement on the principles before feeding back in to the OSG for approval. Jan Buchanan advised that a sub group provides an opportunity to go in to more detail and robust challenge. Naghat Ahmed confirmed that if a sub group is required, the purpose and objectives need to be made clear.
	4. Rosie Docherty suggested that the sub group could look at processes and timescales in order to get a better handle on this. Brian Smith agreed that this would help with clarity but highlighted that without technology to move forward and the subsequent equality impact assessment this would be difficult. Rhea Wolfson also agreed that this would be helpful and recommended that Naghat Ahmed should be part of the discussions.
	5. Jan Buchanan suggested a trial of the sub group with a review to establish if the proposed format works. Agreement was reached to go ahead with the first meeting as a trial with a review at the next OSG. **ACTION: Sub group meeting to be scheduled for 22nd October 2020 (Alan Taylor)**
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| 1. **Quality Assurance (Alan Taylor)**
	1. Alan Taylor provided a verbal update on Quality Assurance
	* Training session for the Analysts organised with Rosie Docherty for the 20th October 2020
	* 4 posts have been identified for the purposes of the training
		+ Catering Assistant
		+ Child Development Officer
		+ Support for Learning Worker
		+ Social Care Worker (Field Work)
	* Local guidance issues will feature in the training
	* Further sessions will be organised
	* Technology constraints will need to be assessed
	1. Brian Smith advised that the lack of technology is a big complaint and stated that he is aware of staff using their own mobile phones in order to participate. Brian emphasised the need for technology to be at the forefront in order to move forward with everything else. Alan Taylor acknowledged the frustrations and agreed that participating on a phone is not ideal. Alan assured Brian that they are doing all that they can to try and resolve the technology issues as quickly as possible but stated that he is not in a position to confirm timescales at the moment. Alan informed the group that the aim is to improve on equipment rather than just replace it. Brian acknowledged that technology is an issue across the whole of Glasgow City Council but stated that there is a need to be realistic about what can be achieved without the actual technology that will be used for Job Evaluation. Jan Buchanan confirmed that technology will continue to be raised as a priority.
	2. Rhea Wolfson asked what the current implications are across the team as the lack of technology could be impacting their ability to participate fully and highlighted that there might be equalities issues which need to be reviewed after lockdown. Alan Taylor acknowledged that the lack of technology is an issue and stated that it varies from hub to hub what devices are being used to participate. Alan confirmed that there are more Analysts than Senior Analysts without council equipment due to the reallocation of their equipment but stated that all Analysts are participating. Alan stressed that this is not ideal and confirmed that he is engaging with the Lead Analysts to ensure the Analysts are comfortable and taking appropriate screen breaks. Alan confirmed that he is working with the Lead Analysts on what needs to be in place for the training to allow the Analysts to fully participate. Lynn Norwood assured the group that she is doing what she can to the IT equipment and advised that the training sessions could be pushed further out if need be. Lynn confirmed that a check in will take place with the teams and Rosie Docherty to allow participation at different stages if required.
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| 1. **Next Meeting (Jan Buchanan)**
* Next Meeting: Tuesday 3rd November 2020
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