**Operational Steering Group – 09/12/19**

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| **Present:** | | |
| Jan Buchanan (Chair) | JB | Finance & Corporate Services/Glasgow Life |
| Naghat Ahmed | NA | Project Manager/GCC |
| Angela Anderson | AA | Chief Executive’s/GCC |
| Lynn Norwood | LN | Corporate HR/GCC |
| Alan Taylor | AT | Corporate HR/GCC |
| Moira Carrigan | MC | Finance/GCC |
| Eileen Marshall | EM | Neighbourhoods& Sustainability/GCC |
| David McLelland | DMcL | Education/GCC |
| Christina Heuston | CH | Social Work/GCC |
| Carol Connelly | CC | Development & Regeneration Services/GCC |
| Kirsten Muat | KM | GMB |
| Geraldine Agbour | GA | GMB |
| Brian Smith | BS | Unison |
| Mary Dawson | MD | Unison |
| Jean Kilpatrick | JK | Unison |
| Wendy Dunsmore | WD | Unite |
| George Murdoch | GM | Unite |
| Rosie Docherty | RD | Independent Job Evaluation Technical Advisor (External) |
| Julie Emley (Notes) | JE | Corporate HR/GCC |

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| **Apologies:** | | |
| Janice Timoney | JT | Finance/GCC |
| Eddie Cassidy | EC | Unite |
| Andy Waddell | AW | Neighbourhoods& Sustainability/GCC |
| Mandy McDowall | MMcD | Unison |

**Notes**

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| 1. **Previous Note (JB)**    1. BS asked if clarification had been sought by JT on the clerical officers. MC advised that they had been included and it was felt by JT that the clerical officer tasks are similar with flexibility across the roles. |
| 1. **OSG Papers**    1. WD advised that the workload involved in generating OSG papers needs to be considered when committing to papers and the frequency of OSG meetings, the Job Evaluation team should not be negatively impacted in order to try and produce papers within tight timescales. JB agreed with this and advised that where possible the OSG should follow the 6 week schedule. |
| 1. **Consistency Checking (AT)**    1. AT advised that a meeting had taken place earlier on in the day with the Trade Unions and as a result of this a revised paper would be handed round the group. AT talked through the revised paper.    2. BS asked RD to explain the difference between quality assurance and consistency checking. RD advised that quality assurance is job by job and consistency checking is how a job fits in with other jobs as part of the bigger picture. RD highlighted the need for consistency in application to ensure that the Analysts avoid double counting. RD also stated that gender bias featured in the North Lanarkshire tribunal. WD asked RD for clarification on lower levels. RD advised that the software does this and assesses at the level down if not all boxes are ticked, RD advised that this is levelled out through consistency checking.    3. BS and RD highlighted that a minor amendment is required to Appendix 2. **ACTION: Issue revised document to OSG (AT)**   OSG agreed the consistency checking process |
| 1. **Equality Checks (AT)**    1. AT advised that RW had sent over points for consideration which have been incorporated in to the revised paper.    2. AT advised that the soft launch was to test processes and was a small sample size, as such there was no gender reporting.    3. AT advised that he does not see this document as being final as it should be under constant review.   OSG agreed |
| 1. **Travelling Expenses (AT)**   AT talked through the paper   * 1. AT advised that colleagues supporting employees at the job evaluation interviews can claim travelling expenses. BS stated that this is an improvement but the last paragraph in section 4 is still an issue. BS advised that a unique process needs to be established for job evaluation, something similar to the previous excess travel policy. BS advised that no one should be out of pocket and this sets a tone that higher graded employees are able to claim and lower graded employees can’t. LN advised that she is not familiar with the previous policy and will look in to this. BS suggested that the hub could be classed as the place of work which would aid this proposal. JB stated that it is reasonable to expect that employees won’t be out of pocket and this will be looked in to again. **ACTION: Review travelling expenses paper (LN & AT)** |
| 1. **Proposed Schedule (AT)**    1. AT talked through the 13 week rolling programme schedule and advised that there will be a need for flexibility to allow for individual work patterns. WD asked AT when the Trade Union nominations will come in to this. AT advised that there are already numbers supplied by Management so we don’t need all of the numbers up front but Trade Union nominations should come in as soon as they can. BS advised that the Trade Unions need details of the next cohort as soon as possible to allow them to start planning. WD reiterated this and advised that they need to be able to satisfy their members with an idea of timescales for interview. WD advised that it would be helpful to have a Trade Union alert built in to the schedule to show when they need to supply information. **ACTION: AT advised that he will look to see how something can be built in for the Trade Unions in to the schedule.**    2. WD advised that she is concerned by the limited time that employees have to complete the questionnaire. WD stated that people who aren’t used to doing this will find it overwhelming and for those who have more experience they might find it difficult to complete out-with a monthly cycle. GM re-iterated this and stated that people will find the questionnaire daunting. AT advised that with the briefings kicking off W/c 16/12/19 this will allow some extra time for the employees with the questionnaires, although employees will not be expected to complete the questionnaires over Christmas. AT asked for TU support at the briefings for employees. **ACTION: Briefing details to be issued to the Trade Unions (AT)**    3. RD asked BS if the Trade Unions are anticipating the employees asking them for support with the questionnaire. BS advised that they are.    4. RD advised again that she feels the numbers are too heavy for the Child Development Officers and it would possibly be helpful to work with some figures for markers i.e. no less than 9, no more than 54. LN advised that this could be an option but there is more of a need to ensure that the Trade Union nominations are not always at the back. BS advised that they could supply names for Child Development Officers just now.   Proposed schedule agreed |
| 1. **Comms (AA)**  * Need to remind people that the information is on the website * Workplace posters are now available * A day in the life of an Analyst is being looked at as a feature for the website   1. GM highlighted the need to ensure non pc facing staff get the correct information. AA advised that this is built in through existing processes and the Managers briefings. GM asked if copies of the questionnaires could be printed off for hubs. AA advised that she will highlight this in the briefing. **ACTION: AA to highlight questionnaires on Connect in briefing** |
| 1. **Next Meeting (JB)**  * 12th February 2020   Half day training session to be organised for OSG Members on the 15th or 16th January 2020. RD advised that the session is specifically for the OSG to review processes and different ways to deliver. **ACTION: NA to send round details so that a date can be arranged** |