**Operational Steering Group – 25/09/2019**

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| **Present:** | | |
| Julia McCreadie (Chair) | JMc | Development & Regeneration Services/GCC |
| Naghat Ahmed | NA | Project Manager/GCC |
| Angela Anderson | AA | Chief Executive’s/GCC |
| Alan Taylor | AT | Corporate HR/GCC |
| Rhea Wolfson | RW | GMB |
| Geraldine Agbour | GA | GMB |
| Mandy McDowall | MMcD | Unison |
| Brian Smith | BS | Unison |
| Wendy Dunsmore | WD | Unite |
| Eddie Cassidy | EC | Unite |
| Christina Heuston | CH | Social Work/GCC |
| David Russell | DR | Neighbourhoods & Sustainability/GCC |
| Susan Deighan | SD | Glasgow Life |
| Rosie Docherty | RD | Independent Job Evaluation Technical Advisor (External) |
| Nicole Traynor (Notes) | NT | Corporate HR/GCC |

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| **Apologies:** | | |
| Lynn Norwood | LN | Corporate HR/GCC |
| Jan Buchanan | JB | Finance & Corporate Services/Glasgow Life |
| Andy Waddell | AW | Neighbourhoods & Sustainability/GCC |
| David McLelland | DMcL | Education/GCC |

**Notes**

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| **Ad-hoc meeting**  RW requested pre-cleansed data regarding accepted positions.   * **Action: AT to send pre-cleansed data to TUs prior to 1st October**   Services and TUs requested clarification surrounding the interim grading arrangements.   * **Action: AT to clarify with services RE interim grading arrangements**   The previously agreed OSG sub-group has not yet met due to various dates not being suitable.   * **Action: OSG sub-group to be set up (no meeting held on 20/09/2019)**   More mock interviews have to take place. TUs highlighted there are a number of representatives they wish to be prioritised.   * **Action: Mock Interview sessions to be arranged – TU to provide details and AT to confirm names to be prioritised**   It was highlighted by Services that the post-interview job holder journey has not been clearly documented. AT confirmed FAQs are being updated but this is a live document and work on this will be ongoing, in addition to this regular communications will be issued.   * **Action: Job Holder journey – RD to draft post interview process and circulate to OSG**   TUs queried what plan is in place for consistency checking, how this will work across three hubs. RD advised a Method Statement is available from SJC and that Ian Brewster chaired the NLC consistency checking.   * **Action: Consistency checking – RD to circulate method statement to OSG until document is drafted by AT to confirm process**   TUs highlighted that they require further information regarding ongoing Analyst training. RD confirmed training is scheduled to cover   * Interview techniques * Record keeping * Consensus “consistency checking” * Readiness – Formal feedback to be gathered * Mentor support available * **Action: Pre “Go live” session – RD to provide schedule for above training**   TUs highlighted that there needs to be a clear distinction between the Grade 6 and Grade 7 Analyst roles, with details being documented.   * **Action: Grade 6 and Grade 7 role to be reviewed at a later date**   There was some discussion regarding the first two cohorts selected for the soft launch.  CH confirmed that ‘Social Care Worker (homeless)’ is the same as ‘Social Care Worker (fw)’ – AT Agreed. TUs suggested that the inclusion of ‘Planners’ and ‘Community Enforcement Officers’ in the second cohort should be reviewed. AT advised he would review and either replace with different benchmark positions, or reduce the number being interviewed for these groups.  Proposed – 3 CEOs and 3 Planners.   * **Action: AT to review and send list of cohort groups to TUs**   TUs highlighted that they require confirmation from GCC that the appeals panel will be Chaired by someone external (independent).   * **Action: GCC to confirm appeal process will involve external (independent) Chair** * **Action: NA to confirm governance arrangements RE OSG sign off Appeal Process**   RD highlighted there are a number of typos within the SJC Scheme 3rd Edition and can provide a list of these, RD has raised these issues with COSLA but they have not updated the scheme. TUs requested letter from Carole Forrest confirming which version of the SJC scheme to be implemented – further discussions to take place surrounding this.   * **Action: RD to provide summary of typos to OSG RE SJG Scheme Edition and further discussions to take place surrounding this** * **Action: Letter from CF confirming which version of the SJC scheme to be implemented**   TUs requested an update on equalities training - AT confirmed whole JE team have completed ‘Unconscious Bias’ training and that equalities monitoring reports will be available going forward – process for this to be discussed at a later date.   * **Action: Equalities Monitoring to be included on Agenda for future OSG**   TUs raised point that paragraph 1.5 of the previous minute should be amended to say that this point was only mentioned, it was not agreed.   * **Action: Point 1.5 within previous minute to be amended** |