**Operational Steering Group 30/07/2019**

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| **Present:** | | |
| Jackie Kerr (Chair) | JK | Social Work/GCC |
| Lynn Norwood | LN | Corporate HR/GCC |
| David McClelland | DMcL | Education/GCC |
| Janice Timoney | JT | Finance/GCC |
| Naghat Ahmed | NA | Project Manager/GCC |
| Andy Waddell | AW | Neighbourhoods & Sustainability/GCC |
| Carol Connolly | CC | Development & Regeneration Services/GCC |
| Susan Deighan | SD | Glasgow Life |
| Brian Smith | BS | Unison |
| Colette Hunter | CH | Unison |
| Mary Dawson | MD | Unison |
| Mandy McDowell | McD | Unison |
| Rhea Wolfson | RW | GMB |
| Geraldine Agbour | GA | GMB |
| Wendy Dunsmore | WD | Unite |
| Eddie Cassidy | EC | Unite |
| Rosie Docherty | RD | Independent Job Evaluation Technical Advisor (External) |
| Julie Emley (Notes) | JE | Corporate HR/Glasgow City Council |

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| **Apologies:** | | |
| Alan Taylor | AT | Corporate HR/GCC |
| Julia McCreadie | JMc | Development & Regeneration Services/GCC |
| Jan Buchanan | JB | Finance & Corporate Services/Glasgow Life |
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| **Notes** |
| **Previous Note**  JK started the meeting with an introduction and welcomed the attendees. The first item for discussion was the previous note.  **Lessons Learned Letter 28/07/19**  BS advised that the terms of the letter circulated to the Operational Steering Group need to be agreed in order to proceed. LN advised that the letter had been sent to Robert Anderson and will be reviewed as a wider Council matter. JK reiterated this point. LN stated that she would still like to be able to use the session to reach provisional agreements on the benchmarks whilst the matter is reviewed.  **Points 5 & 6 – Briefings**  LN advised that training had not been agreed for approx. 100-150 Trade Union representatives and specified that this would be picked up as part of the briefing process that will be rolled out. BS agreed with this.  **Point 7 – TOR**  BS highlighted the need to clarify arrangements for time off for interviews and travelling expenses. RW reiterated this and the need to consider different types of contracts and working patterns so employees (Interviewees and Analysts) are not adversely impacted by the interview times and process. LN confirmed that travelling expenses will be paid and agreed to confirm baselines with the Senior HR Management team to ensure transparency and equity across the departments.  **Training update**  BS referred to the training update and advised that he would like updates on the following:   * Vacant Lead Analyst post * Vacant Senior Analyst post – BS advised he would like this to be filled by a Trade Union nomination * Vacant Job Analyst posts   LN agreed to confirm the position on vacancies at the next meeting.  RW & BS advised that they have additional representatives that can participate in mock interviews with the Analysts. LN advised that further sessions will be arranged with the Analysts to assist with the training process. |
| **Project Plan (NA)**   * 26/08/19 now provisional launch date when first post holders briefing will be held * RD will link in with NA on some amendments to the project plan and NA will produce a key * Risk register required |
| **Benchmarking Selection**  LN presented the Benchmarking Methodology paper.  **CGI:** BS advised that as well as the GCC seconded employees, WPBR linked employees (former ACCESS employees) require to be included as they are linked to WPBR. LN advised that she will look in to this and come back on this matter.  CC & DMcL queries with regard to positions within their services will be dealt with out-with the group.  JK advised that there will be a need to arrange the positions into sub groups for interviews as some of the job titles will have specialist groups within them. LN advised that this will be incorporated in to the process.  In order to ensure employees are keen to be involved in the process, RW advised that she would like to see volunteering for interview selection as an option rather than nominating all of the employees. BS advised that the method for selection needs to be discussed and agreed.  JK highlighted the need for Service HR & Trade Unions to meet, discuss and agree the logistics of how the process will work across the Council. LN agreed and highlighted the importance of Job Evaluation Co-ordinator roles within HR to help share information. |
| **Communications**  BS advised that the Trade Unions will not sign off a joint communication at such an early stage in the development of the OSG.  LN agreed that the communication from Annemarie O’Donnell will be shared with the Operational Steering Group.  Communication methods that are accessible to all staff should be included in the comms plan.  A dedicated page for Job Evaluation will be established that can be accessed externally as well as internally.  One page Managers briefing required as well as ensuring roles & responsibilities are covered off for all staff in initial briefings.  JK asked the group to feedback their comments on the comms so that a revised version can be pulled together. The feedback should be received by 06/08/19 for consideration.  Angela Anderson will attend the next Operational Steering Group to discuss comms and the comms plan. |
| **AOB**  RW highlighted the requirement for Job Analyst site visits. LN advised that we are trying to identify sites as part of the training process so that the Analysts can visit in groups, observe and bring back the knowledge gained. JK wanted to note that not all sites will be appropriate for a visit. |