**Note of the**

**Job Evaluation- Operational Steering Group**

**27th June at 11am**

**In attendance:**

Alan Taylor Job Evaluation Manager

Rosie Docherty Job Evaluation Independent Technical Advisor

Lynn Norwood Chief Executives

Julia McCreadie Development and Regeneration Services

David McClelland Education

Jan Buchanan Glasgow Life (Chair)

Moira Carrigan Financial Services

Andy Waddell Neighbourhoods and Sustainability

Jackie Kerr Social Work / HSCP

Brian Smith Unison

Mandy McDowall Unison

Mary Dawson Unison

Sylvia Haughey Unison

Rhea Wolfson GMB

Geraldine Agbour GMB

Wendy Dunsmore Unite

Naghat Ahmed Project Manager

**Apologies:**

Janice Timoney Financial Services

Eddie Cassidy Unite

Julie Emley Job Evaluation Support Manager

1. **Welcome and Introductions –** Lynn Norwood welcomed everyone to the inaugural meeting of the Operational Steering Group (OSG). Members were asked to give a brief introduction to the group.
2. **Job Evaluation - Independent Technical Adviser -** Rosie Docherty –Lynn Norwood introduced Rosie Docherty to the OSG and Rosie gave an overview of her background and the support she is providing the Job Evaluation Team. Lynn Norwood also advised the group that Rosie Docherty will attend the OSG until the group are fully established and will then be able to attend the OSG as and when required.
3. **Chair of OSG –** Lynn Norwood advised the OSG that they would be required to nominate a member to Chair the OSG. Following a short discussion, it was agreed that four nominees from the membership of the OSG would chair the OSG on a rotating basis over the duration of the group. Nominees are, Jan Buchanan, Director of Finance and Corporate services, Glasgow Life, Julia McCreadie, Head of Catering and Facilities Management, Development and Regeneration Services, Jackie Kerr, assistant Chief Officer, Social Work/ HSCP and Janice Timoney, head of Customer and Business, Financial Services. Jan Buchanan will chair the next meeting of the OSG and a schedule will be compiled to reflect the rotating chair arrangement.
4. **Terms of Reference –** Naghat Ahmed presented the draft Job Evaluation Operational Steering Group Terms of Reference. Following a brief discussion, Naghat Ahmed agreed to make a number of small amendments to the draft paper, which will be the final Job Evaluation Operational Steering Group Terms of Reference which will be tabled for the next OSG meeting.

1. **Job Evaluation (JE) Project Plan –** Naghat Ahmed presented the draft Job Evaluation Project Plan to the OSG and gave the group a general overview of how the plan will assist the OSG in determining the progress of the Job Evaluation project. As part of the governance arrangements, Naghat Ahmed will provide an updated project plan to the OSG in advance of each meeting.
2. **Methodology/Approach to JE categorisation –** Alan Taylor, Job Evaluation Manager presented a report to the OSG in relation to the Benchmarking Methodology to be used by the Job Evaluation Team. Following a brief discussion, whilst the OSG was happy to endorse the proposed methodology, the OSG have specifically requested that each table containing a specific grade, highlights up to five positions that have the highest number of post holders that could be considered in the determination of the benchmark position(s). Alan Taylor will present the refined data to the OSG at the next meeting.
3. **SJC Awareness Overview Training –** Lynn Norwood advised that SJC Job Evaluation Awareness Training has been organised for all members of the OSG for Wednesday 17 July 2019, between 9.30am to 12.30pm, in Room 2.23, City Chambers, East Building. Lynn Norwood also intimated that there was a limited number of places available for members of the OSG, or indeed the newly nominated OSG Chair(s) to attend the SJC Job Analyst Training on the 4 and 5 July 2019 at Eastgate.
4. **AOCB**

* Date of next meeting – Thursday 11 July 2019 at 2pm, City Chambers, Committee Corridor.
* A schedule of meetings and submission dates will be provided at the next OSG meeting.
* Any items for the next OSG should be submitted in line with the schedule of meetings.