**Operational Steering Group – 04/10/2019**

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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 |
| Lynn Norwood | LN | Corporate HR/GCC |
| Alan Taylor | AT | Corporate HR/GCC |
| Jan Buchanan | JB | Finance & Corporate Services/Glasgow Life |
| Janice Timoney | JT | Finance/GCC |
| Karen Hughes | KH | Social Work/GCC |
| Rhea Wolfson | RW | GMB |
| Geraldine Agbour | GA | GMB |
| Jean Kilpatrick | JK | Unison |
| Mandy McDowall | MMcD | Unison |
| Wendy Dunsmore | WD | Unite |
| Eddie Cassidy | EC | Unite |
| Rosie Docherty | RD | Independent Job Evaluation Technical Advisor (External) |
| Julie Emley (Notes) | JE | Corporate HR/GCC |

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| **Apologies:** | | |
| David McLelland | DMcL | Education/GCC |
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**Notes**

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| 1. **Soft Launch Briefings Update – AT**  * Briefings started 01/10/2019 (Anniesland, Govan & Tollcross) * Approx. 54 attendees across the sessions * Attendance was low at the Anniesland session but picked up at sessions throughout the day * The initial feedback was good but the presentation was possibly a bit too long, more focus could be given to how this will work for staff internally * More formal feedback will be provided after the interviews * Next briefings 06/10/2019 * Format for the next round of briefings will change so that attendees will get to see the interview rooms and gauge with the Analysts * The meeting room at Bridgeton doesn’t have the capacity for briefings so this will be held at 40 John Street instead   1. BS concurred with the feedback provided by AT and highlighted that there might have been a slight issue with Homelessness Case Workers who were told not to be there. AT advised that this was linked to the accepted position list but would be agreeable to them now being included.   2. BS stated that Unison are receiving feedback that employees are frightened of the questionnaire and find it off-putting. BS asked if there is something that could be done to reassure employees that the questionnaire is not the be all and end all of the evaluation process. RD stated that it’s more important for employees to familiarise themselves with the questionnaire and suggested creating a guidance document to take the fear factor out of it. AT suggested that this should be looked at during the pause so that it doesn’t impact Analyst preparation.   3. LN thanked the Trade Unions for their turn-out at the briefings and invited members of the OSG to attend sessions if they wanted to. |
| 1. **Job Holder Selection**    1. Section 3.8: RW advised that the Trade Unions are happy to concede on 85% for 50% but they cannot accept less than 50%. The Trade Unions will submit spare nominations and number the nominations in order of priority. This was agreed and the mechanisms will be discussed at the OSG Sub Group. AT clarified that if the Trade Unions are unable to find 50% this would be made up by Management nominations, this was agreed.    2. Section 3.10: This was reworded by RD but will now revert back with section 3.8 covering off Management & Trade Union nominations.    3. BS asked when the programme of job titles will be released as the Trade Unions will require as much notice as possible for this. **ACTION: AT advised that a list will be provided outlining the next 3 months after the soft launch.** |
| 1. **Communications – AA**  * Plan revised after feedback from RW * **Action: use of the word fair to be removed (AA)** * **Action: additional feedback and comments to be received by 06/10/2019 to allow plan to be finalised (All)** |
| 1. **Project Plan (NA)**  * Soft launch 01/10/2019 * **Action: Pause & work throughout November & December need to be built in to project plan (NA)** * **Action: BS highlighted that the equality check needs to be completed and reviewed by the OSG before moving on from the pause to go live (AT).** * **Action: EC stated that the current phase has not been agreed as Go Live and should be reworded on the project plan as soft launch (NA).**  1. **Risk Register (NA)**  * Risks need to be monitored throughout the project. High level risks are for consideration by the OSG. * **ACTION: EC stated that the terminology needs to be changed on the risk register for JE/R/1 as increased liability is not accurate (NA).**    1. RD advised that there is a risk if Managers don’t understand the process. RW agreed with this and stated that Managers require a technical level of knowledge to ensure that they can provide accurate information to their team members. WD stated that everyone needs to understand how the process works. MMcD highlighted that this links in to the Job Holder journey with guidance required for the whole workforce. AA advised that Q&A’s are currently being worked on which will assist with this. |
| 1. **Appeals**    1. **ACTION: RD provided a paper copy of Section 6 – Model Job Evaluation Appeals Procedure for the OSG to review, the procedure is a first draft based on the Glasgow model. Feedback to be provided at the next OSG 14/11/2019 (ALL).** |
| 1. **Amendments to the 3rd Edition of the SJC Scheme**    1. RD handed out a paper copy of a document titled “Amendments made to the 3rd Edition of the SJC JE Scheme since its endorsement by the SJC in November 2015”, RD requested for the document not to be circulated out-with the OSG.    2. RD highlighted that, as the issue of amendments to the 3rd edition of the SJC Scheme, were linked to a national issue, RD emphasised that Glasgow City Council should not be caught up in this debate. RD advised that she would only be able to defend the amended version in court and not the COSLA version.    3. RD advised that the purpose of the document was to provide context to the amendments that have been made to the version that RD supplied to Glasgow City Council. RD assured the group that there have been no fundamental changes to the amended version. WD advised that the amendments to the scheme have been raised by Unite to COSLA as any amendments made to the scheme documentation should be made by the SJC. The Trade Unions advised legal advice is required as they cannot leave themselves open to exposure. **ACTION: The course of action with regard to the scheme version needs to be determined by the Council.** |
| 1. **AOB**  * An additional OSG will be organised for the 29/10/2019. The only agenda item will be Soft Launch Feedback |