



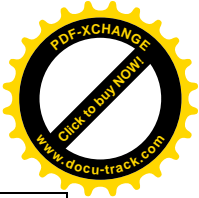
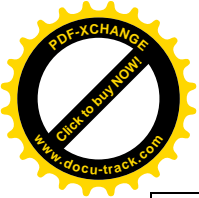
**Minutes of the Scottish Water Branch Meeting held on 21st July 2009 – Belford Road
Edinburgh**

Present:

Willie Fortune	Fergus Allan	Steve Scott	Dave Wilkinson
Steve Gordon	Ian McKay	Steve O'Malley	(Chair)
Andy Ferguson	Paul Hyles	Monique Fernandes	
Miranda Jacques-Turner	Andy Nisbet	Jim Anderson	

NB. Dave Wilkinson in the Chair

Item	Notes	Action by
1.0	<u>Apologies for absence</u> Apologies were received from: Jim Anderson, (Shetland), Jim Gault; Elaine Noble, and Robin Gallagher	
2.0	<u>Minutes of previous meeting (May 2009)</u> Approved as a correct record subject to two amendments; a) Paul Hyles was not present at the meeting. b) Item 6 – Adjusted minute to reflect accuracy of discussion re: ongoing SW Wide NSO Supplement Negotiations Proposed: – MJT, Seconded: - AN	
3.0	<u>Matters Arising</u> a) Scottish Water Contracting – Meeting recently held in Blantyre where manager outlined proposals. Numbers were given regarding those who will go to the ESP and those likely to be incorporated within Scottish Water. New role profiles have been created and interviews are due to take place. 11 Senior Operative roles have been created. 1-1's are also being carried out. Progress slow. b) DW confirmed that Pat Kelly has been invited to attend a Branch Executive meeting. Date to be agreed upon.	WF DW



c) Draft Recognition Agreement Discussions –
 DW gave an update on the latest discussions. Branch had put forward a number of areas which we felt should be encompassed by the Agreement. Basically, the Branches position was that anything encompassing a financial element should be covered by the Agreement. However, Scottish Water have made the distinction between reimbursement for expenses incurred and areas directly connected to salary. After a lengthy debate, it was agreed that the current position arrived at between management and the trade unions was acceptable, more so due to the fact that we could invoke the review clause after 12 months if problems arose for our members.

DW

[NB. Collective Bargaining agreement – Next meeting with SW on this :17th August 2009.]

DW

d) 'Recognition' within the Agreement –
 General unease around such items as 'facility time'. Feeling that it is potentially restrictive to carrying out Trade Union duties. However, it was pointed out that basically there was little to chose from what we have at the moment and what is proposed.
 [Looking for a JTUG response before 31st July 2009]

DW/
AN

4.0

Branch Officer Reports

Branch Chair -

a) Advanced Scheduling –
 DW reported on the severe problems being reported around the issue of Advanced Scheduling. In the Don area, men are being sent outwith their normal work areas on a regular basis, thus causing a great deal of confusion. After discussion, it was clear that there were a number of areas of real concern, not least Health & Safety.
 Clearly 'Risk Assessments' are required in many cases. It was agreed that DW write to SW Management over these concerns, and convene a Meeting with Mary Watt (SW HRD) and AN.

AN/
DW

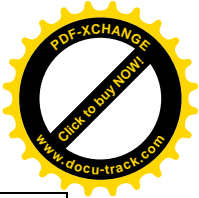
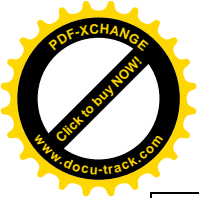
It was agreed that the Branch would support the Aberdeen Based NSO in maintaining their stance that they (in accordance with their contract of employment) do not have to work outside the Aberdeen city boundary.

DW

b) Asset Ops Restructure –
 New General Manager appointments have recently been announced by SW, and 'Presentations' to staff on the new Asset Ops structures etc. are scheduled for early Sept 09.
 New roles and posts for staff to be rolled out in Aug 09 and interviews held thereafter, however it had already been intimated to the Asset Ops. Staff that there will be fewer Managers, Team Leaders required in the new structures.

It was noted that there had in fact been no consultation with the Branch or the JTUG about this newly implemented Assets Ops. Structure. It was agreed the AN/ DW to contact SW about this matter.

AN/
DW



Branch Secretary –

a) AN raised the issue of the treatment of one our new Shop Stewards within the Fairmilehead 'Call Centre' by her Manager. Resolution of these issues had required the Branch secretaries direct involvement, and he was now happy to report that the matter had been resolved.

b) AN also advised, that the long running saga in respect of one of our members (working in a WTW) in respect of being paid less than new starts that they were required in help train up , had now been resolved.
[It is proposed that this member is to shortly receive a10% uplift in their salary.]

c) Muir Road Stores –
This SW facility is programmed for partial transfer to a private provider: Messrs DHL Ltd (commencing 30/07/09). A meeting in respect of how this will impact on our members and the possible TUPE Transfer of SW Staff is to take place shortly (with Joe Rowan and Angela Valerio of SW HRD). AN advised the Branch, that to date, there had been no Unison involvement on this matter.

AN to discuss with WF to see if he can both attend and assist the Branch members affected.

AN/
WF

d) Labs Restructure –
AN intimated that following discussions on this with the Branch Officers involved that the Labs restructure still ongoing, and that the new managers had already been appointed.
SW has also confirmed that under the new structure all staff will remain employed.
Unfortunately there now seems to be an issue with the existing 'Assistant Scientist' Pay Scheme, SW are now proposing to change this to a new A.S. 'Career Grade' structure scheme, which will be to these members detriment.

EN / DW to advise on this matter further at next Branch Meeting.

EN/
DW

e) Stage 4 Grievance Procedure –
SW HRD taking the stance that the 'Stage 4' Grievance procedure is no longer applicable with the demise of Partnership Agreement. The Branch to pursue this with SW HRD and possible solution is that 'Stage 4' will be a direct referral to ACAS

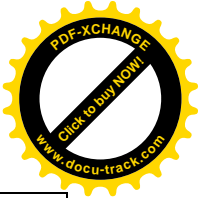
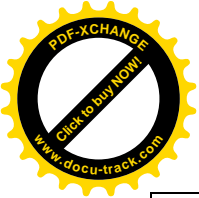
AN to pursue this matter and report back at next Meeting.

AN

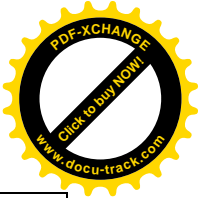
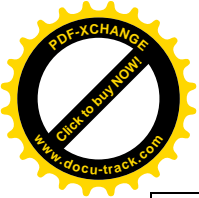
f) Customer Connections –
Yet another restructure in the offing for these staff, however this is still at 'proposal' stage .
The Branch Secretary to hold a 'watching brief' on this issue until SW proposals issued.

AN

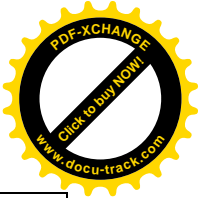
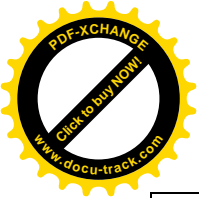
g) Fort William and Skye Ops Staff Out of Hours 'Call out' Procedures –
Instead of TL being first line of contact for 'Call Outs', TL now insisting that Operators take these calls directly in the first instance.



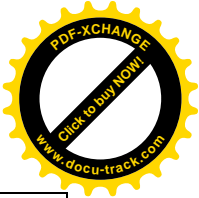
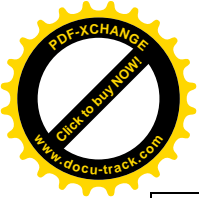
	<p>This unilateral operational change has developed into a Stage 3 grievance and a compromise is being sought. The grievance outcome to known on 26/08/09.</p> <p>Possible IET issue if unresolved. SG/ DW to investigate and report back</p> <p>Branch Treasurer –</p> <p>a) Current Branch Bank Statement circulated to all present. FA advised that the Branch finances remained in a very health position.</p> <p>b) The issues round the SW Branch rescinding use of the Unison Shared Resource Centre in Alloa was as yet still unresolved, this situation was unfortunately costing the Branch around £500/ month. However he still remained hopeful of both getting this issue resolved (as he would be taking this to the NEC Scottish Reps. in order to get their help), and of getting at least some of this money returned to the SW Branch from Unison Central.</p> <p>c) FA raised the issue of Branch Officers communication and particularly the problems in being able to speedily contact the Branch Secretary as he was not previous post holders had been 'office based'. He proposed that the Branch consider purchasing a 'Blackberry' or similar for the Branch Secretary, This would allow him to receive e-Mails speedily and directly.</p> <p>JSA intimated that as this was the 21st Century and that we had had problems in the past with our employer removing shop stewards rights to utilise the e-Mail system (particularly during periods of Industrial Disputes etc.) that perhaps the Branch should look at providing these for all Branch Executive Officers use.</p> <p>It was agreed that FA would investigate this and see what costs would be involved and report back at the next Branch Meeting.</p> <p>d) FA advised that if the Branch was in agreement that he was proposing to arrange another Branch Development Weekend and was looking at holding this weekend this time in the north of the country (possibly Dundee). This proposal accepted 'in principle' and FA to report back on this at next Branch Meeting</p> <p>Branch Training Officer –</p> <p>a) SG advised that he was still seeking a response from a large number of Branch Stewards in respect of those H&S Training Courses they had already attended so that he can assist in arranging for those designated H&S Stewards, to have their H&S training updated. He therefore asked for all who had not as yet responded to do so.</p> <p>b) SG advised that that two new shop Stewards had still to attend their 'Induction' training, but he was hopeful that this would be resolved in the next couple of months.</p> <p>c) SG indicated that their had recently been a change to the Grievance and Disciplinary Procedures enshrined in the 2008 Employment Legislation Act and that he felt that all of the Branches shop stewards would benefit from attending the General Unison training course on this. The Meeting then</p>	<p>SG/ DW</p> <p>FA</p> <p>FA/ AN</p> <p>FA</p> <p>FA</p> <p>ALL</p>
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	<p>discussed this and it was agreed that SG would find out if it was possible to run this course for all the Branch Officers over a day and a half instead of the normal 3 days. SG to investigate and report back on this at the next meeting</p>	
	<p>d) A Health and Safety Reps. Course had been requested, but was still to be arranged and if a minimum of 8 people from the Branch attended then we would get the Course Tutor at no charge. The course could then be run solely for all the branches H&S Reps. SG asked that everyone interested in attending should indicate this to him as soon as practicable.</p>	SG
	<p>SG (should he get the numbers required) is to investigate the running this course and report back at next meeting,</p>	All
	<p>H&S Officer –</p>	SG
	<p>a) Health and Environment Conference- PH provided the meeting with a verbal report on this conference, and will circulate the conference documents to all shop stewards.</p>	
	<p>PH confirmed that one of the main messages given out at the conference was that 'Managers should visit the shop floor'. The conference also raised the issue that the business need to provide a 24/7 facility to its customers was adding greatly to stress in the workplace and clearly their was a need to look seriously at staffs 'work/life balance' needs</p>	PH
	<p>There was a case put for all Managers and workplace H& S reps to attend on the same H&S training courses.</p>	
	<p>b) PH also advise that it was becoming the norm within workplaces to have Heart 'Defibrillation' Machines, and as the costs for these and the basic training needed to operate these was now relatively cheap, he thought that SW should be looking at providing these life saving facilitates within the business. He would be pursuing this with SW and will advise the branch on progress in due course.</p>	
	<p>c) Unison Safety Reps.- PH provided an update and advised that he wanted to ensure that all SW Branch H&S Reps undertook the Unison 'Stage 1 & 2 H&S Training', and whilst he was aware that a1 day refresher H&S Training course had been done in 2008, he still felt that every H&S Rep. needed to do either the Unison or TUC H&S courses.</p>	PH
	<p>PH also advised that he was to seek clarification from all designated Branch H&S Reps if they wished to continue in these roles, as some had Not indicated their willingness to continue, or responded to his H&S intimations.</p>	PH/ SG
	<p>d) PH advised the meeting of a serious H&S failure in respect of Asbestos removal at Pateshill WTW. The SW Solutions Contractor had not followed the required H&S procedures and by doing so had placed both SW personnel and his own staff at risk. PH advised that he would be pursuing this matter further and would be sending the relevant information to T Anderson (SWS H&S Officer) and would advise the Branch on the outcome.</p>	PH



5.0	<p>e) PH raised the issue of SW rolling out its new APAM system, (stands for Achieving, Planned Asset Maintenance) and if the Branch had in any way been involved in this.</p> <p>None of the attendees knew anything about how this system came into being, but as it affected our members the branch should have been consulted on the details surrounding this new SW system.</p> <p>It was agreed that AN & PH investigate and report back at next meeting.</p>	PH
	<p>g) 'UK Stress Conference' – Being held in Birmingham on 21st November 2009. It was agreed that the branch would decide whether or not to send a delegation to this conference at the next meeting.</p> <p>PH to circulate information on this conference to Shop Stewards.</p>	AN/ PH
	<p>h) 'Scottish Hazards Conference' – Takes place in Glasgow on 12th November 2009. It was agreed to send 4 delegates.</p> <p>Nominated Branch delegates to be agreed by the Branch at the next meeting.</p>	PH
	<p>j) Overloading of SW Vehicles – PH brought to the meetings attention the matter of the number of SW vehicles that were now being overloaded. This was a serious safety issue and the Branch will have to get involved in rectifying this.</p>	ALL
	<p>Communications Officer –</p>	PH/ AN
	<p>a) New Branch web site - MJT still looking for Shop Stewards and Branch Officers 'feedback' on the new website.</p> <p>[MJT also advised, that Jim Gault is still progressing 'coding issues' for the page displays]</p>	ALL
	<p>b) Branch Newsletter – latest edition is to be sent out to all members at end of August [NB. Articles for inclusion to be sent by contributors to DW within next two weeks.]</p>	JG
	<p><u>A.C.O.B.</u></p>	ALL
	<p>a) Swine Flu – No guidance from SW on this flu pandemic. Nothing on this on the SW Wavelength Intranet site. The question was then raised at the meeting; Are SW taking this UK wide outbreak of influenza seriously?</p> <p>After discussion it was the consensus that SW's present 'Attendance management policy will unfortunately actively encourage sick members of staff to either come to work or to return early, thereby causing the outbreak to spread across the workforce. The Branch Secretary to contact</p>	



	<p>SW HRD in respect of this issue and thereafter advise Members.</p> <p>[NB. Possible article on this for Branch Newsletter.]</p> <p>b) JTUG Meeting – Still no date set for the next meeting as yet (due to Union delegates Annual Holidays etc.)</p> <p>c) General Correspondence –</p> <p>i. Two new applications for Unison Membership – Confirmed as 'Approved' by Branch.</p> <p>ii. Retired Members: B. Rintoul not in attendance, but meeting informed That he had been co-opted onto the Retired Members Regional Committee. [NB. SW Branch had already agreed a one off support to his expenses].</p> <p>iii. National Delegate Conference 'Celtic Night' : At this years UNISON NDC this event had raised the sum of £1550.00, half this will be donated to Unison Welfare and the rest to ????</p> <p>iv. Scottish Region Event: Members should note that there is to be a 'Family Fun Day' at New Lanark on 13th September 2009.</p> <p>v. Unison Discount Card – Possible additional benefit for SW Branch Members. AN to investigate and report back.</p> <p>Date of Next Meeting: Tuesday 18th August 2009. Venue: Douglas House, Belford Road, Edinburgh. Time: 1030 Hrs</p>	<p>AN</p> <p>AN/ EN/ FA</p> <p>ALL</p> <p>AN</p>
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