

Public Document Pack

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

Ty Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG



www.caerphilly.gov.uk
www.caerffili.gov.uk

For all enquiries relating to this agenda please contact Charlotte Evans
(Tel: 01443 864210 Email: evansca1@caerphilly.gov.uk)

Date: 19th July 2017

Dear Sir/Madam,

A meeting of the **Joint Consultative Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 26th July, 2017** at **2.00 pm** to consider the matters contained in the following agenda.

Members are reminded that if they have any specific issues they wish to raise at the meeting they should advise the relevant Officer prior to the meeting.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

- 1 To receive apologies for absence
- 2 Declarations of Interest.

Pages

Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



To approve and sign the following minutes: -

3 Joint Consultative Committee held on 19th April 2017. 1 - 4

4 Matters Arising.

Minutes of Directorate Joint Consultative Committees (copies attached) and matters arising:-

5 Directorate of Education JCC Meeting - Schools held on 3rd May 2017. 5 - 14

6 Consultation between Trade Unions and Management.

7 Collaboration.

8 Any Other Business.

9 Dates of Future Meetings:-
Wednesday, 25th October 2017 at 2pm;
Wednesday, 24th January 2018 at 2pm;
Wednesday, 18th April 2018 at 2pm.

Circulation:

Cabinet Members, Chief Executive and Directors, Trade Union Representatives



CORPORATE JOINT CONSULTATIVE COMMITTEE

**MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON WEDNESDAY, 19TH APRIL 2017 AT 2.00 PM**

PRESENT:

Councillor D.V. Poole - Vice Chair (Presiding)

Councillors:

N. George, D.T. Hardacre, D. Havard, K. James, Mrs B. Jones, T.J. Williams and R. Woodyatt

Together with:

C. Burns (Interim Chief Executive), D. Street (Corporate Director – Social Services), N. Scammell (Acting Director of Corporate Services and S151), L. Donovan (Acting Head of Human Resources and Organisational Development), C. Evans (Committee Services Officer) and J. Tyler (Committee Services Administration Assistant).

Trade Union Representatives:

K. Andrews (GMB) and N. Funnell (GMB).

1. DEPUTY LEADER ANNOUNCEMENT

The Deputy Leader, Councillor D.V. Poole, in memory of Council Leader Councillor Keith Reynolds, who sadly passed away recently, led the Committee in a minute silence as a mark of respect.

The Deputy Leader paid tribute to Councillor Reynolds, an outstanding public servant, with an unrelenting drive and determination to do his very best for his local community and for the county borough.

All present extended their sincere condolences to the bereaved family at this extremely sad and difficult time.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Mrs C. Forehead, J. Turner (UNISON Regional), S. Brassinne (UCATT) G. Enright (UNISON) and D.A. Williams (UNITE).

3. DECLARATIONS OF INTEREST

There were no declarations of interest received at the beginning or during the course of the meeting.

4. CORPORATE JOINT CONSULTATIVE COMMITTEE – 25TH JANUARY 2017

RESOLVED that the minutes of the meeting of the Corporate Joint Consultative Committee held on 25th January 2017 (minute nos. 1-4) be approved and signed as a correct record.

5. MATTERS ARISING

There were no issues raised under this item.

6. DIRECTORATE OF EDUCATION JOINT CONSULTATIVE COMMITTEE – 9TH NOVEMBER 2016

The minutes of the Directorate of Education Joint Consultative Committee held on 9th November 2016 were received and noted.

7. DIRECTORATE OF EDUCATION JOINT CONSULTATIVE COMMITTEE – 9TH FEBRUARY 2017

The minutes of the Directorate of Education Joint Consultative Committee held on 9th February 2017 were received and noted.

8. DIRECTORATE OF THE CHIEF EXECUTIVE JOINT CONSULTATIVE COMMITTEE – 14TH FEBRUARY 2017

The minutes of the Directorate of the Chief Executive Joint Consultative Committee held on 14th February 2017 were received and noted.

9. DIRECTORATE OF SOCIAL SERVICES JOINT CONSULTATIVE COMMITTEE – 20TH MARCH 2017

The minutes of the Directorate of Social Services Joint Consultative Committee held on 20th March 2017 were received and noted.

10. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT

This is a standard agenda item, It was noted that a number of important issues have been the subject of consultation over the past few months. However, there was nothing specific to report at this stage.

11. COLLABORATION

Mr C. Burns (Interim Chief Executive) advised that consultation has been undertaken on a White Paper on reforming Local Government, and it is anticipated that the Local Government Minister will publish the final document in June/July.

Councillor D. Poole wished it noted that although there are no reports to present as of yet, the Cardiff Region City Deal (CCR City Deal) has gained momentum and further reports would be presented to this Committee in due course.

12. ANY OTHER BUSINESS

Before closing the meeting, the Deputy Leader, Councillor D.V. Poole thanked those Officers present and all Council staff and Cabinet colleagues for their hard work and dedication during this administration, and wished everyone the best for the upcoming elections. The Interim Chief Executive, in turn, thanked the Committee for its positive and effective working relationship. Trade Unions also thanked the committee for the collaborations for the past five years.

13. DATE OF FUTURE MEETINGS

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled for 2pm on 26th July 2017, 25th October 2017 and 24th January 2018.

The meeting closed at 2:12 pm.

CHAIR

This page is intentionally left blank

Agenda Item 5

DIRECTORATE OF EDUCATION

JCC MEETING – SCHOOLS

3rd May 2017

PRESENT:	
Keri Cole	Chief Education Officer
Lisa Haile	HR Manager
Sue Richards	Head of Planning, Strategy & Resources
Mererid Lewis Davies	UCAC
Pamela Ireland	NUT
Neil Funnell	GMB
Ravi Pawar	ASCL
Wendy Lewis	GMB
APOLOGIES:	
Gary Enright	UNISON
Juan Antonia-Garcia	UNISON
Kelly Andrews	GMB
NOT IN ATTENDANCE:	UNITE (no apologies received) ATL and NAHT (no representative at this time)

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
1	Welcome and Apologies Keri Cole (KC) welcomed everyone to the meeting and thanked all for attending.	
2	Minutes of the previous meeting 09.02.17 Were agreed.	
3	Matters arising from the previous minutes No matters arising.	
4	Staffing Update – Department of Education, LEI KC explained all of the changes that had happened over the last few weeks. A structure diagram confirming these changes will be sent out as soon as possible. The circulation list will include Schools. KC clarified:	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>The Department Head of Service is the Chief Executive.</p> <p>KC as the Chief Education Officer reports to the Chief Executive. The Service that sits beneath KC as the Chief Education Officer is undergoing a period of transition.</p> <p>Paul Warren has recently joined the team as the Strategic Lead for School Improvement.</p> <p>The Services currently managed by Sarah Ellis, Andrea Davies, Jacky Elias and Jackie Garland, i.e. Inclusion; EOTAS; ALN and SEN have been reconfigured in light of Jackie Garland recently leaving the Service and Jackie Elias' pending retirement in July 2017.</p> <p>The structure moving forward under KC's remit will include:</p> <p>Paul Warren – Strategic Lead for School Improvement (Schools) Andrea Davies – Manager – Learning Pathways Sarah Ellis – Manager (Inclusion) Sarah Mutch - Flying Start Paul O'Neill - Youth</p> <p>SR recently appointed to the interim post of Head of Planning, Strategy & Resources reports to the Chief Executive and has the following staff/sections under her area of service:</p> <p>21st Century Schools</p> <p>Admissions) Complaints) – Andrea West Exclusions) Libraries – Gareth Evans Community Education – Lyn Travis Data and Admin Team - Emma Strathdee</p> <p>Following her appointment, SR confirmed that she is looking at options for restructuring the Finance Team to meet the needs of the Service.</p> <p>SR stated she is very happy to have taken over the Islwyn High School project and is excited about its impending opening to the staff and pupils.</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
5	<p>Workforce Planning Exercise Schools Update</p> <p>LH confirmed that at the last meeting she advised that 4 schools would be reviewing their permanent staffing levels due to a projected budget deficit. They were:</p> <p>St. Helens Primary School Hendre Infants School Machen Primary School St. Martins Comprehensive School</p> <p>Hendre Infants and Machen Primary did not need to progress any redundancy consultation following a review of their budgets and requests for different working arrangements from staff.</p> <p>St Helens Primary and St. Martins Comprehensive School both had to progress to confirming staff at risk of redundancy.</p> <p>St Helens secured sufficient volunteers for retirement and/or redundancy from its teaching and support staff at its volunteer stage. This was a relatively uncontentious situation as it had been clear to the staff for some time that pupil numbers in the School would reduce by a complete class size.</p> <p>St Martins Comprehensive School had secured sufficient volunteers for retirement and/or voluntary redundancy from its Teaching Staff to avoid the declaration of compulsory redundancy for teachers. The School has also secured a number of volunteers from its support staff groups but not in sufficient numbers to stop it having to progress a compulsory redundancy consultation under which 5 staff have been confirmed compulsory redundant. 3 of those staff did not wish to appeal that position and wished to take the redundancy payment and 2 welcomed the School and the Authority to work with them to find alternative employment if possible. Meetings have taken place with the staff and the unions concerned in this regard.</p> <p>LH advised that the NASUWT had produced a ballot paper stating redundancies and potential job losses at St. Martins Comprehensive School as the reason for potential strike action. The ballot has closed but the School has heard nothing further from this. The Unions have been informed of the current position, i.e. there are no compulsory teaching job losses projected at School and this could be the reason why. If that communication has got lost along the way, the school and HR will work with the staff to clarify the position</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>if the outcome does not recognise the fact that there are no teachers at risk of compulsory redundancy.</p> <p>PI asked if St. Martins was likely to find itself in this situation against next year.</p> <p>SR advised that the Finance and HR teams would be working with all Schools again in the Autumn Term to confirm their budget positions and it will not be clear until then if any school is actually projecting a budget deficit. At this time however, she had no reason to think that St. Martins would be in this position again next year.</p> <p>To the question why did St. Martins find itself in this position over the last two years, KC stated that Schools Challenge Cymru has come to an end and this was likely to have had a significant impact because Schools get used to the funding. It can sometimes legitimately prop up the staffing structure where schools can use and maintain experienced staff to meet project deliverables.</p> <p>SR stated that numbers at 6th forms had dropped considerably.</p> <p>RP asked what exactly had staff been balloted on.</p> <p>LH said it was potential job losses and potential redundancies.</p> <p>RP asked if there was any ballot from the non-teaching staff.</p> <p>LH confirmed there was not but that the non-teaching unions had been working closely with the staff to understand this position. The school was overstaffed in a support staff context and just could not maintain the staffing compliment at its current level. A number of teachers had left the employment of the school in the year before and this year the school communicated very early on they would need to look at the support staff structure this time.</p> <p>NF asked if there was any crossmatch interest across the rest of the schools.</p> <p>LH replied that there was interest generally and this had worked well with placing teaching staff from Cwmcarn High School. There had been fewer opportunities for support staff at this stage but HR would be bringing these opportunities to the attention of those at risk in all Schools as and when they arise.</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
6	<p>Hexagon Update and General Update</p> <p>SIP - KC spoke of the Service Improvement Plan (SIP) and explained that we are in the process of looking at attendance and how the Education Welfare Service works. More effective sharing of resources is necessary.</p> <p>KS4 - Head teachers are working collectively to establish their own position on improving standards at KS4.</p> <p>EOTAS - KC confirmed that she had been included in interviews with WG recently. Schools across the board are reporting increased levels of EOTAS. The Council is over spent in this area and there is a need to look for other solutions. This will include looking at provision across the authority. The Council invests a lot of money in Elective education and this growing need must be closely monitored.</p> <p>Mental Health - There are more and more children affected by mental health issues. This is widely reported and we all need to work together on this.</p> <p>ALN - ALN update to be placed on next agenda. SE will be asked to attend.</p> <p>Pam Ireland talked of reducing the impact of poverty advising that it impacts directly on categorization and we need to tackle this especially in deprived schools.</p> <p>Workforce Development – paper to be discussed at next meeting.</p> <p><u>21st Century Schools</u> SR updated the group and said that the first project was Band A 50/50 which has included:</p> <p>Islwyn High School Rhymney 3-18 Improvements in Newbridge Improvements in Blackwood</p> <p>Welsh Government increased funding for Band B (50/50 match funding).</p> <p>Welsh Government now has the Mutual Investment Model (MIM). Members will be looking at projects for our Band B schemes, to include: School Place Planning Strategy Review of 6th Forms</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>Review of Small Primary Schools Surplus Places These will feed into our Band B proposals.</p> <p><u>MTFP</u> We are looking at 20% cuts. We have looked at school transport. Library Service Review We will make sure schools are consulted on all matters that might affect them.</p> <p>SR asked if any one present at this meeting had any ideas regarding the MTFP, and if so, to please share with her.</p> <p><u>WESP</u> KC and SR to meet with Aled Roberts re WESP – Planning of Schools Places.</p> <p>KC and SR both commented on the successes of the Council in increasing Welsh Medium opportunities across the borough with the support of WESP.</p> <p><u>Schools Strategy Board</u> All Strategic matters within Education come before this board. For example strategic proposals relevant to Band B proposal (21st century schools).</p>	
7	<p>Newbridge SRB Base</p> <p>The original request to close the base came from the school and Governing Body.</p> <p>Cabinet approval was given on 12th April to publish the Statutory Notice and this expires on Monday 8th May.</p> <p>LH informed the group that permanent staff at the base will be offered employment opportunities in Newbridge mainstream. The Head teacher will progress these opportunities and consult the staff who are affected by this accordingly.</p> <p>NF shared his concern that some staff who may wish to leave their employment, e.g. VER will not have that opportunity when there are employees at the base who have the skills to crossmatch to these posts.</p> <p>WL asked if there were any further discussions with staff planned regarding moving forward and stated her concern</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>that communication at the base had been instigated by the staff rather than Mrs Perry directly. LH confirmed that Mrs Perry has been reviewing the school budget, consulting HR and that she needs to be sure on her position before she can commit to redeploying the base staff team into the mainstream area of the School. Mrs Perry will be meeting with the staff shortly.</p> <p>WL stated that she had not seen the Head in any capacity since Christmas. The last time LP visited the unit was 16th November.</p>	
8	<p>Cwmcarn High School</p> <p>KC confirmed that she and LH were committed to meeting with the staff on a termly basis to update and reassure them of the Council's continuing commitment to work with the School to secure them alternative employment opportunities where we possibly can.</p> <p>She hoped all would agree that significant progress had been made in placing Cwmcarn staff in the last year.</p> <p>LH confirmed that many teaching staff had been placed and/or found employments via their own volition. Of the teachers remaining, two clearly favoured redundancy to crossmatch and 8 still sought crossmatch. Discussions were ongoing to reduce the numbers of teachers seeking crossmatch to 5 by the end of this academic year.</p> <p>KC advised that secondment opportunities were being sought for the 3 members of staff in the SLT and it was hoped that this would lead to opportunities down the line. In the meantime we would continue to look for crossmatch opportunities for all of the staff.</p> <p>LH confirmed that the support staff were on all of our minds and that Mrs Perry would be asked to arrange a meeting for all support staff. No member of the support staff team have been placed yet.</p> <p>Mrs Perry had made a number of successful appointments to balance the impact of staff leaving. SR confirmed that pupil numbers were reducing significantly.</p> <p>Discussion ensued re: parental choice to keep their children at the school regardless of the decision of the governors to close it.</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
9	<p>The Learning Centre</p> <p>KC advised that the Learning Centre has 3 mixed age range classes and current arrangements are not providing the best effect for the child. The Learning Centre as a provision required review and development. More facilities are needed and the Learning Centre would ideally develop into a Centre of Excellence. KC has met with the management committee and all concerned agree with this position. Final options on how this might progress will be prepared for consultation.</p>	
10	<p>Additional Support & Behaviour</p> <p>KC stated that all schools have pupils with challenging behavior and that we are currently reviewing:</p> <ul style="list-style-type: none"> • Behaviour provision and support • Additional support in how we manage and deliver this. <p>KC advised that we are really under pressure to change the way we work. This is a complex, complicated, long term challenge. We have empathy with schools but have to look at the needs of the children and in a number of cases; the School is the best place for the child.</p> <p>Our provision for SEN and Behaviour specific bases is limited. No schools are going to come forward to offer space for a base and we all have to acknowledge that some children simply can't face walking through a school gate.</p> <p>Multi Agency working relationships need to be improved. This area will benefit from joint working where the same goals are shared. Good working relationships with the family and Social Services will be necessary.</p> <p>The question was asked: How does this work now?</p> <p>KC confirmed that a Head teacher would send a child's form in and where there is an identified need, the service would supply a person to be the child's 1:1. This is a highly emotive matter where there is high expectation from parents and other interested parties for the Authority to provide this. There is an overspend in this area. Costs can extend to a £100,000 for one pupil. Comparatively, out of county provision could triple this £100,000 spend in one go.</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>KC advised we need to increase capacity to respond to ALN at school level and that we are exploring this further with head teachers. A representative group of head teachers, supported by officers of the Council are looking at different models for delivery. This current position is not sustainable.</p> <p>The representative group working with their cluster group head teachers will be looking for a long term plan that is sustainable.</p> <p>SR stated that the current model is not equitable. The criteria used to allocate support funds mean that some schools have support and others have none when they do need it. KC agreed.</p> <p>NF said that trade unions currently receive a list of staff from Inclusion Services confirming who is employed and in what capacity over the next term. He asked, will they still get that or will they need to deal directly with Head teachers. KC confirmed that no changes had been made yet and that the unions will be updated through these meetings as to any changes.</p> <p>PI said that long term planning is very welcome from an employee point of view.</p>	
AGEND ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
11	<p>Any Other Business</p> <p>MLD confirmed that she had heard Caerphilly might be part of a pilot re Child Care.</p> <p>KC confirmed that the Council had submitted a bid but did not get it. The pilot participants were determined by their qualifying post code. SR added that we are in an area which has the most child care in place.</p> <p>MLD said she would like a report on this pilot to be sent to her.</p> <p>KC asked SP to speak to Sarah Mutch regarding this.</p>	SP
	Date of Next Meeting:	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	18th July, 2.00p.m., Rhymney Room, Ty Penallta.	