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For all enquiries relating to this agenda please contact Helen Morgan
(Tel: 01443 864267 Email: morgah@caerphilly.gov.uk)

Date: 15th July 2015

Dear Sir/Madam,

A meeting of the **Joint Consultative Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 22nd July, 2015** 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,

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

Pages

- | | | Pages |
|---|--|-------|
| 1 | To appoint a Chair and Vice Chair. | |
| 2 | To receive apologies for absence. | |
| 3 | Declarations of Interest.
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 gwyrdach

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



To approve and sign the minutes of the following meeting:-

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| 4 | Corporate Joint Consultative Committee held on 22nd April 2015 (minute nos. 1 - 9). | 1 - 4 |
| 5 | Matters Arising. | |

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

- | | | |
|---|--|---------|
| 6 | Social Services Joint Consultative Committee - 3rd February and 12th May 2015. | 5 - 10 |
| 7 | Chief Executive's Joint Consultative Committee - 9th February, 9th March, 9th April and 1st June 2015. | 11 - 30 |
| 8 | Housing/WHQS Joint Consultative Committee held on 18th June 2015. | 31 - 34 |

To consider the following items:-

- | | | |
|----|---|--|
| 9 | Consultation between Trade Unions and Management. | |
| 10 | Collaboration. | |
| 11 | Any Other Business. | |
| 12 | Dates of Future Meetings:-
Wednesday, 21 st October 2015 at 2pm; Wednesday, 27 th January 2016 at 2pm;
Wednesday, 20 th April 2016 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, 22ND APRIL 2015 AT 2.00 PM

PRESENT:

G. Enright (UNISON) - Chair
Councillor K.V. Reynolds – Vice Chair

Councillors:

D.T. Hardacre, K. James, Mrs. B. Jones, Mrs. R. Passmore, D.V. Poole, T.J. Williams,
R. Woodyatt

Together with:

C. Burns (Interim Chief Executive), N. Scammell (Acting Director of Corporate Services and S.151 Officer), D. Street (Corporate Director Social Services), G. Hardacre (Head of HR and Organisational Development), L. Donovan (HR Service Manager - Customer Services), E. Sullivan (Democratic Services Officer).

Trade Union Representatives:

K. Andrews (GMB), S. Brassinne (UCATT), D.A. Williams (UNITE) and T. Hearne (UNITE)

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr D. Bezzina (UNISON), Mr N. Blundell (UCATT), N. Funnel (GMB) and Mr B. May (UNITE) and Councillors Mrs C. Forehead and G. Jones.

2. DECLARATIONS OF INTEREST

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

3. CORPORATE JOINT CONSULTATIVE COMMITTEE

RESOLVED that the minutes of the Corporate Joint Consultative Committee meeting held on 28th January 2015 (minute nos. 1-10) be approved and signed as a correct record.

4. MATTERS ARISING

There were no matters arising from the minutes.

5. HOUSING/WHQS JOINT CONSULTATIVE COMMITTEE

The draft minutes of the Housing/WHQS Joint Consultative Committee meeting held on 19th March 2015 were noted.

6. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT: TRADES DISPUTE

The Head of HR and Organisational Development outlined the on-going disagreement relating to the award of lieu hours for unworked bank holidays and confirmed that despite several months of discussion the issue remained unresolved. Mr Hardacre sought the endorsement of the Corporate Joint Consultative Committee to move the issue onto the Joint Secretary's Committee as the next stage of the negotiation process.

The Trade Union representatives fully supported moving the issue on to the Joint Secretary's Committee and outlined their concerns in relation to the issue and the affect on non-standing working individuals. The difficulties in defining a 'day' in terms of leave in lieu for those on a non-standard working pattern, where a working day exceeded the standard 7.24hrs were summarised and the complex nature of the issue became apparent during the course of the debate.

Having fully considered the issue the Corporate Joint Consultative Committee unanimously agreed that the dispute be forwarded to the Joint Secretary's Committee.

7. COLLABORATION UPDATE

Councillor D.V. Poole, Cabinet Member of Community and Leisure Services, provided an update on two issues. He advised that the proposed Regional Trading Standards Services collaboration would not proceed but a proviso had been put in place that would allow discussions to restart should circumstances change.

In terms of the delivery of pest control services to Blaenau Gwent Borough Council, Councillor Poole advised that the dispute in relation to the Service Level Agreement with that authority continued. Blaenau Gwent sought to leave the agreement, which included a no break clause, without penalty. The Cabinet Member confirmed that Blaenau Gwent had been informed that financial reparation would be sought should they break with the agreement but an offer of a reduced service at a reduce cost had been made and was currently under discussion.

The Corporate Director of Social Services provided an update on potential areas of regional collaboration and confirmed that indications received from Welsh Government suggested that a greater emphasised would be placed on regional working going forward.

Councillor R. Passmore, Cabinet Member for Education referred to a feasibility study on collaborative Youth Service provision. The Cabinet Member also confirmed that a new governance arrangement with the Education Achievement Service had been agreed.

The Interim Chief Executive provided a brief update on the proposals for local government reorganisation in relation to the mapping of preferred boundaries. Mr Burns referenced the potential legislative requirements and time frame that a re-designation of this size would require. It was acknowledged that the reorganisation process was still at a very early stage and progress would be subject to continuing political agreement. The Council's unanimous support for the WLGA response to the White Paper was noted.

The Chair confirmed that UNISON would also be submitting their response to the White Paper.

8. ANY OTHER BUSINESS

The Interim Chief Executive provided an update on the budget process and the savings to be achieved going forward.

Mr Burns confirmed that £12.4M of savings had been achieved during this financial year with no significant loss to front line services whilst safeguarding staff. It was noted that estimated savings of £14M would need to be achieved within the next financial year and a further £12M in the following year. Reference was made to the General Election process and its impact on the receipt of the indicative budget settlement figure from Welsh Government. It was estimated that this would make confirmation of the final settlement figure unlikely before November 2015.

In terms of the budget process, options for potential savings were already being collated to ascertain what was feasible. The first stage of Members Seminars on the Medium Term Financial Plan would be held prior to the August recess giving them the earliest possible view of the proposals. The process would then move on to Scrutiny and Public Consultation well in advance of deadlines.

Reference was made to the budget philosophy agreed by Council and it was noted that these approaches to protect front line services and staff would remain in the forefront. Where possible services would be reduced rather than lost and to look again at other areas, such as asset management, where potential savings could be achieved that did not affect the public or staff. Alternative methods of service delivery such as mutualisation or Trust involvement in certain areas would also be considered. The avoidance of compulsory redundancies would continue to be a priority with staff savings presently being achieved through natural wastage and redeployment. The involvement of the Trade Unions would continue to be crucial and the Interim Chief Executive welcomed discussions as to how savings can best be achieved and invited early contributions for consideration. The Interim Chief Executive said that the early involvement of the trade unions in identifying options would be most welcome and could prove more beneficial to everyone than merely asking them to comment on proposals at the end of the process.

Councillor K.V. Reynolds, Leader of Council, emphasised that the philosophy of protecting front-line services would continue going forward. He thanked Trade Union colleagues for their previous involvement and welcomed the opportunity to work closely with them once again. He referenced the areas in which savings had been secured, including the need to increase Council Tax changes for a second year; the impact of which had been mitigated by an extensive consultation and open and honest communication with the public. The Leader emphasised the importance of working together and the valuable role of the Trade Unions in what will be difficult times ahead.

The Chair welcomed the involvement of the Trade Unions at this very early stage in the budget decision making process.

9. DATE OF FUTURE MEETINGS

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled as follows: Wednesday, 22nd July 2015 at 2pm and Wednesday, 21st October 2015 at 2pm.

The meeting closed at 2.32 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 22nd July 2015, they were signed by the Chair.

CHAIR

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Social Services JCC Meeting

Monday 3rd February 2015

Sirhowy Room Ty Penallta

Attendees:

David Street, Corporate Director Social Services (Chair)
Donna Hutton, UNISON Regional Officer
Jo Williams, Assistant Director Adult Services
Gareth Jenkins Assistant Director Childrens Services
Mike Jones, Interim Finance Manager
Shaun Watkins, Interim HR Manager
Gary Enright, Branch Secretary, Unison
Neil Funnell Branch Secretary, GMB
Terry Bendle, GMB Representative
Andrea Hazlewood, Minutes

Apologies:

Dave Bezzina, UNISON Regional Representative
Juan Roberts Garcia, Unison

Agenda Item No	Issue	Action
1	Welcome & Apologies DS welcomed everyone to the meeting introductions were made & apologies were noted as above.	
2	Minutes of meeting held on 13TH October 2014 The minutes of meeting held on 13 th October '14 were read & agreed as an accurate record.	
3	Matters Arising There were no matters arising.	
4	Ethical Care Charter – Guests – Donna Hutton UNISON Regional Officer DH provided an overview of the Ethical Care Charter which is a key campaign area for Unison. Meetings have already been held with independent sector providers and DS, Unison are very keen for Caerphilly to be the first Local Authority in Wales to sign up to the charter. Unison have also met with Mark Drakeford who affirmed Welsh Government's support. There are already 8 councils in England committed to the charter and one in North Wales has indicated they could be ready to sign up in the summer.	

	<p>The charter consists of 12 parts. Signing up doesn't mean you have to achieve all 12 aspects now as it is aspirational setting a direction of travel. There is no set timeline to meet the requirements within the charter. Unison acknowledges that there would need to be links to contracts and procurement process, as the main issue identified by providers is the payment of the living wage. It is also accepted that this would need to be seen in the context of the authorities' medium term financial plan as there will be a significant financial impact. It was suggested that monitoring on the implementation of the charter would be jointly done and appropriate pressure put on WG to enable the charter to be fulfilled.</p> <p>Unison also advised that high on the Government's agenda is Dignity in Care which links to the recent Older Persons report "A place to call home".</p> <p>DS to take Ethical Charter to PDM as any decision is one that full council would have to make.</p> <p>Unison to meet with external providers on the 23rd March 2015.</p>	DS/GE
5	<p>Medium Term Financial Plan</p> <p>Previous e-mail received from Unison stating they were largely endorsing current MTFP proposals with requests for further information on a few aspects.</p> <p>DS informed the meeting that savings proposals of 10%, 15% and 20% were being developed for 16/17 and 17/18 we would be looking at least 3.5M per year. Scrutiny Task & Finish groups will be established to discuss some of the proposals, including the potential impact this may have on the workforce. UNISON requested to be involved in early discussions with regards to savings being made in particular service areas. All acknowledged the need for a more flexible workforce in the future and need to work with existing policies to achieve required savings.</p> <p>GE advised that Corporate JCC terms of reference were being revised to focus on need to work together given the difficult times ahead.</p> <ul style="list-style-type: none"> ▪ GJ to discuss specific savings proposals with GE in respect of Children's Services and any potential impact on any other staff. ▪ GJ to complete EIA 	GJ
6	<p>Workforce Development</p> <p>Deferred.</p>	

7	<p>Social Services & Well Being (Wales) Act 2014</p> <p>Consultation is currently on going. The training budget has been top sliced nationally by 15% to provide training on the act. Training to be provides to senior managers front line staff, elected members and trade unions.</p> <p>The Act may raise additional anxieties for staff as timing correlates with MTFP proposals. Implementation of the Act will be a significant culture change for both staff and the public.</p>	
8	Any Other Business	
	<p>Retirement Seminars –Unison are planning a number of free seminars for staff. All agree to promote attendance.</p>	
	<p>Sleeping in judgement and links to potential payments for annual leave was also raised as an issue for all providers . DH advised that cases must be seen individually as not all are eligible out of 54 cases she has seen only 1 is progressing.</p> <p>DS to provide GE with a copy of e-mail received from Unison regarding sleepin.</p> <p>Unison to meet with external providers on the 23rd March 2015</p>	

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Social Services JCC Meeting

Tuesday 12th May 2015 - Sirhowy Room Ty Penallta

Attendees:

David Street, Corporate Director Social Services (Chair)
Jo Williams, Assistant Director Adult Services
Gareth Jenkins Assistant Director Childrens Services
Shaun Watkins, Interim HR Manager
Gary Enright, Branch Secretary, Unison
Neil Funnell Branch Secretary, GMB
Terry Bendle, GMB Representative

Apologies

Mike Jones Interim Finance Manager

Agenda Item No	Issue	Action
1	Welcome & Apologies DS welcomed everyone to the meeting.	
2	Minutes of meeting held on 3rd February 2015 The minutes of meeting held on 3 rd February '15 were read and agreed as an accurate record.	
3	Matters Arising Workforce Development previously deferred, DS updated regarding SCWD Grant and focus on potential regional workforce development team, which would have potential impact re TUPE. Hence previous discussed regarding staff are not progressing	
4	Ethical Care Charter DS updated position, draft report to be circulated to Unions for comment prior to presentation at CMT and scrutiny.	
5	MTPF DS updated £24 – 26m council target, initial CMT meeting held, re guidance awaiting information if targets remain the same for council and what percentage is for social Care. Proposals to be shared when available. Focus on accommodation, back office and management structures aim to protect front line.	
6	Code of Practice for Social Care Unions have circulated document and put on website. Also circulated internally and all registered staff have received it directly	
7	Flexi	

	JW to send e-mail to all staff reminding them of need to comply with flexi policy.	
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**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Draft Minutes of the Meeting held on Monday 9th February 2015

PRESENT: Gareth Hardacre (GH) - Head of HR and OD
 Lynne Donovan (LD) – HR Service Manager, Customer Service
 Richard Ballantine (RB) – HR Manager
 Neil Funnell (NF) (GMB)
 Sue Christopher (SC) – Principal HR Officer (Acting)
 Angela Abraham (AA) – Secretary to Head of HR and OD (Minute Taker)

		Action Point
1.	APOLOGIES FOR ABSENCE Apologies for absence were received from. Kelly Andrews (KA), Andrew Williams (AW), Nicole Scammell (NS), Gary Enright (GE), Dave Bezzina (DB) and Simon Brassinne (SB).	
2.	DECLARATIONS OF INTEREST There were none.	
3.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING The Minutes of the previous meeting were confirmed as a true and accurate record.	
3.1.	Matters Arising	
(i)	Inclement Weather – GH confirmed that the process had been started and that the majority of the action plans had been gathered.	
(ii)	Gwent Transport Collaboration Report – GH confirmed that this item had been taken to the HR Strategy Group for discussion and would be looked at in terms of the 2016/17 financial plan.	
4.	BUDGET UPDATE & MTFP GH confirmed that there had been more money through from the final settlement which had given Members more flexibility. It was hoped that the budget would be voted through Cabinet and Council on 25 th February 2015. There was one hidden item,	

9.	<p>ANY OTHER BUSINESS</p> <p>NF advised that he was due to meet with DJ and GE regarding breath testing. LD explained that she would also need to attend this meeting; therefore it would be rearranged for another date.</p> <p>It was decided that the Fast Track Disciplinary policy, due to go to P&R Scrutiny in March, would now be postponed until April. GH agreed to notify Committee Services of this.</p>	GH
10.	<p>DATE OF NEXT MEETING</p> <p>It was confirmed that the next meeting would take place on Monday 9th March 2015 at 10.00 am.</p>	

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**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Draft Minutes of the Meeting held on Monday 9th March 2015

PRESENT: Nicole Scammell (NS) – Director of Corporate Services & Section 151 Officer (Acting)
Gareth Hardacre (GH) - Head of HR and OD
Lynne Donovan (LD) – HR Service Manager, Customer Service
Gary Enright (GE) - Unison
Neil Funnell (NF) – GMB
Kelly Andrews (KA) - GMB
Angela Abraham (AA) – Secretary to Head of HR and OD (Minute Taker)

		Action Point
1.	APOLOGIES FOR ABSENCE Apologies for absence were received from Dave Bezzina (DB) and Simon Brassinne (SB), Sue Christopher (SC), Richard Ballantine (RB) and Andrew Williams (AW).	
2.	DECLARATIONS OF INTEREST There were none. NS reminded the group that if any potential conflict of interest was identified as the meeting progressed, it should be declared at that point.	
3.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING The Minutes of the previous meeting were confirmed as a true and accurate record.	
3.1.	Matters Arising	
(i)	Budget Update and MTFP – it was confirmed that arrangements had been made to implement the Living Wage, backdated to 1 st November 2015.	
(ii)	Fast Track Disciplinary Policy – GE thought that RB would be bringing a draft document to the meeting; however, it was due to be circulated this week.	
4.	BUDGET UPDATE & MTFP	

	<p>NS confirmed that the budget had been approved by Cabinet on 25th February 2015. She also confirmed that notice would be issued regarding mileage rates, with implementation of the new rate due on 1st July.</p> <p>NS informed the group that she would be looking at a raft of savings proposals at the CMT Away Day on 14th April ready for July and in preparation for October's provisional budget.</p> <p>Discussions had taken place with waste management staff regarding voluntary early retirement and voluntary severance. Twelve out of thirty staff would be able to access these schemes, with seven due to go to Pensions Committee on 17th March.</p> <p>NS confirmed that route optimisation had been completed for 2015/16, with street cleansing the next group of staff due to be looked at. For 2016/17, only staff that did not affect frontline services could be looked at in relation to voluntary severance and early retirement. Frontline staff could only be looked at once Council had been a decision.</p>	
5.	<p>CORPORATE GOVERNANCE</p> <p>GH confirmed that Essential User Allowance and Annual Leave had been approved at January's Council meeting and that Corporate Governance was off the radar for the time being.</p>	
6.	<p>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULTATION</p> <p>(i) Social Media Policy – this is now close to completion.</p> <p>(ii) Shared Parental Leave – conflicting advice had been received around Shared Parental Leave. This issue had been looked at jointly between the 22 Authorities as there was potential for indirect discrimination claims. Shared Parental Leave should either be statutory only or look at the occupational scheme which could be unaffordable as occupational maternity pay was part of the 'Green Book' and would therefore be more risky. Any fresh applications would be dealt with under statutory provisions (using delegated powers). It was hoped that the policy would reach P&R Scrutiny on 14th April.</p>	

(iii)	<p>Ring Fencing Policy – feedback was required by 20th March 2015. GE’s overall observation was that the policy needed to be more specific around what posts were ring fenced and how this was determined, for example inserting individuals from the redeployment pool. NF sought clarification as to whether Remploy staff were to be included in the ring fencing process. It was confirmed that they were treated in the same way as any other employee.</p> <p>NS expressed surprise that more people were not coming forward under the Voluntary Severance scheme. KA suggested that this was because people could not afford to give up work as they would not be able to maintain a good standard of living. There could be a danger that compulsory redundancies would need to be made and the age profiles in some services were incorrect.</p> <p>GE felt that more promotion for voluntary severance and early retirement was needed. It was agreed to raise this at the leadership meeting in March. If the underlying issue is that people think they need to work until they are 65 then they are not going to come forward.</p>	
7.	<p>DISCUSSION ITEMS</p> <p>(i) Gwent Transport Collaboration Report – it was confirmed that there would be a review next year, with a wider fleet review with Heads of Service and Directors. MSW had all the fleet data and the original feedback had gone to the HR Strategy Group. It would need to be decided if this matter should be raised at CMT.</p> <p>(ii) Trade Disputes – LD had confirmed the Council’s decision in writing and this was due to go to Corporate JCC in April.</p>	
8.	<p>TRADE UNION ITEMS</p> <p>(i) Drug and Alcohol Testing – feedback had been received and none of the Authorities were carrying this out. One organisation had tried to bring it in, but had not been allowed to do so. It was felt that if Caerphilly tried to bring this in it would cause major worry.</p> <p>(ii) Ill Health Retirement Process – GE felt that it was unnecessary to set up a panel. A HR Officer would review the information received from the doctor. Mary Rollin (Torfaen) had confirmed that a panel would be required as it would be a huge decision for one person. Feedback had suggested that the panel should</p>	

(iii)	<p>consist of three members. MR is meeting with Occupational Health doctors and was keen for OH to be challenged.</p> <p>Incremental Progression – NF raised concerns that employees who were acting up into higher grades could not increment. LD confirmed that the Acting Up and Honorarium policies were being looked at as they were currently at odds with one another.</p>	
9.	<p>ANY OTHER BUSINESS</p> <p>There was none.</p>	
10.	<p>DATE AND TIME OF NEXT MEETING</p> <p>It was confirmed that the next meeting would take place on Thursday 9th April 2015 at 2.00 pm in Room 1.3.</p>	

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**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Draft Minutes of the Meeting held on Thursday 9th April 2015

PRESENT: Nicole Scammell (NS) – Director of Corporate Services & Section 151 Officer (Acting)
Gareth Hardacre (GH) - Head of HR and OD
Lynne Donovan (LD) – HR Service Manager, Customer Service
Gary Enright (GE) - Unison
Neil Funnell (NF) – GMB
Sue Christopher (SC) – Principal HR Officer
Richard Ballantine (RB) – HR Manager
Angela Abraham (AA) – Secretary to Head of HR and OD (Minute Taker)

		Action Point
1.	APOLOGIES FOR ABSENCE Apologies for absence were received from Simon Brassinne (SB), Kelly Andrews (KA), Dave Bezzina (DB) and Andrew Williams (AW).	
2.	DECLARATIONS OF INTEREST There were none. NS reminded the group that if any potential conflict of interest was identified as the meeting progressed, it should be declared at that point.	
3.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING The minutes of the previous meeting were agreed as a true and accurate record and there were no matters arising.	
4.	BUDGET UPDATE & MTFP NS confirmed that she had had three meetings with Heads of Service and had started to go through each service area in order to look at savings for 2016/17. The target was currently 20%, but was subject to change, depending upon each area. NS stated that it was unlikely that anything would go out into the public domain prior to July, as the idea was to go with the savings proposals once the Authority knew the settlement figure.	

	<p>NS informed the group that she had no intention of going through the scrutiny process and advised that CMT were going to come up with a list of savings proposals totalling £33-34 million, so members would have a choice of which cuts they could make.</p> <p>During a Heads of Service meeting, some initial discussions had taken place around triggering a file notice for statutory redundancy. A period of up to 90 days needed to be given, which would mean that notice could potentially be served in December. GE felt that this would not be a good time to issue notice, but NS responded by saying that if the savings proposals were known by October, then all affected employees would already be aware of the situation. GE suggested that if more employees were to come forward for voluntary severance or early retirement, then this would help the situation. There were currently about twenty possible compulsory redundancies that would need to be made for 2016/17. GE thought that a change of approach was needed with HR being the first port of call for voluntary severance; however, NS felt that the employee should still go to their line manager in the first instance and then go to HR in order to see if there was an opportunity to cross-match.</p> <p>It was agreed that an email would be sent to Heads of Service saying that if they had a volunteer for voluntary severance that they could not support, then to contact an officer in HR for further advice. RB reminded the group that the email to Heads of Service would need to be worded very carefully as it could be misinterpreted and did not wish to raise expectations.</p> <p>LD believed that some managers were under the impression that their service areas would not be affected and it was agreed that the message regarding savings would be discussed at a future Leadership Team meeting and then cascaded down to Management Network.</p> <p>GE asked whether any more pension forums would be run as they had been deemed to be very useful. GH thought that it would be a good idea and could adapt training notes which had been used for the recent members' training.</p>	<p>GH/LD</p> <p>NS</p>
5.	<p>STANDING ITEMS</p> <p>LD had put the Council's position regarding trades disputes and annual leave payments in writing to the trade unions and was awaiting further comments and feedback. It was agreed that trades disputes would be placed on the agenda for the next Corporate JCC meeting.</p>	

6.	<p>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULATION</p> <p>(i) Social Media Policy – GH confirmed that this was on target to go to P&R Scrutiny in June.</p> <p>(ii) Shared Parental Leave – due to go to P&R Scrutiny on 14th April. A decision had been published on the intranet and SC would post FAQs there.</p> <p>(iii) Disciplinary Procedure – RB confirmed that a draft had been produced and gone to HR Managers for feedback by 20th April. It could possibly meet the May P&R meeting, but would definitely make it for June.</p>	
7.	<p>DISCUSSION ITEMS</p> <p>There were no items for discussion.</p>	
8.	<p>TRADE UNION ITEMS</p> <p>GH gave a background to the Trade Union Learning Reps presentation, which was related to the eLearning portal that was being successfully rolled out as part of the All Wales Academy programme. GH advised that an offer had been made from Cardiff to give a presentation at a future date if necessary, but GE confirmed that he was waiting to hear at a regional level and would feed back to the group.</p>	
9.	<p>ANY OTHER BUSINESS</p> <p>NF raised concerns regarding pay protection for Centre Shift Supervisors in leisure centres and the issue surrounding obtaining an NVQ level 5 qualification within eighteen months in order to remain in a grade 9 post. NF was asked to provide information to HR for further investigation as GH was reluctant to consider overturning any decisions until evidence had been seen. In addition, NF was further advised to feed through any information where he felt the area was at risk with adequacy of cover – staff were not able to act up in posts where they did not have the relevant qualifications, therefore putting added pressure on the service.</p>	

10.	<p>DATE AND TIME OF NEXT MEETING</p> <p>It was confirmed that the next meeting would take place on Wednesday 6th May 2015 at 10.00 am in Room 1.3, Ty Penallta.</p>	
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ACTIONS

Item	Action Required	By Whom
4. Budget Update & MTFP	Email to be sent to Heads of Service saying that if they had a volunteer for voluntary severance that they could not support, then to contact an officer in HR for further advice.	GH/LD
4. Budget Update & MTFP	A message regarding savings would be discussed at a future Leadership Team meeting and then cascaded down to Management Network.	NS

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**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Draft Minutes of the Meeting held on Monday 1st June 2015

PRESENT: Nicole Scammell (NS) – Director of Corporate Services & Section 151 Officer (Acting)
Gareth Hardacre (GH) - Head of HR and OD
Lynne Donovan (LD) – HR Service Manager, Customer Service
Gary Enright (GE) - Unison
Neil Funnell (NF) – GMB
Kelly Andrews (KA) - GMB
Sue Christopher (SC) – Principal HR Officer
Richard Ballantine (RB) – HR Manager
Angela Abraham (AA) – Secretary to Head of HR and OD (Minute Taker)

		Action Point
1.	APOLOGIES FOR ABSENCE Apologies for absence were received from Simon Brassinne (SB), Dave Bezzina (DB) and Andrew Williams (AW).	
2.	DECLARATIONS OF INTEREST There were none. NS reminded the group that if any potential conflict of interest was identified as the meeting progressed, it should be declared at that point.	
3.	MINUTES OF PREVIOUS MEETING AND MATTERS ARISING The minutes of the previous meeting were agreed as a true and accurate record and there were no matters arising.	
4.	BUDGET UPDATE & MTFP NS advised that all Directors and Heads of Service had been met with and follow-up meetings were due to take place. There would be a CMT Away Day on 11 th June and an informal Cabinet meeting on 17 th June with a view to having a Members seminar/workshop in July. Some tricky decisions lay ahead in view of the recent election.	

	<p>GE asked when the information regarding proposed cuts could be shared and was advised by NS that nothing could happen until the information had been shared with Members at PDM. The Authority was still looking to put the proposals out by the end of October.</p>	
5.	<p>STANDING ITEMS</p> <p>There were no standing items.</p>	
6.	<p>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULTATION</p> <ul style="list-style-type: none"> • Disciplinary Policy – RB had received some feedback regarding the policy and took the group through the main changes and key issues. NF asked at what stage a verbal warning could be issued. It was confirmed that this had to be agreed by all parties in the first instance and could not be issued like ‘smarties’. RB advised that he was awaiting further feedback before making any more changes. • Adoption Leave – this would be a delegated decision as it was a matter of putting the legislative changes the Government had made into the policy. • Internal Disputes’ Procedure for Pensions – a draft procedure had been put together and would be distributed shortly for comments. • Ill Heath Retirement Process – LD asked for comments by 5th June. • Assisted Car Purchase Scheme – CMT had considered a report to decide whether to continue with the scheme. It was agreed that no fresh loans would be made once the current ones had been run down. 	All
7.	<p>DISCUSSION ITEMS</p> <p>(i) Voluntary Severance – an email had been sent out, but things were still quiet. Profile data was currently being compiled and would be distributed at a later date.</p>	

8.	TRADE UNION ITEMS Trades Dispute – not yet been lodged.	
9.	ANY OTHER BUSINESS Interim Chief Executive – an update was given regarding the arrangements for the continuation of CB's contract. Leisure Grievance – this was currently being set up and a hearing would be convened as soon as possible.	
10.	DATE AND TIME OF NEXT MEETING It was confirmed that the next meeting would take place on Monday 29 th June 2015 at 10.00 am in Room 1.3, Ty Penallta.	

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CAERPHILLY COUNTY BOROUGH COUNCIL

Minutes of the Housing/WHQS JCC held on 18th June 2015 Cherry Tree House

Present:

Phil Davy (PGD) – Head of Programmes (In the Chair)
 Marcus Lloyd (ML) – Deputy Head of Programmes (Present for part meeting only)
 Sian Phillips (SP) – HR Manager
 Richard James (RJ) – Principal HR Officer
 Gary Enright (GE) - Unison
 Juan Antonio Garcia (JRG) - Unison
 Simon Brassinne (SB) - UCATT

		Action/ Date
1.0	<p><u>Apologies for Absence</u></p> <p>Apologies were received from Shaun Couzens – Chief Housing Officer, Paul James – Health and Safety Manager, Neil Funnell – GMB, Andrew Williams - Unite</p>	
2.0	<p><u>Minutes of the meeting of 19th March 2015</u></p> <p>Corrections were required in relation to the reference to Juan Roberts Garcia, as this should have been Juan Antonio Garcia, and to the spelling of Simon Brassinne's name.</p>	
3.0	<p><u>Matters Arising</u></p> <p>3.1 PDR Process - ML provided an update of the revised process and advised that it appeared to be working well as the feedback he had received had indicated that those using it had found it to be short and sharp, more focussed and easier to manage. This had resulted in an increase in the compliance figures. SB agreed that the workforce were finding the new process of benefit.</p> <p>3.2 RJ advised that this revised process was now being rolled out across the remainder of the Council.</p> <p>Closure of Pontllanfraith House – All confirmed that there were no outstanding issues in relation to this.</p> <p>4.0 <u>WHQS Programme Update</u></p> <p>PD advised that the programme continued to face significant challenges. More contract arrangements were in place, specifically 7 external works contracts, 3 out to tender with a further 2 awarded which were yet to start. This had led to an increase in the contract management issues.</p>	

	<p>Arrangements were in place to strengthen the WHQS team with 6 additional posts (4 x COW, 1x Assistant Project Manager and 1x Planner).</p> <p>Internal procedures are also being reviewed and will include some re-focussing of existing staff resources, being mindful of the need to do so within the remit of current job descriptions. As an example PD advised that Surveyors would now be liaising with tenants in relation to choice of colours and not the Tenant Liaison Officers, as the latter would concentrate on the works stage.</p> <p>The deadline for the completion of the programme remains the same and WG have been informed of the slippage. There is an expectation that further requests will be made by them for updated information.</p> <p>PD advised that the stock conditions survey on which the programme had been based had limitations as it was only a 15% sample and is now 7 years old. Tender prices have been significantly higher than those estimated. This has meant that consideration is now having to be given to scoping the work at survey stage to only that which is essential to meet the requirements of the WHQS. PD notified attendees that a cost plan review will take place over the next few months, as it is essential to maintain a viable business plan.</p> <p>ML supported the view provided by PD and went on to illustrate some of the practical issues that they are having to deal with such as being unable to gain access to properties.</p> <p>GE asked if PD/ML thought that there would be any impact from the proposed LGR. PD advised that he believed it was too early to say but acknowledged that it could raise a significant issue as, of all of the Councils that could be combined with CCBC under the current proposals, only CCBC still undertook a Landlord function, all others had transferred their housing stock to RSLs.</p> <p>PD advised that the workforce numbers were still fluctuating and measures had been put in place to redress the balance with Agency staff.</p> <p>There are still considerable numbers of staff deployed to Rowan Place. The quality of the work being undertaken is generally good across the project, generally translating into a 90% satisfaction rate.</p> <p>JAG asked for information on sickness absence levels and was advised that these do fluctuate but that they were currently quite low, running at approximately 4% but this was made up largely of a small number of long term sickness cases.</p> <p>As there were no other issues for discussion PD circulated copies of the WHQS position statement but asked that those present not disclose or discuss the contents until such time as it had had gone to the Project Board on 2nd July 2015.</p>	
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5.0		
	<u>Any Other Business</u>	
6.0	There was no AOB	
	<u>Date/Time/Venue of Next Meeting</u>	
	10 th September 2015 at 2pm in Cherry Tree House	

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