

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Draft Minutes of the Meeting held on Monday 5th January 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
 Richard Ballantine (RB) – HR Manager
 Gary Enright (GE) Branch Secretary (UNISON)
 Neil Funnell (NF) (GMB)
 Dave Bezzina (DB) (UNISON)
 Sue Christopher (SC) – Principal HR Officer (Acting)
 Angela Abraham (AA) – Secretary to Head of HR and OD (Minute Taker)

		Action Point
1.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from. Kelly Andrews (KA), Andrew Williams (AW) and Simon Brassinne (SB).</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>There were none.</p>	
3.	<p>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</p> <p>The Minutes of the previous meeting were confirmed as a true and accurate record.</p>	
3.1.	<p>Matters Arising</p> <p>(i) Whistleblowing – GH confirmed that the process had now started.</p>	
4.	<p>BUDGET UPDATE & MTFP</p> <p>NS confirmed that the final settlement of £29k reduction had stayed intact; there were some minor changes, but nothing that would affect the overall sum. This would be fed into Cabinet on 4th February 2015.</p> <p>Two Special Scrutiny meetings had recently been held and</p>	

	<p>consultation responses would be fed in. Members had made a complete u-turn regarding Pontllanfraith Civic and this was now looking fragile as a savings proposal.</p> <p>NS left the meeting at this point.</p>	
5.	<p>CORPORATE GOVERNANCE</p> <p>GH advised that he expected a final published version of the report this week. A draft version had already been seen and the review was more positive than he was expecting, with the Authority had made significant strides. A Corporate Governance meeting was due to be held next week. This could possibly be the last one, but NS would have to decide this.</p>	
6.	<p>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULATION</p> <p>There were none scheduled to go.</p>	
7.	<p>DISCUSSION ITEMS</p> <p>(i) Gwent Transport Collaboration Report – GH gave a background into the report. There had been an issue around work vehicles and as a result MSW had been commissioned to produce a paper. This had been discussed at HR Strategy Group and it had been agreed to bring this item to JCC. GH asked for feedback by the next meeting.</p> <p>GE felt that there was a wider issue around fleet vehicles, particularly in Building Cleaning and Highways where every supervisor had use of a van. GE suggested that the Authority looked at areas that could be culled.</p> <p>(ii) Forward Work Planning Reports – GH explained that he would be working in a different way this year in terms of predicting what will be on the FWP and better planning. A plan of policy work we are envisaging will be produced with minor changes to policies being signed off on a more local basis instead of going to P&R Scrutiny, Cabinet, etc. GH stated that he would try and be transparent and open in advance with the Trade Unions and if anyone had any suggestions on how we can make improvements then to let us know.</p>	

	<p>(iii) Disciplinary Procedure Response – this had gone to HR Strategy and information has been collected from other Authorities. Initial responses have shown that fast-track stays and the verbal warnings be reinstated. GH confirmed that he would like this to go to P&R Scrutiny in March. Timescales may be an issue, but fast-track and verbal warnings should not pose any problems unless there is major opposition from Managers and Heads of Service.</p> <p>(iv) Holiday Pay – recent legislation had been received regarding what employees should be paid when they are on annual leave. LD agreed to meet with the Trade Unions to discuss the implications. She explained that Geldards had produced a draft piece of work, which is currently with HR Directors. The Government has advised that guidance will be issued. Fresh claims will now probably be within the timescale, whereas before they were outside the twenty-day claim period.</p> <p>(v) Facilities Time – politically there is no desire to cut facilities time. LD agreed to arrange a meeting with the Trade Unions. Clearly a couple of Authorities were under pressure to look at facilities time, but Caerphilly was not one of them.</p> <p>(vi) Trade Dispute – LD asked if there were any comments regarding the trade dispute, but TU representatives had not had the opportunity to look at LD's email. They would meet to go through the issues and forward them to the Corporate JCC meeting on 28th January 2015.</p>	
<p>8.</p>	<p>TRADE UNION ITEMS</p> <p>(i) Inclement Weather – DB felt that a change in culture would be so much more productive. GE had an issue around catering and cleaning. It was agreed that a good starting point would be a clear action plan. GH was asked what the current position was with Chief Executive Directorate and it was agreed that he would raise this at CMT.</p> <p>(ii) Trading Standards Collaboration – GH agreed to get an update.</p>	<p>GH</p>

<p>9.</p>	<p>ANY OTHER BUSINESS</p> <p>GH gave an update on the temporary changes in HR and also the fixed-term arrangements regarding CB, SA and DS. CMT will share the workload more between them; there was no change to the structure, just some of the reporting lines.</p> <p>GE asked if LR was going to be replaced. GH confirmed that she would not be, but that it would not be appropriate for him to comment on any decisions due to budget constraints and that HR Managers would be more involved.</p>	
<p>10.</p>	<p>DATE OF NEXT MEETING</p> <p>It was confirmed that the next meeting would take place on Monday 9th February 2015 at 10.00 am.</p>	

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