

**CHIEF EXECUTIVE'S  
JOINT CONSULTATIVE COMMITTEE**

**Draft Minutes of the Meeting held on Monday 9<sup>th</sup> 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
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from Dave Bezzina (DB) and Simon Brassinne (SB), Sue Christopher (SC), Richard Ballantine (RB) and Andrew Williams (AW).	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>  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.	
<b>3.</b>	<b>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</b>  The Minutes of the previous meeting were confirmed as a true and accurate record.	
<b>3.1.</b>	<b>Matters Arising</b>	
(i)	Budget Update and MTFP – it was confirmed that arrangements had been made to implement the Living Wage, backdated to 1 <sup>st</sup> 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.	
<b>4.</b>	<b>BUDGET UPDATE &amp; MTFP</b>	

	<p>NS confirmed that the budget had been approved by Cabinet on 25<sup>th</sup> February 2015. She also confirmed that notice would be issued regarding mileage rates, with implementation of the new rate due on 1<sup>st</sup> July.</p> <p>NS informed the group that she would be looking at a raft of savings proposals at the CMT Away Day on 14<sup>th</sup> 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 17<sup>th</sup> 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>	
<b>5.</b>	<p><b>CORPORATE GOVERNANCE</b></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>	
<b>6.</b>	<p><b>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULTATION</b></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&amp;R Scrutiny on 14<sup>th</sup> April.</p>	

(iii)	<p>Ring Fencing Policy – feedback was required by 20<sup>th</sup> 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><b>DISCUSSION ITEMS</b></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><b>TRADE UNION ITEMS</b></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 Honorary policies were being looked at as they were currently at odds with one another.</p>	
9.	<p><b>ANY OTHER BUSINESS</b></p> <p>There was none.</p>	
10.	<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>It was confirmed that the next meeting would take place on Thursday 9<sup>th</sup> April 2015 at 2.00 pm in Room 1.3.</p>	

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