

**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 CONSULTATION</p> <ul style="list-style-type: none"> (i) Social Media Policy – GH confirmed that this was on target to go to P&R Scrutiny in June. (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. (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. 	
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