

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	<u>Apologies for Absence</u> Apologies were received from Shaun Couzens – Chief Housing Officer, Paul James – Health and Safety Manager, Neil Funnell – GMB, Andrew Williams - Unite	
2.0	<u>Minutes of the meeting of 19th March 2015</u> 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.	
3.0	<u>Matters Arising</u> 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. 3.2 RJ advised that this revised process was now being rolled out across the remainder of the Council. Closure of Pontllanfraith House – All confirmed that there were no outstanding issues in relation to this.	
4.0	<u>WHQS Programme Update</u> 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>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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6.0	<p><u>Any Other Business</u></p> <p>There was no AOB</p> <p><u>Date/Time/Venue of Next Meeting</u></p> <p>10th September 2015 at 2pm in Cherry Tree House</p>	