

# CAERPHILLY COUNTY BOROUGH COUNCIL

## JOINT CONSULTATIVE COMMITTEE

### MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, TREDOMEN ON WEDNESDAY, 8TH OCTOBER 2003 AT 2.00 P.M.

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#### PRESENT:

B. Barrowman - Chairman  
Councillor A.J. Pritchard - Vice-Chairman

#### Councillors:

Mrs E.E. Holland and J. Taylor

#### Together with:

J. Wakley (Head of Personnel), J. Powell (Personnel Manager - Employee Services), J. Hold (Acting Assistant Director of Social Services - Resourcing and Performance), G. Wright (Head of Support Services- Directorate of the Environment), D. Hopkins (Director of Education and Leisure) and Mrs K. Wall (Committee Services Officer)

#### Trade Union Representatives

J. Reece (UCATT), Mrs P. Baldwin (UNISON), C. Vickers (NASUWT), A. Jones (TGWU) and Mrs J. Harvard (NUT)

#### APOLOGIES

Apologies for absence were received from Councillors Mrs J.A. Pritchard, R. Gough, L.G. Whittle, K.P. Viney and P.J. Bevan and S. Rosser (Deputy Chief Executive), R. Gough (Personnel Manager - Policy and Standards), J. Hogan (SHA) and M. Payne (GMB).

#### 1. DECLARATIONS OF INTEREST

There were no declarations of interest made during the course of the meeting.

#### 2. MINUTES

RESOLVED that the following minutes be approved as a correct record and signed by the Chairman:-

Minutes of the last meeting of the Joint Consultative Committee held on 9th July 2003

#### 3. MATTER ARISING

- (a) **Minute no 326(a) – Education Teachers JCC** – Mr Wakley (Head of Personnel) indicated that since the last meeting, he had sought legal opinion in respect of UNISON's concerns that there were apparently different approaches being taken in the granting of enhancements between school and non school staff. A further report would be submitted to the Committee when the opinion had been received.

#### 4. MINUTES OF DIRECTORATE JOINT CONSULTATIVE COMMITTEES

##### (a) **Support Staff Associates Joint Consultative Committee**

The Committee received the minutes of the meeting of the Support Staff Associates Joint Consultative Committee held on 19th June 2003 and during consideration, the following matters were raised:-

**Min No 7(a) – Schools Opting Out of Catering Contract** - Mr Hopkins (Director of Education and Leisure) asked the Committee to note that the third paragraph under this minute should read as follows –

‘Mrs Bolderson added that the school she was employed at had opted out of the Caerphilly catering contract. It was noted that the school was now providing catering facilities in-house. **In her view**, the school and the catering staff had reaped benefits in that .....’

**Min No 5 – Update on School Rationalisation Programme** - Mrs Baldwin (UNISON) referred to the closure of Bedwellty Comprehensive School and asked whether the issues surrounding the hours worked by catering staff had been resolved.

Mr Hopkins reported that a number of internal meetings had been held to discuss the issues raised by catering staff and he agreed to contact Mrs Baldwin to provide an update.

##### (b) **Teaching and Non Teaching Staff Joint Consultative Committee**

The minutes of the meeting of the Teaching and Non Teaching Staff Joint Consultative Committee held on 6th August 2003 were received and noted.

##### (c) **Directorate of the Environment Joint Consultative Committee**

The minutes of the meeting of the Directorate of the Environment Joint Consultative Committee held on 16th September 2003 were received and noted.

#### 5. TRADE UNION FACILITIES

##### (a) **Time Off Arrangements**

Mr Powell (Personnel Manager – Employee Services) provided a verbal update on progress made in resolving the issues surrounding time off arrangements for Union Branch Secretaries.

Mr Powell reported that he had met Branch Secretaries to discuss the proposals and he stated that there was a genuine attempt on both sides to resolve the matter. However, he felt that further meetings would be required to reach final agreement and he also indicated that UCATT had, that morning suggested a counter proposal that now needed further consideration and discussion.

The Chairman thanked Mr Powell for the information provided and it was agreed that further meetings would be held to discuss the proposals and counter proposal before a report could be submitted to the Human Resources Strategy Group, Corporate Management Team and Cabinet.

(b) **Intranet Access and E-Mail Use**

It was noted that there had been ongoing discussions on the availability of the intranet to Trade Unions and the use of the e-mail system for communication between the Trade Unions and their members.

The following issues had arisen from these discussions, which had prevented progress being made:-

- The issue of whether communication between a Trade Union and an individual member was defined as 'private' as if it was, it would run counter to the existing e-mail policy that stated that private use of the e-mail system was prohibited
- Issues surrounding the blanket distribution of information to all users because at present it would be impossible to distinguish between those employees who were members of a Trade Union and those who were not.

Mr Wakley reported that the Corporate IT Group had since confirmed that correspondence between a member and a Trade Union would be classed as part of the normal employer/employee relationship so that detailed discussions could now take place in respect of implementation.

In order to overcome the problems associated with the distribution of information, it was proposed that an agreed e-mail should be distributed to all users asking them to register as a particular Trade Union member. This would then allow specific mail lists to be drawn up for each Trade Union.

It was noted however, that operation of the system would be dependent on the acceptance of both the general e-mail policy and the signing of a disclaimer (copies of which had been included in the agenda papers). During discussion, the possibility of merging the documents was mentioned and it was agreed that this would be investigated.

Following discussion, it was agreed that a meeting would be held with Officers and Trade Union representatives to determine the operational requirements.

**6. CODE OF PRACTICE ON WORKFORCE MATTERS IN LOCAL AUTHORITY SERVICE CONTRACTS**

The Committee was informed that the Government had issued a Code of Practice on Workforce Matters in Local Authority Service Contracts.

The report provided details of the areas covered by the Code and identified the following main issues that operation of the Code raised:-

- Amendments required in any Corporate Procurement Policy
- The actual tendering process, supplier evaluation and contract terms
- Monitoring of compliance after a contract had been awarded

It was noted that the Trade Unions and the Audit Commission were in the process of producing detailed guidelines and it was agreed that when these documents were received a meeting would be arranged to discuss any amendments needed to the authority's policies and procedures so that a report could be submitted to Cabinet and Council if necessary.

**7. ANY OTHER BUSINESS**

**(a) 'Unlock the Potential' Roadshow**

Mrs Baldwin referred to the forthcoming 'Unlock the Potential' roadshow event and expressed her concerns that the Trade Unions had not been involved in the arrangements and process.

Mr Wakley agreed to raise her concerns with the Chief Executive.

**8. DATE OF NEXT MEETING**

It was noted that the next meeting of the Committee would be held on Wednesday, 14th January 2004 at 2.00 p.m.

The meeting closed at 3.00 p.m.