

**CAERPHILLY COUNTY BOROUGH COUNCIL
DIRECTORATE OF THE ENVIRONMENT**

JOINT CONSULTATIVE COMMITTEE

Record of Decisions/Action taken at the Meeting held on Wednesday, 16th June, 2004

PRESENT: Roger Webb - Director of the Environment (Chair)
Graham Wright - Head of Support Services
Shaun Couzens - Head of Building Maintenance

UNISON Representatives:

Andy Morton
Garry Warren

GMB Representative:

Bruce Barrowman

TGWU Representative:

Adrian Jones

AMICUS Representative:

Phillip Jones

AGENDA ITEM NO.	ACTION TO BE TAKEN	ACTION BY	DATE
1	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Pam Baldwin UNISON; Cameron Lewis, UNISON; Tim Broadhurst, GMB John Reece, UCATT; David Thomas, Personnel.</p>		
2	<p><u>MINUTES OF MEETING HELD ON 17TH MARCH, 2004</u></p> <p>2.1 The minutes were received and confirmed as a correct record subject to paragraph 7.1 being amended to read:-</p> <p>“A.J. referred to the recent meeting of the H.R. Strategy Group and T.U. representatives at Ynys Hywel which discussed harmonisation issues, where it was stated etc.</p>		
3.	<p><u>MATTERS ARISING</u></p> <p>3.1 <u>Excess Travelling Payments</u></p> <p>3.1.1 A.M. reported that he had been unable to obtain background information and therefore no further action was required.</p>		

<p>3.2</p> <p>3.2.1</p> <p>3.3</p> <p>3.3.1</p> <p>3.3.2</p> <p>3.4</p> <p>3.4.1</p>	<p><u>Weekend/Bank Holiday Payments – Countryside Staff</u></p> <p>G.W. reported that revised proposals had been drawn up and that these would be conveyed to P.B. and C.L. in writing within the next week for consideration. Subject to agreement being forthcoming from UNISON the revised proposals could be implemented at short notice.</p> <p><u>Inclement Weather</u></p> <p>Noted that S.C. would ensure that revised arrangements are in place prior to the onset of inclement weather so that everyone is notified appropriately and transported safely to depots or homes.</p> <p>B.B. indicated that a common corporate policy was required so that there is consistency across all Directorates. Agreed that G.W. would raise this matter as a corporate issue.</p> <p><u>Building Maintenance Financial Report</u></p> <p>S.C. referred to the anticipated out-turn profit for 2003/04 being £180K which was similar to last year thus placing the DLO on a sound footing.</p>	<p>G.W.</p> <p>S.C.</p> <p>G.W.</p>	<p>23rd June 2004</p> <p>30th Sept. 2004</p> <p>30th June 2004</p>
<p>3.5</p> <p>3.5.1</p> <p>3.5.2</p> <p>3.5.3</p> <p>3.5.4</p>	<p><u>Bonus Review</u></p> <p>R.W. reported that he had met with the various DLO management representatives and that there were various issues in moving away from bonus payments which affected each of the DLOs/DSOs in different ways. Nevertheless R.W. fully recognised the importance of this matter and S.C. confirmed that representatives to sit on the Working Groups were being sought. In the meantime S.C. was preparing a discussion paper in readiness for the first meeting of the Working Group.</p> <p>In answer to a question by B.B., R.W. confirmed that in the event of a failure to draw up one scheme he would be prepared to consider proposals for each service area.</p> <p>S.C. confirmed that as part of the bonus review SOR and AM values would also be revisited.</p> <p>A.J. referred to the perceived over provision of supervision and S.C. agreed to consider this further at joint meetings at the operational level.</p>	<p>SC</p>	<p>A.S.A.P.</p>

	<p>3.6 <u>Risk Assessments</u></p> <p>3.6.1 Noted that agreement had been reached between T.U. reps and management that the current generic system of assessments would be regarded as best practice guidance notes.</p> <p>3.6.2 Noted the new health and safety arrangements within the Directorate arising from the review of the management of health and safety across the Authority.</p> <p>3.7 <u>Directorate's Profile</u></p> <p>3.7.1 G.W. indicated that the advice of the Communication Manager had been sought and options to raise the profile of the Directorate with internal and external clients would be explored. A progress report would be submitted to the next meeting.</p>	GW	14 th Sept. 2004
4.	<p><u>SICKNESS ABSENCE LEVELS BUILDING SERVICES</u></p> <p>4.1 R.W. referred to the unacceptably high sickness absence rate of 10.45% during 2003/04, and it was essential that steps were taken by all sides in order to substantially reduce the level of absences. Reference was made to the implementation of the new Managing Attendance Policy on 1st July, 2004, which would assist in addressing some of the concerns.</p> <p>4.2 A wide ranging discussion took place which included possible work related reasons for absence, whilst being of a minor nature nevertheless had a material affect on the general well-being of the workforce. Examples included levels of supervision, agency workers, bonus and overtime payments and a return to "light duties" following a period of long-term sickness. S.C. indicated that these issues could usefully be discussed in greater detail at meetings of the operational level between T.U. representatives and management.</p>		
5.	<p><u>TEAM BRIEFINGS</u></p> <p>5.1 Concern was expressed by T.U. representatives that team briefing meetings were patchy and a suggestion was also made that hard copies of the corporate quarterly briefing note be made widely available in order to supplement team meetings. R.W. requested feedback from T.U. and management representatives in relation to specific concerns and he would also ascertain how well the process was working across other services within the Directorate and would report back to the next meeting to be held on 14th September, 2004.</p>	RW/GW	14 th Sept. 2004
6.	<p><u>ANY OTHER BUSINESS</u></p> <p>6.1 A.J. referred to the practice of rotating workforce operatives between service areas, e.g. education and housing and requested that this option be made widely available. S.C. agreed to do so</p>		

	<p>whenever practicable.</p> <p>6.2 In response to a question by A.J. concerning the availability of overtime, S.C. confirmed that as a general principle overtime should be made available on an equitable basis.</p> <p>6.3 A.M. reported that seven members of staff had been trained on asbestos management, which included rigorous tests which had been successfully completed by all attendees.</p> <p>6.4 B.M. raised the need for a protocol in relation to circumstances when operatives are interviewed at the work place by police following an alleged work related incident. A recent example was cited. Agreed that S.C. would discuss the matter at a meeting with T.U. representatives.</p> <p>6.5 R.W. emphasised that the remit of the Directorate JCC was to consider issues across all Divisions/Operational areas of the Directorate and requested T.U. representatives to ensure that all employees in the Directorate were aware of the process to raise Directorate wide issues.</p>		
7.	<p><u>DATE OF NEXT MEETING</u></p> <p>Tuesday, 14th September, 2004 at 10.00 a.m. in the Planning Conference Room, Civic Centre, Pontllanfraith.</p>		