

CAERPHILLY COUNTY BOROUGH COUNCIL
DIRECTORATE OF THE ENVIRONMENT

JOINT CONSULTATIVE COMMITTEE

Record of Decisions/Action taken at the Meeting held on Wednesday, 15th December, 2004

PRESENT:

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

UNISON Representatives:

Andy Morton
Cameron Lewis

GMB Representative:

Bruce Barrowman

TGWU Representative:

Adrian Jones

AMICUS Representative:

Philip 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:-</p> <p>David Thomas, Personnel Garry Warren, UNISON Jeff Poole, UCATT</p>		
2.	<p><u>MINUTES OF MEETING HELD ON 14TH SEPTEMBER, 2004</u></p> <p>2.1 The minutes were received and confirmed as a correct record</p>		

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3.	<p><u>MATTERS ARISING</u></p> <p>3.1 <u>Inclement Weather</u></p> <p>3.1.1 GJW referred to the fact that the HR Strategy Group and CMT had agreed a new draft corporate policy which took on board the concerns of the Trade Unions in respect of the current policy. BB and AJ indicated that they had not seen this and GJW was requested to pursue the matter as one of urgency with Head of Personnel.</p> <p>3.1.2 SC indicated that he had draft operational arrangements ready to discuss with BMDLO union representatives before issuing to workforce as soon as the corporate policy is finalised.</p> <p>3.2 <u>Directorate Newsletter/Communications Strategy/Raising the Profile</u></p> <p>3.2.1 GJW reported that in conjunction with the Communications Manager a Directorate Task Group is being established to develop the above with a view to issuing, as a first step, a quarterly based Newsletter early in the new financial year. This would be one part of the evolving communication strategy to “brand” the Directorate to give it a Directorate wide entity. REW confirmed that he would be making financial provision in the 2005/06 revenue budgets in the sum of £10K per annum to take this initiative forward.</p> <p>3.2.2 AM highlighted the inconsistent approach adopted in respect of Divisional information posted on the Caerphilly Web Site. REW agreed to raise the matter at the Directorate SMTs and report back to the next meeting.</p> <p>3.3 <u>One Voice Briefings</u></p> <p>REW reported that the quarterly briefings were now back on track and the TU representatives confirmed their wish to fully participate in the process.</p> <p>3.4 <u>Workforce Rotation</u></p> <p>SC agreed to look at specific areas of concern with AJ.</p>	<p>GJW</p> <p>SC</p> <p>GJW</p> <p>REW</p> <p>SC/AJ</p>	<p>ASAP</p> <p>ASAP</p> <p>Timescale as set out under 3.2.1</p> <p>March 2005</p> <p>28th January, 2005</p>

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	<p>3.5 <u>Asbestos Management</u></p> <p>3.5.1 AM indicated that priority would be given to this early in the New Year.</p> <p>3.6 <u>Stores</u></p> <p>SC explained that the Best Value Procurement Review report was awaited and it was anticipated that the report would address the future of Procurement Stores.</p>		
4.	<p><u>C. DRIVER</u></p> <p>4.1 SC stated that C. Driver sessions had been held and further meetings had been arranged with staff to clarify issues arising from the sessions. The TU representatives were very supportive of the process and were anxious to address the areas for improvement to the benefit of the service as a whole.</p>	SC	25 th February, 2005
5.	<p><u>SICKNESS REVIEW</u></p> <p>5.1 SC explained that the Managing Attendance Policy had been implemented and interviews had taken place with staff and as a result the attendance levels were improving. AM expressed concern over the trigger points associated with the RAF factor and the way in which they are being used in certain instances. GJW agreed to examine the cases on receipt of specific details from AM.</p> <p>5.2 GJW was requested to make available for future meetings sickness absence levels across the Directorate and if possible, indicating the split between long/short term absences.</p>	GJW/AM GJW	28 th January, 2005 March, 2005
6.	<p><u>BONUS REVIEW</u></p> <p>6.1 Noted that presentations had been made within BMDLO which TU representatives found to be very informative but now wanted to make progress. SC confirmed that at the meeting with TU representatives arranged for mid January, 2005, he would present detailed options but stressed that it was a complex matter linked to the Schedule of Rates and Job Tickets. BB and AJ reiterated the strong views of the workforce that a move away from bonus to salary was key to raising the moral of staff. SC to progress the matter and present detailed options.</p>	SC	28 th February, 2005

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	<p>6.2 AJ pointed out that at present a pay award for the craft unions had not been finalised nor had they signed up to the Job Evaluation process.</p> <p>6.3 REW remarked that the linkage between the Bonus Review/Salary exercise and Job Evaluation needed to be clarified.</p>	GJW	31 st January, 2005
7.	<p><u>ANY OTHER BUSINESS</u></p> <p>7.1 BB referred to the fact that the office he had at Penmaen was about to be demolished and REW agreed to check with Property Services on the consultation process and an alternative provision.</p> <p>7.2 SC confirmed that the traffic management measures at Tiryberth depot were currently being carried out on site.</p> <p>7.3 GJW reported that the issue to staff of loyalty bonus payments in the form of vouchers for 25 year service was imminent.</p>	REW	ASAP
8.	<p><u>DATES OF MEETINGS 2005</u></p> <p>GJW indicated that he would circulate dates as soon as the dates for the Corporate JCC had been finalised. However it was agreed that a Special Meeting may be required to consider Item 6. above.</p>		