

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**DIRECTORATE OF THE ENVIRONMENT**

**JOINT CONSULTATIVE COMMITTEE**

**Record of Decisions/Actions taken at the Meeting held on  
Wednesday, 5th April 2006**

**Present:**

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

**UNISON Representative:**

Cameron Lewis  
Andy Morton  
Ros Payne

**GMB Representative:**

Bruce Barrowman

**UNCATT Representative:**

Jeff Poole

**AMICUS Representative:**

Philip Jones

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1.0 **Apologies for Absence**

Apologies for absence were received from:-

Pam Baldwin, UNISON  
Garry Warren, UNISON  
Gail Taylor, UNISON  
Tim Broadhurst, GMB  
Adrian Jones, TGWU  
David Thomas, Personnel Manager

2.0 **Minutes of Meeting held on 5th January, 2006**

2.1 The minutes were received and confirmed as a correct record.

3. **Matters Arising**

3.1 **Travelling Expenses**

3.1.1 SC confirmed that the question of expenses arising as a result of travelling from a depot to site had been resolved at the joint operational level meetings. JP explained that there were issues with the Inland Revenue concerning tax relief when travelling to site and he was happy to provide advice to individuals based on his experience in pursuing a successful claim for tax relief.

**Action by/  
Date**

	<u>Action by/ Date</u>	
3.2	<u>Sickness Absence Statistics</u>	
3.2.1	GJW circulated copies of the sickness absence reports for the whole of the Directorate for the nine-month period ending 31st December, 2005. It was noted that the overall absence rate was 5.4% for the period i.e. 2.1% short-term and 3.2% long-term.	
4.0	<u>Housing Restructure</u>	
4.1	Noted that the posts of Area Housing Managers would be filled in the first instance and other posts would then rollout across the structure. It was appreciated that accommodation would become available as soon as practicable.	
5.0	<u>Painters Transport</u>	
5.1	BB referred to hardship cases which in his view had not been resolved satisfactorily involving transport from depot to site and the need for some individuals to provide their own transport. SC indicated that he was not aware of any unresolved instances and suggested that he meets with BB outside of the meeting to look at any outstanding cases. This proposal was accepted.	SC
6.0	<u>Christmas Closedown 2005</u>	
6.1	PJ raised the arrangements concerning standby on Friday, 22nd December 2005 and that he was unaware of the advice and guidance circulated. The importance of ensuring effective communication in such matters was emphasised and accepted by all present.	SC
7.0	<u>Schedule of Rates</u>	
7.1	In response to BB, SC confirmed that the new SOR would be introduced with effect from 1st May 2006. BB highlighted significant variations from the previous SOR which needed to be examined and SC agreed that these can be reviewed and amendments made if considered appropriate as the SOR is rolled out. SC indicated that a letter would be sent out to the workforce and a contact point would be provided to deal with any queries.	SC
8.0	<u>Minutes of Operational Meeting</u>	
8.1	DOE stated that the first agenda item at any meeting should be the approval of the minutes of the previous meeting as a correct record. Whilst the text may give an overview of the issues discussed rather than a verbatim record, the decision or agreed action should be specific and followed through. This view was fully endorsed.	SC
8.2	BB indicated that SC's Secretary takes the minutes as previously agreed but requested that the attendance of a Senior Personnel Officer (DT) be reinstated to act in an advisory capacity. GJW agreed to consider this on DT's return to work.	GJW

		<u>Action by/ Date</u>
9.0	<b><u>Bonus Review</u></b>	
9.1	<p>SC explained that at a meeting involving Regional Officers of the TU's, it was agreed to set-up four sub-groups to address specific issues as part of further consultation, i.e.</p> <ul style="list-style-type: none"> <li>• Benchmarking</li> <li>• Performance</li> <li>• Agency/Sub-Contractors</li> <li>• Workload</li> </ul>	
9.2	It was noted that following the meeting SC had written to the Trade Unions on the 13th February 2006 requesting nominations/representations on the sub-groups but to date only two nominations had been received. SC to send out reminders and TU representatives were also requested to take the matter up with their respective regional officers.	SC and TU Reps.
10.0	<b><u>Any Other Business</u></b>	
10.1	AM asked if achievements within the Directorate could be published to raise the profile of services. DOE suggested that articles are prepared for inclusion in Newsline and he would remind Heads of Service of this very effective channel of communication with the residents of the Borough.	DOE
10.2	HBM referred to the DLO Newsletter and whether the TU representatives had received any feedback. BB indicated that the initiative was welcomed and he had received positive comments but improvements were needed in distributing the Newsletter to operatives in all parts of the BMDLO. SC confirmed he will look at where improvements could be made.	SC
11.0	<b><u>Date of Next Meeting</u></b>	
	Thursday, 22nd June, 2006 at 1.30p.m. and will be held in the Conference Room, Civic Centre, Pontllanfraith.	