



CORPORATE JOINT CONSULTATIVE COMMITTEE

**MINUTES OF THE MEETING HELD AT DUFFRYN HOUSE, DUFFRYN BUSINESS PARK,
YSTRAD MYNACH ON TUESDAY 11TH JULY 2006 AT 2.00 PM**

PRESENT:

Councillor G.R. Price - Chairman

Councillors:

H.A. Andrews, D.T. Davies, E.K. Griffiths, D.T. Hardacre, G. Jones, D.V. Poole, R. Woodyatt

Together with:

S. Rosser (Chief Executive), R. Webb (Director of the Environment), D. Hopkins (Director of Education and Leisure), N. Barnett (Director of Corporate Services), G. Hardacre (Head of People Management and Development), J. Powell (Personnel Manager - Employee Services), A. Heaney (Assistant Director - Resourcing and Performance), K. Evans (Personnel Manager - Policy and Performance), H. Morgan (Senior Committee Services Officer)

Trade Union Representatives

B. Barrowman (GMB), Mrs. P. Baldwin (UNISON), C. Vickers (NAS/UWT), Miss. A. Stevens (ASCL), J. Poole (UCATT) and P. Jones (AMICUS)

APOLOGIES

Apologies for absence were received from Councillor P.D. Ford, J. Howsam (Director of Social Services), E. Gibbs (Unison), D. Bezzina (Unison Regional Organiser), M.J. Payne (GMB), N. Blundell (UCATT) and M. Jackson (Trade Union Job Evaluation Co-ordinator).

1. DECLARATIONS OF INTEREST

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

2. APPOINTMENT OF CHAIRMAN

Mr. Edgar Gibbs (UNISON) was appointed Chairman of the Corporate Joint Consultative Committee for the ensuing year.

3. APPOINTMENT OF VICE-CHAIRMAN

Councillor G.R. Price was appointed Vice - Chairman of the Corporate Joint Consultative Committee for the ensuing year.

In the absence of the Chairman, Councillor G.R. Price took the chair for the meeting.

4. MINUTES - 2ND MAY 2006

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

Minutes of the Corporate Joint Consultative Committee meeting held on 2nd May 2006 (minute nos. 1 - 12 on page nos. 1 - 4).

MATTERS ARISING

5. Minutes of Directorate Joint Consultative Committees (minute no. 4)

It was requested that a start and close time be included within the respective minutes.

6. Consultation Between Trade Unions and Management (minute no. 8)

Mr. C. Vickers (NAS/UWT) wished it noted that whilst it had been minuted that the Trade Unions representatives had indicated that consultation between themselves and management is improving he had expressed reservations which had not been recorded.

Reference was then made to issues that had arisen within the Fast Forward Unit following the loss of the 18-24 Jobcentre Plus (JCP) contract and it was noted that this would be discussed later in the meeting.

7. Use of Contractors (minute no. 11)

Mr. B. Barrowman (GMB) indicated that a meeting had been arranged as requested but it was noted that it had been cancelled by mutual consent in order that several issues within Network Contracting Services could be formalised in accordance with existing Council procedures. Mr. Barrowman pointed out that whilst this is being dealt with within the Directorate of the Environment, it is necessary to ensure that any criteria used in determining successful tenderers is used across the county borough to make certain there is constancy of approach in all areas of activity.

It was accepted that there are broader issues that need discussion and agreed that Mr. G. Hardacre (Head of People Management and Development) liaise with Mr. B. Barrowman to identify the issues of concern in order that they can be progressed.

MINUTES OF DIRECTORATE JOINT CONSULTATIVE COMMITTEES

8. SOCIAL SERVICES DIRECTORATE JOINT CONSULTATIVE COMMITTEE - 17TH MAY 2006

The minutes of the Social Services Directorate Joint Consultative Committee meeting held on 17th May 2005 were received and noted and it was suggested that in future a start and close time should be included.

Matter Arising

9. Transfer of Staff from Ty Darren (minute no. 4(c))

A query was raised as to whether job evaluation was discussed when considering the transfer of staff from Ty Darran and it was noted that this issue would be raised with the preferred bidder at the earliest opportunity.

10. EDUCATION AND LEISURE DIRECTORATE JOINT CONSULTATIVE COMMITTEE - 14TH JUNE 2006

The minutes of the Education and Leisure Directorate Joint Consultative Committee meeting held on 14th June 2006 were received and noted and it was suggested that in future a start and close time should be included.

Matters Arising

11. School Holidays 2007/2010 (minute no. 3)

Mr. D. Hopkins (Director of Education) indicated that following consultation with Union representatives, a report is being prepared for consideration by Cabinet recommending school term times and holiday dates for 2007-2010.

12. St. Ilan Comprehensive School (minute no. 5)

It was noted that following the expiry of the public notice, the proposal for the closure of the school is now with the Minister and to date, no response has been received.

13. JOB EVALUATION UPDATE

With regards to job evaluation, it was confirmed that the vast majority of evaluations (other than those in relation to support staff within Schools and a pilot exercise covering craft workers) have now been completed. There are other Groups which have been identified which are also being progressed.

Mr. J. Powell (Personnel Manager - Employee Services) then detailed ongoing discussions on the revised pay structure and a range of associated issues which need to be resolved prior to the pay structure being agreed.

A query was raised with regards to the implementation of the results of the job evaluation exercise and the revised pay structure and Mr. J. Powell indicated that any new agreement relating to the pay structure and the associated issues will need to be ratified by Council and the Trade Unions will need to consult their memberships. The timescale will also be affected by the introduction of the new Payroll/HR system as the time of implementation coincides with the movement of existing payroll records on to the new system. Therefore, it is unlikely that implementation of the GLPC job evaluation exercise and revised pay structure will be before September/October 2006 with any backdating still to 1st April 2006.

Specific reference was then made to the need to ensure that forms are received from support staff within schools before the end of term in order that they can be evaluated and it was noted that Mike Jackson (Trade Union Job Evaluation Co-ordinator) has offered advice and guidance in completing the forms. Mr. D. Hopkins indicated that his staff would assist in the process if required.

It was confirmed that there are a few schools who have indicated that they do not wish to take part in the process and that the Director of Education has written to those schools detailing

the implications if they choose not to participate. It was suggested that if necessary, a joint letter from both the county borough and unions be sent.

Miss. A. Stevens (ASCL) indicated that the job evaluation process had been discussed at the Secondary Head Teachers meeting last week when issues relating to the complexity and length of time taken to complete the forms had been raised.

Mr. D. Hardacre (Head of People Management and Development) then gave an update in relation to the Hay exercise and indicated that the results of the outstanding appeals would be presented to Corporate Management Team in due course.

14. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT

Reference was made to issues that had arisen within the Fast Forward Unit following the loss of the 18-24 Jobcentre Plus (JCP) contract and the Trade Union representatives expressed concerns at the process, the limited consultation and lack of timely information. Mr. G. Hardacre (Head of People Management and Development) detailed the lengthy negotiations in relation to TUPE regulations with all parties involved and it was noted that following detailed discussions the outcome was that all staff associated with the JCP contract have remained as Caerphilly county borough council employees.

He pointed out that the timescale and changing circumstances meant that meetings were held as events developed, and often at short notice, and as such, it had not been possible to undertake the level of consultation the Trade Unions required. It has been accepted that if in the future there was a tendering process involving the renewal of similar contracts, staff and trade unions would be informed at the outset and the potential implication involving TUPE explained. This would then give much earlier warning of a possible transfer situation.

Mr. C. Vickers (NAS/UWT) again raised concerns that the proposed meeting with Mr. D. Hopkins and Mrs. J. Lawrence to discuss workforce remodeling had not yet been convened and that his request for a meeting with Mr. S. Rosser and Mr. G. Hardacre at the Directorate Joint Consultative Committee on 14th June 2006 to discuss outstanding concerns had not been forthcoming.

He then referred to issues that have arisen with regards to St. Ilan School and specifically to the consultation process and indicated that should the meeting be convened he would take the opportunity to raise those issues at that time. Mr. D. Hopkins (Director of Education and Leisure) indicated that there is a consultation process mutually agreed with the Directorate JCC with regards to schools and referred to the number of parties involved in the process. He indicated that whilst the consultation takes place and a range of views are taken into consideration, the conclusion reached may not always please all parties. He referred to ongoing issues with a number of schools and indicated that he would be happy to meet Mr. Vickers to discuss the matters further. Mr. Vickers welcomed the opportunity to discuss such issues with the Director outside the forum of the Directorate JCC.

15. MAKING THE CONNECTIONS

Mr. S. Rosser (Chief Executive) gave an update on the issues discussed at the last meeting of the Connecting South East Wales Forum in relation to waste management, the future of structural funds, shared services and the report on the Beecham Review. With regard to shared services he indicated that Consultants have been commissioned with a brief to examine and report on the practicalities of introducing such services. It was noted that this proposal has the potential to create changes but that it is still in its early stages. He confirmed that Jane Farr will lead and that each authority has been invited to nominate a representative to oversee the project. Nigel Barnett had been nominated by the county borough for this purpose.

The Chairman confirmed that the county borough fully supports the strategy being promoted and are prepared to work together on a number of interests, and as such, welcomed the appointment of Will McLean as the Welsh Local Government Association Co-ordinator. Mrs. P. Baldwin (Unison) also reported that Howard Marshall has been seconded as the Union representative on the Co-ordinating Staffing Review Team.

Mr. S. Rosser then referred to the first round of awards of improvement fund monies and the various schemes which have been approved and indicated that he would circulate a copy for information.

Reference was then made to the success of the collaborative working on the Heads of the Valleys Initiative and it was confirmed that Mr. Roger Tanner (Strategic Planning and Urban Renewal Manager) would continue in his existing role.

ANY OTHER BUSINESS

16. Correspondence Received on Behalf of the Joint Shop Stewards

Consideration was given to correspondence received on behalf of the Joint Shop Stewards firstly, in relation to the procedure for attending occupational health and secondly in relation to the distribution of internal adverts.

With regards to the procedure for attending occupational health, instances were given whereby some members of staff have had to wait for a considerable period whilst others, depending on their circumstances, are seen in a shorter time period. Clarification was sought on the criteria as set out in the policy.

In relation to internal adverts, concerns were expressed that not all staff have access to the intranet system and whilst paper copies of job adverts had been previously circulated, this practice appears to have stopped and as a result some staff are not aware of opportunities which may be available in order to progress their career.

Mr. G. Hardacre (Head of People Management and Development) indicated that he would arrange to meet with the representatives in order to look at the specifics of the issues reported.

17. DATE OF NEXT MEETING – 24TH OCTOBER 2006

It was noted that the next meeting was scheduled for 24th October 2006. Special meetings would be convened as and when required.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 24th October 2006 they were signed by the Chairman.

The meeting closed at 2.40pm.