

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Minutes of Meeting held on 4 April 2007

PRESENT: Nigel Barnett, Director of Corporate Services – Chair
Gareth Hardacre, Head of People Management & Development
Katrina Evans, Personnel Manager (Policy & Performance)
Pam Baldwin, Branch Secretary, UNISON
Bruce Barrowman, Branch Secretary, GMB
Jeff Poole, UCATT

APOLOGIES: Dave Bezzina, Regional Organiser, UNISON
Mike Payne, Regional Organiser, GMB
Leigh Woodland, UNISON
Edgar Gibbs, UNISON

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1	<p>INTRODUCTION</p> <p>NB stated to the trade unions present that they would only be required to attend the Chief Executive's JCC if they had members who worked in this particular area. Both UNISON and GMB confirmed that they had membership and the UCAT representative would check and let GH know.</p>	JP
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from those mentioned above.</p>	
3	<p>FORMAT/ARRANGEMENTS FOR MEETINGS/AGENDA ITEMS</p> <p>NB confirmed that in future, Heads of Service may attend this meeting if there were items that were service specific. In any event, he would invite all his Heads of Service on a quarterly basis. He asked the trade unions to let GH know in advance if they had any service specific items in order that he might invite the appropriate Head of Service.</p> <p>In relation to agenda items for the Chief Executive's JCC, Corporate projects or issues such as Christmas Closedown arrangements, Job Evaluation, etc, would be submitted as items for the Corporate JCC. Other issues that were not corporately driven would be discussed in this forum.</p>	NB PB/BB/JP
4	<p>AGREEMENT ON STANDING AGENDA ITEMS</p> <p>NB explained that he had placed standing items on the agenda and asked the trade unions whether they would like any other standing</p>	

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	<p>item to be included in the future. The trade union asked for job evaluation to be included as a standing item and this was agreed subject to the issues being discussed being specific to the Chief Executive's. Where job evaluation was to be discussed as a corporate item this would be discussed at the Job Evaluation Steering Group and the Corporate JCC.</p> <p>4(a) Consultation</p> <p>PB asked that the trade unions are consulted before any staff, where there is to be a reorganisation or restructure. She stated that very often the trade union would act as a "buffer" before any new proposals were consulted with staff. NB accepted this was normal good practice.</p> <p>4(b) Making the Connections – SE Wales Project</p> <p>NB gave a background and update in relation to the Steering Group on Shared Services which involved 10 local authorities. He explained that Price Waterhouse Coopers were supporting the Steering Group to determine whether there was a business case to share any of the functional shared services.</p> <p>As everyone was aware, there were 7 support services that were being considered:-</p> <ul style="list-style-type: none"> ▪ Internal Audit ▪ HR/Payroll ▪ Training ▪ Procurement ▪ Council Tax/NNDR ▪ Debt Recovery ▪ IT <p>The Steering Group had spent three months looking at all these services and had recommended to the Board that an outline business case would be put together with PWC in relation to HR/Payroll/Training. This would take about three months and required support from each of the 10 authorities. It had also been agreed that Internal Audit be considered but it was the view of the Steering Group that that work could be done internally with the 10 authorities. There was also to be work to look at the procurement issues re ICT.</p> <p>Trade unions reiterated the need to be kept informed of developments. NB confirmed this would be a standing item in this JCC.</p> <p>4(c) Office Accommodation</p> <p>PB had received complaints from her members in relation to office accommodation and noted that not once had the trade union been invited to sit on the Focus Groups.</p>	<p>NB</p> <p>NB</p> <p>NB</p>

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	<p>GH updated the group in relation to the planned move which would be phased in from October 2007 onwards. However, there was possible delays which were being worked through. This would, of course, be subject to further information being made available.</p> <p>It was anticipated that staff would be moved on a floor by floor basis which would result in the new offices being occupied over a period of approximately 4 weeks. There was a smaller team working on an induction strategy and they would also be building up a communication strategy to staff before the building becomes occupied.</p> <p>4(d) Job Evaluation</p> <p>NB updated the meeting in relation to the Chief Executive's area by stating that managers in his area had received the rank order of their staff. This was to give HoS an idea of where staff were being placed within their area and for them to alert GH to any obvious anomalies. They have been asked to keep this information on a strictly confidential basis.</p> <p>A meeting had been arranged with the trade unions on 17 April 2007 to progress the following matters:-</p> <ul style="list-style-type: none"> ▪ Structure ▪ Ancillary arrangements ▪ Pay Protection ▪ Harmonisation ▪ Pay and Grading <p>Agreement with the trade unions had been reached in principle in relation to appeals and regradings. At the end of these discussions, it was for the trade unions to take all of the information back to their members and their national bodies for agreement.</p> <p>It was noted that there would be a 2 tier appeal system in place, eg straight forward appeal on the basis of mis-application of the system or a re-evaluation where there was a job change since the original job questionnaire being completed. It was useful to also bear in mind that any current restructurings would involve completion of new job evaluation forms.</p> <p>It was envisaged that a joint bulletin would be issued after 17 April meeting. A small discussion ensued in relation to equal pay and recent settlements by Neath Port Talbot and Torfaen Councils. PB alerted the meeting to a new case in connection with the Bainbridge and Redcar/Cleveland cases and it might be useful to monitor the outcome.</p>	
5	<p>MANAGING CHANGE</p> <p>GH stated that he intended to set up a small working group to discuss managing change in relation to shared services and other management initiatives. This group would look at a framework to</p>	GH

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	<p>outline steps to take under a “managing change” agenda. The group would comprise both management and trade union representatives and they would work on a task and finish basis. They would also take into account current arrangements such as redeployment, movement of staff, etc, and he asked for named trade union representatives. GH and KE would sit on that group and direct the work initially. The discussions would then be taken back to Directorate JCC’s. PB suggested that her and LW would be the UNISON representatives and BB suggested he would be the representative for GMB.</p> <p>GH would arrange a meeting within the next few weeks.</p>	GH
6	<p>CORPORATE SERVICES RESTRUCTURE</p> <p>NB gave an update with regard to the Corporate Services restructure and explained that the outstanding issue in relation to Central Services and Communications Managers had now been resolved. Cabinet had agreed that both these areas would now report directly to the IT and Communications Manager (subject to review).</p> <p>It was recorded that although the report had been subject to consultation with the trade unions, due to leave commitments on the part of UNISON, this had gone astray. UNISON were asked to clarify the situation. PB would give feedback after her meeting with them next week.</p> <p>In relation to the collective grievances there was still an outstanding matter in relation to a GMB member and BB was asked to expedite matters with his Regional Organiser as soon as possible in order that NB could write to the individuals involved.</p>	PB BB/NB
7	<p>PERSONNEL RESTRUCTURING</p> <p>GH gave an update in relation to Personnel Services restructuring and confirmed that his draft report had now been given the go ahead in terms of consultation with other Service Heads. There remained one outstanding matter in relation to Corporate Health and Safety. GH needed to amend his report which was intended to be presented to Scrutiny on 8 May 2007 followed by Cabinet on 28 May 2007. He confirmed that he had had verbal discussions with the unions and he had also discussed general principles of the restructure with all his staff on 16 March 2007.</p> <p>Future action would be to formally present the amended report to both the trade unions and staff as part of the consultation process.</p>	GH
8	<p>ANY OTHER BUSINESS</p> <p>8.1 <u>Suspensions</u></p> <p>PB alerted NB to the number of suspensions that were currently</p>	

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	<p>being invoked in Social Services without the reviews being carried out after 4 week periods. Staff were being left without any guidance or mentoring as a result of the lack of reviews taking place.</p> <p>Agreed GH consider with Personnel Manager in Social Services.</p> <p>8.2 <u>Catering & Cleaning</u></p> <p>NB informed the meeting that the Catering and Cleaning service area were to be moved to the Education & Leisure Directorate in terms of line manager responsibility as part of the restructuring report.</p>	GH
9	<p>DATES OF FUTURE MEETINGS</p> <p>GH to look at future meetings and rearrange, in accordance with request from trade unions.</p>	GH