

**CHIEF EXECUTIVE'S  
JOINT CONSULTATIVE COMMITTEE**

**Minutes of Meeting held on 6 September 2007**

**PRESENT:** Nigel Barnett, Director of Corporate Services (Chair)  
 Gareth Hardacre, Head of Workforce & Organisational Development  
 Katrina Evans, Personnel Manager (Policy & Performance)  
 Lisa Haile, Personnel Manager  
 Dave Bezzina, Regional Officer, UNISON  
 Edgar Gibbs, Chair, UNISON  
 Pam Baldwin, Branch Secretary, UNISON  
 Jill Shelton, UNISON and Job Evaluation Co-ordinator  
 Bruce Barrowman, Branch Secretary, GMB  
 Mike Payne, Regional Officer, GMB

Agenda Item No		Action By/ Date
<b>1</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>There were no apologies for absence.</p> <p>Nigel welcomed Lisa Haile, Personnel Manager, to her first meeting of Chief Executive's JCC.</p>	
<b>2</b>	<p><b>MINUTES OF MEETING HELD ON 4 JUNE 2007</b></p> <p>The minutes of above meeting were accepted as a true record.</p> <p><b><u>Matters Arising</u></b></p> <p>3(i) <u>Consultation</u></p> <p>The words "Flexible Working" in last paragraph to be amended to read "Flexible Retirement".</p> <p>PB referred to the short notice given for consultation comments, and made particular reference to the recent Inclement Weather Policy. She would welcome sitting down with either Katrina or Janine Harrington to go through the report, before it goes on to Scrutiny.</p> <p>6(i) <u>Customer First</u></p> <p>PE stated that the project was going very well and staff involved appeared to be happy with arrangements. Staff should be moving mid September.</p> <p>Trade unions wished to recognise their detailed involvement in this process.</p>	<p>CB</p> <p>Noted</p>

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3	<p><b>STANDING AGENDA ITEMS:-</b></p> <p>(i) <u>Consultation</u></p> <p>GH mentioned that there would be consultation in relation to Corporate Health and Safety, but this will not be ready until the Director of the Environment's report goes to Cabinet.</p> <p>NB mentioned that in terms of bigger pieces of consultation, shared services will shortly be coming up soon and he will update in due course.</p> <p>(ii) <u>Making the Connections – South East Wales Shared Services Project</u></p> <p>Nigel gave an update of current position. All steering group members had now received (as had unions) the 130 page final draft Outline Business Case. The process agreed by the SEW Board is that each authority will look at the draft and make a decision on whether they wish to proceed to the next stage which would be the Final Outline Business Case. This will be discussed at the next Board meeting Group in November.</p> <p>NB has prepared a report that will go to P &amp; R on 2 October 2007 which sets out the findings in the OBC. He explained that numerous options were mentioned in the OBC for the SEWB to consider, but there were only 2 options that they were prepared to look at. He will not be making any recommendations within his report to P &amp; R, it is for Members views only. Cabinet will then receive the report to make a determination.</p> <p>The 2 options are either the “Big Bang” – all in one go, or the east/west model. Regardless of which option we go for, it will be set over a 3 year timescale. If this is to be successful WAG has to put in a significant amount of money.</p> <p>In terms of Caerphilly, although too early to be precise, it is anticipated on average 20% less posts will be required overall, ie 30 full-time posts.</p> <p>There is a long way to go and NB cannot see any decision being made until at least spring 2008, but he would support going to the Final Business Case. It was stressed that the privatisation option is not being considered.</p> <p>EG mentioned the issue of audit in the report and as a Steering Group member, NB had also raised his concerns regarding some of the data. GH also stated that the HR Directors and Finance Directors have been careful to date as they did not think it was robust enough, hence the need to move to a final business case.</p> <p>The timetable for this information has been extremely quick and the one surprise was the cost to get us to the Final Business Case, which will be around £500k between the 10 authorities.</p>	

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	<p>MP mentioned that this report has been referred to APSE as they are of the view it is in breach of European regulations in relation to private involvement re collaborative basis. He also mentioned that Steve Thomas, WLGA announced at their meeting yesterday that they have seconded back into the WLGA Paul Griffiths to deal with the issue of governance, so if we do go down the road of joint partnership arrangements it will be done properly.</p> <p>MP also mentioned that at the trade union meeting there was concern expressed after the meeting that there was a lot of work to be done to get the Councillors involved and to understand some of the issues. NB again referred to his report that was going to P &amp; R on 2 October for Members consideration and is aware that this is a highly complex issue, but reports have been presented to P &amp; R every 6 months and this will also be an item at the next Corporate JCC meeting.</p> <p>The Leader and Chief Executive have a Board meeting tomorrow for an update, but at the Board meeting in November, each local authority will be asked if they wish to go forward in respect of the final business case.</p> <p>Reference was made to the Staff Project update provided by the SEW Shared Services Project Group and NB confirmed that he had not actually sent this out as he had not received the final draft. He will bring this matter up at the next Steering Group meeting on 18 September 2007.</p> <p>(iii) <u>Office Accommodation</u></p> <p>NB informed members that staff moves to the new Penallta House would probably be in February/March 2008, the delay due to contractual issues. He assured unions that he would continue to work with them and the steering group after the move into Penallta House.</p> <p>Trade unions confirmed that consultation process was now in place and meetings had taken place.</p> <p>PB informed NB that the damp problem in the union office at Tredomen has returned. A damp proofing firm have looked at the problem and is suggesting it is condensation. NB asked to be kept updated on the situation.</p>	<p>Standing Item Corporate JCC</p>
4	<p><b>BUDGET 2008/09</b></p> <p>NB wanted to alert unions in terms of potential budget issues and asked that all discussions in relation to this item be kept confidential. A separate confidential note is attached.</p> <p>The trade unions requested that further dialogue take place once “firmer” options were on the table.</p>	<p>NB</p>

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5	<p><b>INCLEMENT WEATHER</b></p> <p>KE informed Members that this report had been discussed with unions the previous week. Unfortunately unions' comments were received on the first draft, they were presented with the 2<sup>nd</sup> draft at the meeting, to which they had not commented upon. The 2<sup>nd</sup> draft had incorporated CMT's comments. Unions now require sufficient time to look at this document.</p> <p>Katrina went through the report and informed members that the DSO/DLO managers had required further amendments. Unions welcomed the pre-planning section, but overall felt the policy to be a complicated and lengthy procedure, and certain parts of the policy needs to be redrafted. Unions mentioned Blaenau Gwent's policy and suggested we adopt a similar policy. NB requested a copy to look at.</p> <p>All union reps to give comments to KE by 14 September 2007.</p> <p>NB confirmed that if policy is to be changed it would need to go to either Cabinet or Council.</p>	<p>KE</p> <p>KE</p> <p>KE</p>
6	<p><b>RELOCATION EXPENSES</b></p> <p>KE handed out paper which explained the principles for a new scheme in relation to Caerphilly's excess travel scheme.</p> <p>In terms of this scheme, unions have been asked for ideas. DB mentioned a situation in Powys in relation to leased cars and the tax element. It was suggested that allowances be paid as a disturbance allowance and not excess allowance. DB will send copy of this proposal to GH (although it was never introduced).</p> <p>GH stated that if this were to be the new proposed policy will have no tax liability for the Council. It will be far easier to administer and for staff.</p> <p>With regard Contact Centre staff, PE confirmed that the corporate policy will be followed until the new policy is introduced.</p>	<p>DB</p>
7	<p><b>REDEPLOYMENT</b></p> <p>GH informed members that we currently have a pending redeployment in one service area. We are seeing more and more situations where redeployment is a possible option for members of staff. With regard Home Carers, Personnel has been working with the Head of Catering and Cleaning who has circulated any vacancies to Home Carers. This item will be placed on agenda for all other Directorate JCC meetings for them also to consider.</p> <p>PB asked whether the redeployment policy goes across all directorates, or just the directorate in which the situation occurs. GH confirmed that with regard Home Carers, redeployment will be looked at across the whole authority and they will not go into the</p>	

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	<p>corporate redeployment pool. We wanted to make sure other directorates are aware of the situation.</p> <p>DB mentioned some issues in relation to the redeployment policy, it is unique in policies that he has come across. Maybe this is a policy that he will need to look at to review. Regardless of whether staff should go into a redeployment pool at the earliest opportunity, in his view redeployment should not be restricted to just one directorate. There should be a mechanism in place that managers adhere to. He mentioned Education and schools in particular.</p> <p>KE stated that over the years she has succeeded in getting staff redeployed and has done everything in her power to stop people going into the corporate redeployment pool.</p>	GH
8	<p><b>CONSULTATION ON BEHALF OF UNISON &amp; GMB</b></p> <p>GH stated that this matter was raised at Corporate JCC where it was agreed that consultation would be discussed. There is now a definitive list of items to be consulted upon.</p> <p>DB agreed that in terms of review of policies, there is benefit of having a joint policy group. GH will arrange a meeting to further discuss.</p>	
9	<p><b>ANY OTHER BUSINESS</b></p> <p>JT mentioned the issue of pay claim and potential dispute. The NJC met yesterday to discuss the improved offer of 2.475%. He believes if they vote for a ballot, these papers will go out probably in 2 weeks time.</p>	
9	<p><b>DATES OF FUTURE MEETINGS</b></p> <p>Date of next meeting will be 5 December 2007.</p>	