

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**DIRECTORATE OF THE ENVIRONMENT**

**JOINT CONSULTATIVE COMMITTEE**

**Record of Decisions/Actions taken at the Meeting held on  
Thursday, 20<sup>th</sup> September, 2007**

**Present:**

Anthony O'Sullivan - Director of the Environment (Chair)  
Shaun Couzens - Head of Building Maintenance  
Mark S. Williams - Head of Public Services  
Elaine Thomas - Principal Personnel Officer

**UNISON Representatives:**

Andy Morton

**GMB Representatives:**

Bruce Barrowman

**TGWU Representative:**

Brian May

**UCATT Representative:**

Jeff Poole

---

	<b><u>Action by/ Date</u></b>
1.0 <b><u>Introductions</u></b>  AO'S welcomed everyone to the meeting and everyone introduced themselves.	
2.0 <b><u>Apologies for Absence</u></b>  Apologies for absence were received from:  David Thomas – Personnel Manager Phillip Jones – AMICUS Representative	
3.0 <b><u>Minutes of Meeting held on 20<sup>th</sup> June, 2007</u></b>  The minutes were accepted as a true record.	
4.0 <b><u>Matters Arising</u></b>	

4.1 There were no matters arising from the minutes.

**Action by/  
Date**

5.0 **Grounds Maintenance Issues**

5.1 MSW informed the meeting that he, together with Derek Price (Principal Parks & Open Spaces Officer), had met with BB and representatives from Parks. BB's view was that the issue should involve the full-time representative, Mr. Mike Payne.

A meeting has now been provisionally arranged for the 11<sup>th</sup> October, 2007 in respect of issues regarding Biffa and the TUPE transfer of staff and it was hoped that he would be able to discuss the Parks issues as well. If this date and time is acceptable to Mike Payne then MSW will arrange for representatives of Parks to attend.

MSW

The integration of Grounds Maintenance Services into Public Services has been carried out.

5.2 AM raised the query of repairs to the roof of Penallta Depot and the delay. MSW confirmed that the work would be carried out, but it was included in the Reinvestment Strategy which had to be referred to both Cabinet and Scrutiny.

6.0 **Sickness Absence Statistics 2006/2007**

6.1 It was agreed that ET would circulate the statistics to the Members of the Group.

ET

7.0 **Management Arrangements**

AO'S outlined the changes which were taking place within the Directorate as follows:-

- Graham Wright was leaving the Authority on 30<sup>th</sup> September
- Grounds Maintenance has transferred into the Directorate and staff based at Ystrad Fawr will be moving into the Tŷ Pontllanfraith in October.
- Building Consultancy will be amalgamated within Housing Technical
- Asset Management (Property Services) will be centralised and move to Tŷ Tredomen.
- The transfer of the Call Centre staff has been phased and the final move of two staff from Tiryberth and six from Tŷ Pontllanfraith will take place next week.
- Fleet Management and Vehicle Maintenance have merged within Public Services.
- Personnel Services have been restructured and three members of staff have transferred from Tŷ Tredomen to Tŷ Pontllanfraith.

AM wished to express thanks to Graham Wright for his help over the last eleven years and wished him the very best for his retirement.

8.0 **I.T. Systems**

SC informed the meeting that the signing of contracts for the new system had been delayed by issues regarding “technical wording”. He hoped that this would be resolved shortly.

The Trade Unions were aware of the “add-ons” available on the system which would give more flexibility. Training would be arranged.

9.0 **Any other Business**

9.1 BM informed the meeting that rumours were going round regarding the sale of Tiryberth Depot. AO’S confirmed that this was **not** the case but there might have been some confusion in respect of a sale sign outside ALDI’s.

The Council has now leased that portion of land for parking purposes.

It was agreed that SC would ensure the sign was removed.

SC

9.2 AM raised a number of issues which had been brought up at the Unison Executive Committee. They were:-

- Lack of consultation in respect of the movement of equipment.
- Background music was not to be allowed.
- There was a general feeling that there was a “dictatorship” at Tŷ Pontllanfraith rather than working together.
- There was covert surveillance being carried out in respect of internet use.
- Other alterations had been carried out without consultation.
- Carry over of leave. It was felt that AO’S had changed Corporate Policy. AM referred to the e-mail of REW of June 2006 which had been re-circulated.
- Property Division – meeting on 30<sup>th</sup> August – it was felt that there was lack of information in respect of the future of the Division also regarding Job Evaluation.

AO’S clarified the above as follows:

- 9.3
- Leave – the Policy had not been changed. The REW’s e-mail had been re-issued as a reminder to Heads of Service.
  - In respect of Property Division, an e-mail has been forwarded to Heads of Service/Chief Executive giving information.
  - As far as the Job Evaluation exercise was concerned, AO’S had done the “sore thumbing” exercise with the Heads of Service.
  - At this juncture, BB advised the meeting that Gareth Hardacre had informed both him and Jill Shelton (Unison Job Evaluation Representative) that they were required to attend a course on the Pay Modular.

AO'S confirmed that if staff had issues, like those expressed by AM, they should be channelled through the appropriate internal lines of communication.

It was agreed that following a request from BB that clarification would be sought in respect of the number of days needed for the Christmas closedown. ET to pursue.

ET

10.0 **Date of Next Meeting**

To be Arranged