



## **CORPORATE JOINT CONSULTATIVE COMMITTEE**

**MINUTES OF THE MEETING HELD AT THE COUNCIL OFFICES, DYFFRYN HOUSE,  
DYFFRYN BUSINESS PARK ON TUESDAY, 9TH OCTOBER 2007 AT 2.00 P.M.**

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**PRESENT:**

E. Gibbs (UNISON) - Chairman  
Councillor G.R. Price - Vice-Chairman

**Councillors:**

H.A. Andrews, D.T. Davies, D.T. Hardacre, Mrs. B.M. Toomer, R. Woodyatt.

**Together with:**

S. Rosser (Chief Executive), A. O'Sullivan (Director of the Environment), A. Williams (Assistant Director - Resourcing and Performance), D. Hopkins (Director of Education and Leisure), N. Barnett (Director of Corporate Services), G. Hardacre (Head of People Management and Development), H. Morgan (Senior Committee Services Officer).

**Trade Union Representatives**

B. Barrowman (GMB), D. Bezzina (Unison Regional Organiser), Mrs. J. Shelton (Joint Union), P. Jones (AMICUS), S. Brassinne (UCATT), C. Vickers (NAS/UWT) and L. Woodland (Unison).

**APOLOGIES**

Apologies for absence were received from Councillors E.K. Griffiths, G. Jones and D.V. Poole, J. Howsam (Director of Social Services) and K. Evans (Personnel Manager - Policy and Performance), Mrs. P. Baldwin (UNISON), M.J. Payne (GMB) and G. Smith (AMICAS).

**1. DECLARATIONS OF INTEREST**

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

**2. APPOINTMENT OF CHAIRMAN**

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

**3. APPOINTMENT OF VICE-CHAIRMAN**

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

**4. MINUTES - 10TH JULY 2007**

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 10th July 2007 (minute nos. 1-19 on page nos. 1-6).

**MATTERS ARISING**

**5. Christmas Closedown 2007 (minute no. 5)**

Reference was made to the query raised at the previous meeting in relation to the arrangements for staffing in certain service areas over the closedown period and to the commitment given at that time that Heads of Service would be discussing local arrangements. Specific reference was made to the decision to close the Offices on Monday 24th December 2007 and the need for employees to take an additional half-day's leave, flexi leave or time off in lieu to cover this. It was accepted that whilst this has been agreed, it had been accepted that there is a need for Managers to discuss local arrangements, and if this has not already been done, would need to be progressed as soon as possible.

**MINUTES OF DIRECTORATE JOINT CONSULTATIVE COMMITTEES**

**6. Minutes of the Social Services Directorate Joint Consultative Committee**

The minutes of the Social Services Directorate Joint Consultative Committee meeting held on 15th August 2007 were received and noted.

**MATTERS ARISING**

**7. Children's Services & Resourcing & Performance – 23rd July 2007 (minute no. 4)**

The concerns raised at the meeting in relation to suspensions and the unsatisfactory length of time taken to progress disciplinary reviews both in Adult and Children's Services were noted and it was confirmed that, as agreed at that time, a review of the suspensions process will take place and outstanding suspensions will be collated.

**8. MINUTES OF THE CHIEF EXECUTIVES DIRECTORATE JOINT CONSULTATIVE COMMITTEE**

The minutes of the Chief Executives Directorate Joint Consultative Committee meeting held on 6th September 2007 were received and noted.

## **MATTERS ARISING**

### **9. Office Accommodation (minute no. 3 (iii))**

It was reported that the damp problems are still being experienced in the Unison Office at Tredomen and noted that this would be followed up.

### **10. Budget 2008/09 (minute no. 4)**

Following a query on the current position, Mr. S. Rosser reported that until such time that details of the draft settlement have been received it is not possible to give any further information at this stage although he anticipated that it would be a difficult budget and Officers would need to determine key pressures in order to be able to take the process forward. He confirmed that details of the comprehensive spending review were due out later in the day with the settlement following late November/early December.

### **11. Pay Claim and Potential Dispute (minute no 9)**

It was reported that Unison have balloted their members to close on 26th October 2007 and the outcome will be reported in due course.

### **12. MINUTES OF THE DIRECTORATE OF THE ENVIRONMENT JOINT CONSULTATIVE COMMITTEE**

The minutes of the meeting of the Directorate of the Environment Joint Consultative Committee held on 20th September 2007 were received and noted.

### **13. JOB EVALUATION UPDATE**

Mr. G. Hardacre (Head of People Management and Development) gave a verbal update in relation to job evaluation and noted that the Trade Union representatives have now received training on the pay modelling software and works on the detailed pay modelling exercise have commenced. It was noted that work is ongoing with the analysis of a few posts that had not previously been evaluated and as such there will be a necessity to convene a meeting of the Panel.

It was noted that the Trade Union representatives are actively involved in the negotiations regarding the new pay structure and there would be further discussions immediately following the meeting. It was confirmed that once a structure is arrived at, to which both parties are agreeable, it is intended to publish this information to all staff.

### **14. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT**

It was noted that it had been agreed at the last meeting that in future if there are any specific issues which are to be raised during the course of the meeting Officers should be advised in advance in order that the matter can be investigated and a response be made available at that time and that an item had been included on the agenda to that effect. There were no items raised in accordance with this procedure.

**15. MAKING THE CONNECTIONS/SHARED SERVICES**

Mr. N. Barnett (Director of Corporate Services) referred to the report, which had been presented to the Policy and Resources Scrutiny Committee on 2nd October 2007 (a copy of which had been sent to the representatives) and to the further report to be presented to Cabinet on 16th October 2007 and gave an update on the current position.

He confirmed that whilst Cabinet approval is to be sought for continuing participation in the South East Wales Shared Services Project on HR, Payroll and Training and to proceed to the detailed business case stage it would not commit the authority to its outcomes. This would be a matter for consideration once the outcomes of the case are available and fully considered by Council at that time.

Mr. Rosser reported the South East Wales Making the Connections Board require all authorities involved in the project to determine their support or otherwise to move to the next phase of the project and would be considering their report at the next meeting scheduled for November. He then highlighted the issues that had been discussed at the last meeting (housing and housing growth in South East Wales, proposed discussions on a regional approach to commissioning children's services, the review of the social services work streams, EU Structural Fund Programmes and the Wales Purchasing Consortium) and indicated that he would give further updates at future meetings.

Mr. Bezzina requested that a copy of the Cabinet report be circulated when it is available and indicated that with regards to trade union involvement, the Welsh Local Government Association have taken the lead on a national level with the recognised trade unions and agreed that representatives be allowed to sit on the Project Board. He explained that the Trade Union involvement is being co-ordinated via regional officers and that there will be a Trade Union Board to discuss agenda items and each member will feedback to their own local authority. Dominic Mcaskill will be the lead Unison Officer for this area. He also referred to issues that had been raised at a recent Public Services Management Wales Seminar and specifically to the paper regarding partnership working through the making the connection process.

**16. OFFICE ACCOMMODATION**

Mr. S. Rosser detailed progress on the development of the new building and referred to contractual discussions as to the completion date.

**17. MEETING DATES WITH TRADE UNIONS ON VARIOUS ISSUES**

It was noted that there had been difficulties finding dates which were convenient for all parties and it had been alleged that this had been causing a delay in the process. It was noted that this issue would be discussed following the meeting and a series of dates arranged in order that outstanding issues can be progressed.

**18. ANY OTHER BUSINESS**

There were no items of any other business raised.

**19. DATE OF NEXT MEETING - 29TH JANUARY 2008**

It was noted that the next meeting has been scheduled for 29th January 2008. Special meeting 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 29th January 2008 they were signed by the Chairman.

The meeting closed at 2.25 p.m.