

DIRECTORATE OF SOCIAL SERVICES

RECORD OF DECISIONS TAKEN AT JCC LEVEL 2 MEETING

FOR ADULTS, CHILDRENS & R & P

**HELD ON 3rd OCTOBER 2008
(9:30 A.M. until 10:20 A.M.)**

Present: Stephen Howells, Interim Assistant Director – R&P (Chair)
Andrea Giordano, Service Manager – Adult Services
Lynne Donovan, Personnel Manager
Leigh Woodland, Branch Secretary – UNISON
Dave Pettit, Service Manager – Children’s Services
Sue Wright, Service Manager – Adult Services
Dave Street, Service Manager – Adult Services
Jill Shelton, Assistant Branch Secretary – UNISON
Lisa Vokes, Group Secretary (Minutes)

Apologies: Alison Elliot, Assistant Director – Adult Services
Albert Heaney, Assistant Director – Children’s Services
Joanne Williams, Service Manager – Adult Services
Nick Howitt, Training Officer – Children’s Services
Anne Sheehan, Service Manager – Children’s Services
Jane Moore, Service Manager – Children’s Services
Stephen Harris, Financial Services Manager
Mike Payne, Regional Officer, GMB
Mike Portlock, UNISON
Gareth Waters, Service Manager – Children’s Services

Absent: Karen Powell, Service Manager – Adult Services
Alison Parker, Service Manager – Children’s Services
Dave Bezzina, Regional Officer, Unison
Bruce Barrowman, Branch Secretary, GMB
John Toner, Regional Industrial Organiser - TGWU
Ken Bradfield, Union Rep

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY
1.	<u>WELCOME & APOLOGIES</u> SH welcomed everyone to the meeting and apologies received were noted. LW informed the meeting Colin Capel is no longer a Union Rep and therefore he will not be attending any future meetings.	
2.	<u>MINUTES OF LAST MEETING & MATTERS ARISING</u>	

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	<p>The minutes of the previous meeting held on the 9th June 2008 were agreed to be an accurate record.</p> <p>There were no matters arising.</p>	
3.	<p><u>GENERAL UPDATE ON SERVICE DEVELOPMENTS</u></p> <p><u>Director of Social Services</u></p> <p>Albert Heaney has been appointed as the Director of Social Services and will commence on the 13th October 2008.</p> <p><u>Children's Services</u></p> <p>Dave Pettit has been appointed as Acting Assistant Director for Children's Services.</p> <p>DP informed the meeting the serious case review executive summary Report was released last week and confirmed support was available for staff that was involved in the case. Feedback from staff was the media did not involve in their lives and the effect on them was minimal.</p> <p>DP confirmed they are currently recruiting for Acting Service Manager and the expressions of Interest deadline is today.</p> <p>DP advised the meeting of the proposed development for Services to Children with Disabilities.</p> <p><u>Adult Services</u></p> <p>AG informed the meeting Karen Morris POVA Coordinator has moved to Acting Team Manager in the Learning Disability Team and Rob Wigmore is continuing as POVA Coordinator until the 6th February 2008. AG confirmed Peter Evans has been seconded and commences on the 13th October 2008. The Acting Team Manager, Mental Health post advert is now closed.</p> <p>Operation Jasmine – AG confirmed the next trial was due on the 6th October 2008 but has been put back to the 13th October 2008. CCBC Staff have been called as witness. HR support offered.</p> <p>SW informed the meeting that Sian Davies has been seconded from the PDSI Team to the CHC Post.</p> <p>The meeting heard the reports on the proposed developments in Mental Health Services have gone to consultation. LV to check if can share the reports that have gone out from the LHB can be shared with the Trade Union.</p>	<p style="text-align: right;">LV</p>

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	<p><u>Resourcing & Performance</u></p> <p>SH confirmed Adrian Williams is now fit for work, currently awaiting confirmation from Occupational Health. Date to be confirmed.</p> <p>Finance – SH informed the meeting a restructuring paper has gone forward to Social Services Management Teams. LD to arrange a meeting with LW.</p> <p>Facilities – SH said we are currently looking at Facilities teams and will bring forward proposals in a few weeks.</p> <p>Secretarial Services met this week on how to move forward, SH has discussed the options with R&P and Children’s Services DMT. SH will be attending Adult Services DMT next week, further discussions will be taking place.</p> <p>The meeting heard the Performance Management Unit has not been restructured since 2001, the Team has had two development days and have identified the following areas:</p> <ul style="list-style-type: none"> • Complaints • Data Protection • Information • Reporting (e.g. Business Objects) • Coordinating Consultation • Subject Access and Freedom of Information Requests <p>Another Team Away day has been arranged for the 14th October 2008. SH will keep Unison updated.</p> <p>The Training & Development Unit has had 3 previous reviews and is looking at the options around moving to a Learning and Development Culture. The Training Unit has had two Development Days, proposals are being put forward and the options are being costed. SH is waiting for this information and will share it with both the Training Unit staff and Trade Unions thereafter.</p> <p>LD said she is unable to share information on the Job Evaluation but can confirm a lot of work has been filtered from Directorate Personnel to Social Services Personnel Team, which has had an impact. SW added Service Managers have been involved in this and from staff prospective they want this concluded. LD raised various posts have changed since the original start of the Evaluation. LW confirmed they have had a meeting but unfortunately are no further forward.</p> <p>JS said they are in negotiations with Jane Haile with regards to preliminary support for staff that needs to undertake NVQ’s who</p>	<p>LD</p> <p>SH</p> <p>SH</p>

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	<p>haven't been near a classroom setting for over 20 years. This is mainly for people who have not had the confidence and to give them skills to carry out an NVQ Qualification. SH confirmed it is within the Training Unit proposals to revamp NVQ and do more with this.</p>	
4.	<p><u>PROGRESS REPORT ON TY DARRAN</u></p> <p>SW said there is not much to update other than they did have a response from the Environmental Agency, they have gone back to look at questions so can progress with evidence. SW confirmed they are keeping staff updated. A meeting will be taking place this month and a newsletter will be sent out.</p>	
5.	<p><u>HOME CARE UPDATE</u></p> <p>DS confirmed all staff are now on the rota but there are still cases where Service Users have yet to be transferred. The new IT system should be identified in a month or so.</p> <p>Concerns were raised that staff are going to Trade Union and Managers are not aware of it. It was agreed that it would be more helpful if staff were to go to the Manager first. LW confirmed there is a protocol in place that Managers try and resolve the matter themselves, if unachievable then contact the Trade Unions.</p> <p>LW informed the meeting she has met with Hazel Jones regarding numerous phone calls she has received about Christmas leave. The proforma has been looked at and a lot of staff are not filling in why they want the time off. HJ is currently looking into this. LW said she would discuss options with Gareth Hardacre. LD confirmed a structure is in place, staff have more defined roles and there is more support for staff and Service Users.</p> <p>DS confirmed Home Care staff have a meeting scheduled on the 9th October 2008. DS to forward times to Trade Union.</p> <p>LD informed the meeting there has been an inspection in HART but has no feedback has been received to date.</p>	<p><i>LW</i></p> <p><i>DS</i></p>
6.	<p><u>BUDGET UPDATE</u></p> <p>SH confirmed the Budget has been presented at DMG.</p> <ul style="list-style-type: none"> • R&P Budget has a £30,000 overspend due to a number of honorarium payments, and fuel and energy costs. • Children's Services is looking at a smaller under spend, Placement Budget is volatile could come under pressures at the end of the year. • Adult Services has a £150,000 overspend, it should be ok to bring on line by the financial year. 	

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7.	<p><u>PERFORMANCE EVALUATION UPDATE</u></p> <p>Focussed Review – SH confirmed the fieldwork finished in the second week of September and the Inspectors have now gone. A Workshop has been arranged for the 27th October 2008 for the Inspectors to report what they have found; this meeting also gives CCBC a chance to challenge or agree with the findings.</p> <p>Children’s Services – Feedback was very positive around a lot of areas, and from staff perspective very positive.</p> <p>Resourcing & Performance – Feedback very positive.</p> <p>Adult Services – The Inspector for this area was not very forthcoming.</p> <p>SH confirmed the outcome of the Focussed Review will be known by the next meeting. The findings will be presented at Special Scrutiny Committee in December 2008 and will report to staff before Christmas.</p>	
8.	<p><u>ANY OTHER BUSINESS</u></p> <p>None.</p>	
9.	<p><u>DATE OF NEXT MEETING</u></p> <p>To be arranged.</p>	

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