

**CAERPHILLY COUNTY BOROUGH COUNCIL
DIRECTORATE OF EDUCATION AND LEISURE**

JOINT - TEACHING AND SUPPORT STAFF ASSOCIATIONS JCC

**Record of Decisions/Action taken at the Meeting held on Wednesday, 15th October 2008
Held at 2.00 p.m. in the Innovation Centre, Ystrad Mynach**

PRESENT:

David Hopkins	- Director
Bleddyn Hopkins	- Assistant Director, Planning and Strategy
Sian Phillips	- Manager, Personnel & Admin
Jacqueline Elias	- Managing Adviser – LEI (Learning, Education and Inclusion Service)
Edward Pryce	- Service Manager - LEI
Les Horrocks	- Neg Sec. NASUWT Caerffili
June Jones	- GMB Support Staff (Schools)
Bev Lane	- Stat. Assess & Additional Support Manager, LEI
Jackie Garland	- Service Manager – Social Inclusion, LEI
Kath Hughes	- NAHT
Mike Payne	- GMB Regional Officer
Neil Funnell	- GMB Branch President

AGENDA ITEM NO.		ACTION BY	DATE
1.	<p>APOLOGIES</p> <p>Apologies for absence were received from the following:</p> <p>Richard Parsons - ATL Leigh Woodland - Unison</p>		
	<p>David Hopkins advised that as there were a number of new members of the JCC, as well as a number of officers in attendance to respond to particular items of the agenda, he suggested everyone introduce themselves.</p> <p>He then went on to note his thanks to representatives who were no longer members of the JCC, those being Colin Vickers, Anita Cook and Ali Stevens, to whom he would write to thank them for their service.</p>	David Hopkins	
2.	<p>MINUTES OF PREVIOUS JCC MEETING HELD ON 11TH JUNE 2008</p> <p>The minutes of this meeting were agreed as an accurate record.</p>		

<p>3.</p>	<p>MATTERS ARISING FROM MINUTES OF MEETING HELD ON 11th JUNE 2008</p> <p>Point 5 – Trade Union Facilities Agreement</p> <p>Mike Payne asked whether clarification could be given with regard to the funding received by the Support Staff Unions. He wondered whether the formula allocation included support staff.</p> <p>David Hopkins advised that the Support Staff Unions receive funding from Central Personnel, whereas the Teacher Staff Unions receive funding via a formula from the Education and Leisure Directorate. Regardless of where the funding emanated from, there should be parity between all unions.</p> <p>Mike Payne advised that he had concerns that there appeared to be some difficulties with support staff representatives being released from schools, as they were unclear as to whether they had funding to enable this to occur.</p> <p>David Hopkins asked whether there were growing issues of cover from the support staff unions.</p> <p>This was acknowledged.</p> <p>David Hopkins agreed that he would raise the issues with Corporate Personnel, but once again confirmed the Directorate’s view that all unions should have parity.</p> <p>Point 6 – Penallta School</p> <p>Bleddyn Hopkins advised that this proposal was now out to public notice. Arrangements would be made to notify all relevant parties by Christmas if no objections had been received.</p> <p>Point 6 – Waterloo School</p> <p>Bleddyn Hopkins advised that the process would now start from scratch, but would be exactly the same proposal that had been consulted on previously.</p> <p>A report would be going to Scrutiny on 4th November 2008 with the current consultation exercise due to end on 5th December 2008.</p>	<p>David Hopkins</p>	
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	<p>Point 8.1 – Workforce Flexibility Policy</p> <p>Bleddyn Hopkins advised that the Authority was currently seeking legal advice with regard to certain issues regarding the selection of staff under this policy. A review being needed because of changes to legislation on Corporate Policies.</p> <p>He advised that he wished to alert those present that there may be a need to convene a Special JCC at short notice to discuss any necessary changes.</p>		
<p>4.</p>	<p>SCHOOL BUDGET FORUM MEMBERSHIP</p> <p>Bleddyn Hopkins advised that current representatives for the Directorate were Les Horrocks for Teaching Staff and Denise Williams for Support Staff. He advised that membership of the Budget Forum had recently been reviewed and enquired whether those present were happy with their current representation, or would they wish to nominate new representatives.</p> <p>Mike Payne advised that he had no problems with the existing representatives, although he did ask that, in future, the minutes of the Budget Forum meetings be circulated to all those members of the Directorate JCC, not just their representative at the Forum.</p> <p>Les Horrocks agreed to remain the Teaching Staff representative.</p>		
<p>5.</p>	<p>SCHOOL BASED STAFF, CONTRACTS OF EMPLOYMENT (INSET DAYS/TRAINING DAYS IN LEI)</p> <p>Mike Payne asked whether clarification could be given with regard to the expectation of undertaking training days for support staff employees of LEI, but based in schools.</p> <p>He specifically asked for clarity with regard to what was expected, as he advised that some members of this group were being expected to attend all 5 training days organised by schools, in addition to twilight training sessions which were being offered by the LEI.</p> <p>It appeared that some groups were being paid for the 5 training days, but not actually attending 5 training days and others were undertaking more than 5 days training, but only receiving payment for the 5.</p>		

	<p>He advised that he had already spoken to Bev Lane about these issues and improvements had been made, but there still appeared to be a lack of co-ordination and consistent practices being operated for this group of staff.</p> <p>He therefore requested to discuss this further with Jackie Elias and Bev Lane.</p> <p>David Hopkins recognised that different practices may exist because schools operate in different ways.</p> <p>Bev Lane advised that the LEI had previously been criticised because they failed to offer training for this group of staff and, in order to address the criticism, they have arranged a number of twilight training sessions that are not obligatory and to which staff are invited to attend.</p> <p>There is an acknowledgement that twilight training sessions could be problematic, but trying to co-ordinate training for this group of staff during term time had proved unmanageable. She advised that she was aware that some staff had not been paid who had attended training courses and that this was currently being investigated.</p> <p>It is her understanding that this occurred because the forms submitted by the individuals had not been received until after the payroll deadline had expired.</p> <p>Bev Lane also alerted those present to problems where staff have booked themselves on to courses without informing LEI, so they have undertaken more training than LEI have funding for.</p> <p>David Hopkins advised that training needed to be meaningful and structured and Headteachers may need to be given guidance on this aspect.</p> <p>Jackie Elias advised that the issue of training for this group of staff had been put on the Headteacher agenda for the following week and she acknowledged that it would be helpful to provide advice to schools on this matter.</p> <p>It was acknowledged, however, that this was a big tracking exercise.</p> <p>Mike Payne advised that he recognised staff needed training, but he felt the whole approach needed to be more co-ordinated. He also advised that he had been made aware of issues regarding travelling expenses and childcare problems. He advised that in his opinion twilight sessions should not be offered in one hour blocks as this could be very disruptive to peoples home life.</p>		
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	<p>There followed a brief discussion on the issue of travel time and expenses, to which David Hopkins advised would be discussed in a different forum.</p>		
<p>6.</p>	<p>MANAGEMENT/COUNCIL PROPOSALS TO DEVOLVE BUDGET AND STAFF EMPLOYED IN INCLUSION SERVICES TO SCHOOLS AS FROM 01/04/09</p> <p>Mike Payne requested an update on these proposals and what the implications would be for LEI staff.</p> <p>Jackie Elias advised that she was currently developing proposals and would be proposing a range of options regarding the potential delegation of funds. When this document is finalised it would be provided to all relevant parties as part of a consultation exercise. She advised that it was unlikely that the changes would be implemented from April 2009. However, it was possible that implementation could take place on 1st September 2009, depending on the outcome of the consultation exercise.</p> <p>David Hopkins advised that in previous local authority inspections, this issue had been raised as an area of concern and he would not be surprised if it was not commented on again if the Authority were unable to evidence that any progress had been made.</p> <p>Mike Payne advised that his concern was that a formula for delegation that was ultimately determined would not have a major impact on the employment status of staff or the education offered to pupils. This was an issue he had discussed with Leigh Woodland from Unison, who also shared his concerns.</p> <p>He was assured that all the relevant parties would be involved in the consultation exercise.</p> <p>David Hopkins stated that full and proper consultation was a given.</p> <p>Jackie Elias advised that it was too early at the present time to give any indication of the timescale for the consultation process.</p> <p>Bleddyn Hopkins advised that he agreed that the 1st April 2009 could not be the implementation date for a variety of reasons</p>		

	<p>The ultimate proposal would need to go through various forums such as the Budget Forum and that next JCC, together with Cabinet at the end of March. He also acknowledged the need to give staff and schools the appropriate notice on any changes. He advised, however, that Caerphilly CBC had the lowest delegated funding for the provision in Wales.</p> <p>Mike Payne confirmed that 12 weeks notice would be required to change contracts, so this would need to be considered in any implementation strategy.</p> <p>This was acknowledged by all present.</p> <p>Jackie Elias and Bev Lane left the meeting at 2.45 p.m.</p>		
<p>7.</p>	<p>REVIEW THE CCBC CAPABILITY POLICY IN LIGHT OF THE NEW INSPECTION FRAMEWORK DESCRIPTORS</p> <p>Ed Pryce advised those present of the background to the development of the 5 descriptors within the policy for the majority of underperforming staff. He advised that the current document identifies Grade 3 as being satisfactory.</p> <p>However, in 2004 there was a new inspection framework which identified that Grade 3 equated to 'good' shortcomings outweighing 'bad'. He advised that the Capability Policy in this regard would need to be reviewed and acted upon accordingly.</p> <p>No comments were received by those present.</p>		
<p>8.</p>	<p>ETHICAL STANDARDS DOCUMENT</p> <p>Jackie Garland gave the background to a draft guidance document. She advised that a modified version had been shared with Secondary Headteachers as part of a pre-consultation exercise to gather their views. She advised that the document that they had considered had not included Point 13 of the document they were now considering.</p> <p>The document gave guidance on general safeguarding issues such as managing boundaries, the misuse of technology and of the potential conflict between private and professional lives.</p> <p>David Hopkins advised that in his opinion this was a very helpful document.</p>		

	<p>Mike Payne asked how the Authority proposes to move the draft document into a live document, as he felt it was essential that all staff be made aware of the final document so that they understood their responsibilities.</p> <p>He felt it was very important that a comprehensive communication strategy be implemented, as he felt that it was very important for each member of staff to be made aware of the document, receive training on the area it covered and be provided with an individual copy of the document.</p> <p>He suggested that if training sessions were arranged, where a copy of the final document could be provided to those who attended by taking an attendance register, the Authority would then have evidence that staff had received the document.</p> <p>He felt that it would not be sufficient for a notice to be put on the staff notice board in the school, as, in his opinion, this would not be legitimate for the Authority to confirm that staff were aware of their obligations if it was only communicated in this way.</p> <p>This was acknowledged and accepted by all those present.</p> <p>Cath Hughes advised that she felt whole school training needed to be arranged which included every category of staff employed within the school.</p> <p>Jackie Garland advised that it was intended that this document would form part of a package of training on information which would be provided to staff, she was concerned, however, that staff did not perceive the document as being threatening.</p> <p>It was agreed that representatives would provide Jackie Garland with any written comments they may have on the document by the end of November 2008.</p>	Reps	
9.	<p>NUT TEACHERS PAY BALLOT</p> <p>Bleddyn Hopkins advised those present of the information that had been received from the NUT advising of a ballot for strike action, which was due to close on 3rd November 2008.</p> <p>All noted.</p>		

<p>10.</p>	<p>FUTURE DATES</p> <p>Sian Phillips advised those present of the dates of the next 3 meetings:</p> <p>Wednesday, 4th February 2009 Wednesday, 10th June 2009 Wednesday, 14th October 2009</p> <p>However the venue had not yet been confirmed.</p> <p>David Hopkins reminded those present that there may also be a need for Special JCC meetings to be called.</p>		
<p>11.</p>	<p>ANY OTHER BUSINESS</p> <p>Point 1 – Trade Union Facilities Document - Funding</p> <p>Les Horrocks advised that he had been made aware that funding for the Unions was based on numbers. He was concerned that the numbers for his organisation had increased significantly, but the funding remained unaltered.</p> <p>Bleddyn Hopkins advised that in line with recently agreed Trade Union Facilities document, providing associations provided us with details of their membership numbers, funding would be allocated as outlined in the document.</p> <p>It was agreed that as the membership of the JCC had significantly changed the Trade Union Facilities document would be re-circulated to enable unions to provide the necessary information required.</p> <p>Bleddyn Hopkins then advised that, providing this information was received, funding could be reviewed for the financial year 2009/2010.</p> <p>Point 2 – Job Evaluation and Equal Pay</p> <p>David Hopkins advised those present of the outcome of the previous evening’s Council meeting. He advised that a way forward had been agreed regarding Job Evaluation and Equal Pay allocation. There were practical difficulties in relation to school based support staff.</p> <p>He advised that he was disappointed that some Secondary Headteachers, from whom we had initially received agreement, were now reviewing their position with regard to opting into the Authority’s proposals.</p> <p>He advised that consultation with the Primary Headteachers was due to take place on 22nd October 2008.</p>	<p>Sian Phillips</p>	

Point 3 – Icelandic Banks

Les Horrocks raised the issue of the investment the Council had made in the Icelandic Bank, as he had been made aware that there was a possibility that staff would not be paid.

David Hopkins acknowledged that £15 million had been deposited in these banks by the Council. However, the Council had no cash flow problems or problems paying staff.

He also advised that at the previous evening's Council meeting a categorical assurance had been given that these current financial problems would have no impact on the Job Evaluation exercise.

Mike Payne advised that he had written to Gareth Hardacre and had received similar assurances.

Point 4 – David Hopkins's final JCC

David Hopkins advised those present that this was his last meeting as he was due to retire at the end of this calendar year. He thanked those present for their help and support over the years and advised that Sandra Aspinall would be taking up her post as the new Director from 1st November 2008.

Mike Payne, on behalf of the trade union representatives, thanked the Director for his contribution and wished him well in his retirement.

Meeting Ended at 3.15 p.m.