

**CAERPHILLY COUNTY BOROUGH COUNCIL**

**DIRECTORATE OF THE ENVIRONMENT - JOINT CONSULTATIVE COMMITTEE**

**RECORD OF DECISIONS/ACTIONS TAKEN AT THE MEETING HELD ON  
THURSDAY, 25 NOVEMBER, 2010**

**Present:**

Mark Williams - Head of Public Services  
Katrina Evans - Personnel Manager  
Paul James - Senior Health & Safety Officer  
Marcus Lloyd - Highway Operations Group Manager  
Tony Williams - Operations Manager

**UNISON Representatives:**

Andy Morton  
Ros Payne

**GMB Representatives:**

Neil Funnell

**UCATT Representative:**

Jeff Poole  
Simon Brassine

		<b>Action/ Date</b>
1.0	<b><u>Apologies for Absence</u></b> Apologies for absence were received from: Anthony O’Sullivan, Shaun Couzens, Brian May, Phil Jones, Gerald Osborne.	
2.0	<b><u>Minutes of Meeting held on 26 April, 2010</u></b> The minutes of the meeting held on 21 July, 2010 were agreed.	
3.0	<b><u>Matters Arising</u></b> (5.3) – A meeting of the Craft Workers had taken place on 17 November, 2010 and individual letters would be sent to the staff in the next two weeks. A further meeting would take place in relation to Friday afternoons. KAE confirmed that the Vehicle Maintenance & Parks staff (12 in total) would now also be wrapped in with the current negotiations. (6.3) – No further news in relation to a Building Consultancy Re-structure. (6.4) – JE Panel issues had been resolved.	<b>SC</b>
4.0	<b><u>Sickness Absence Statistics</u></b>	
4.1	KAE summarised the sickness absence information confirming that the August & September statistics were now processed from the Trent Payroll system. Ros Payne highlighted that the colours used were not easily read in relation to the headings. Sickness was reducing and it was felt that the new Sickness Absence procedure and the review of the OH Department was taking effect.	<b>KAE</b>
4.2	Health & Safety - Accident Statistics – July-September, 2010 - PJ presented the report in relation to reportable accidents during the period and there were no questions.	

5.0	<b><u>Management Arrangements – Directorate of the Environment</u></b>	
5.1	<u>Managing Attendance - Highways</u>	
5.2	<p>ML presented a report which had been drafted by the Principal Engineer Maintenance Highways Operation Group in relation to the introduction of a biometric clocking in system to assist in the control of timekeeping, staff attendance and to improve health and safety implications. The Trade Union representatives agreed that there were clear health and safety benefits associated with the proposed system and raised no particular objections. They were asked to feedback any issues to ML as soon as possible.</p> <p><u>Organisational Arrangements – Public Services</u></p> <p>MSW outlined the various meetings that had taken place since the summer months in relation to a management restructure of the Parks service. He had met with Trade Unions a month previously but had received no comments. He informed the Group that a report to Living Environment Scrutiny Committee was being considered on 30 November, 2010 (this had previously been circulated to the TU's). This would be followed by a report to Cabinet on 14 December, 2010.</p> <p>He described the details of the restructure in terms of redeployment, ringfencing and feedback he had already given to staff during the various meetings. It was the intention to bring in the new structure from 1 April, 2011.</p>	<p><b>TUs</b></p> <p><b>MSW</b></p>
6.0	<b><u>Any Other Business</u></b>	
6.1	Information was given in relation to the various moves (both in terms of structures and physical moves) that had taken place in the Environmental Directorate. Part of the moves included Housing Services moving to Corporate Services. However, it was confirmed that Building Maintenance matters would still be discussed at this JCC. KAE would check whether this decision applied to Housing (generally) or whether the CE's JCC would pick up these matters.	<b>KAE</b>
6.2	A delegation from building services would be attending an APSE Seminar at the beginning of December as the most improved Building Services department within the APSE Performance Networks Group.	
7.0	<b><u>Date of Next Meeting</u></b>	
	MSW confirmed the next meeting would be held on 12th January, 2011 at 2.30 pm in the Conference Room in Tiryberth.	