

CAERPHILLY COUNTY BOROUGH COUNCIL

OPERATIONS - JOINT CONSULTATIVE COMMITTEE

**RECORD OF DECISIONS/ACTIONS TAKEN AT THE MEETING HELD ON
WEDNESDAY, 12 JANUARY 2011**

Present:

Shaun Couzens - Chief Housing Officer
 Katrina Evans - HR Manager
 Paul James - Senior Health & Safety Officer
 Tony White - Waste Strategy & Operations Manager

UNISON Representatives:

Andy Morton
 Ros Payne

GMB Representatives:

Malcolm Kilby

UCATT Representative:

Jeff Poole
 Simon Brassine

UNITE representative:

Philip Jones

		Action/ Date
1.0	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from: Anthony O’Sullivan, Mark Williams, Brian May, Neil Funnell, Gerald Osborne.</p> <p>It was announced that this would be Andy Morton’s last Operations JCC as he was retiring. On behalf of the Group, SC thanked Andy for his contribution to the Group and wished him well in his retirement.</p> <p>SC informed the JCC that the name has now been changed to ‘Operations’ JCC.</p>	
2.0	<p><u>Minutes of Meeting held on 25 November, 2010</u></p> <p>The minutes of the meeting held on 25 November, 2010 were agreed.</p>	
3.0	<p><u>Matters Arising</u></p> <p>(3.0) – SC gave an update in relation to the Craft Workers. Letters had been despatched before Christmas and a number of replies had been received. The majority had accepted that they would be placed on new salary arrangements. At the moment, there is no awareness of any rejections. However, the TU representatives confirmed that there had been some issues with postal addresses that needed to be resolved.</p> <p>KAE confirmed that Vehicle Maintenance staff would also be consulted in the near future and she would be attending a meeting with MSW & LH on 17 January, 2011 to progress.</p>	<p>SC</p> <p>KAE</p>

<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p><u>Sickness Absence Statistics</u></p> <p>KAE summarised the sickness absence information for October and November. It was agreed that, in future, the detailed reports would be sent by email to the Members of the Group and KAE would present a summary table at future meetings.</p> <p>Health & Safety - Accident Statistics – October-December, 2010 - PJ presented the report in relation to reportable accidents during the period. It was agreed that in future, no names would be reported in future, only job titles. Some questions were raised around risk assessments during adverse weather conditions, 'designated safety drivers' and also training that was to be organised by Mary Powell.</p>	<p>KAE</p> <p>PJ</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>6.0</p> <p>7.0</p>	<p><u>Management Arrangements – Directorate of the Environment</u></p> <p><u>Update – Building Maintenance</u> – SC had covered this item in 'Matters Arising'.</p> <p><u>WHQS Briefing Sessions</u> – SC gave details of briefing sessions to be held in January and also informed the Group that a separate session would be held for both the Trade Unions and Members.</p> <p><u>Management Changes</u> – SC gave an update in relation to the recent Management Changes that affected the JCC. KAE stated that she was awaiting clarification in relation to further detailed arrangements. One of the examples was, would Building Maintenance continue with this Group and would Housing be represented at Chief Executive's JCC.</p> <p><u>Any Other Business</u></p> <p>There was no other business raised.</p> <p><u>Date of Next Meeting</u></p> <p>SC confirmed the next meeting would be held on 13th April, 2011 at 2.30 pm in the Conference Room in Tiryberth.</p>	<p>SC</p> <p>SC</p> <p>SC KAE</p>