

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Minutes of Meeting held on 8 December 2010

PRESENT: Nigel Barnett, Deputy Chief Executive - Chair
 Gareth Hardacre, Head of Human Resources
 Katrina Evans, Personnel Manager
 Sian Phillips, Personnel Manager
 Liz Rogers, Organisational Development Manager
 Jill Shelton, Branch Secretary (UNISON)
 Gary Enright, Assistant Branch Secretary, UNISON
 Simon Brassine (UNITE)

Agenda Item No.		Action By/ Date
1	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Andrew Woodman (UNISON Regional Officer), Kelly Andrews (GMB) and Graham Smith (UNITE).</p>	
2	<p>NOTES OF MEETING HELD ON 8 SEPTEMBER 2010</p> <p><u>Matters Arising</u></p> <p>3. NB confirmed that any restructuring reports etc. would be coming to the JCC meetings as agreed.</p> <p>GE stated that he had requested at the last meeting that Managing Attendance be put on the Agenda for 8 December 2010. GH apologised for this and explained that it must have been overlooked but will add to a future Agenda.</p>	GH
3	<p>NOTES OF JOINT TRADE UNION CONSULTATIVE MEETING HELD ON 25 OCTOBER 2010</p> <p>The Minutes of this Meeting were agreed.</p>	
4	<p>BUDGET UPDATE AND MTFP</p> <p>NB explained that there are no papers available at the moment. The Authority has received the Provisional Local Government Settlement. The current position is that the Authority should get the Final Settlement on 14 February 2011, which is later than anticipated, and Council will meet on 24 February 2011 to consider the budget proposals for approval. The key elements are:</p> <ul style="list-style-type: none"> • 1.6% cut in the RSG next year 	

	<ul style="list-style-type: none"> • An increase of 0.68% in 2012/13 • Indicative uplift in 2013/14 which is better than expected but still not good • The Provisional Settlement this year includes a 1% protection above the percentage applied by Central Government to WAG's block grant each year for the next 3 years for both schools and social care. Details would need to be worked through. Once details have been worked through, NB will circulate to Trade Unions and place on the JCC Agenda. 	
5.	<p>CONSULTATION ITEMS</p> <ul style="list-style-type: none"> • Vacancy Management <p>GH stated that vacancy management arrangements would need to continue</p> <ul style="list-style-type: none"> • Flexible Working Hours <p>GH distributed the table entitled "Differences between the Current Flexible Working Hours Scheme and the Proposed Flexible Working Hours Scheme – Feedback Received from the Trade Unions, Employees and Other Consultation Groups" and reported that he had taken on board the feedback from the Audit and Equalities Group etc.. GH suggested that the JCC Group take the table away to study and bring it back to the meeting as a final process with their feedback. To be put as an item on the next Agenda. GH advised that he would like to get the revised system up and running quickly as this should remove some of the bureaucracy from it.</p> <ul style="list-style-type: none"> • Redeployment and Protection Arrangements – An Options Paper <p>This report has previously been to P & R Scrutiny Committee on 5.10.10 and confirmed prior to final consultation. It was emphasised that staff in the Redeployment Pool need to be managed in a consistent manner. P & R are being asked to consider before taking it forward. GH ran through recommendations 8.2 and 8.3 of the report. GH stated that 8.2 and 8.3 were in line with the Trade Union views but that 8.5 is critical.</p> <p>The Trade Unions have expressed a wish for a longer period of protection than that recommended in the report. GH confirmed that a paragraph will be inserted expressing the wish that the Trade Unions would like a longer period of time. GH advised that this has been picked up on a national basis and stressed that it does not affect a person's Single Status arrangements. He further added that those people that have been historically protected will go forward. A Special P & R Scrutiny Committee on 16 December 2010 has been arranged to discuss the report further prior to a report to Cabinet in January 2011.</p> <p>It was agreed that GE would send a paragraph to insert into the report today. NB added that the Communications report is going to Cabinet</p>	<p>GH</p> <p>GE</p>

	<p>on 14 December 2010.</p> <p>It was confirmed that the Consultation on Cashiers Office report would be going to Cabinet in the New Year.</p> <ul style="list-style-type: none"> • Fixed Term Contracts <p>GH stated that he had received some assistance from Finance on Fixed Term Contracts. He has seen in the Press that one of our neighbouring Authorities has had to issue Section 188 on redundancies. GH advised that we have a number of Grant Funded Posts. As these are going to come to an end, there was a need to put staff on notice. Where there are grants that will come to an end, they will need to look at potential employees in fixed term contracts but are trying to avoid panicking people by moving employees off one Contract and onto another. GH stated that he will review the situation in the New Year when they should be in a better position to know what will happen when they have confirmation from WAG about what fixed term contracts are staying and what are going. KAE reported that there will be an issue in February but they are doing what they can to redeploy.</p>	
6.	<p>UPDATE ON POLICY AND RESOURCES SCRUTINY/CABINET MEETINGS AND REPORTS</p> <p>GH reported that the Job Performance, Redundancy Selection Criteria, and Leave of Absence reports all went through Cabinet last week and that call in period is now over.</p>	
7.	<p>INFORMATION ITEM – WORKFORCE INFORMATION – Q2</p> <p>This report is intended for information and has become a long document. It went to the last meeting of P & R. It has been decided to have an internal process narrative summary on the front of the Workforce Information Report i.e. key headlines. Therefore the format of the report may change slightly. GH stressed that the report always has the caveat that it is only as accurate as the information the Managers provide for Personnel. GE commented that quite a few figures do not add up. GH and LR replied that the 4 quarters will not add up as there are too many variables but Q1 and Q2 are lower than what they were before and the downward trend is positive. It is intended for this report to be rolled out in schools.</p>	
8.	<p>ANY OTHER BUSINESS</p> <p>NB reported that WHQs would probably ballot in November 2011. There was a need to meet with Trade Unions in January to discuss, and that in the New Year, Trade Unions will be invited to a meeting.</p>	

	<p>National Picture</p> <p>GH reported that there is a move nationally to have a joined up discussion with the workforce and that meetings with Trade Unions nationally were continuing.</p> <p>Craft Workers</p> <p>GH reported that the discussions with Craft Workers have been concluded and the process of writing to staff was now underway.</p> <p>Managing Attendance</p> <ul style="list-style-type: none"> • GE stated that he would like to revisit the Managing Attendance Policy as there has been an issue recently with a longstanding employee who was issued with a written warning which he thought unnecessary • The Managing Attendance Policy to be put on the March/April Chief Executive JCC Directorate Agenda. GH suggested strengthening the internal process. NB stated that CMT were looking into the Managing Attendance process. GH advised that he would take GE's comments on board but wanted to let the process run for at least 12 months before reviewing it • It was explained that ACAS have advised Personnel that they should not give employees a verbal warning. GH stated that he would be loathe to change it. GE stated that informally reviews are definitely happening. NB suggested that this issue be revisited on another occasion. <p>GH took the opportunity to wish all in attendance at the meeting a Merry Christmas and a prosperous new year.</p> <p>DATE OF NEXT MEETING</p> <p>The date of the next Chief Executive JCC Directorate Meeting is Thursday 27 January 2011 at 10:00 a.m..</p>	