

**CHIEF EXECUTIVE'S  
JOINT CONSULTATIVE COMMITTEE**

**Minutes of the Meeting held on Thursday 27 January 2011**

**PRESENT:** Gareth Hardacre, Head of Human Resources - Chair  
Katrina Evans, Personnel Manager  
Sian Phillips, Personnel Manager  
Liz Rogers, Organisational Development Manager  
Susan Christopher, Personnel Officer  
Neil Funnell, Branch Secretary (GMB)  
Kelly Andrews, Regional Officer (GMB)  
Jill Shelton, Branch Secretary (UNISON)  
Gary Enright, Assistant Branch Secretary (UNISON)  
Juan Roberts-Garcia, Assistant Branch Secretary (UNISON)  
Simon Brassine (UCATT)  
Sue B Thomas (Minute Taker)

**(1) APOLOGIES FOR ABSENCE**

Apologies for absence were received from Nigel Barnet (Deputy Chief Executive), Lynne Donovan (Personnel Manager), Andrew Woodman (UNISON).

It was confirmed with the members of the CE JCC that they had received the additional dates for the CE JCC meetings. GH explained that these meetings are for strategic and consultation purposes and gave an opportunity to engage in issues.

GH mentioned that this meeting would be Jill Shelton's last meeting and took the opportunity to thank Jill for her contribution and wished her all the best for her retirement.

**(2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON  
8 DECEMBER 2010**

**Matters Arising:**

**P.5 - Craft Discussions**

GH reported that these discussions are now coming to a conclusion. 177 went out in the original exercise. 21 have not yet reached their deadline (end of Jan). In broad terms, the workforce have accepted the arrangements. KAE reported that there are still some ongoing discussions with other craft workers in Vehicle Maintenance.

**P.4 - Fixed Term Contracts**

GE questioned what was the latest position with regard to this issue and explained that this was a "moving feast" and that next week he hoped to receive more information on staff who are in grant funded posts.

**(3) NOTES OF TRADE UNION CONSULTATIVE MEETING HELD ON 25 OCTOBER 2010**

The Minutes of this Meeting were noted.

**(4) BUDGET UPDATE AND MTFP**

GH apologised to the TU's for the e-mail they received before Christmas as the message had to be sent out ahead of plan. GH stressed that as an Authority we are trying to manage the budget and on 24 February 2011, the Council Tax will be set. The Council is going for a zero Council Tax, which means a nil increase in terms of Council Tax. A pay award "assumption" is to be included in the budget but stressed that this may not come to fruition. GH informed the meeting that the capital budgets are not good and that roughly speaking there has been a 30% cut in budgets. GE confirmed with GH that the meeting with NB was still going ahead on Wednesday 2 February.

**(5) DRAFT "ALL WALES WLGA JOINT TRADE UNION AGREEMENT" (MEMORANDUM OF UNDERSTANDING)(MOU)**

GH briefed the meeting on the All Wales discussion re: Memorandum of Understanding. It was explained that instead of having 22 discussions with Unions, they had one national discussion and much of what was discussed did not affect CCBC as most had already been dealt with by CCBC. GH explained that pay cuts are openly being discussed with our counterparts but our Cabinet Members and CMT are not considering pay cuts at this time. The MOU document is to be circulated internally.

GE referred to point 3 on page 4 of the MOU –

**"More robust sickness absence management"** and commented that CCBC already had a robust policy in force with regard to sickness absence but questioned whether it would be going further. GH replied that it would stay as it is and reported that we are seeing a downward trend in respect of sickness absence. He also highlighted the fact that over 4,000 staff had not taken a day off sick and that we are recognising and dealing with the problem of those staff who do take a number of sick days.

GH added that we will have to look at the flexi time scheme as there is a view that the Authority is too generous in some of the provisions.

***Variation of the Green Book Part 3 Terms and Conditions***

GH reported that a number of the issues here have been addressed by Job Evaluation.

***Mobility Clause/Variation of Disturbance Allowance/Role Flexibility***

GE stated that he has issues with regard to this. GH stated that he had no plans to consider this at this point in time but there will be a demand on staff to be more flexible.

***Procurement Agreement***

This was agreed in principle.

**(6) STANDING ITEMS:-**

• **VACANCY MANAGEMENT**

GH reported that we are starting to see increasing amounts of vacancies going to CMT but in terms of headcount, we have seen the workforce contract from the beginning of the year but this is likely to fluctuate.

• **MANAGING ATTENDANCE**

GH reported that the number of sick days lost had gone from 13.5 in 2008/9 to 11.8 in 2009/10 and on a percentage basis, all departments are seeing a downward trend and hoped to target schools in the future.

GE reported that a debate had taken place at the last Union Executive meeting regarding Managing Attendance and they were asked to put a questionnaire out to members. GH stated that he is willing to attend any Exec meetings if this would be helpful. It was agreed that LR would compile some FAQs.

**ACTION BY: LR  
LR TO COMPILE SOME MANAGING ATTENDANCE FAQs FOR GE**

• **WHQS UPDATE**

GH reported that there were some presentations taking place this week with regard to Wales Housing Equality. There is a November ballot planned for the housing stock transfer and they are in the process of appointing consultants for the Tenants Advisory Service, Communication service etc.. GH reported that the staff affected by stock transfer will become clear over the next few months but it is likely to be around 650/750 staff that are affected. GH to keep WHQS on the CE JCC Agenda as a Standing Item. GE questioned if there would be a report coming through on this issue. GH replied that talks with staff affected would have to take place prior to a report being compiled.

**ACTION BY: GH  
GH TO KEEP WHQS ON CE JCC AGENDA AS A STANDING ISSUE**

**(7) CONSULTATION REPORTS:-**

• **REVISED FLEXIBLE WORKING HOURS SCHEME**

GH stated that there are some difficulties with this scheme as there are some areas where there is disagreement. One of the issues to be dealt with is not allowing employees to take time off when they are in deficit on the clock.

## AGENDA ITEM NO. 6(C)

A number of the Trade Union reps raised issues concerning time off for hospital appointments; occupational health referrals; giving blood etc. which GH and KAE asked them to highlight and the queries would be dealt with but advised that a common sense approach was needed in most cases. A discussion ensued on the various scenarios that can occur.

GH asked that they study the document and requested feedback by 10 February 2011.

**ACTION BY: ALL  
GH REQUESTED FEEDBACK BY THURSDAY 10 FEBRUARY 2011**

- **DRAFT REPORT ON THE CHANGING CAR ALLOWANCES TO HMRC RATE**

GH explained to the meeting that it was not the Authority's intention to remove car allowances from employees but they are trying to bring it into the MTFP and are investigating cheaper motoring solutions for staff. Examples of this may be:-

- Salary sacrifice scheme to lease cars
- Hiring of cars

The Government are encouraging this in terms of green issues.

GE raised concerns over a number of staff attending the same meeting in different cars. GH explained that the centralised offices at Penallta House had alleviated this problem to a certain extent but that we did need to utilise the technologies available to us more fully i.e. Video Conferencing. LR explained that it is not always possible to know who is attending a particular meeting. GH explained that this needed to be investigated. Feedback required on the report by Thursday 10 February 2011.

A discussion ensued on how the change in arrangements could cause difficulties for home carers and the use of their cars. GH stated that he has been surprised at the large savings that can be made from the hiring of vehicles.

**ACTION BY: ALL  
GH REQUESTED FEEDBACK BY THURSDAY 10 FEBRUARY 2011**

- **DRAFT PAPER ON THE HOME WORKING SCHEME**

GH requested that this scheme should not be viewed as a "panacea for all ills" and was not anticipating a large volume of employees wishing to home work but as a workforce, we needed to be more flexible and home working is an option. It needed to be emphasised there are significant costs involved with home working and that there needed to be a very robust business case to warrant home working. GH asked for feedback on this document by Thursday 10 February 2011.

GE questioned if an employee working from home would need to inform their mortgage providers. GH confirmed that an employee would need to declare that he/she is working from home to their mortgage provider.

**ACTION: ALL  
GH REQUESTED FEEDBACK BY THURSDAY 10 FEBRUARY 2011**

- **DRAFT REPORT ON THE DEFAULT RETIREMENT AGE OF 65**

GH referred to this report and explained that the draft report is recommending to maintain the default retirement age of 65. He emphasised that we needed to move relatively quickly on this re: issuing notice and that from 1 April 2011, the Authority will no longer be able to issue notice. GH informed the meeting that a third of the workforce are in the 50+ bracket and envisaged that most employees would want to retire at the age of 65. The draft report was discussed at the HR Strategy Group on Wednesday 26 January where the Group thought it feasible to retain the retirement age of 65. GH referred to some of the Legal cases attached to the draft report and emphasised the need to get the report through the political process. Cllr A Pritchard had approved it. GH requested feedback by Friday 11 February 2011.

**ACTION: ALL  
GH REQUESTED FEEDBACK BY FRIDAY 11 FEBRUARY 2011**

- **DRAFT REPORT ON THE CAREER BREAK SCHEME**

GH stated that he did not envisage a huge take up of this scheme. The employee would usually utilise such a scheme for child care purposes, caring for parents; health issues or study related. Feedback required by the end of February.

**ACTION BY: ALL  
GH REQUESTED FEEDBACK BY THE END OF FEBRUARY**

**(8) UPDATE ON P & R SCRUTINY/CABINET MEETINGS AND REPORTS:-**

- **RESTRUCTURING REPORTS**

- (i) Cash Office/Customer First Update**

GH informed the meeting that this report is going forward to Cabinet. GH gave a brief resume of the report. A couple of staff will need to be redeployed as a result of these changes.

- (ii) Communications Update**

This report has been approved by Cabinet. There is likely to be 1 or 2 staff within Communications who are unlikely to be redeployed. It is hoped that the staffing issues will be concluded by the end of February. Those staff affected within Communications have been offered interviewing skills training but some of the staff do not wish to participate. LR to send dates of interviewing skills training courses to JS and GE in order for them to encourage the staff concerned to attend this training.

- **REDEPLOYMENT POLICY UPDATE**

GH informed the meeting that this report had been endorsed by Cabinet. The trial period of 4 weeks has been accepted.

**Redeployment Arrangements**

GH distributed a paper to the Meeting group entitled "Redeployment Arrangements". It was stressed that these arrangements need to be established to have clarity over the practical application of the scheme. SC informed the meeting that there are presently 22/23 people in the Redeployment Pool (although all bar 1 of these are in Fixed Term employment currently). A discussion ensued on the issue of the redeployment of Catering Assistants. Neil Funnell raised concerns over the fact that in some instances, no form of induction had been organised for Catering Assistants moving to another building. KAE informed Neil Funnell that this was an issue he would need to take up with the appropriate Manager. He stated that he had done this. GH added that if there were any other issues such as this to inform Personnel.

GH also informed the meeting that the Career Transition Unit, and the Out Placement support were also of assistance to staff within the Redeployment Pool. Agency staff were also being dispensed with, if an existing member of staff could fit the role. LR informed the meeting that she was presently working on collating information on access to retraining for staff in the Redeployment Pool.

- **EMPLOYEE WELLBEING POLICY**

GH informed the meeting that this policy had been endorsed by Cabinet. The Health and Safety Executive have already shown an interest in it and that it may well be subject to external scrutiny.

**(9) INFORMATION ITEM**

- **WORKFORCE INFORMATION REPORT**

GH stated that there were some anomalies within this report but that it generally portrayed a positive message. GH is attending CMT every quarter to discuss. Trade Unions requested info by e-mail. GH to arrange.

**ACTION BY: GH  
TRADE UNIONS REQUESTED WORKFORCE INFORMATION REPORT TO  
BE SENT VIA E-MAIL. GH TO ARRANGE**

**(10) ANY OTHER BUSINESS**

**Additional Items**

**Report on Llancaich Fawr Manor House and Visitor Centre**

SP explained that like a number of other areas within the Authority, Llancaich Fawr is concerned about making savings. They have already got one vacant post and one person is due to retire and they do not propose replacing these individuals. Another 2 posts will have to be regraded. They also intend reducing opening times from a 7 day opening to a 6 day opening and refocusing on weddings; funeral receptions and a Cider Festival which is being held in August 2011. Llancaich Fawr are charging £8,000 to the Company hosting the Cider Festival event. This paper is to be used as a basis for consultation.

**Additional Bank Holidays**

This paper concerned the wedding of HRH Prince William to Miss Kate Middleton on Friday 29 April 2011 and the Queen's Diamond Jubilee on 5 June 2012. Council endorsement is needed for staff to have an additional Bank Holiday on these days. GE commented that UNISON were already receiving queries from schools about this. GH stated that with regard to schools it is intended that one of the additional Bank Holidays would be an inset day, and is subject to WAG approval. The issue is to be discussed in a MIG (Cabinet Policy Meeting).

**Draft Paper on Social Media and Online Participation Policy**

This is a draft paper compiled by Nick Rutter. The Equalities and HR Strategy Group have looked at the paper. This policy has been introduced to protect the reputation of CCBC to ensure the Council and its employees are clear of each others rights and responsibilities.

**(11) DATES OF FUTURE MEETINGS**

It was confirmed that the dates of future meetings had been received.

**(12) DATE OF NEXT MEETING**

The date of the next meeting is Tuesday 1 March 2011 at 9:00 a.m..