

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Minutes of the Meeting held on Tuesday 7 June 2011

PRESENT: Nigel Barnett, Deputy Chief Executive - Chair
Gareth Hardacre, Head of HR and OD
Liz Rogers, HR Service Manager, Strategy and Operations
Susan Christopher, Personnel Officer
Mathew Cusack (GMB)
Gary Enright, Branch Secretary (UNISON)
Juan Roberts-Garcia, Assistant Branch Secretary (UNISON)
Sue B Thomas (Minute Taker)

(1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Katrina Evans (Personnel Manager); Lynne Donovan (H R Service Manager, Customer Services); Andrew Woodman (Regional Officer, UNISON); Kelly Andrews (Regional Officer, GMB) and Neil Funnell (GMB).

**(2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON WEDNESDAY
13 APRIL 2011**

Matters Arising:

GE highlighted the fact that he is now Branch Secretary (UNISON) and not Assistant Branch Secretary. This was noted.

P.3 Excess Travel Scheme – 18 Months' Protection

GH reported that he had looked at the feedback received from the Trade Unions and is going to completely review the Policy and bring it together with the Expenses Review.

Appointment of New Leader

NB announced that Cllr Allan Pritchard had been appointed as the new Leader for CCBC. Cllr Vera Jenkins is the new Mayor and Cllr Margaret Sargeant (Deputy Mayor). Cllr James Fussell is the new Cabinet Member for Human Resources.

Southern Cross Nursing Homes

NB confirmed he had passed on contact details of Trade Unions as requested, to Albert Heaney, Corporate Director of Social Services who is Lead Officer and who is monitoring this situation with the Welsh Government.

Equality Impact Assessment

Juan enquired about the situation with regard to the Equality Impact Assessment. He stated that the information on the intranet is out of date. GH to check with

D Thomas on this. LR mentioned that this could be as a result of an IT issue as well as an equality issue. GH stressed the fact that every policy is now equality assessed.

ACTION: GH TO TAKE QUERY UP WITH DP/DT IN ORDER TO RESOLVE

(3) BUDGET UPDATE AND MEDIUM TERM FINANCIAL PLAN

NB reported that the end of year Accounts were showing no surpluses and the next update will be in the Autumn.

GH reported that there should be a report on "Deleted Posts" coming through shortly and also commented that there were increasing numbers of FOI requests coming through on the number of people recruited, number of staff lost etc..

(4) STANDING ITEMS:-

- **VACANCY MANAGEMENT**

GH reported that there were no major issues with this but that work was ongoing to make the system more streamlined. There is an underspend on the Advertising Budget which is being reinvested to support this work. It was highlighted that the Redeployment Pool is working quite well and so far they have been able to redeploy staff and that feedback from staff and Unions was good.

- **UNISON STAFF SURVEY – SICKNESS ABSENCE**

GE gave a copy of the Survey to NB from UNISON Members and requested that time be allocated to allow two officers to attend the next JCC meeting in order to hand the Survey to the JCC Group. NB agreed to this.

ACTION: TO BE DISCUSSED AS A SEPARATE ITEM AT THE NEXT JCC MEETING ON MONDAY 11 JULY.

- **MANAGING ATTENDANCE**

GH advised that whilst figures showed progress, much more progress was required and further discussions with Trade Unions required.

ACTION: GH TO SET UP A SUB-GROUP WITH TRADE UNIONS TO DISCUSS FURTHER.

- **WHQS UPDATE**

There is a Special Council meeting taking place on Tuesday 21 June 2011, where Members will be asked to consider the draft Transfer Offer document. The Business Plan has now been approved by the Welsh Government and subject to all the necessary approvals, a ballot was planned to take place late November 2011. However, the timeline was extremely tight. NB will update the JCC as necessary. Clearly, the 21st June 2011 Council meeting was the next milestone.

(5) CONSULTATION REPORTS:-

FEEDBACK ON:

- **OVER 55 LETTER**

ER reported that she has sent out the "Over 55" letter to the Trade Unions for comments and has not had any feedback so far. GE enquired about Pension training. ER replied that this has been delayed for the time being. ER will be sending out the "Over 55" letter to staff in July in order to collate the data.

(6) APPRENTICESHIPS/TRAINEESHIPS

GH reported that Trainees have already been taken on in the Countryside Section. The next lot of Trainees will be taken on in September and from then on it will be a rolling programme. GH hopes to put a report on this to Cabinet on Tuesday 21 June 2011.

ER reported that they are intending to run a Princes Trust Pilot Scheme with Catering, free of charge, in order for it to be evaluated.

(7) COLLABORATION

NB reported that the Welsh Government want us to collaborate on a number of functions/services but there does not seem to be any coherence by the Welsh Government on what they want to do. NB enquired with GE if they had had sight of the Simpson Report from the Welsh Government. GE stated that he had not. NB suggested he take it up with their Regionals. NB explained that there are a couple of reports being circulated at the moment but the Simpson Report is the most important. They should soon be getting updates on Education and Social Services. The School Improvement Agenda seems to be priority with the Welsh Government. Social Services Joint Services Gwent Frailty Project is up and running and there is a potential Joint Services with Blaenau Gwent re: Commissioning and Procurement. Also the HR Shared Services is back on the Agenda.

The Simpson Report was out for consultation and Local Government was broadly supportive. Education collaboration is high on the Minister's Agenda.

The JCC would be informed of all collaboration work as it arises but work was continuing at a pace.

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

GH explained that the Home Working Scheme was in operation. This will come back on the P & R Scrutiny Agenda in a year's time to see how it is progressing.

The Career Break Scheme report is on the Agenda for P & R Scrutiny Committee tonight.

The Sickness Absence report is also going to P & R Scrutiny Committee this evening.

A request for separate sickness absence reports for Education and Social Services has been raised. Social Services sickness absence is running higher than any other Directorate but is coming down. A report on Agency Workers will soon be coming forward.

The meeting was informed that the Car Lease Scheme report was approved by Cabinet.

(9) INFORMATION ITEM –

- **Workforce Information – Q4 -**

GH explained that the data is now as robust and accurate as they can make it and that there are now work patterns included. An upgrade to the software is being launched on 1 July 2011 and in a couple of months' time, they will look to increase functionality.

(10) ANY OTHER BUSINESS

- **“Tell Us Once” Service**

GH explained that this is a service that will enable a bereaved family to communicate information about their deceased to both Central Government and Local Authority Divisions in one single contact.

- **National Public Sector Strike Day – 30 June**

GH enquired with GE if he had heard anything about a possible strike, taking place on Thursday 30 June 2011. GE explained that as far as he knew UNISON were not intending to strike on that day but he does think there could well be a strike by UNISON in the near future.

- **Money Advice Service**

ER informed the meeting that this service is being offered to staff in the form of 1 hour sessions. 10,000 booklets to be distributed to staff advising them of the service.

- **Care First**

GH reported that the Care First service was going out to tender.

(11) DATE OF NEXT MEETING

The date of the next meeting is Monday 11 July 2011 at 10:00 a.m..