

CAERPHILLY COUNTY BOROUGH COUNCIL

OPERATIONS - JOINT CONSULTATIVE COMMITTEE

**RECORD OF DECISIONS/ACTIONS TAKEN AT THE MEETING HELD ON
WEDNESDAY, 11TH APRIL 2012**

Present:

Mark Williams - Head of Public Services (Chair)
Paul Smythe - Building Maintenance Manager
Elaine Thomas - Principal HR Officer
J. Rowlands - Health & Safety Officer

Juan Roberts Garcia – UNISON
Gerald Osborne – GMB
Phil Jones - UNITE
Simon Brassinne - UCATT

		Action/ Date
1.0	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Shaun Couzens (Chief Housing Officer), Tony White (Waste Strategy & Operations Manager), Sian Phillips (HR Manager), Paul James (Senior Health & Safety Officer) and Brian May - UNITE.</p>	
2.0	<p><u>Minutes of meeting held on 11th January 2012</u> - agreed.</p>	
3.0	<p><u>Matters Arising</u></p> <p>GO queried the minutes of the previous meeting in respect of paid or unpaid time off for optician visits. EAT to check with SC/SP.</p> <p>(1)</p> <p>(2) Paul Smythe updated the meeting on the weight limits on vehicles following an audit undertaken by Building Maintenance & Fleet Management, he advised that all vehicle's were in the process of having plastic labels fitted the dash boards of each vehicle to inform operatives of the ULW & GV W including vehicle height. It was explained that all the response vehicles used on response "Opti Time" in the near future will be racked out in light weight steel which should reduce the weight on these type vehicles</p>	
4.0	<p><u>WHQS</u></p> <p>Paul Smythe advised the group that following the recent stock transfer ballot; the authority had agreed to move forward with the proposals within the offer document that was issued to all tenants prior to the ballot. Paul explained that a large portion of the WHQS works included kitchen and bathroom replacements. A 6/7 year programme is currently being developed in consultation with tenants and in line with the offer document, it has been agreed that BM Dlo would undertake a large proportion of this work. As part of this process further apprentices will be recruited this year. To ensure the programme is delivered on time Phil Davy has been appointed as lead officer along with the Asset Management strategy.</p>	

5.0	<p><u>Sickness Absence Statistics</u></p> <p>The sickness absence statistics for February were presented and it was noted that the general trend continued to be positive in respect of absences.</p> <p>The Managing Attendance Policy was in the process of being reviewed.</p>	
6.0	<p><u>Accident Statistics</u></p> <p>John Rowlands presented the statistics for the reportable accidents for the period January to March 2012. The statistics were very good and reflected the Health and Safety measures carried out within the service areas.</p>	
7.0	<p><u>Management Arrangements</u></p> <p>MW outlined his plans for some structural changes in fleet management which were in the early stages of consideration. A report to CMT followed by consultation with the relevant trade unions would follow.</p>	
8.0	<p><u>Any Other Business</u></p> <p>(1) John Rowlands outlined the changes to reporting times to RIDOR as a result of II's.</p> <p>(2) JRG raised the issue of First Aid Kits, which includes "eye wash" being available for work in void properties. A discussion ensued in respect of same and PS confirmed that this would be carried out.</p> <p>(3) JRG raised issue of needlestick injuries and inoculations. JR confirmed that discussions had taken place with Occupational Health. Paul James to report to next meeting.</p> <p>(4) Electricians Step Ladders - PS confirmed that an H&S audit is currently being undertaken on all electricians' stepladders as it was noted that some electricians were using metal stepladders that may be deemed unsafe. Rob Lewis H&S officer is currently checking best practice, he is liaising with other authorities to see what they are using.</p> <p>(5) Mark Williams advised that the Health and Safety Manager had written a report on HAVS and implications for service areas and redeployment issues. Report going to CMT and will be discussed at next meeting.</p>	
9.0	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the Operations JCC will be on the 11th July 2012 at 2.30 p.m.</p>	