

**CAERPHILLY COUNTY BOROUGH COUNCIL****OPERATIONS – JOINT CONSULTATION COMMITTEE****RECORD OF DECISIONS/ACTIONS TAKEN AT THE MEETING HELD ON  
WEDNESDAY, 11 JULY 2012, AT 2.30 PM.**

**Present:** Shaun Couzens - Chief Housing Officer  
 Mark S. Williams - Head of Public Services  
 Richard Ballantine - Personnel Manager  
 Phil Jones - Shop Steward (UNITE)  
 Paul James - Corporate Health & Safety Officer  
 Neil Funnell - Branch Secretary (GMB)

**Apologies:** None

Item	Description	Action/Date
1.	<b><u>Minutes of Previous Meeting</u></b> – Accepted as a true and accurate record.	
2.	<p><b><u>Matters Arising</u></b></p> <p>A new contract for the provision of prescription glasses and safety glasses, is due to commence in September. Specsavers have been awarded the contract, which should lead to improved services being made to employees.</p> <p>The provision of an ‘eye wash’ within First Aid kits was raised and the group advised that Paul Smythe was looking into this for Building Maintenance Services.</p> <p>With regards to inoculations to safeguard employees against risk associated with needle-stick injuries, Paul James advised that this had been agreed to be provided in-house.</p>	<p>September 2012</p> <p>July 2012</p>
3.	<p><b><u>Management Arrangements</u></b></p> <p>MW advised on the changes regarding Leisure Services and possible re-structure, following the transfer of the service area from Education &amp; Leisure Directorate.</p> <p>SC advised on the management changes within Housing Services to support the delivery of WHQS. Phil Davy will be responsible for the Project Management and delivery of WHQS, while SC will continue to manage Housing and Building Maintenance DLO.</p>	<p>Ongoing</p> <p>July 2012</p>

Item	Description	Action/Date
4.	<p><b><u>Sickness Absence Statistics</u></b></p> <p>The latest report was discussed and it was noted that overall sickness absence levels had reduced. Some percentages appeared to be inflated however where long-term absence was present amongst small teams.</p>	Ongoing
5.	<p><b><u>Accident Statistics</u></b></p> <p>PJ advised that no report had been issued for the month of June as no accidents had been reported.</p> <p>PJ also advised that the HAVS report had been approved by CMT.</p> <p>Further meetings are being held with the Trade Unions to discuss the issues further.</p> <p>NF raised his dissatisfaction that the HAVS report had not initially been circulated to GMB.</p>	August 2012
6.	<p><b><u>Any Other Business</u></b></p> <p>MW advised that consultation with the Trade Unions was ongoing in relation to vehicle tracking. GMB had provided initial responses which were answered by MW and the deadline for further comments had been extended to the 22nd July 2012.</p> <p>SC advised the group on Welfare Reform. This includes under-occupancy, benefit capping, Universal Credit and Council Tax Benefit. Approximately 2,400 tenants would be affected by the under-occupancy rules and Housing/Finance staff are working together to develop a proactive approach to support and advise tenants and mitigate against the impact.</p>	22 <sup>nd</sup> July 2012  Ongoing
7.	<p><b><u>Date of Next Meeting</u></b></p> <p>Tuesday, 10th October 2012 at 2.30 p.m. Tiryberth Depot.</p>	