

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Minutes of the Meeting held on Wednesday, 30th May 2012

PRESENT: Nigel Barnett, Deputy Chief Executive (Chair)
Gareth Hardacre, Head of HR and OD
Mark S Williams, Head of Public Services (part of the meeting)
Lynne Donovan, HR Service Manager, Resources (part of the meeting)
Susan Christopher, Personnel Officer
Gary Enright, Branch Secretary (UNISON)
Simon Brassinne (UCATT)
Thomas Hearne (GMB)
Kelly Andrews (GMB) (part of the meeting)
Sue B Thomas (minute taker)

(1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Andrew Woodman (UNISON) and Neil Funnell (GMB).

(2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON WEDNESDAY, 21ST MARCH 2012

Matters arising:-

- **P. 1 - Rolling out of 2 hrs credit at Christmas to other Areas**

GH explained that this was still being investigated.

- **P.1 (bottom of page) – Correction to heading:**

“Workshop Partnership Council” should read “IAS Group”

(3) BUDGET UPDATE & MEDIUM TERM FINANCIAL PLAN

NB advised that closure of accounts would be taking place on Friday. As it stands the closure of accounts will take place on time and that no issues have arisen with regard to the budget.

MTFP

NB briefed the Group on the MTFP. Information from the WG in early September should give an indication about what the budget will look like. The new Administration are reviewing their Manifesto Plan and that more should be known on this after the 2nd July meeting.

(4) STANDING ITEMS:-

- **WHQS - Update**

With regard to the WHQS, NB briefed the Unions highlighting the following points:

- (1) The CE JCC will be dealing with Housing issues;
- (2) Cabinet has agreed the new Housing Programme Delivery Structure
- (3) There will be a Cabinet Sub Committee for Housing chaired by Cllr G Jones, Deputy Leader with Cllr K Reynolds (Deputy Leader) and Cllr K James (Cabinet Member for Regeneration);
- (4) There will be an All Party Housing Task Group made up of 7 Councillors and 7 tenants which will take all Committee Reports and be accountable to the Cabinet Sub-Committee. This has been established to speed up the decision making;
- (5) Programme spend of £173 m needs to be invested by 2020;
- (6) The Authority will need to try to maximise and grow in house i.e. DLO and to bring in more Apprentices. Council will be looking to ensure as much spend in the County Borough as possible;
- (7) The Authority will endeavour to involve tenants who live on the housing estates to be involved. Additionally, we will want to engage with Communities more, particularly in delivering Community Schemes, which enhance their environment. The thinking behind this is that if the Community are involved in the refurbishment work, they are more likely to sustain their Communities.

Welfare Reform

NB informed the Unions that there is going to be a Members' Seminar on Welfare Reform.

NB briefed the Meeting Group on the housing benefit issue. It is expected that housing benefit will be cut by £1.9 m next year. Consideration is being given to holding a Seminar for the Unions in order to discuss the implications of this reform and/or organise a Special JCC. NB will be briefing Cabinet on the issues on Thursday, 31st May.

- **I Trent**

GH explained that there have been some glitches with the software, which are being dealt with. GH explained that the first meeting of the Super User Group had taken place, which was very positive, where officers were able to give feedback on how they feel the system is working. They have now trialled home e-mail access, which has worked. For those staff who do not have access to a PC, the payslips can be e-mailed to their home e-mail addresses. SB mentioned placing a computer access point in the depot. GH replied that they are looking at placing a computer access point in the main depots. There is a Schools PC network issue with regard to staff accessing payslips in schools which HR are currently working on with IT Security.

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

- **Sickness Absence**

GH explained that a report on this had gone to P & R Scrutiny and Cabinet. As expected, the downward trend continues. Sickness for the Authority is down 3.93 % for the year; up to 46% of staff took no sick days off this year; 25% took 5 days sick or less. The wellbeing process is working well. We continue to make progress with long term sickness. J Garcia and GE stated that it was mentioned in a Health and Safety Sub Committee that there are a number of staff in schools using flexi or leave instead of taking a sick day if they are ill. A discussion ensued with regard to this.

(6) VEHICLE TRACKING POLICY

MSW attended the meeting to discuss the draft policy on Vehicle Tracking. The draft has previously been circulated. MSW briefed the Group on this. They are looking to implement a Vehicle Tracking system. The main user being Fleet Management.

There are some sensitivity with regard to vehicle tracking i.e. how the data can be used and MSW wanted to start a formal consultation process with the Trade Unions. MSW advised that if the Unions had any questions to contact him via e-mail or the phone.

NB enquired if other Authorities use the system and whether there were any downsides? MSW replied that other Authorities were using the system and that the main downside was the data issue but that savings are being made with regard to fuel costs. GH asked for any feedback to be sent to SC in a month's time. Feedback is required in 4 weeks time i.e. by Wednesday 27 June.

ACTION: FEEDBACK FROM TRADE UNIONS REQUIRED TO BE SENT BACK TO SC BY WEDNESDAY 27TH JUNE

(7) REVIEW OF SALARY STRUCTURE

GH referred to the review of the salary structure and suggested having one Trade Union rep per area to engage in the review. He briefed the Group on what will be covered and requested that the Unions give some thought as to who they would want as a representative on the Review Panel and any proposals to be brought back to the Meeting Group.

ACTION: ANY PROPOSALS FROM THE TU'S REQUIRED TO BE SUBMITTED to SC BY FRIDAY 15 JUNE 2012

NB informed the Group that the Pay Policy had not yet been approved and that he will be putting a report through Council in July.

(8) PROTECTION – SINGLE STATUS

GH explained that the Single Status protection period had now expired. 3.3% of the non-school group are still in protection as at 31st March 2012. 246 people are affected in the non-school group but for a number of them, it is very low. Not really seeing a major downfall but care is needed on how the message is managed. There are a number affected in schools as a result of them being paid full time pay for working part time hours.

(9) UNISON CONFERENCE 2012

GE informed the Meeting Group that the Unison Conference was taking place 16th – 22nd June and that the Unison Offices will be closed that week.

(10) STANDBY PAYMENTS

GH reported that there is an area of contention regarding bank holidays and how it is managed.

(11) HIGH LEVEL BUSINESS DESIGN (HLBD) FOR SINGLE FRAUD INVESTIGATION SERVICE (SFIS)

GH briefed the Unions on the above and advised that he would soon be circulating the High Level Design Brief detailed business case to the TU's. Dave Regan is meeting with the DWP and HMRC. It seems impossible timeframes are being given and no real detail has been provided as yet. More information is expected in the early autumn.

GH explained that HR are already having discussions with the workforce and are providing staff training but because the workforce have skills that are re-deployable, it is thought opportunities will be available for staff elsewhere.

(12) PARTNERSHIP TRAINING PILOT PROJECT

GH reported that a Partnership Training Pilot was being run in Torfaen CBC and ABHB successfully. Torfaen and ABHB ran training at a very high level but have agreed to run something for middle and low level staff. Currently, working with the WG to deliver training. The training will be open to Managers/Supervisors and Trade Union staff.

(13) INFORMATION ITEMS –

- **Q4**

GH to circulate Q4 via e-mail once finalised. GH enquired with the Unions if they thought too much data was being published on a quarterly basis and whether they found it useful. Alternatively, a less detailed document could be produced on a quarterly basis. NB requested feedback from the Unions on this.

ACTION: FEEDBACK FROM TRADE UNIONS REQUIRED

- **Corporate Health Standard Assessment**

GH explained that the Assessment is going to fall on the same days as the Estyn Inspection (i.e. 3 and 4 July) and that he would soon be attending CMT to discuss the Health Assessment. He stated that the Health and Wellbeing Group are trying to promote the health message. The Tenovus Mobile Cancer Support Unit has proved very successful. They are trying to target the high risk groups offering staff free health checks i.e. blood pressure and BMI checks, etc.

Staff can access the Health and Wellbeing section via the HR Portal on the intranet.

GH stated that HR had produced a first draft on "Managing Cancer in the Workplace – Notes of Guidance for Managers". This was circulated to the Group and feedback was requested on the document.

ACTION: UNIONS TO PROVIDE FEEDBACK ON THIS DRAFT DOCUMENT

(14) ANY OTHER BUSINESS

- **Change in HR Officer Lead – IAS Group**

An issue was raised by GE regarding the change in HR Officer Lead for the IAS Group. LD informed the Meeting Group that Torfaen CBC would have responsibility for the IAS Group from 1st September 2012. Sian Phillips has been seconded to the Group to

provide HR Support to ensure the successful delivery of the Education IAS with effect from the date of inception. Lisa Haile is still the contact for Caerphilly CBC.

- **Feedback on “Time off for Reservists”**

GH advised that feedback on this was due back today. HR does not receive a lot of requests for this. He asked that if the Unions had any comments, to submit them to SC as quickly as possible.

ACTION: UNIONS TO PROVIDE FEEDBACK TO SC ASAP

- **Malicious Calls from members of the Public**

SB stated that at a recent H & S Sub Committee, it was reported that they the Authority receives between 1 and 3 malicious calls a week. It was recognised that 99.9% are just fabrication and a number of them are concerned with neighbour disputes. SB highlighted the fact that there is no protection for staff to which these calls refer. GH explained that these calls are investigated fully and if the allegations are found not to be true, then action should be taken. A letter is usually sent out to the caller stating that the allegations are unfounded.

GH stated that he would liaise with Angharad Price (Legal Services) regarding the protection of staff issue.

- **Arranging of Meetings by HR Officers without notifying Unison**

GE highlighted the fact that some HR officers are arranging dates of meetings without notifying UNISON. A further discussion to take place with UNISON outside of the meeting.

- **Future Dates of the next few CE JCC Meetings**

GH reminded the Group of the dates of the next few CE JCC Meetings up until Christmas. These being:

Monday, 2nd July 2012
Wednesday, 29th August 2012
Monday, 15th October 2012
Monday, 3rd December 2012

All meetings will start at 10:00 a.m.

(15) DATE OF NEXT MEETING

The date of the next meeting is Monday, 2nd July 2012 at 10:00 a.m.