

# CHIEF EXECUTIVE'S JOINT CONSULTATIVE COMMITTEE

Minutes of the Meeting held on Monday, 2nd July 2012

**PRESENT:** Gareth Hardacre, Head of HR and OD  
Lynne Donovan, HR Service Manager, Resources  
Susan Christopher, Personnel Officer  
Gary Enright, Branch Secretary (UNISON)  
Juan Roberts-Garcia (UNISON)  
Neil Funnell (GMB)  
Kelly Andrews (GMB)  
Sue B Thomas (minute taker)

## (1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Nigel Barnett (Deputy Chief Executive); Andrew Woodman (UNISON); Simon Brassinne (UCATT) and Graham Smith (UNITE).

## (2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON WEDNESDAY, 30TH MAY 2012

### Matters arising:

#### Minute No. 4 – Standing Items – Welfare Reform

GH explained that a date had not yet been arranged for a Members' Seminar on the Welfare Reform and discussed a few of the issues surrounding this.

#### Minute No. 6 – Vehicle Tracking Policy

GH stated that the Vehicle Tracking Policy had been approved. UNISON did not have any issues. NF asked who would be monitoring the system. GH to make some enquires on this.

#### Minute No. 12 – Partnership Training Pilot Project

GH advised that this had been delayed as the person doing the presentation on this Project had recently been taken ill. CCBC are presently in discussions with the WG to resurrect it. This will probably take place some time in September.

#### Minute No. 13 Information Items – Corporate Health Standard Assessment

GH informed the Unions that that this Assessment was commencing on Tuesday 3 July.

GH/LD asked for feedback from the Unions on the first draft of the "Managing Cancer in the Workplace – Notes of Guidance for Managers" by the end of next week (week commencing 9th July).

**ACTION: UNIONS TO PROVIDE FEEDBACK TO SUSAN CHRISTOPHER ON THE “MANAGING CANCER IN THE WORKPLACE – NOTES OF GUIDANCE FOR MANAGERS” BY THE END OF NEXT WEEK (WEEK COMMENCING 9TH JULY)**

**Minute No. 14 – Any Other Business – Time off for Reservists**

GH advised that this report had been completed and updated with any comments / amendments and that he was going to get it into the Committee Cycle as soon as possible.

**Re-naming of the IAS Group**

GH informed the Unions that the IAS Group is now called the **EAS** Group and that Sian Phillips continues to be on the Group.

**Minute No. 14 – Any Other Business - Arranging of Meetings by HR Officers without notifying Unison**

It was confirmed by GE that this issue had now been resolved.

**(3) BUDGET UPDATE & MEDIUM TERM FINANCIAL PLAN**

GH advised that there was nothing to report on the Budget. The budget balanced for the year and was completed within the statutory time. The provisional settlement is expected some time in Sept / Oct.

**(4) STANDING ITEMS:-**

• **WHQS - Update**

GH updated the Unions with the progress so far with regard to WHQS. .

Issues surrounding employees who are affected by “HAVS” were discussed and it was acknowledged that the employees concerned did not just work within Housing Services.

• **I Trent**

GH explained that the changes to the system have been rolled out. With regard to employees who do not have access to a computer, it is hoped that their payslips can be sent to their private e-mail addresses. This will hopefully be initiated some time in Sept / Oct 2012. Dumb terminals are to be placed in Depots some time in the near future.

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

GH reported that it was a quiet period for reports coming through at the moment. The majority of reports from HR will be coming through in Sept / Oct time. He added that the Pay Policy report was approved at Council last Tuesday.

**(6) SINGLE STATUS REVIEW**

GH advised that he is awaiting nominees from the Trade Unions to be on this working group.

NF enquired about Standby issues. GH replied that he thinks he has found an alternative to resolve this issue and added that he hoped the issues surrounding Grades 13 and 14 will also hopefully be resolved in the main review.

NF also enquired about placing their Branch Secretary post in the review. GH explained that this was not a CCBC post and that it is a matter for the GMB to deal with and is not a policy decision for CCBC. He added that CCBC could advise with regard to an evaluation in line with the Council's scheme should GMB wish to make this request.

**(7) MALICIOUS TELEPHONE CALLS AND ALLEGATIONS OF MISCONDUCT**

GH referred to the particular example raised by SB at the previous CE JCC meeting concerning malicious telephone calls and allegations of misconduct where the Authority has a duty to investigate. GH informed the Unions that he had consulted with Angharad Price (Legal) and that she had produced three sets of draft letter (which could be sent to the caller). GH distributed copies of these to the Meeting Group. GH/Legal proposed the 3rd version of the draft letter be used. This was agreed.

**(8) MILEAGE CLAIMS WITHIN SOCIAL SERVICES (UNISON issue)**

Juan Roberts-Garcia raised an issue concerning Child Care Support Workers within Social Services and whether they could claim extra mileage supplements for transporting service users' family members in their cars. A discussion ensued around this. GH to investigate and enquire with Finance regarding Inland Revenue rates and exemptions but suggested that Juan enquire further with the employee concerned to establish how far they want to take this matter.

**ACTION: GH TO INVESTIGATE WITH FINANCE AND JUAN TO DISCUSS FURTHER WITH THE EMPLOYEE CONCERNED**

**(9) ANY OTHER BUSINESS**

**LGPS Forums**

GE informed the Group that these Forums were also open to non Trade Union members. The first one is taking place on Wednesday 4 July. KA advised that GMB are offering a different pension view to UNISON. NF advised that GMB were arranging different sessions.

**Attendance at Conference**

GE briefed the Group on the Conference he had recently attended.

**(10) DATE OF NEXT MEETING**

The date of the next meeting is Wednesday, 29th August 2012 at 10:00 a.m.