

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Minutes of the Meeting held on Wednesday 29 August 2012

PRESENT: Nigel Barnett, Deputy Chief Executive (Chair) (NB)
Gareth Hardacre, Head of HR and OD (GH)
Lynne Donovan, HR Service Manager, Resources (LD)
Liz Rogers, Organisational Development Manager (LR)
Susan Christopher, Personnel Officer (SC)
Gary Enright, Branch Secretary (UNISON) (GE)
Juan Roberts Garcia, Assistant Branch Secretary (UNISON) (JRG)
Simon Brassinne (UCATT) (SB)
Andrew Williams (UCATT) (AW)
Graham Smith (UNITE) (GS)
Sue B Thomas (Minute Taker)

(1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Kelly Andrews (GMB) and Andrew Woodman (UNISON).

**(2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON MONDAY
2 JULY 2012**

Matters arising:

• **P.1 – Welfare Reform**

LR stated that an e-mail regarding this had been sent to Management Network. An Authority wide Project Team has been set up to co-ordinate the activities around the implementation and as part of the Communication Plan, approximately 10 awareness sessions for management and staff have been arranged to inform them how the change affects them.

P.1 – Corporate Health Standard Assessment

GH stated that the assessment had been undertaken and the Council has successfully achieved the Gold Corporate Health standard award. GH advised that the Assessors liked the fact that the Trade Unions were engaged with the Health and Wellbeing Agenda.

P.2 – Time off for Reservists Report

NB advised that this report had gone to P & R Scrutiny and will be going to Cabinet on Tuesday 4 September.

P.3 –Single Status Review

LR advised that a meeting had been arranged with UNISON and GMB to discuss.

P. 3 – Malicious Telephone Calls and Allegations of Misconduct

SB informed GH that he had not received copies of the three letters discussed at the last meeting. GH to arrange for copies to be sent to SB.

Pension Ballot

The Unions advised around 90 / 95% voted “yes” but were not sure what they had voted for !

(3) BUDGET UPDATE & MEDIUM TERM FINANCIAL PLAN

NB advised that there was nothing to report with regard to the Budget. The Budget has balanced and is expected to balance again this year. An Audit report will be going to Special Council on Wednesday 26 September. The first provisional settlement is expected in October 2012.

(4) STANDING ITEMS:-

• **WHQS - Update**

A significant amount of preparatory work is ongoing. Key progress – reminder of the programme structure

- Cabinet Sub Committee / Housing Task Group – 1st meeting – 12 September 2012
- 7 Tenant Reps being elected by 5 September 2012
- Recruitment under way for additional intake of Apprentices this year
- Consultation this coming month on management structure and arrangements
- DLO to come off trading – April 2013
- Communication with staff to be launched on 10 September (Rosemary Mathews)

Investment - £200 m between 2012 /2020. £800 m over 30 years. Contract structure will be split into:-

- DLO works
- Internal works contracts
- External works contracts
- Environmental programme contracts

3 concurrent housing area programmes where DLO will undertake 50% bathroom and kitchen work (7 year work programme).

• **I Trent – Update**

GH reported that some technical glitches have now been resolved and IT are now progressing singular password sign on, so that employees do not have to remember many different passwords to log on to different systems including i Trent.

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

GH advised the Trade Unions with regard to the reports to be presented in the Autumn:

Cabinet

Review of the Council's Time off for Reservists Policy

Review of the Council's Managing Sickness Absence Procedure

P & R

Workforce Strategies for Managing the Impacts of the MTFP budget savings

(6) LIVING WAGE

This report was approved by Council and will be paid as promised on the date agreed. NF enquired if Apprentices are included and if they will be paid the living wage. NB/GH stated that they were not included, as Apprentices are not employees and are not covered.

GE enquired about how staff were going to be notified. LR explained that awareness sessions would be arranged for all staff affected together with a letter and factsheets being sent out to all staff concerned. It is thought that a number of employees affected are multiple post-holders. The Unions were also advised that the CAB would be assisting in individual circumstances.

ACTION: LR TO SEND OUT LETTERS TO EMPLOYEES AFFECTED BY THE LIVING WAGE AND ARRANGE AWARENESS SESSIONS.

WELFARE REFORM

GH reported that six additional staff have been agreed in order to deal with the initial workload. The biggest issue for tenants, according to the criteria set by the DWP, is the under-occupation of properties. An in-house Project Team to deal with Welfare Reform has been created. Awareness sessions for staff are to be organised.

(7) MANAGING SICKNESS ABSENCE PROCEDURE AND TRAINING

This report is going to Cabinet on Tuesday 4 September 2012. GH advised that the sickness stats are gradually creeping up. It is thought that this may be partially due to staff involved in disciplinary procedures. HR are considering how they can speed up the early stages of the formal process. LR reported that she is organising some Managing Sickness Absence Training sessions for Managers.

SC informed the Meeting Group that a guide has now been compiled with the assistance of Macmillan Cancer Support for Managers on managing employees who have Cancer or relatives who have Cancer. In order to help Macmillan, the Authority is considering taking part in the Macmillan 'Big Coffee Morning' that takes place every September. The coffee morning would be held in Ty Penallta and Ty Pontllanfraith on Wednesday 26 September 2012 and our suppliers would sponsor the event. Tickets would be sold prior to the event. In addition, a recipe book of healthy cake recipes from Council employees, would be compiled and it is planned that these would also be sold.

(8) CREATING PARTNERSHIPS

LR advised that she would be organising training for the end of the year for Trade Unions and Managers re: improved partnership working. It will include a mix of middle management, HR staff and stewards. The Unions were informed that this training is not intended for elected Members. GS highlighted the fact that there is some confusion over what is the role of Managers and Trade Unions and also the role of the Shop Steward. GH stated that these were valid points and would consider including these for discussion in the training.

ACTION: A MEETING TO BE ARRANGED BY LR FOR THE END OF THE YEAR

(9) ANY OTHER BUSINESS

SB raised the issue about the 2 hrs credit on the last day before finishing for the Christmas break, and how staff not on the flexi system, have to work it back. A discussion ensued on this. It mainly affects staff working in Leisure Centres, Groundwork, Refuse and Cleansing. A further discussion to take place at the CE JCC on 15 October but Personnel would endeavour to seek a resolution before this meeting.

ACTION: GH TO INVESTIGATE AND A FURTHER DISCUSSION TO TAKE PLACE AT THE CE JCC ON 15 OCTOBER

(10) DATE OF NEXT MEETING

The date of the next meeting is Monday 15 October 2012 at 10:00 a.m..