

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Minutes of the Meeting held on Monday 15 October 2012

PRESENT: Gareth Hardacre, Head of HR and OD (GH) (part of the meeting)
Liz Rogers, HR Services Manager (Strategy & Options) (LR)
Juan Roberts Garcia, Assistant Branch Secretary (UNISON) (JRG)
Neil Funnell (GMB) (NF)
Simon Brassinne (UCATT) (SB)
Andrew Williams (UNITE) (AW)
Sue B Thomas (Minute Taker)

(1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Nigel Barnett (NB) (Deputy Chief Executive); Lynne Donovan (LD) (HR Service Manager, Resources); Susan Christopher (SC) (Personnel Officer); Gary Enright (GE) (UNISON); Kelly Andrews (KA) (GMB) and Andrew Woodman (AW) (UNISON).

**(2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON WEDNESDAY
29 AUGUST 2012**

Amendments to those "Present" List

Liz Rogers – Correct Job Title is HR Service Manager (Strategy & Options).
Neil Funnell (GMB) advised that he was present at the last meeting.
Andrew Williams is a member of UNITE not UCATT as noted in the "Present" list of the previous meeting.

Welfare Reform

LR informed the Trade Unions that Alessandra Veronese (IT) has organised meetings to consider Welfare Reform issues.

Malicious Telephone Calls and Allegations of Misconduct

SB confirmed that he had now received copies of the three letters discussed. He initially had some issues with the wording on the letters but this has now been resolved.

Living Wage

LR informed the Trade Unions that the living wage was paid as of today to the relevant staff.

NF referred to a café assistant and the supplementation of the Living Wage. LR advised that the person concerned needed to resubmit the living wage application.

Managing Sickness Absence Procedure and Training

LR reported to the Trade Unions that training had been organised.

ACTION: LR TO MAKE ARRANGEMENTS FOR THE TRADE UNIONS TO ATTEND A SESSION. THE TRAINING TO TAKE PLACE IN PENALLTA HOUSE CHAMBER.

Macmillan Coffee Morning

LR reported that £1,190.42 was raised by the Council as a whole from the Macmillan Coffee Morning held on 26 September 2012.

Creating Partnerships

LR advised that she was awaiting to hear from Danielle with regard to the training on this but it is still hoped to have the training this side of Christmas or early next year.

(3) BUDGET UPDATE & MEDIUM TERM FINANCIAL PLAN

GH reported that in terms of the budget update, the provisional settlement information from the WLGA is expected this week. Once more information is received, a more detailed discussion will take place at the next JCC meeting.

(4) STANDING ITEMS:-

• **WHQS – Update**

LR enquired with the Trade Unions if they had attended a WHQS Briefing Session. They advised LR that not all staff were able to attend but those that had attended had found the sessions interesting.

• **I Trent – Update**

LR reported that the Web Recruitment via the iTrent element is going live at the end of the month. This would replace our existing online recruitment system and improve on how we advertise and manage vacancies across the Council and Schools.

There are changes within the application form which will enhance the completion and management of online applications. LR informed the Trade Unions that there will be one more change in December re: vetting and barring and that if there are any glitches in the system, they can be ironed out at the same time.

Eventually, annual leave is to be placed on iTrent.

- **Auto Enrolment and Pensions**

LR explained to the Unions that Auto Enrolment will legally compel employers to enrol their employees on to a Company Pension Scheme where both the employer and employee must contribute. Trish Reardon is doing most of the work regarding this.

- **Partnership Training Initiative**

LR explained that she was still looking into this.

(5) UNISON (GE) REQUEST TO AGENDA SPECIFIC ITEMS –

- **Letters confirming permanent status following a qualifying period/continuous service**

"I wanted to explore the possibilities of the Authority writing out to all those employees, mainly fixed term contract holders, who have achieved 4 years continuous service, advising that they have permanent status within the Authority, with a short statement of what this means. For me, this would have a positive affect and offer stability, both financially, and work related to those individuals. Members affected are finding it difficult to obtain mortgages, loans, insurance etc..

It is the employees' basic right anyway to know their employment status and I think we are falling way short. I have had a number of issues in getting these types of letters sent and I wanted to raise at JCC level to instigate the approach formally and hopefully within a reasonable time period."

LR explained that she had briefly discussed this with GH. LR stated that she can look at the first part by pulling out a straightforward report from iTrent.

ACTION: NF TO TRY AND FIND OUT THE NUMBER OF AGENCY STAFF IN EXCESS OF 5 YEARS. FURTHER INVESTIGATION TO BE CARRIED OUT ON THIS.

- **Flexible Retirement**

"In light of the economic pressures on the horizon, I wanted to explore the potential of creating a policy around this agenda, to include VER, on a case by case scenario. No golden handshakes per'se just a process to manage those individuals who want to retire as long as they meet the criteria. Unison has received multiple member contact asking the Authority to explore this issue.

LR stated that she has done some work on this but would need to discuss it with NB. It is believed that the majority of staff who enquire about flexible retirement want to work part time.

ACTION: LR TO DISCUSS WITH GH AND NB.

(6) CAERPHILLY PASSPORT PROGRAMME UPDATE

LR reported that the LSB money had been approved and that she had a meeting taking place this afternoon with Jane Roberts Waite to discuss the financial requirements. There are some key outcomes.

- (1) To create a minimum of 150 work experience opportunities per annum;
- (2) To create a minimum of 25 Apprenticeship opportunities per annum;
- (3) To create a minimum of 40 employment opportunities per annum;

SB stated there are a number of people/Apprentices who work on a voluntary basis with a view that their employer will look favourably on them the following year. This was a concern to the Trade Unions. LR asked for examples (names) of the people concerned.

LR briefed the Trade Unions on the Passport Programme.

ACTION: LR TO INVESTIGATE WHEN NAMES ARE SUPPLIED AND MAKE ARRANGEMENTS TO SHOW TRADE UNIONS THE PASSPORT MODEL

(7) PAY AND GRADING REVIEW UPDATE

NF raised some issues regarding bank holidays, stand by, call out and time in lieu. NF made the point that if a member of staff is on standby and not called out, they are still in the house waiting to be called out and some staff are not getting accrued hours to use at a different time (i.e. lieu time). LR asked NF for actual staff numbers not getting lieu time and for NF to check with the staff when they got paid and what it was. NF and JRG informed LR that this issue had been raised via e-mail to LD.

ACTION: LR TO LIAISE WITH LD REGARDING THIS ISSUE. NF TO FIND OUT SOME FURTHER INFORMATION REGARDING THIS ISSUE.

(8) INFORMATION ITEM –

- **Workforce Information Report – Q1**

LR briefed the Trade Unions on this report, highlighting the points of interest.

ACTION: THE TRADE UNIONS TO COME BACK TO LR WITH ANY FEEDBACK.

(9) ANY OTHER BUSINESS

- **Emergency Planning Meeting re: Cwmcarn High School**

GH referred to the Emergency Planning Meeting that had been called this morning with regard to the Asbestos issues at Cwmcarn High School. GH explained that they have to work through how they will deal with the issues at the school and as the Authority got more information, more information will be provided to the Unions. GH stated that he would also be speaking to the Teaching Trade Unions.

- **Attendance by a Trade Union Rep at P & R on 13 November 2012 to discuss the Workforce Strategies report**

GH stated that there has been a request for a joint Trade Union representative to attend the next P & R Scrutiny Committee Meeting to give evidence on the Workforce Strategies report. The report informs Members of progress and looks at future options for workforce strategies. GH asked the Unions to give some thought as to who would be attending the meeting on Tuesday 13 November. GH to circulate the original Cabinet report that went to Cabinet in March 2010 and the actual update report to the Trade Unions. A discussion on this to take place at the next JCC meeting.

- **Christmas Eve Closedown Arrangements**

SB stated that he had met with Paul Smythe regarding the Christmas Eve closedown arrangements. Three options have been given to staff. Refuse and Cleaning have a work back agreement.

- (1) take whole day off
- (2) take half day for the morning
- (3) work 5.5 hours

LR informed the TU's that a meeting was taking place on Monday to consider this.

- **Building Maintenance – Inclement Weather Arrangements**

A discussion arose re: the Inclement Weather Policy. It was agreed that as a large number of staff are now site based, the Trade Unions suggested that it would be better for staff, during inclement weather, to report to one site.

ACTION: LR TO HAVE A DISCUSSION WITH GH, SHAUN COUZENS AND TONY WHITE ON THIS ISSUE.

(10) DATE OF NEXT MEETING

The date of the next meeting will take place at 10:00 a.m. on Wednesday 5 December 2012 in the Executive Boardroom, Penallta House.