

CAERPHILLY COUNTY BOROUGH COUNCIL

OPERATIONS – JOINT CONSULTATION COMMITTEE

**RECORD OF DECISIONS/ACTIONS TAKEN AT THE MEETING HELD ON
WEDNESDAY 10TH OCTOBER 2012**

Present: Mr. Terry Shaw - Head of Engineering Services
Mr. Tony White - Waste Strategy & Operations Manager
Mr. Paul Smythe - Building Maintenance Manager
Mr. Paul Jones - Corporate Health & Safety Officer
Miss E.A. Thomas - Principal HR Officer
Mr. Neil Funnell - Secretary GMB
Mr. Simon Brassine - Secretary UCATT
Mr. Juan Roberts-Garcia - Assistant Secretary UNISON
Mr. Phil Jones - Shop Steward UNITE

Apologies Mr. Mark S. Williams
Mr. Shaun Couzens
Mr. Marcus Lloyd
Mr. Andrew Williams (Secretary UNITE)

Item	Description	Action/Date
2.	<u>Minutes of Previous Meeting</u> – Accepted as a true and accurate record	
3.	<p data-bbox="277 286 517 327"><u>Matters Arising</u></p> <p data-bbox="277 360 1241 432">(a) Paul Smythe advised that First Aid Kits which contained “eye wash” had now been issued</p> <p data-bbox="277 472 1193 618">(b) Paul James advised that lists had been sent to Managers in respect of staff who needed inoculations for needle stick injuries and Occupational Health had purchased all the necessary equipment to carry out the procedure “in house”</p>	
4.	<p data-bbox="277 667 799 707"><u>Sickness Statistics – August 2012</u></p> <p data-bbox="277 741 1182 853">Managers reported that in some areas the sickness figures had increased. Paul James advised that the number of referrals to Occupational Health had increased</p> <p data-bbox="277 887 1235 999">Managers/TU’s requested that comparisons between current and previous years be presented to the meeting to establish whether or not there were trends that could be identified</p>	EAT to organise
5.	<p data-bbox="277 1059 571 1099"><u>Accident Statistics</u></p> <p data-bbox="277 1133 1155 1205">Paul James advised that 2 accidents reported had resulted in absences over 7 days</p> <p data-bbox="277 1238 1166 1310">This was a decrease in comparison to the same time last year although the reporting requirements had changed.</p>	

6.	<p><u>WHQS and Accommodation Update</u></p> <p>Paul Smythe reported that work had started on improving Council Stock ..50% of work will be carried out by DLO. He advised that Building Maintenance will be split ie. Contractor and Response. The Contractor (WHQS) will be moving to accommodation at Cherry Tree House, Oakdale. Response team to remain at Tiryberth for the present.</p> <p>He advised that the service would be looking to recruit approximately 50 craftsmen over the forthcoming year ie. plumbers, carpenters</p>	
7 – 11	<p><u>Training, Placements, Over 28 days Working; Employees Protection Register, Procurement (Quality Issues)</u></p> <p>These items had been placed on the Agenda by the TU side. Paul Smythe advised the meeting that these issues had been discussed and dealt with at the Building Maintenance Management TU meeting held on the 8th October 2012.</p>	
12	<p><u>Any Other Business</u></p> <p>(a) The TU's reported concerns in respect of the quality of the PPE and were advised that Bridgend CBC were the lead authority on this but had involved other authorities in the selection process.</p> <p>(b) <u>Attendance Management System Trial</u></p> <p>Terry Shaw circulated a draft report and enquired whether it was appropriate for other service areas. He asked for feedback to be forwarded to him.</p>	
13.	<p><u>Date of Next Meeting</u></p> <p>The dates of the meeting for 2013 would be circulated as soon as possible.</p>	