

CAERPHILLY COUNTY BOROUGH COUNCIL

Minutes of the Operational JCC held on 9th January 2013

Present:

Mark S Williams (MSW) – Head of Community and Leisure Services (In the Chair)
 Terry Shaw (TS) – Head of Engineering Services
 Paul Smyth (PS) – Building Maintenance manager
 Paul James (PJ) – Senior Health and Safety Officer
 Sian Phillips SP) – HR Manager
 Phil Jones (PJ) – UNITE
 Gary Parr (GP) – UCATT
 Neil Funnell (NF) - GMB

		Action/ Date
1.0	<p><u>Apologies for Absence</u></p> <p>Apologies for absence were received from Shaun Couzens (Chief Housing Officer), Marcus Lloyd (Highways Operations Group Manager) Andrew Williams (Unite) Simone Brassine (UCATT)</p>	
2.0	<p><u>Minutes of meeting held on 10th October 2012</u></p> <p>The minutes of the meeting were agreed with the exception of the reference to the recruitment of approximately 50 craftsmen made in point 6. PS advised that this should read 25 - 30.</p>	
3.0	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> • MSW raised the issue of the remit of the meeting and appropriate representation from both an officer and TU perspective as it appeared that the issues being discussed related predominantly to Building Services. TS advised that he was also interested in reviewing the remit of this meeting as he felt that even in the current format it did not necessarily require someone of the level of a Head of Service to attend to represent a service area. He advised that to his knowledge all service areas within the Directorate of the Environment had regular “Operational” TU meetings and these were used to address any concerns/issues. TU representatives present agreed with this view. There was a brief discussion relating to the remit of the JCCs in the other 2 Directorates. MSW advised that he would raise this issue at the next meeting of the Environment’s SMT. • Point 4 – sickness absence statistics. SP advised that in response to the TUs request for comparative data she had circulated a report which provided this information. It was noted however that as there had been a number of restructurings, particularly in relation to the relocation of Leisure services into what was Public Services, care would need to be taken when considering comparisons. <ul style="list-style-type: none"> ○ GP asked for clarification in relation to the timelines for providing inoculations to staff. He advised that guidance had been provided in relation to who required the inoculation and the timeline for 	

	<p>completing the programme. He also advised that owing to the recent departure of Jo Van Emden in Occ Health delays may be experienced.</p> <ul style="list-style-type: none"> ○ GP also asked whether staff in Building maintenance would be provided with the Flu jab. PS advised that H&S had undertaken a review to identify which staff are designated as “critical” for delivering essential services. These staff would be offered the flu jab and should there be any surplus, as the there are limited inoculations available, they could be made available to other Council employees. Supplies had however been taken up by designated “critical” staff. Should Heads of Service wish to identify employees within their service area who they wished to receive a vaccination then this could be arranged providing the Head of Service was prepared to fund the costs involved. <ul style="list-style-type: none"> • Point 12(b) – TS advised that he had received no feedback. He recognised that GMB had ongoing concerns which they were discussing the Marcus Lloyd. 	
4.0	<p><u>Sickness Absence Statistics</u></p> <p>SP presented sickness absence statistics for the month of October2012. TS, MSW and PS all advised that the figures for their respective areas mostly reflected long term absences as short term absences were being effectively managed.</p> <p>Reference was made to the requirement to request/authorise/decline all annual leave via I Trent from the beginning of the New Year. There was general dissatisfaction expressed from both management and TU representatives in relation to the requirements to use I Trent for this, the Leave of Absence and Carers Leave schemes</p>	
5.0	<p><u>Reportable Accidents for the period October – December 2012</u></p> <p>PJ presented the reportable accidents for the Environment. He advised that whilst there were only 2 they had accounted for a significant period of lost time.</p>	
6.0	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • MSW advised those present to a forthcoming restructuring within Leisure Services which he would be consulting TU representatives on in the near future. • TU representatives were also reminded of the sessions that were being facilitated shortly to try and engender better working relationships between TU stewards and front line supervisors/managers. 	
7.0	<p><u>Date of Next Meeting</u></p> <p>The next meeting of the Operations JCC will be on 10th April 2013 in the Conference Room of the Civic Offices in Pontllanfraith.</p>	