

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Minutes of the Meeting held on Wednesday 30 January 2013

PRESENT: Nigel Barnett, Deputy Chief Executive
Gareth Hardacre, Head of HR and OD (GH)
Liz Rogers, HR Services Manager (LR) (Strategy & Operations)
Lynne Donovan (LD) (HR Service Manager, Customer Services)
Susan Christopher (SC) (Personnel Officer)
Gary Enright (GE) (Branch Secretary (UNISON))
Juan Roberts Garcia, Assistant Branch Secretary (UNISON) (JRG)
Neil Funnell (GMB) (NF)
Sue B Thomas (Minute Taker)

(1) APOLOGIES FOR ABSENCE

Apologies for absence were received from Kelly Andrews; Simon Brassinne; Gary Parr; and Andrew Woodman

(2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON WEDNESDAY 5 DECEMBER 2012

NB advised that these had been dealt with at the Corporate JCC Meeting held on Tuesday 29 January 2013.

(3) BUDGET UPDATE & MTFP

NB ran through the budget report, highlighting the some of the salient points:

- There is a top slice from the Settlement of £10 m for a Regional Collaboration Fund;
- The RSG for the financial year 2013/14 is an uplift of 1.08% (an increase net of new responsibilities of £2.773 m (including Outcome Agreement));
- The net revenue budget for 2013 / 14 is £337,466 m budget (amended since last meeting of JCC);
- There is to be a 2.35% increase in Council Tax, which will be an increase of 40 p per week for the Council Tax payer of a Band D property;
- The Living Wage increase to £7.45 is being backdated to 1 November 2012
- Non pay inflation is capped to 1%
- £2.45 m extra investment for Social Services to meet demographic pressures in Social Care
- WHQs – have to find £1.7 m to meet the business case.
- A new mobile customer first facility is going to be leased to go out to hard to reach areas.

Key Capital Projects coming forward are:

- St Ilan
- Rhymney 18-19
- WHQS Investment
- Ty Dyffryn development into a Waste Transfer Depot

- Ystrad Mynach New Sports Facility
- New Caerphilly Leisure Centre
- Highways Infrastructure
- Bargoed Cinema

NB asked for a view from the Unions on the draft budget report by no later than Monday 18 February 2013.

Cwmcarn

NB briefed the Trade Unions on the Cwmcarn High School situation and advised that a meeting was taking place with the WG on Wednesday 6 February.

(4) STANDING ITEMS

- **WHQS - Update**

NB gave a very brief update on the WHQS and stated that he is going to invite SC and PGD to the next CE JCC meeting. NB informed the group that Helen Lloyd was appointed yesterday as Interim Communications Manager for WHQS. Helen will start on Monday 4 February 2013. LR is also to provide support for the staff panel. LR and Richard James will join the Housing team. NB advised that LR will not be full time because of the work she is doing for the Passport Programme.

NB informed the Unions that they would be holding supplier days and that 98% of the bidders were local. NB suggested having a dedicated 1 hr or so to discuss WHQS at a future CE JCC Meeting.

- **I Trent - Update**

- (a) Annual leave absence is to go live;
- (b) Recruitment has gone live but something needs to be done on process;
- (c)
 - (i) the auto-enrolment for existing employees is to be postponed to October 2017. This is in the context of allowing current employees to opt into the pension scheme independently should they wish to. New starters will have to be auto-enrolled after April 2013;
 - (ii) contracts to be auto-enrolled on an individual basis, not on an aggregated basis, as each contract is a separate relationship;
 - (iii) the content of the report and the administrative workload to undertake the project be noted.
- (d) GH explained that auto enrolment was approved at Council last night. It will soon be placed on I Trent and will be a large admin issue for CCBC and Torfaen. Employees have to be in the Pension Scheme in order to opt out. The Unions to be kept updated on this.

JRG asked if some guidance could be provided about sick pay. GH and LR agreed to this.

NF mentioned that some of his members had complained of increased workload in inputting authorisation on I Trent. GH advised that authorisation delegation is being investigated.

- **Partnership Training Initiative**

LR advised that she had organised the partnership training, which is to be facilitated by a Richard Young (TUC), Danielle Beck (Torfaen) and herself. The training is being delivered on Monday 4 February and Wednesday 6 February and LR has asked NB to do an introduction to these sessions. The training has also been delivered in Torfaen and ABHB.

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

It was explained that the last P & R Scrutiny Committee was postponed because of the inclement weather.

NB advised that Arlingclose were due to talk to Members on Treasury Management.

(6) FAST TRACK DISCIPLINARY PROCEDURE

This paper had previously been distributed to the Meeting Group for them to consider. This procedure is now to be trialled. LR reported that she had received some feedback and it very much depended on both employers and Unions supporting it. GE commented that he sees the procedure as an efficiency saving.

LD stated that the wording was not appropriate in the first paragraph of p 2 of the Fast Track Disciplinary Procedure and would be altered. Personnel asked for any further feedback to be sent to SC and LR. GE suggested revisiting the standard disciplinary letter content.

SC stated that she can provide electronic copies of this paper as it is not on the HR Portal yet. The procedure is being piloted in the Environment Directorate.

ACTION: ANY FURTHER FEEDBACK ON THE PAPER TO BE SENT TO SC AND LR. SC TO PROVIDE ELECTRONIC COPIES OF THIS PAPER TO THE GROUP.

(7) PASSPORT PROGRAMME UPDATE

LR informed the Unions that Sarah Saunders Davies, Lynne Harvey and Tracy Carter had been appointed as Passport Support Officers.

(8) PARENTAL AND FLEXIBLE WORKING REFORMS – FLEXIBLE WORKING AND PARENTAL LEAVE CHANGES

The Trade Unions were advised that this had not been agreed and was still out to consultation.

(9) INCLEMENT WEATHER

A discussion took place on this issue.

GH reinforced the inclement weather policy stating that if employees can get in, they get the time but if they you don't get in then they don't get the time. GH stated that there was plenty of opportunity for staff to work lost time back using either flexi; leave or unpaid leave.

NF suggested that there should be some mention within the policy to say that staff, if running late in inclement weather, should inform Managers that they are on their way in.

NF highlighted some areas of concern that his members have raised with him. These being:

- (1) Some Managers do not inform their staff what the full options are and what is expected of their staff in inclement weather;
- (2) Concerns with some staff over working time back – as this has not been agreed in all areas and that some staff are unable to do this. GH to investigate. LD requested the names of the individuals concerned;
- (3) NF stated that some workers tried to book the time off during the snow period, but could not book time off. NF to send relevant information info to GH.

ACTION: GH / LD TO INVESTIGATE THE ISSUE OF STAFF WORKING TIME BACK. NF TO SEND OVER DETAILS OF ANY OTHER ISSUES CONCERNING INCLEMENT WEATHER

(10) INFORMATION ITEMS -

- **Workforce Information Report – Q3**

GH reported that there were no major concerns although the current level figure of 4.0% is higher than last year and higher than they would have liked.

GE requested further discussion on long term sickness cases. It was discussed at the Corporate JCC meeting on Tuesday 29 January 2013. GE stressed that it is imperative that long term sickness cases; employees suffering with stress and bereavement issues are caught early. Personnel informed the Unions that Occupational Health were improving.

- **DWP Universal Credit Local Authority Lead Pilot**

GH advised that this was ongoing.

(11) ANY OTHER BUSINESS

- **Time off for Reservists Policy**

GH briefed the Unions on the revised Time off for Reservists Policy, which went to Cabinet last year. Whilst the revised policy was approved, Members requested that consideration be given to how the Authority could support reservist employees who may experience Post Traumatic stress or life changing issues etc. (i.e. aftercare). This has now been incorporated into the draft and Policy and GH requested comments back on the draft within the next couple of weeks. It will then go to P & R Scrutiny and onto Cabinet.

ACTION: GH REQUESTED ANY COMMENTS ON THE DRAFT POLICY FROM THE UNIONS WITHIN THE NEXT COUPLE OF WEEKS. SC TO SEND AN ELECTRONIC VERSION OF THE REVISED POLICY WITH THE PROPOSED AMENDMENTS TO THE MEETING GROUP

- **Fixed Term Contracts**

NF raised an issue over fixed term contracts and the PAT testing team.

ACTION: GH TO PICK THIS UP AS A SEPARATE ISSUE.

(12) DATE OF NEXT MEETING

The next meeting will take place at 10:00 a.m. on Wednesday 3 April 2013 in the Executive Boardroom, Penallta House.