

**CHIEF EXECUTIVE'S  
JOINT CONSULTATIVE COMMITTEE**

**Minutes of the Meeting held on Wednesday 3 April 2013**

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

**(1) APOLOGIES FOR ABSENCE**

Apologies for absence were received from Kelly Andrews; Simon Brassinne; Dave Bezzina and Graham Smith.

**(2) NOTES OF THE CHIEF EXECUTIVE JCC MEETING HELD ON WEDNESDAY  
30 January 2013**

Correction to the above notes - Item (1) Apologies - should have noted "Kelly Andrews" as being absent and not "Kelly Jones".

**Fast Track Disciplinary Procedure**

LD informed the Meeting Group that this procedure will be effective from Monday 8 April 2013. GH added that this would be reviewed after 6 months.

**(3) BUDGET UPDATE & MTFP**

NB informed the Group that the plan is now to ask all HoS what their proposed savings could be over the next couple of years. NB requested that if the Trade Unions had any proposals to let him have them as soon as possible. These proposals, together with the HoS proposals, would then be considered by the Politicians. NB informed the Meeting Group that we should get a better indication of the budget at the beginning of October and needed to keep a close eye on Welfare Reform.

**INTERIM MANAGEMENT ARRANGEMENTS**

NB informed the group that Anthony O'Sullivan, Chief Executive had been suspended and that he is now Acting Chief Executive. A Police investigation is currently ongoing. There is a Special Council meeting taking place on Tuesday 23 April where there will be a formal response to the Public Report and where NB will be making a full apology to Councillors and others. A statement will also be issued on the night. The temporary Acting Up arrangements are as follows:

Sandra Aspinall – Acting Deputy Chief Executive  
(Retaining Education and overseeing the Environment and Regeneration)

Dave Street – Acting Director of Social Services

Nicole Scammell – Acting Director of Corporate Services and S 151 Officer

Gail Williams – Monitoring Officer

Dan Perkins – Head of Legal and Democratic Services

Gill Lewis has been appointed as a consultant on a temporary contract for 4 weeks to draft a response to the Wales Audit Report. Gill worked for the Wales Audit Office a few years ago and is now working for the Aneurin Bevan Health Board.

**CCBC / BLAENAU GWENT SOCIAL SERVICES PROPOSED INTEGRATION**

NB informed the Trade Unions that a paper was going to Cabinet on Tuesday 16 April which is recommending withdrawing us from any integration proposals with Blaenau Gwent as the business proposals do not “stack up” and would cost us money instead of saving us money. NF enquired about whether there would be any future collaboration work. NB replied that if there are any possible collaborative cases, they will be considered with an open mind.

**(4) STANDING ITEMS**

• **WHQS - Update**

LR briefed the Trade Unions on this. The WHQS staff will soon be moving to Cherry Tree House, Oakdale. A report is going to Cabinet next week on the car parking arrangements at Cherry Tree House which is recommending purchasing car parking land.

Another staff panel is taking place in April. A terms of reference is being drafted and the Charter for Trust document has been sent out. LR has received some feedback on it. It now needs to be approved and published.

LR mentioned that she had a meeting with John Dark on Thursday morning (4 April) re: training for the Housing Team regarding issues such as protective clothing etc.. Flexi time also needs to be investigated.

A brief discussion took place on the future of the Tiryberth Depot and the Waste Transfer station at Ty Dyffryn.

The Trade Unions were advised that the Call Centre staff were now going to the Woolworths old building in Bargoed.

NB informed the Trade Unions that the WHQS Task Group was taking place tomorrow (4 April) and that LR was now the point of contact in terms of WHQS staffing issues.

• **I Trent - Update**

LR reported that auto enrolment had created a lot of work. Letters to staff on auto enrolment went out yesterday. The process is being monitored on a monthly basis. Any staff who have decided to opt out of the Pension Scheme

## **AGENDA ITEM NO. 6(A)**

can subsequently request to re-join the Local Government Pension Scheme at any time. To opt out of the Pension Scheme is a more difficult process.

- **Partnership Training Initiative – Update on Training Pilot**

LR stated that the Training Pilot scheduled for 18 March 2013 was cancelled and that she is looking to re-arrange it for the beginning of May. LR requested that if any Union representatives were attending, to let her have the names. The training is intended for any staff other than the Environment i.e. Social Services and Education. LR stated that either herself or Danielle will do the training. NB requested that a full report be prepared on this. GH explained that this is the first of the pilots at the “coal face”.

NF stated that one of the issues is non communication with peers. NB commented that the Authority and Unions needed to work together on this.

**ACTION: TRADE UNIONS TO INFORM LR OF THEIR REPRESENTATIVES WHO WILL BE ATTENDING THE TRAINING PILOT. A REPORT TO BE PREPARED ON THE TRAINING INITIATIVE.**

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

- **Surveillance of Employees**

A report on Surveillance of Employees is being brought forward to the next P & R Scrutiny Committee. NB / GH suggested that it would be useful for a Trade Union representative to attend the next P & R Scrutiny Committee on 16 April to hear the discussion on Surveillance. GH gave a quick overview of why they use Surveillance and emphasized that only 11 cases of internal Surveillance had been used by the Council in the past 12 months.

- **Flexible Retirement and Succession Planning**

GH explained that reports on Flexible Retirement and Succession Planning are to go to the next P & R Scrutiny Committee.

**ACTION: COPY OF REPORTS TO BE CIRCULATED TO THE TRADE UNIONS**

### **(6) PARTNERSHIP AGREEMENT AND FACILITIES ARRANGEMENTS**

A report to be compiled on this within the next couple of months (as previous paper out of date), the Authority to have an agreement on what facilities are provided to the Trade Unions i.e. IT facilities etc..

**ACTION: REPORT TO BE COMPILED BY GH WITHIN THE NEXT COUPLE OF MONTHS**

**(7) INCLEMENT WEATHER – SERVICE CONTINUITY ARRANGEMENTS**

A review of future working arrangements to avoid the issues that occurred this year has been commissioned. It has been agreed that each JCC feedback to Personnel with their issues.

**ACTION: A REVIEW TO BE COMPLETED BY SEPTEMBER 2013 AND A PROGRESS REPORT TO BE PRESENTED TO THE CE JCC MEETING**

**(8) PAY AND GRADING – LIVING WAGE AND GRADES 13 & 14**

GH stated that he needed to convene a separate meeting with the Trade Unions on these issues. A discussion on national pay ensued.

**ACTION: GH TO LOOK AT PAY AND GRADING WITHIN THE NEXT 3 MONTHS AND CONVENE A SEPARATE MEETING WITH THE TRADE UNIONS**

**(9) INFORMATION ITEMS**

- **Passport Programme Launch**

NB reported that the launch of the Passport Programme is on Friday 5 April.

- **Remploy Careers Fair**

LR briefed the Meeting Group on the Remploy Careers Fair, which took place on 27 March. The Welsh Government are assisting former Remploy employees in finding work by offering a grant subsidy for organisations who are able to redeploy any of the former Remploy workers.

1<sup>st</sup> year – 100 % of salary  
2<sup>nd</sup> year – 75% of salary  
3<sup>rd</sup> year – 50% of salary  
4<sup>th</sup> year – 25% of salary

The Job Centre are also involved in getting Remploy workers into work. The event which took place on 27 March was a mini careers fair. Esther McVey (Conservative MP) was in attendance. LR stated that she had received applications and CVs from some Remploy workers and that consideration needed to be given on how we can accommodate some of these supernumerary 100% posts and how we take it forward. LR to discuss with appropriate Managers. It is likely that the workers would be mainly placed in Tony White's area but it was emphasized that prior consideration would still be given to the staff in the Redeployment Pool. NF enquired how this would impact on Agency workers. LR mentioned that it is supernumerary for 12 months. NF also raised the concern of how employing former Remploy workers might impact on trying to redeploy employees with "HAVS". It was stressed that anyone in the Redeployment Pool would have priority.

## **AGENDA ITEM NO. 6(A)**

The Trade Unions agreed, in principle, to the employment of ex Remploy workers supernumerary for 12 months. Sian Phillips and LR are looking into the Agency issues. GH explained that it was work in progress.

GE raised the issue of permanent status letters. LR to investigate.

**ACTION: LR TO INVESTIGATE THE POSITION WITH REGARD TO PERMANENT STATUS LETTERS**

### **(10) ANY OTHER BUSINESS**

- **Communications**

NF / GP mentioned that there is a lack of communication links in some of the depots and suggested a TV be set up in the canteen area (similar to that in the Penallta House Restaurant). NF commented that the employees in the Depots are not always receiving communications if they do not have access to computers. NB asked for GH to liaise with Phil Evans (Head of ICT).

**ACTION: GH TO LIAISE WITH PHIL EVANS (HEAD OF ICT) ON THIS ISSUE**

- **Penallta House Staff Restaurant**

GE enquired about the Penallta House Staff Restaurant and the possible outsourcing of services. NB stated that there is no intention to outsource. The restaurant facility is already subsidised but he does feel that the prices in the restaurant are too expensive and needed to be reviewed. NB asked for feedback from the Trade Unions.

**ACTION: THE TRADE UNIONS TO PROVIDE FEEDBACK FROM MEMBERS ON THIS**

- **Request for a Monitoring Screen**

NF enquired about whether it would be feasible for a monitoring screen to be placed in Managers' offices in the Depots.

**ACTION: A FURTHER DISCUSSION TO TAKE PLACE OUTSIDE OF THIS MEETING**

- **Top Slicing**

GE enquired if there was any news on top slicing. NB stated that an announcement was expected in the next fortnight.

### **(11) DATE OF NEXT MEETING**

The next meeting will take place on Wednesday 22 May at 10:00 a.m. in the Executive Boardroom, Penallta House.