

CAERPHILLY COUNTY BOROUGH COUNCIL

Minutes of the Operational JCC held on 15<sup>th</sup> August 2013

**Present:**

Robert Hartshorn (RH) – Head of Public Protection (In the Chair)  
 Mark S Williams (MSW) – Head of Community and Leisure Services  
 Shaun Couzens (SC) – Chief Housing Officer  
 Sian Phillips (SP) – HR Manager  
 John Rowlands (JR) – Health and Safety Officer  
 Neil Funnell (NF) – GMB  
 Juan Roberts-Garcia (JRG) - Unison

		Action/ Date
1.0	<b><u>Apologies for Absence</u></b>  Apologies for absence were received from Pauline Elliott, Chief Planning and Regeneration Officer and Terry Shaw, Head of Engineering Services.	
2.0	<b><u>Minutes of meeting held on 9<sup>th</sup> January 2013</u></b>  The minutes of the meeting were agreed.	
3.0	<b><u>Matters Arising</u></b>	
3.1	MSW reminded those present of the arrangements that had now been agreed in relation to the future meetings of this Committee i.e. to call a meeting only when there were specific strategic issues that needed to be discussed. Both TU representatives present agreed that this arrangement was working well from their perspective. SC stated that whilst he was happy with this arrangement he reminded everyone present that should issues fail to be resolved at operational level then it would be expected that they would be progressed to this Committee rather than being submitted directly for discussion at the Chief Execs JCC.	<b>All agreed</b>
3.2	NF requested an update on the Attendance Management System trial being undertaken in Engineering. It was agreed that SP would liaise with Terry Shaw	<b>SP</b>
3.3	MSW advised that the Leisure Restructure had now been completed. A small number of issues resulting from the exercise were currently being addressed.	
3.4	JR advised those present of personnel changes that had taken place within the Occupational Health Unit as well as some proposed changes to service provision.	
3.5	MSW expressed his concern that service areas were now being charged for Occ. Health appointments that employees had failed to keep. In addition to concerns of increased costs to the service areas, there was also a negative impact on the length of waiting lists. MSW proposed that the employee concerned should bear the cost of their failure to attend. This view was shared by both RH and SC.	

<p>4.0</p>	<p><b><u>Business Continuity Plans for Inclement Weather</u></b></p> <p>Service area plans had been circulated prior to the meeting. It was therefore agreed to focus on those submitted for Catering and Cleaning as these were the areas that had been the most problematic during the last period of inclement weather.</p> <p>Both TU representatives advised that they had no major concerns with any of the plans however wished to seek the views of their Regional Officers before formally responding. MSW indicated that these comments needed to be obtained quickly as the outcome of the consultation needed to be fed into the Chief Execs JCC by 4/9/13. Both TU reps agreed to respond within this timeframe.</p> <p>NF asked if there was any possibility of staff being allowed to work time up in advance of periods of inclement weather i.e. bank time. MSW advised that he did not feel that this would be practical as there was no guarantee that there would be periods of inclement weather. It would also raise queries in relation to the appropriate payment to be made for the banked hours. He advised his preference was that where staff were required to work back time then they could do that over a reasonable period of time.</p> <p>In response to a question from the TU reps, MSW advised that it was unlikely that many cleaning staff could be offered the same degree of flexibility to work in alternative locations as catering staff because they were engaged on term time only contracts.</p> <p>It was recognised by all that once agreed it was essential that the individual service area plans should be circulated to relevant staff at the earliest opportunity.</p>	<p>NF &amp; JRG</p>
<p>5.0</p>	<p><b><u>Accident Statistics</u></b></p> <p>JR circulated information relating to reportable accidents for the period January to August 2013 and provided contextual information in relation to the variances.</p> <p>JR advised that Catering wanted to continue to formally investigate accidents resulting in absences of 3 or more days but in line with the new RIDDOR requirement to only investigate accidents resulting in absences of 7 or more days, H&amp;S would not be undertaking these investigations but had trained staff within Catering to enable them to carry out their own investigation.</p>	
<p>6.0</p>	<p><b><u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• There were no requests to discuss any other business.</li> </ul>	
<p>7.0</p>	<p><b><u>Date of Next Meeting</u></b></p> <p>It was agreed that as the next meeting of the Operations JCC had already been diarised for 9<sup>th</sup> October 2013, the date should be left in the diaries however if there were no strategic issues to be discussed, the meeting would be cancelled.</p>	