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Date: 3rd February 2016

Dear Sir/Madam,

A meeting of the **Joint Consultative Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 10th February, 2016** at **2.00 pm** to consider the matters contained in the following agenda.

Members are reminded that if they have any specific issues they wish to raise at the meeting they should advise the relevant Officer prior to the meeting.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

Pages

- 1 To receive apologies for absence
- 2 Declarations of interest-
Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.

A greener place Man gwyrdach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



To approve and sign the following minutes : -

- | | | |
|---|-------------------------------------------------------------------|-------|
| 3 | Corporate Joint Consultative Committee held on 21st October 2015. | 1 - 4 |
| 4 | Matters Arising. | |

Minutes of Directorate Joint Consultative Committees (copies attached) and matters arising:-

- | | | |
|---|--------------------------------------------------------------------------------|---------|
| 5 | Social Services Joint Consultative Committee held on 3rd November 2015. | 5 - 6 |
| 6 | Communities Joint Consultative Committee held on 9th November 2015. | 7 - 10 |
| 7 | Education and Leisure Joint Consultative Committee held on 10th November 2015. | 11 - 18 |

To receive and consider the following:-

- | | |
|----|--------------------------------------------------------------------------------------------------------------------------|
| 8 | Consultation between Trade Unions and Management. |
| 9 | Collaboration. |
| 10 | Any Other Business. |
| 11 | Dates of Future Meetings:-
Wednesday, 20th April 2016;
Wednesday, 20th July 2016;
Wednesday, 26th October 2016. |

Circulation:

Cabinet Members, Chief Executive and Directors, Trade Union Representatives



CORPORATE JOINT CONSULTATIVE COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON WEDNESDAY, 21ST OCTOBER 2015 AT 2.00 PM

PRESENT:

Councillor K.V. Reynolds – Chair

Councillors:

Mrs C. Forehead, N. George, D.T. Hardacre, K. James, Mrs. R. Passmore, D.V. Poole and T.J. Williams.

Together with:

C. Burns (Interim Chief Executive), C. HARRY (Corporate Director Communities), D. Street (Corporate Director Social Services), L. Donovan (Personnel Manager), S. Phillips (HR Manager), C. Evans (Committee Services Officer).

Trade Union Representatives:

K. Andrews (GMB), N. Funnell (GMB), J. Marsden (UNISON) and J.C. Havard (NUT).

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors B. Jones and R. Woodyatt, N. Scammell (Acting Director of Corporate Services & S151), G. Enright (UNISON), D. Bezzina (UNISON) and S. Brassinne (UCATT).

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the beginning or during the course of the meeting.

3. CORPORATE JOINT CONSULTATIVE COMMITTEE

RESOLVED that the minutes of the Corporate Joint Consultative Committee meeting held on 22nd July 2015 (minute nos. 1-12) be approved and signed as a correct record.

4. MATTERS ARISING

Minute No. 10 – Collaboration.

Following from the last meeting, the Cabinet Member for Education and Lifelong Learning, as Chair of the Joint Executive Group highlighted that Terms of Reference for the Group are available and will be circulated to the Committee.

Minute No. 11 – Budget

Mr C. Burns, Interim Chief Executive discussed the Budget and Medium Term Financial Plan and it was noted that a meeting was conducted between CMT and Trade Unions, which provided successful outcomes. Trade Unions added that the meeting was very constructive and aim to work with the Local Authority and engage positively in order to limit the impact of the savings requirements and avoid compulsory redundancies where possible.

It was noted that the consultation process on the Budget is due to take place, and will be wider reaching for staff and the general public, all ideas for efficiencies and savings will be considered in order to meet the £14-15m savings requirements.

5. MINUTES OF THE HOUSING/WHQS JCC HELD ON 10TH SEPTEMBER 2015

The minutes of the Housing/ WHQS Joint Consultative Committee meetings held on 10th September 2015 were received and noted.

Arising from the minutes, Members were asked to note that a Communities Joint Consultative Committee is scheduled to meet next week, which will include Officers and representatives from Housing, Regeneration, Highways and Transport departments. Further updates and minutes from the meetings will be scheduled on relevant future agendas.

6. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT

No issues were raised

7. COLLABORATION

The Cabinet Member for Education and Lifelong Learning and chair of the Joint Executive Group provided the Committee with an update on the future of the Youth Services, which is currently under consideration. It was noted that a feasibility study is underway and the Deputy Minister for Education has highlighted 2 options, which include the development of a Consortia, in line with the Scottish Model or for Youth Services to remain as they are. A further meeting will take place on 4th November and feedback will be provided to the Committee at the next available meeting.

8. ANY OTHER BUSINESS

The Cabinet Member for Education and Lifelong Learning asked that it be noted that there has been an amendment to the Joint Executive Group and the Governance process regarding the Gwent wide EAS service, which will provide the group with more power in relation to Commissioning Education Services.

9. DATE OF FUTURE MEETINGS

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled as follows: Wednesday 27th January 2016 at 2pm; Wednesday 20th April 2016 at 2pm; Wednesday 20th July 2016 at 2pm.

The meeting closed at 2:13 p.m.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 27th January 2016, they were signed by the Chair.

CHAIR

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Agenda Item 5

Social Services JCC Meeting

Tuesday 3rd November 2015 - Sirhowy Room Ty Penallta

Attendees:

David Street, Corporate Director Social Services (Chair)
Jo Williams, Assistant Director Adult Services
Gareth Jenkins Assistant Director Children's Services
Robert Hartshorn, Head of Public Protection
Shaun Watkins, Interim HR Manager
Gary Enright, Branch Secretary, Unison
Neil Funnell Branch Secretary, GMB

Apologies

Mike Jones Interim Finance Manager
Terry Bendle, GMB Representative

Agenda Item No	Issue	Action
1	Welcome & Apologies DS welcomed everyone to the meeting.	
2	Minutes of meeting held on 12th May 2015 The minutes of meeting held on 12 th May 2015 were read and agreed as an accurate record.	
3	Matters Arising None	
4	MTFP DS advised that the Directorate's proposals for savings had now been finalised and would be presented to Scrutiny on the 23 rd November. DS added that the workforce were fully aware of the various proposals, and to date there had been little representation from staff. GE concurred and added that he had received few calls from concerned members. DS added that once proposals were confirmed or otherwise, work would begin. DS acknowledged that this would involve significant input for all concerned	
5	Christmas 2015 Working Arrangements DS explained that he was aware that discussions had taken place between Corporate Officers and Trade Unions with a view to agreeing a Local Agreement for working arrangements at Christmas 2015. Unfortunately, a suitable arrangement had not been agreed. DS expressed his concerns for the impact this could have for his Services over Christmas. GE and NF advised that they had been instructed by their Regional Offices not to deviate from the NJC for Local	

	<p>Government Services advice that had already been circulated. GE added that he had agreed with Lynne Donovan (LD), Acting Head of HR and Organisational Development, to revisit the possibility of a Local Agreement early in the new year.</p> <p>As matters stood, it was planned for LD to take the NJC advice note back to CMT to seek approval for its adoption by Caerphilly for Christmas 2015</p> <p>A general discussion took place concerning the NJC advice and it was noted that staff scheduled to work on both the 26th and 28th December would be at a disadvantage as staff would only receive plain time for the 26th December, with the enhanced payment applying to the 28th December JW, RH and DS confirmed that this could result in operational issues in terms of securing available staff to cover shifts.</p> <p>Trade Union colleagues accepted this, but reiterated that they would have to adhere to the NJC advice.</p> <p>It was agreed that DS would discuss further at CMT.</p>	
6	<p>Any Other Business</p> <p>GE advised that he had received contact from several employees working at Ty Ni Children's Home who were unhappy regarding proposed changes to working patterns/rotas which would affect ability to work additional hours.</p> <p>GJ and SW explained that a new Manager had recently commenced duties, following a lengthy period without a Manager in place. The new Manager had identified various issues which were impacting upon the running of the home. This included issues concerning rotas and work patterns. Matters had also been compounded further by a number of sickness absences within the team.</p> <p>SW advised that the Manager was being supported by her line manager and HR in order to create a new rota, and possibly a move to a 4 weekly work pattern. SW advised that it was planned to meet with staff once proposals were drafted and Trade Unions would also be invited to attend and contribute.</p>	

Agenda Item 6

Caerphilly County Borough Council

Communities Joint Consultative Committee

Record of decisions made/taken at the meeting held on 9 November 2015

Present:

Christina Harray (CS) Corporate Director, Communities (Chair)
Mark S Williams (MSW) Head of Community and Leisure Services
Pauline Elliott (PE) Chief Planning and Regeneration Officer
Marcus Lloyd (ML) Deputy Head of Programmes WHQS
Graham Parry (GP) Operations Group Manager
Trish Reardon (TR) HR Manager
Kelly Andrews (KA) GMB Regional Organiser
Neil Funnell (NF) GMB Branch Secretary
Dave Bezzina (DB) Unison Regional Organiser
Gary Enright (GE) Unison Branch Secretary
Richard Munn (RM) Unite Regional Officer
Andrew Williams (AW) Unite Representative
Simon Brassine (SB) UCATT Representative

		Action/ Date
1.0	Apologies for Absence Apologies for absence were received from Phil Davy, Head of Programmes, Shaun Couzens, Chief Housing Officer and Terry Shaw, Head of Engineering and Transport	
2.0	Introductions CH introduced the meeting and updated those present to the change to her portfolio which comprises: Community and Leisure Services Engineering Planning and Regeneration WHQS and Housing As this was the first meeting of this group CH asked for agreement to the purpose of the meeting. All agreed that the forum would be a platform to discuss future service plans, in confidence, and an escalation route for matters than cannot be resolved with local management.	

	<p>CH added that she understood that there had previously been a separate WHQS/Housing JCC and requested that any issues arising in those service areas be brought to this meeting in line with her portfolio. All agreed.</p> <p>CH proposed that the meetings be scheduled on a quarterly basis, but postponed, if no agenda items are brought forward.</p>	
3.0	<p>Medium Term Financial Plan (MTFP)</p> <p>CH advised that consultation was currently taking place (without details of the settlement) and would be considered by Scrutiny Committee in December. CH said that in her view the budget for 16/17 was manageable, but would be more challenging the following year.</p>	
4.0	<p>Fleet Review</p> <p>MSW advised that this matter had recently been discussed at HR Strategy Group (next meeting December), alongside a piece of work about staff taking vehicles home. MSW advised there were valid business reasons for taking the vehicles home, and if staff did not take vehicles home there would be a storage / parking issue, as there is no depot in which to retain these vehicles overnight.</p> <p>GE commented that he was aware that IT had recently acquired 7 new vehicles and questioned whether this was needed. MSW commented that the need for vehicles depends on the service area requirement. CH added that a corporate view of the vehicle fleet was required. GE commented about the buying power of the Council as a whole. MSW added that his service were currently out to tender on a managed service for Fleet, which closes in January 2016. This would include less specialist vehicles and better prices. NF queried whether one set of vehicles could be used on the standby rota to reduce costs.</p> <p>GP confirmed that his area were currently looking at vehicle usage and aiming to off-hire any vehicles no longer required from 1 March 2016.</p> <p>NF asked if vehicles could be shared across service areas to save money.</p> <p>CH said that there was a corporate role for Fleet to look at the overall fleet management of the organisation.</p> <p>PE added that some work had been started around vehicle usage (green agenda) by Paul Cooke (Team Leader, Sustainable Development) and that she would report back at the next meeting.</p> <p>AW added that fuel consumption must be considerable, given the travelling to either ends of the borough.</p> <p>CH added that electric vehicles may need to be considered, but that there are no charging points in the borough.</p> <p>CH added that she was aware that in some LAs staff had voted to take vehicles home and pay travel costs if necessary. MSW added that there was a business reasons that staff take the vehicles home.</p>	PE

	<p>KA added that it may be a case of changing the way vehicles are used, rather than removing vehicles.</p> <p>CH raised the issue of trackers on vehicles and how the vehicles could be monitored. MSW advised that a draft policy exists, but it has not been consulted upon.</p> <p>CH concluded that Fleet Management should remain as standing item on the agenda.</p>	TR
5.0	<p>LGPS 85 Year Rule</p> <p>GE advised that tapered relief applied from March 2016 and he did not think that staff were away of the situation. MSW said that management are having discussions with staff who may wish to retire under the 85 year rule.</p> <p>CH advised that Heads of Service already have data on staff age and length of service so that they may progress such discussions. MSW advised that from his experience there were delays in receiving pensions quotes from Torfaen.</p> <p>CH added that the Pensions manager had recently attended CMT and discussed a process that would automate data, which she thought would assist this matter.</p> <p>CH to provide feedback at next meeting</p>	CH
6.0	<p>Forward Service Planning</p>	
6.1	<p>CH asked Heads of Service to identify key issues moving forward:</p>	
6.2	<p>MSW provided the following update.</p> <p>Refuse and Cleansing - targets for recycling would increase over the coming years which would necessitate a change to service delivery, which would require consultation. Likely increase in number of recycling vehicles which has implications for cost, storage and discussions with staff and Trade Unions are ongoing. Public perception of service is very good and there has been considerable negative press coverage in Blaenau Gwent following changes to recycling receptacles.</p> <p>Parks - currently 21 bowling greens which the area is proposing to hand over to the clubs on a self managed basis. A report will be taken to Cabinet in early 2016.</p> <p>Leisure -WAO and internal review due. Closure of Pontllanfraith Comprehensive school, but no decision about the on-site leisure centre. Bedwas LC pool to be handed over to the Bedwas High School with relevant transfer of staff.</p>	
6.3	<p>PE provided the following update:</p> <p>Currently undertaking a restructure in her team to achieve MTFP savings. Some senior staff had left and not been replaced there is an expectation that the savings target (£40K) will be met without redundancies.</p>	

6.4	<p>Planning Bill and Regional Planning provision will impact on the service.</p> <p>ML provided an update on WHQS:</p> <p>Continuing to move towards 2020 target with resourcing issues remaining a challenge. Internal Works programme on track. External works programme has outsourced work to private sector housing in the Lower Rhymney Valley. Managed service provision for the sheltered housing complexes. Recently completed the transfer of the heating team to Housing. Considering whether NCS can support some of the internal works programme. Difficulty in recruiting specialist resources such as building surveyors, clerk of works. Introduction of new project manager role to work alongside the three existing project managers.</p> <p>RM raised issue of changes to standby and the buyout payment, which he understood had been taken off the table shortly before a meeting last week. TR confirmed that she was aware that legal advice was being sought around the tax treatment of such a payment.</p> <p>GE queried the timeline for the new project manager role. ML confirmed that he hoped the post holder would be recruited in the new year, and discussion were on-going with existing project managers.</p>	
6.5	<p>GP provided the following update:</p> <p>GP explained that the focus would be 'doing more with less'. Service areas looking at fleet vehicles and have recently trialled a multi-purpose vehicle, with variety of attachments. Also looking at alternative work streams, such as service provision to WHQS, parks and leisure in addition to external clients and consultancy collaboration.</p> <p>CH added that some of the smaller local authorities are looking to outsource work and this may provide CCBC with an income generation opportunity.</p>	
6.6	<p>AOB</p> <p>NF raised a question about the minimum skills requirement for Standby Duties (currently at the consultation phase); it centred on the opportunity for training for the existing Standby Crews. It was confirmed by GP that an initial 3 month period would be given for this to happen followed by a review for each members on a case-by-case basis.</p>	
7.0	<p>Date of next meeting – suggested as February 2016.</p>	

JCC MEETING – SCHOOLS

10 November 2015

PRESENT:	
Keri Cole	Chief Education Officer
Lisa Haile	HR Manager
Mererid Lewis Davies	UCAC
Matthew Ferris	NASUWT
Pamela Ireland	NUT
Neil Funnell	GMB
Juan Garcia	UNISON
Kelly Andrews	GMB
APOLOGIES	
Ravi Pawar	ASCL
Gary Enright	UNISON
Clare Walsh	NAHT

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
1	<p>Welcome and Apologies</p> <p>Keri Cole (KC) welcomed everyone to the meeting and all apologies were acknowledged.</p> <p>KC outlined her position within the recent structure changes and confirmed her position as Chief Education Officer with statutory responsibility, reporting directly to Mr Chris Burns (Chief Executive).</p>	
2	<p>Minutes of the previous meeting 18 09 2014</p> <p>Were agreed.</p>	
3	<p>Matters arising from the previous minutes</p> <p>Lisa Haile (LH) confirmed that the disciplinary procedure had been launched to schools and had been in operation now for more than 12 months.</p>	
-	<p>EWC Support Staff Registration (Agenda Item 9)</p> <p>Juan Garcia (JG) confirmed that he would have to leave this meeting after 15 minutes to attend a meeting at Bedwas High School. He requested that Agenda Item 9 be brought forward for this reason, i.e. support staff registrations with the EWC.</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>JG advised that UNISON and GMB were doing a lot of work with focus groups and forums and that working together to create a positive position for the staff was going well.</p> <p>He confirmed that employees are concerned about the registration fee and that Cardiff and Bridgend Councils had agreed to pay the registration fee for its support staff. He hoped that Caerphilly would follow suit. This he advised would give a positive message to the staff and be respectful of their professional position.</p> <p>KC confirmed that EWC support staff registration had featured in a recent Headteachers meeting, at which Hayden Llewellyn of the EWC was present. Heads appeared to be very supportive.</p> <p>LH confirmed that the decision relating to who pays the registration fee had not been made by Caerphilly yet. Lynne Donovan (Acting Head of HR) was looking into this.</p> <p>Neil Funnell (NF) advised that costs are likely to be circa £27K and confirmed that the GMB also hoped that Caerphilly would follow Cardiff and Bridgend's lead.</p> <p>LH confirmed that she would keep the unions updated in this regard.</p>	<p>LH to update the unions when decision re: support staff registration payment is made.</p>
4	<p>Maternity; Adoption; Paternity; Parental and Shared Parental Leave Policies</p> <p>LH referred to the suite of policies she had circulated in anticipation of this meeting and advised that these had been re-launched corporately recently to ensure legal compliance in respect of Maternity; Adoption, Paternity; Parental and Shared Parental Leave.</p> <p>She confirmed that current school policies are outdated and not reflective of actual practice to ensure legal compliance. With the approval of the JCC, these policies would be recommended to schools for adoption.</p> <p>PI advised that the unions would welcome track changed policy documents. LH confirmed that she would certainly look to produce documents in this way in the future for JCC consideration. She confirmed that these policies were written in such a way that they could be easily cross referenced to the legislation. The shared parental leave policy was brand new for schools.</p>	<p>Unions to give feedback by 24 November 2015.</p>

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>LH confirmed that staff in schools were being advised of their legislative entitlements in all of these matters but they would not be able to cross reference advice received with their policy documents in school. School policies were no longer legally compliant.</p> <p>MF confirmed that the position of pay was not clear in the paternity leave scheme and asked that this be made clear.</p> <p>All agreed that they would review these policies over a period of two weeks and give feedback by the 24th November 2015</p>	
5	<p>Flexible Working Policy and Procedure</p> <p>LH confirmed that a number of schools had requested this policy to come forward as one of the first policies requiring review.</p> <p>In line with the Corporate Policy and legislation, this policy and procedure is no longer linked specifically to a childcare responsibility. Everybody with the relevant qualifying service has the right to apply to work flexibly.</p> <p>From 30 June 2014 every employee has the statutory right to request flexible working after 26 weeks employment service.</p> <p>(Before 30 June 2014, the right only applied to parents of children under the age of 17 (or 18 if the child is disabled) and certain carers.)</p> <p>This policy also looks to support schools in managing the length of time the flexible working arrangement should apply for on a temporary basis.</p> <p>The policy and procedure are legislatively compliant and a supportive tool for schools.</p> <p>Discussion ensued re: the temporary position and asked for further clarification on whether this could be extended with the express permission of parties. MF advised that staff generally seek 3 years. LH advised of her belief that the policy is written in such a way that restricts 'temporary' to one year. All agreed to review the policy in this regard and feedback.</p> <p>LH advised that some schools had found it extremely difficult to manage temporary changes over a long period of time and that this would become more and more difficult as school budgets come under increasing pressure.</p>	<p>Unions to give feedback by 24 November 2015.</p>

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
6	<p>Pay Policy</p> <p>LH confirmed that alongside our SEWC Colleagues last year we looked at the changes in the 2014 STPCD and how this impacted the 2013 model policy that sits in our Caerphilly Schools currently.</p> <p>LH confirmed that our SEWC Colleagues are slightly ahead of us on this policy. Regional Officers were consulted on this amended model policy in the Spring Term of 2015. The following unions were in agreement with the amended position – NASUWT, NAHT, UCAC and ASCL. Whilst not all unions are stated, LH confirmed that she did not believe that there was any contention with the other unions and this model policy.</p> <p>LH confirmed that she had planned to seek authorisation of this JCC to bring this policy to the school’s attention. She was however conscious of the fact that the changes largely related to the headteachers position and these staff were not represented today at this JCC (apologies had been received).</p> <p>LH confirmed that this was not a policy that could be commended but schools should be afforded the opportunity to be consistent with SEWC Colleagues.</p> <p>LH reiterated that the changes in this model policy include:</p> <ul style="list-style-type: none"> - A paragraph on unattached teachers - A clearer description of how pay awards will be applied under the heading ‘Annual determination of pay’ - A revision of the Headteacher’s pay section in relevance to the 2014 STPCD - References to ISR removed and replaced with pay range - A clean up of the TLR Section <p>The Headteacher pay review and Deputy Headteacher pay range briefing papers that were circulated alongside this model policy are working papers. Advice in this regard is issued consistently on request. Schools are working in line with their STPCD Requirements in this regard.</p> <p>MLD confirmed that she had seen this revised policy before and that she had been included in individual authority consultations with Newport and Monmouth Councils. MLD clarified that she had not been included in a regional consultation this time.</p>	<p>Unions to give feedback by 8th December 2015.</p>

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>LH apologised for any confusion in this regard. She was confident that Newport had consulted the regional officers who were included in the initial 2013 pay policy negotiations when giving feedback to their SEWC partners. She understood however that they may have done this under their local umbrella.</p> <p>Feedback on this policy was requested by the 8th December 2015</p>	
7	<p>Capability Policy; Social Media and Code of Conduct</p> <p>LH confirmed that <u>Social Media and the Code of Conduct</u> Policies had been revised and relaunched corporately.</p> <p>In anticipation of the next JCC, the HR Business Team will ask for volunteers to review the corporate policies from a schools position.</p> <p>Social Media and Code of Conduct Policies fit for purpose of schools would be brought forward to the next JCC for consideration.</p> <p>Ian Timberell (St. Gwladys) was recommended as potentially ideal for this group</p> <p><u>Capability Policy</u> Welsh Government in November 2013 issued Guidance for managing the capability of teaching staff in Schools. Welsh Government in this regard is seeking a consistent approach across all Local Authorities.</p> <p>Working alongside our SEWC Colleagues we will be bringing a recommended model policy to the next JCC and will be circulating it to you at the earliest opportunity for consultation purpose.</p>	<p>LH to contact St Gwladys and seek other volunteers for this group and bring back policy documents to the next JCC.</p>
8	<p>21st Century Schools</p> <p>KC confirmed that when most people refer to 21st Century Schools, the building of new schools comes to mind and an overview of these project developments generally follow.</p> <p>The 21st Century Schools position is far wider. School Strategy, 6th Form Funding and Increased collaboration for example.</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>KC advised that we still have infant and junior, small rural schools that are struggling. We are looking to secure schools survival where we can. An example of good work in this area would be Rhydri. With the help of a neighbouring headteacher with relevant expertise, a shared headship has supported the school out of financial difficulty and out of special measures. This arrangement supported the sharing of professional development, planning and expertise. The Bedwas Junior School and Rhydri Primary School combination turned out to be a fantastic arrangement.</p> <p>The group considered pressures on headteachers in this regard and KC confirmed that it does add to the workload of headteachers when they have to commit to two sets of Governors, manage two budgets, etc. KC gave the example of a married couple currently running 4 schools between them.</p> <p>21st Century Schools Strategy includes reviewing what works well and looking at options for deploying that learning when opportunities arise.</p> <p>KC confirmed that there had recently been 2 infant school headship appointments. She clarified that in the current financial climate it might be practical and prudent to consider combining Infant and Junior when these opportunities present themselves.</p> <p>Our aim is to build a strategy that clearly states this is what we will look at to secure a sound educational way forward.</p> <p>KC referred to Mererid Lewis Davies (MLD) and confirmed that welsh schools are finding it difficult to recruit headteachers. There are problems to overcome and opportunities to explore in all cases.</p> <p>All agreed that effective collaboration can work. Competent leaders are often ready for a greater challenge and can thrive when this opportunity arises.</p> <p>MF asked KC for her thoughts on 6th forms. KC confirmed that with Cardiff, Crosskeys and other colleges close by, competition was high. Headteachers were finding the position of sixth forms financially challenging.</p> <p>KC confirmed that there are soft collaborations in place, Lewis Girls and Lewis Pengam for example.</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
9	<p>EWC Support Staff Registration</p> <p>Referred to earlier in this meeting as above.</p>	
10	<p>VER/Redundancy</p> <p>KC confirmed that schools were currently well supported by Finance teams to identify their financial pressures early.</p> <p>A large number of schools are moving toward a budget deficit in the forthcoming academic year and to this end there are two meetings scheduled for next week, i.e. one for primary headteachers and one for secondary headteachers.</p> <p>Aside from sharing information and good practice, these meetings will enable heads to see that they are not alone.</p> <p>KC confirmed that schools are supported to manage their budget deficit position over a period of 3 years. Any period beyond this would lead to far more drastic action needing to be taken as finances can easily spiral outside of any reasonable control.</p> <p>KC confirmed that meetings will also be undertaken with Headteachers in regional groups in terms of the Medium Term Financial Plan. It is important that Headteachers are aware of all information that will reach the public domain. Other service areas, not necessarily within the direct control of the school are affected by the MFTP – catering, cleaning, school crossing patrol, LEI service, etc. for example.</p> <p>MF requested that schools receive advance warning of risks where possible. KC advised that she did not want to share the names of the schools in difficulty until that position was certain. Situations change on a regular basis in schools, staff resignations, pupil numbers growth, etc and this can have a marked impact on individual school budgets. She confirmed that the unions would be kept informed in this regard.</p>	
11	<p>Any Other Business</p> <p>Meetings will be held on a Quarterly basis. Dates for January, March and July to follow.</p> <p>PI requested for these meetings to be held on Tuesdays where possible.</p>	

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