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**Date: 19th October 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, 26th October, 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.	

A greener place Man gwyrddach

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



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.

3 To approve and sign the following minutes:-

4 Joint Consultative Committee held on 20th July 2016.

1 - 4

5 Matters Arising.

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

6 Communities Joint Consultative Committee held on 5th September 2016.

5 - 8

7 Social Services Joint Consultative Committee held on 10th October 2016.

9 - 10

To receive and consider the following reports:-

8 Consultation between Trade Unions and Management.

9 Collaboration.

10 Any Other Business.

11 Dates of Future Meetings:-  
Wednesday, 25th January 2017 at 2pm;  
Wednesday, 19th April 2017 at 2pm;  
Wednesday, 26th July 2017 at 2pm.

**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, 20TH JULY 2016 AT 2.00 PM**

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**PRESENT:**

Councillor K.V. Reynolds - Chair

**Councillors:**

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

**Together with:**

C. Harry (Corporate Director Communities), N. Scammell, (Interim Director of Corporate Services), L. Donovan (Acting Head of Human Resources and Organisational Development), C. Evans (Committee Services Officer)

**Trade Union Representatives:**

J. Garcia (Unison) and D.A. Williams (Unite)

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor Mrs B. Jones, C. Burns (Interim Chief Executive), D. Street (Corporate Director Social Services), S. Brassine (UCATT), G. Enright (UNISON), N. Funnell (GMB) and R. Munn (Unite).

#### **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 – 20TH APRIL 2016**

RESOLVED that the minutes of the meeting of the Corporate Joint Consultative Committee held on 20th April 2016 (minute nos. 1-8) be approved and signed as a correct record.

#### **4. MATTERS ARISING**

There were no matters arising.

#### **5. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT**

Mr Garcia highlighted that there was no Head of Service present at the last meeting of the Health and Safety Joint Consultative Committee. Officers explained that there have been some changes to the portfolios of Heads of Service and that a review of the membership would be conducted and updated as appropriate.

Mr Garcia, in noting the recent announcement that Cwmcarn High School intends to close, highlighted that there was no communication to the Unions prior to letters being sent to students and parents, however, since this time, communication has improved. Councillor K. James, local ward Member explained that there was very little correspondence or communication from the Governing Body about this decision and it came as a shock to all.

#### **6. COLLABORATION**

Councillor D.V. Poole provided the Committee with an update on the developments towards the implementation of a Corporate Housing Register. It was noted that the software has been purchased and work is under way to populate and test the software, with the intention that the system go live in November. The Committee noted that the system aims to open up the Social Housing Market for prospective tenants by bringing together all available houses from the Council, Wales and West, United Welsh Housing Association and Charter to one place and reduce the number of applications to be completed. Members were reassured that rigorous testing is being conducted at each phase to ensure that the system is robust.

Councillor K. Reynolds asked for it to be noted that the Local Development Plan (LDP) had now been withdrawn and consideration is underway with a number of Authorities to provide an Strategic Development Plan (SDP) instead. Merthyr and RCT have already expressed an interest in collaboration.

N. Scammell provided the Committee with an update on the Outline Business Case for the proposal in respect of Caerphilly CBC's IT Service joining with SRS a Joint Committee of Local Authorities and Gwent Police. Members noted that the process has been delayed until the end of September pending further information.

The Leader, Councillor K. Reynolds provided the Committee with an update on City Deal, which involves a collaboration of 10 Local Authorities across South East Wales. Work is currently underway and it is hoped that a formal deal will be agreed by the end of the calendar year. Following the signing of the deal, works will commence in order to develop a number of projects as a result. The aim of the City Deal is to provide more transport links as well as more jobs and economic prospects across the South Wales Valleys and Cardiff, thus assisting with growth.

#### **7. ANY OTHER BUSINESS**

Councillor D.V. Poole provided the Committee with recent developments within the WHQS Programme. The Committee noted that, following the tenant vote for Caerphilly CBC to retain its Housing Stock, the programme was initially managed under the Housing Department. Following a review in 2011/12, it was apparent that a dedicated team would be required to manage the start up and ongoing programme for WHQS, as it was an extensive £200m capital programme to be completed by March 2020. After around 5 years and due to the significant progress in respect of the WHQS programme, it has been agreed that the WHQS

Programme will move back under Housing and be overseen by Mr S. Couzens, Chief Housing Officer.

The Committee discussed the change and commended the work, dedication, openness and transparency by Mr P. Davy, Head of Programmes, WHQS, but it was felt that the timing is right to make the move of the WHQS capital programme back to Housing under the Chief Housing Officer. The Committee wished Mr Davy all the best for his retirement and the future.

Mr J. Garcia provided the Committee with an update on a consultation exercise which is currently underway with School Crossing Patrol Staff. The Committee noted that, following a recent review of working hours and salaries, it was concluded that whilst School Crossing Patrol Staff are not required during Inset Days, they are paid for these. The Trade Unions have expressed concerns over the possible loss of earnings as a result of the review. Officers confirmed that whilst the review had highlighted this issue, the Service area have been asked to consider whether there are any possibilities for Crossing Patrol Staff to use this time for training, development, etc. The Committee will be provided with feedback on this matter in due course.

#### **8. DATE OF FUTURE MEETINGS**

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled for 2pm on 26th October 2016, 25th January 2017 and 26th July 2017.

The meeting closed at 2:23 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 26th October 2016, they were signed by the Chair.

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CHAIR

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# Agenda Item 6

## Caerphilly County Borough Council

### Communities Joint Consultative Committee

#### Record of decisions made/taken at the meeting held on 5 September 2016

Present:

Christina Harray (CS) Corporate Director, Communities (Chair)  
Mark S Williams (MSW) Head of Community and Leisure Services  
Tim Stevens (TS) Development Control Manager  
Marcus Lloyd (ML) Deputy Head of Programmes WHQS  
Graham Parry (GP) Operations Group Manager  
Shaun Couzens (SC) Chief Housing Officer  
Trish Reardon (TR) HR Manager  
Kelly Andrews (KA) GMB Regional Organiser  
Tommy Hearne (TH) GMB  
Darren Ould (DO) GMB  
Gary Enright (GE) Unison Branch Secretary  
Andrew Williams (AW) Unite Representative  
Stephen Pugh (SP) Communications Manager (for first point on agenda)

		Action/ Date
1	<b>Apologies for Absence</b>  Apologies for absence were received from Dave Whetter, Interim Head of Regeneration	
2	<b>Declarations of Interest</b>  No declarations were made.	
3	<b>Minutes of the last meeting dated 9 November 2015</b>  Were reviewed and accepted as an accurate record.	
4	<b>Actions arising</b>  <b>LGPS 85 year rule</b> TR advised that staff may access up to date pension information via an on-line system with Torfaen Pensions. Employees are required to register to gain access to the system.	

5	<p><b>Staff Survey</b></p> <p>CH gave an overview of the 3 strands of the Business Improvement Board:</p> <ol style="list-style-type: none"> <li>1) Improving Services which includes a number of projects, many being linked to the MTFP and efficiency reviews eg. Fleet, Waste, Libraries, Youth, etc.</li> <li>2) Leadership Development, providing leaderships skills for managers during challenging times</li> <li>3) Engagement with staff which includes a staff survey.</li> </ol> <p>CH advised that SP had joined the meeting to provide an overview of the survey.</p> <p>SP advised that a review of existing communication channels was being conducted and that the staff survey would be issued in September. Initially to management network and 2 weeks later to the remainder of the workforce. Electronic and paper versions of the staff survey will be available. Staff may complete the survey anonymously. The data will be analysed during October and will be considered with the Business Improvement Board.</p> <p>CH added that each service area has been asked to appoint ambassadors to encourage and support staff to complete the questionnaire. CH explained that she would expect that staff are granted time in work to complete the survey and support would be made available to assist staff in completing the forms, if required. Consideration would be given to the use of mail/collection boxes where staff could 'post' their completed questionnaires rather than hand to a manager/supervisor.</p> <p>SP agreed to circulate a copy of the survey to TU colleagues for their comments.</p>	<p>SP</p> <p>SP</p>
6	<p><b>Winter Maintenance Service (gritting rounds)</b></p> <p>GP advised that this service is provided between October and March. An issue needs to be resolved in respect of rest periods, which are currently paid. This occurs when workers are sent home for rest, before the end of their shift, so that they may return later that day to complete the evening gritting round. Specific rest is required within a 24 hour period to meet GB domestic driver legislation. This matter was not resolved (or overlooked) as part of the single status agreement and could represent the potential for an Equal Pay claim. A number of options have been tabled and discussed between management and TU's. Options include maintaining the status quo, split shifts/banking hours, nights, weekend working and outsourcing.</p> <p>TR advised that the need for the break is clear and set out in legislation, the issue is that it is currently paid.</p> <p>GP advised that many other Local Authorities operated a similar</p>	

	<p>style rota (although the issue around paid rest periods was not known) and that RCT operate a night shift and Wrexham have a model which includes split shifts and banking hours.</p> <p>GP to prepare a report which includes the options and costs. KA to provide a TU response into the potential Equal Pay claim. GP to circulate report to all parties. CH would then consider fully, and if required seek CMT views.</p> <p>GP continued that the service was currently advertising for volunteers for the winter maintenance rota and that the status quo (paid rest periods) would remain for winter 16/17, with some changes to the rota to minimise the impact of accumulated tiredness on the workers. DO, GP and ML would communicate with the workforce in readiness for this winter's standby arrangements.</p>	<p>GP KA</p> <p>DO GP ML</p>
7	<p><b>WHQS/Housing integration</b></p> <p>SC advised the meeting that following the retirement of Phil Davy (Head of Programmes) WHQS and Housing had joined together to provide an integrated service. HRO teams are renovating empty properties to WHQS standard which will contribute towards achievement of WHQS programme. Public Sector Housing will experience limits on funding next year, but the service will be able to divert worker to WHQS instead, thereby saving jobs in that workforce. There are environmental works and grounds maintenance works within the WHQS programme, which could be completed by other CCBC teams.</p> <p>CH advised that there were no proposals for a restructure at this time and confirmed that ML will report to SC and maintain responsibility for NCS, with a dotted reporting line to Terry Shaw (TS). CH added that there would be potential for NCS to undertake some of the environmental programme for WHQS. CS added that she had asked TS to consider his management structure in the light on ML's changed role.</p> <p>AW asked if following the integration of WHQS and Housing whether Housing staff may now undertake standby duties. SC advised that this would not be possible.</p> <p>SC advised that there had been changes to the Sheltered Housing Complexes and that as a consequence, it would lead to an increase in the in-house workforce.</p>	
8	<p><b>Fleet</b></p> <p>MSW advised that the Fleet procurement exercise is currently on hold and is being reviewed by CMT.</p>	
9	<p><b>Leisure</b></p> <p>MSW advised that Wales Audit Office had required CCBC to provide a holistic sport and leisure strategy, encompassing their facilities, links with health, countryside and education. The Business Improvement Board had recently agreed to appoint an</p>	

	<p>external consultant to conduct the first stages of the review. The consultants were currently interviewing selected staff and should have completed this part of the exercise by mid October 2016. CCBC will then review the outcome. CH confirmed that once the strategy had been developed and agreed, consideration will then be given to which delivery option would be most appropriate. TU colleagues will be informed as this progresses.</p>	
10	<p><b>Waste</b> MSW advised that recycling rates are currently at 62%. The target will move to 64% in 2019. Report being presented to Scrutiny on 20.9.16 providing update on WAO review and future options for food and garden waste. MSW advised that there will be no staffing implications this winter as the service will consider a re-routing exercise, if required.</p>	
11	<p><b>AOB</b> GE advised that he was aware of an issue with school crossing patrols and reduction in their contracts. TR advised that consultation had been undertaken with staff and trade unions as staff were being paid for 39 weeks, but only working for 38 weeks. Alternative activities such as training had been considered by the service, but were not feasible due to the varying dates of school Inset days. HR staff were ready to issue notice of change of contracts. TR added that Corporate JCC were expecting feedback on the consultation, but had not agreed to delay the process until their next meeting. Given the short timeline to the next Corporate JCC (Oct 2016) CH agreed that it would be sensible to wait a further month before taking action to issue notice and during that time a meeting between HR, Management and TU take place to fully understand the issues raised and if possible agree a way forward.</p>	TR
12	<p><b>Date of next meeting</b> – suggested as December 2016.</p>	

# Agenda Item 7

## Social Services JCC Meeting

Monday 10<sup>th</sup> October 2016 - Sirhowy Room Ty Penallta

### Attendees:

Jo Williams, Assistant Director Adult Services (Chair)  
Gareth Jenkins Assistant Director Children's Services  
Robert Hartshorn, Head of Public Protection  
Shaun Watkins, HR Manager  
Nicola Chapman, Principal HR Officer  
Juan Garcia, Assistant Branch Secretary, Unison  
Neil Funnell Branch Secretary, GMB

### Apologies

David Street, Corporate Director Social Services  
Mike Jones Interim Finance Manager  
Gary Enright, Branch Secretary, Unison

<b>Agenda Item No</b>	<b>Issue</b>	<b>Action</b>
<b>1</b>	<b>Welcome &amp; Apologies</b>  JW welcomed everyone to the meeting .	
<b>2</b>	<b>Minutes of meeting held on 3rd November 2015</b>  The minutes of the meeting held on 3rd November 2015 were read and agreed as an accurate record.	
<b>3</b>	<b>Matters Arising</b> None	
<b>4</b>	<b>MTFP</b> JW advised that Heads of Service had been asked to provide feedback in terms of MTFP proposals for 2017/18 that have a nil impact on the public. In reality, this would mean 'back office' functions which have no implications for the public and their access to services. JW added that savings are already being made via vacancy management. RH and GJ also confirmed that they are looking at similar proposals which have a nil impact on the public.  JW also advised Trade Union colleagues that a proposed restructure of Learning Disabilities Day Centres has been postponed for a year.	
<b>5</b>	<b>Christmas 2016 Working Arrangements</b>  SW advised that the NJC circular regarding working arrangements for Christmas 2016/17 had been published. The main issue for Caerphilly was the reference to Sunday rates of pay, and Caerphilly not having a specific payment rate for Sundays.	

	<p>Previously, it was hoped that a Local Agreement could have been finalised, but the Trade Unions stance was not to deviate from the guidance contained in the NJC document. NF and JG were both mindful though that key services would need to be delivered over the holiday period. Currently, further advice was being requested from CMT.</p> <p>NF advised that they had been instructed not to move away from the nationally agreed advice. However, the Unions would be prepared to look at alternatives, as long as any proposals did not put their members into a detriment situation.</p> <p>RH queried whether CMT could consider proposals for the next 2-3 years to avoid an annual debate.</p> <p>SW also indicated that the issue of working arrangements for the 23rd December was also being considered, adding that in 2011 when the 23rd December had fallen on the Friday, offices had closed in the afternoon, with staff being given a 2 hour credit.</p> <p>It was agreed that further direction and agreement would be required from CMT.</p>	
6	<p><b>Any Other Business</b></p> <p>JG thanked colleagues for their support with the events held in respect of Mental Health Awareness Day. All agreed that the day was a success.</p>	