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Date: 12th April 2017

Dear Sir/Madam,

A meeting of the **Joint Consultative Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 19th April, 2017** 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 gwyrddach

A decorative graphic at the bottom of the page featuring a stylized building, trees, and a path, set against a green and yellow wavy background.

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

To approve and sign the following minutes: -

3 Joint Consultative Committee held on 25th January 2017 1 - 4

4 Matters Arising.

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

5 Directorate of Education Joint Consultative Committee - Schools held on 9th November 2016. 5 - 12

6 Directorate of Education Joint Consultative Committee - Schools held on 9th February 2017. 13 - 20

7 Directorate of the Chief Executive Joint Consultative Committee held on 14th February 2017. 21 - 28

8 Directorate of Social Services Joint Consultative Committee held on 20th March 2017. 29 - 30

9 Consultation between Trade Unions and Management.

10 Collaboration.

11 Any Other Business.

12 Dates of Future Meetings:-
Wednesday, 26th July 2017 at 2pm;
Wednesday, 25th October 2017 at 2pm;
Wednesday, 24th January 2018 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, 25TH JANUARY 2017 AT 2.00 PM

PRESENT:

Councillor K.V. Reynolds - Chair

Councillors:

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

Together with:

C. Burns (Interim Chief Executive), C. HARRY (Corporate Director Communities), D. Street (Corporate Director – Social Services), L. Donovan (Acting Head of Human Resources and Organisational Development), S. Phillips (Acting HR Service Manager) and C. Evans (Committee Services Officer)

Trade Union Representatives:

G. Enright (Unison), J. Garcia (Unison) and J. Turner (Unison)

1. INTRODUCTIONS

The Committee welcomed J. Turner (Unison Regional) to the Committee and introductions were made.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Mrs C. Forehead, K. Andrews (GMB), N. Funnell (GMB) and D.A. Williams (UNITE).

3. DECLARATIONS OF INTEREST

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

4. CORPORATE JOINT CONSULTATIVE COMMITTEE – 25TH OCTOBER 2016

RESOLVED that the minutes of the meeting of the Corporate Joint Consultative Committee held on 25th October 2016 (minute nos. 1-10) be approved and signed as a correct record

4. MATTERS ARISING

There were no issues raised under this item.

5. SCHOOLS AND LEI JOINT CONSULTATIVE COMMITTEE – 23RD JUNE 2016

The minutes of the Schools and LEI Joint Consultative Committee held on 23rd June 2016 were received and noted.

It was noted that Leisure is no longer part of the Education Directorate, as a result, it was requested that the Directorate JCC Minutes Template be updated.

6. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT

Mr G. Enright (Unison) provided the Committee with an update on a recent “Emotional Health in the Workplace” Open Day. In addition, a training session was provided in December 2016 for representatives from Trade Unions, Human Resources (HR) and Health and Safety. Feedback from both events was excellent and Mr Enright had received a draft report for consideration that he had shared that day with the Leader, the Interim Chief Executive and the Acting Head of HR and OD. It was noted that there are an increasing number of staff, in the organisation who are experiencing mental health and well-being issues, whether it be work related or in their personal lives and the open day provided a number of tips for managers to identify, manage and support staff, for employees affected, as well as provided details of third sector organisations that can provide additional support.

The Committee discussed the update and were keen to consider any further support that the Council may be able to provide. Discussion ensued around the current support available and preventative measures, and the Committee requested a report to be added to the next available agenda, having regard to the matters discussed.

7. COLLABORATION

Mr C. Burns (Interim Chief Executive) provided an update on the initial recommendations for Local Government Re-organisation. It was noted that the Local Government Minister will shortly be publishing a White Paper, which will outline the plans for Local Government over the next 10 years. It is anticipated that a key priority will be collaboration and Joint Working. The Committee discussed at length and raised queries in relation to the Staffing implications, Geographical approach, Governance and the types of Services that would be considered. It was noted that there will be a consultation period, however, little is known until the White Paper is released and the details more clearly outlined. Union representatives highlighted that they are also keen for further information from Welsh Government and their recommended approach to collaboration.

D. Street (Corporate Director – Social Services) highlighted that a Welsh Government Parliamentary Review was announced into Health and Social Care in Wales. It is anticipated that the review will take approximately 6-9 months. Concerns were raised in terms of the challenges and pressures, with particular reference to the collaboration agenda and Integration agenda, and the timeline for which to implement all approaches. Officers outlined

that there is still little detail around the timeline and expectations at present, and an update would be provided to the Committee in due course.

Councillor D. Poole wished it noted that special Meetings of Cabinet and Council have been arranged for Tuesday 31st January 2017, in which it is recommended that Caerphilly County Borough Council sign up to the Cardiff Region City Deal (CCR City Deal). It was noted that this would be the biggest collaboration known in Wales and, should it be agreed, would provide over 25,000 jobs and opportunities to the borough.

Along with the £120m contribution from Local Authorities, funding has been secured from UK Government, Welsh Government and European Funding. It was noted that Caerphilly are one of the 10 Local Authorities involved in the project, many of which are presenting similar reports to their Cabinet and Council this week.

The City Deal comprises of two elements, a METRO Scheme and a Regional Cabinet Fund, which aims to invest in infrastructure, housing, skills and training, innovation and business growth and “Metro plus” transport proposals.

It was noted that the Special meetings would seek approval for the formal establishment of the Cardiff Region City Deal (CCR City Deal) Joint Committee and the CCR City Deal Joint Agreement, the CCR City Deal Assurance Framework and Implementation Plan which are required to establish the Regional Cabinet and the City Deal Investment Fund.

Clarification was sought on whether the Deal is predicated on all 10 Local Authorities being in agreement and signing up to the Programme. Officers explained that it is anticipated that all 10 Local Authorities will be in agreement, however, should 1 or more agree not to proceed, it may still be possible to continue to pursue. Further reports would be presented to this Committee in due course.

8. ANY OTHER BUSINESS

There were no issues raised under this item.

9. DATE OF FUTURE MEETINGS

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled for 2pm on 19th April 2017, 26th July 2017 and 25th October 2017.

The meeting closed at 2:36 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 19th April 2017, they were signed by the Chair.

CHAIR

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Agenda Item 5

DIRECTORATE OF EDUCATION

JCC MEETING – SCHOOLS

9th November 2016

PRESENT:	
Keri Cole	Chief Education Officer
Lisa Haile	HR Manager
Sue Richards	Principal Finance Officer
Mererid Lewis Davies	UCAC
Pamela Ireland	NUT
June Harvard	NUT
Neil Funnell	GMB
Gary Enright	UNISON
Matthew Ferris	(NASUWT)
APOLOGIES	
Ravi Pawar	(ASCL)
NOT IN ATTENDANCE:	UNITE (no apologies received) ATL and NAHT (no representative at this time)

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
1	<p>Welcome and Apologies</p> <p>Keri Cole (KC) welcomed everyone to the meeting and thanked all for attending.</p>	
2	<p>Minutes of the previous meeting 23.06.2016</p> <p>Were agreed.</p>	
3	<p>Matters arising from the previous minutes</p> <p>No matters arising.</p>	
4	<p>Hexagon Update – School Attainment</p> <p>KC confirmed:</p> <p>Now judged to be 21 out of 22 in Wales, the LA is under significant pressure to raise attainment.</p> <p>The categorisation of secondary schools is ongoing</p> <p>Thus far the inspection picture for Caerphilly has been</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>positive.</p> <p>The pressure is on to raise attainment at key stage 4 and generally in English, Welsh and Maths.</p> <p>Primary Schools by and large show surpluses. Secondary Schools are in a real 'under pressure' situation.</p> <p>GE confirmed that he understood the terminology of hexagon but would welcome KC including 'Staffing and Resource Issues' as a topic to cover in JCC advising that not a day goes by without a staff issue.</p> <p>KC advised that the hexagon concept stems from the 'targets' for the Directorate's work and covers the cross cutting themes and MTFP. It is implicit that staffing issues will feature under each theme but has no issue with making the exploration of staffing issues more explicit through JCC.</p>	
5	<p>Workforce Planning Exercise Schools</p> <p>LH confirmed that a report will be presented again this year to CMT requesting authorisation to present the VER opportunity to all Schools.</p> <p>This scheme has supported a number of staff to retire this year, enabling crossmatch opportunities for staff from Cwmcarn High School. This will be an ongoing need over the next two years and other Schools in a position of budget deficit risk will welcome this scheme.</p> <p>All agreed that the scheme had worked well to date.</p>	
6	<p>Schools Financial Position Update</p> <p>SR confirmed that the Autumnal finance meetings have taken place with schools and that more are scheduled for this week.</p> <p>Not comfortable to name the schools in a position of budget risk yet, she confirmed that 3 secondary schools and 7 primary schools are in this position.</p> <p>There were 18 Schools in this position last year and all are hopeful that the number of schools that have been quoted will come down over the next few weeks.</p> <p>GE asked if the rationale for staff losses related wholly to the budget position of Schools. SR confirmed that one</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>school's admission numbers mean that they are reducing by a class in every year group. The capacity position here has been visible to the staff over the last couple of years. KC advised that small schools could find themselves at risk. Collaboration / Sharing of Headteachers is encouraged to support this position. The ones we have put in place to date have worked out well. This however means a cultural shift and even when schools are aware of the risks of standing alone, there remains a resistance to collaborate.</p> <p>MF asked when will we know the Schools at risk. SR confirmed that the meetings with the Governors would need to happen first. Only they can validate the budget position and give authorisation to consult.</p> <p>KC advised that aside from the obvious position of pupil numbers affecting the budget position of the Schools, other issues will also impact, such as pupil referrals to EOTAS; changes to funding and pupil exclusions. The money follows the pupil.</p> <p>SR confirmed that there has been robust 3 year financial planning for Schools and only minor changes to finances this year are expected. There might be a change to the budget position but this likely to be minimal.</p>	
7	<p>Newbridge SRB</p> <p>A number of our schools host resource bases but there is insufficient provision at present and bases in Secondary Schools are bursting at the seams. The chances of extending bases in Schools overall are practically nil.</p> <p>Alternative provision for pupils is needed.</p> <p>With regard to Newbridge School specifically, the decision of the governors to close the base, moved the issue to the LA. The pupils and what was best for them at this stage in their education became the LA's priority.</p> <p>Newbridge School were in receipt of £250K each year to host the base. The money in itself was not an enticement for the School to keep the base. At this stage it is not known what, if any impact this will have on the permanent staff of the base but there will be no automatic redundancy position for these staff, they will be considered alongside all other schools staff in the school moving forward.</p> <p>The position of the base will be determined by the consultation. Any party could voice concern. Cabinet will</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>consider this later in the month and the consultation process will follow on from that.</p> <p>The LA does not have involvement in the day to day running of the base. The headteacher has asked relevant officers including myself to have a presence in certain meetings but it is the headteacher that has responsibility for the base at the School.</p> <p>SR confirmed that Newbridge School would follow the same process as all other Schools in the Autumn Term, reviewing their budgets. The meeting with Mrs Perry is taking place tomorrow.</p> <p>NF advised staffing issues at the base are arising on a weekly basis and that the headteacher is not relaying the same information. Also that meetings that have been promised have not taken place. The staff were advised that the process would start after half term.</p> <p>LH confirmed that the staff would be kept informed and updated on the consultation process as the matter progresses. The consultation process had not yet commenced but is imminent.</p> <p>GE advised that consultation has to be meaningful and that this was being presented to the staff at the inclusion unit as a 'fait accomplis'. Is space the real issue here or is this a School status issue? Communication with the staff has to be more careful in the future if staff are to understand that they are not automatically at risk.</p> <p>LH confirmed that she and JE were due to meet the staff on the 15th November 2016 and this would provide an opportunity to clear up any confusion.</p> <p>JH stated shouldn't staff already know that they are part of the school alongside everyone else.</p> <p>KC confirmed that this is a position she will continue to make clear in headteacher meetings.</p> <p>JE confirmed that the School Organisation Code is very prescriptive in content and gave an indication as to what it would entail.</p>	

<p>8</p>	<p>Cwmcarn High School</p> <p>KC confirmed that the focus here is very much on the needs and the well-being of both learners and staff; that she had met with the staff and is genuinely anxious to help.</p> <p>This week the Chair of Governors received the authorisation to proceed with progressing closure two calendar years from now meaning October 2018</p> <p>A communication has gone to pupils/parents/carers asking them to state their preferred school.</p> <p>There is an upper 6th form in Cwmcarn High that will need to see out their high school education in Cwmcarn.</p> <p>Neighbouring Schools are looking at collaborative working arrangements and the way that all Caerphilly Schools are responding to this position is a tribute to them.</p> <p>Next year there are an estimated 150 pupils in the school in total in years 8, 9 and 10.</p> <p>Staff are being released to other employments in a managed way and the headteacher has accelerated some TLR's this year to ensure status is recognized and clear.</p> <p>It is understood that staff need to be working purposefully and know where they will be at the end of this two year period. We are working very closely with them in this regard.</p> <p>There are a number of assumptions circulating the current position, for example that parents preference will be to convert to Newbridge; that where the pupils go, the staff can follow. These are assumptions, all schools have control of their own staffing position and they will review the impact of any pupil increases they may have. We expect and encourage all schools to work with us to provide relevant crossmatch opportunities for staff but this has to be within the needs of the Schools.</p> <p>SR confirmed that a number have applied to Newbridge but Newbridge has limited capacity to take in at this stage, 80 – 100 have already gone to Risca and some to Islwyn High.</p> <p>GE asked have you worked out how much Newbridge would gain and how this might impact the SRB/Cwmcarn issues.</p>	
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	<p>KC advised that all but the 6th form could go onto new sites. The difficult scenario will be if most go but only a few do not. SR advised that there are already 2 sets of parents that are adamant that their children will stay at Cwmcarn.</p> <p>KC confirmed that all of this would form part of a wider parental consultation position where the opportunities and risks will be made clear.</p> <p>KC confirmed that the school is supporting staff to move on and using fixed term contracts to release pressure. The SLT Team have advised that they feel at risk and she has agreed to meet with them, reassure them that they are not without help or support.</p> <p>There is also the scenario that all pupils may elect to stay at Cwmcarn for the next two years. ESTYN are then likely to inspect as legally they can.</p> <p>GE asked if there is any likelihood of challenge to the closure.</p> <p>SR confirmed that WG has given the approval to close now.</p> <p>KC advised that we are working day to day now with all concerned and there is no question of pulling the plug early on this.</p> <p>GE asked what will happen to the deficit position of the School at that time. KC advised that this would be a Council decision.</p> <p>Pam Ireland thanked KC and confirmed that staff are feeling supported in the school, the Authority has been very supportive.</p> <p>KC suggested that a Cwmcarn Update be tagged to each JCC.</p>	
<p>9</p>	<p>EWC Registrations</p> <p>LH confirmed that this year sees a number of changes to EWC Registration. In particular:</p> <p>The removal of the “subsidy” from the statutory document governing teachers’ pay, i.e. the STPCD. Thus removing the onus upon Local Authorities to administer this reimbursement. Unions will be aware that Welsh Government have chosen to do things differently this year. The EWC will directly attain subsidy funding and this will be reflected in their charging mechanism. Teachers’ EWC registration fees were £78 last year with £33 reimbursed to</p>	

	<p>them through the payroll.</p> <p>This year the EWC have reduced the contribution of the Teacher extensively to £45 in recognition of the changes. The Authority will continue to deduct these fees.</p> <p>The funding that supported these payments previously will go straight to the EWC from Welsh Government.</p> <p>Also this year, the Authority will become responsible for registering Youth Workers. Discussion is ongoing with Senior Officers in Local Authorities and the EWC on this.</p> <p>MLD confirmed the charging mechanisms have to be fair across the board. The EWC role is expanding but to what extent for the teacher.</p>	
<p>10</p>	<p>Gwent Sensory Impairment Service</p> <p>JE advised that Torfaen Council administratively manages and employs the sensory communications team based at Llantarnam. The Gwent Visually Impaired Service that Caerphilly administratively manages and employs is co-located with this team, which has been the case over the last few years.</p> <p>A report went to Cabinet on the 5th November 2016 proposing that the 3 services that make up SENCOM is managed under a single structure with Torfaen as the employer. Torfaen's Cabinet met on the 8th November 2016.</p> <p>Meetings are scheduled with the staff in early December to seek their thoughts on the proposal, answer any questions that they may have.</p> <p>Members were keen to know of any equality issues that may affect this position and this will be explored further in advance of any further meeting with Cabinet in the New Year.</p> <p>LH advised that TUPE would inevitably apply in this circumstance.</p> <p>JE advised that the 5 Authorities of SEWC have a shared interest in this position. These are some of our most vulnerable children and they will be at the core of any decisions that are taken.</p> <p>LH advised that the unions would be kept informed of developments, any future meetings that are planned.</p>	

11	School Term Dates 2017-2018 It was confirmed that these dates were in line with other Authorities. No objections were raised.	
12	Any Other Business To the question where can we find the dates for Inset in Caerphilly. KC advised these will be on the internet/individual school site. Next meetings will be scheduled in line with Corporate JCC	

Agenda Item 6

DIRECTORATE OF EDUCATION

JCC MEETING – SCHOOLS

9th February 2017

PRESENT:	
Keri Cole	Chief Education Officer
Lisa Haile	HR Manager
Sue Richards	Principal Finance Officer
Mererid Lewis Davies	UCAC
Pamela Ireland	NUT
Neil Funnell	GMB
Juan Antonia-Garcia	UNISON
Ravi Pawar	ASCL
APOLOGIES	
Gary Enright	UNISON
NOT IN ATTENDANCE:	UNITE (no apologies received) ATL and NAHT (no representative at this time)

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
1	<p>Welcome and Apologies</p> <p>Keri Cole (KC) welcomed everyone to the meeting and thanked all for attending.</p>	
2	<p>Minutes of the previous meeting 09.11.16</p> <p>Were agreed.</p>	
3	<p>Matters arising from the previous minutes</p> <p>No matters arising.</p>	
4	<p>Workforce Planning Exercise Schools Update</p> <p>The Council's Corporate Management Team have once again given their approval for the Education HR Team to seek applications from permanent schools staff who are eligible (i.e. aged 55 or more) and wish to access their pension on a non-actuarially reduced pension benefit basis under the teacher's pension and local government pension schemes.</p> <p>A number of headteachers have been anxious to receive this communication to share with their staff. The</p>	

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	<p>communication went to all headteachers and deputy headteachers on the 27th January 2017. Those who are aged 55 or over and who wish to access their pension on a non-actuarially reduced basis have until the 17th February 2017 to express an interest.</p> <p>The rationale for the end date is to focus staff and heads on this opportunity and to encourage crossmatch opportunities for those who are at risk.</p> <p><u>Schools that are required to review their permanent staffing levels due to a projected budget deficit this time are:</u></p> <p>St Helens Primary School Hendre Infants School Machen Primary School St Martins Comprehensive School</p> <p>St Helens Primary School is at the stage of requesting volunteers for redundancy/VER/Redeployment. Two teaching staff and two teaching support staff have been confirmed at risk. A number of volunteers have come forward and it will be known by the end of this week, how many of those volunteers are firm in their intention.</p> <p>St Martins Comprehensive School is also at the stage of requesting volunteers for redundancy/VER/redeployment. 1.5 teaching positions have been confirmed at risk and 13 support staff positions. 13 support staff positions' does not mean 13 people. The school has advised staff and the unions that it does have capacity in its support staff structure to lose this number of posts from the structure. A number of volunteers have come forward.</p> <p>Machen – are looking at Point 7/Point 8 of a teacher and hope that this can be met via requests for reduction in hours.</p> <p>Hendre – are looking at 2 teaching assistants - Exploring a number of staffing options and also hope that this can be met via requests for reduction in hours.</p> <p>NF asked if Inclusion Services staff were included in the exercise.</p> <p>LH confirmed that they had not been included in this exercise. There had been no suggestion of redundancies being made in Inclusion Services at this stage.</p> <p>MLD asked if a staffing structure had been carried out.</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>LH confirmed curriculum statements had been presented and in the case of St. Martin's, a new support staff structure had been proposed for governors' consideration. Governors however will exhaust the volunteer position and will review how this might impact the proposed structure before presenting a new structure for the staff to consider.</p>	
5	<p>Hexagon Update</p> <p>KC stated:</p> <p>Our priorities within Education are Safeguarding, MTFP and Workforce Development which will be included in the next version of the Service Improvement Plan.</p> <p>School attendance at Primary level has improved and Schools in Caerphilly have moved from 19th place to joint 16th. KC warned that the differential between percentage points is so small here that our improved position cannot be considered secure.</p> <p>KC advised, we need to radically improve our ranking position but attendance remains an issue that most of our schools continue to grapple with. We are working with headteachers on this matter and we are co-constructing ways forward.</p>	
6	<p>Newbridge SRB Base</p> <p>JE confirmed that the consultation on the proposal to close the specialist resource base for pupils with behavioural, emotional and social difficulties had commenced.</p> <p>TU representatives will have received a copy of the consultation document and the list of consultees are clearly stated therein.</p> <p>There are tight timescales surrounding this process and all parts of the process will be scrutinised.</p> <p>The request to close the base has come from school and there are numerous and significant paragraphs in the consultation document referring to this position.</p> <p>The Authority in response to the position of the School are looking for relevant alternatives for the pupils who are affected by this. It is acknowledged in this regard that movement can be disruptive to pupils. The intention is to limit and negate this disruption to the pupil as far as possible.</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>KC confirmed that the Service is considering a number of options to increase provision for pupils who would otherwise be placed at a base or in some alternative education provision other than at School (EOTAS). This includes looking at ‘through ages’ education across our resource base provision.</p> <p>In addition to this, the service is mindful that there are far more complex needs in existence at our resource bases now and that current provision provides limited opportunity for particular and individual activity in some instances.</p> <p>The question was asked, how are pupils allocated to a base/receive ALN support? JE replied:</p> <p>At the moment head teachers can apply for support for a child. A panel will agree if the child meets the relevant threshold for placement or not.</p> <p>KC confirmed that the ALN budget is hugely overspent. Demands consistently exceed the budget. Some schools have no support while others might have 25 pupils requiring support.</p> <p>It is furthermore looking highly unlikely that any school will come forward to host a base for children with challenging behaviour and that there is a real need in the Service to find suitable alternatives. Out of County provision can run into tens of thousands of pounds for one child. This is a problem shared by all other authorities.</p> <p>The Authority is investing in alternative support and longer term solutions are being explored. At the moment some of our best options are to expand the Learning Centre, PRUs. For example: Heolddu and Lewis Pengam now have integrated Learning Pathway Centres. It is hoped that these will be successful and more are planned.</p> <p>RP highlighted that there was talk of 3 centres in the beginning?</p> <p>KC replied that we have recruited a 3rd teacher in charge to run the 3rd Centre that is being progressed with Owain Ap Dafydd’s support at YG Cwm Rhymini.</p> <p>JG stated a lot of these children are allocated to support staff who appear to be struggling. There seems to be more children with challenging behaviour and more complex needs. Union concern is growing for the individuals who are finding it more and more difficult to</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>cope with these needs.</p> <p>KC agreed that the number of pupils with complex needs had grown and that parental choice supports parents to make decisions for their children and elect education settings that we would not have necessarily chosen for them. We have acknowledged this position and are working very closely with our experts to provide relevant training, mentorship and support. For example: The expertise at Trinity Fields School is spreading far and wide.</p> <p>RP advised that challenging behaviour can take on a number of forms and that drugs have had a huge impact on attendance and behaviour. A poll undertaken at School highlighted 25% of Year 11 children had taken a banned drug in the last week. The national average is 12¹/₂%.</p> <p>MLD asked what about Welsh Medium provision?</p> <p>KC responded that there is a base at Y G Cwm Rhymni and Cwm Derwen (Primary) for complex needs.</p> <p>MLD asked what about behaviour?</p> <p>KC confirmed a nurture group is to be developed in YG Cwm Rhymni.</p>	
AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
7	<p>Cwmcarn High School</p> <p>At the beginning of the year, we have 18 teaching staff and 11 support staff who remain at School.</p> <p>89 pupils will still be in the school at the point of closure.</p> <p>Of the staff remaining at the School, we know that 3 senior staff, 7 middle leaders, 6 teachers, 3 administrative staff and 1 caretaker seek further employment.</p> <p>1 teacher has secured a job out of County and will be leaving at Easter.</p> <p>A number of crossmatch discussions are ongoing. KC has met with the SLT recently to assure them that we will be seeking crossmatch opportunities/placements for them in the lead up to Easter.</p> <p>PI asked when KC will be meeting with the rest of the staff?</p> <p>KC replied she was scheduled to meet with them on the</p>	

AGEND A ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>21st March.</p> <p>LH and KC agreed that they will be meeting the staff regularly as and when they have information to share with them and at their direct requests where appropriate to do so.</p> <p>SR confirmed that a full consultation process is required under Section 80 of the Schools Standards and Organisation (Wales) Act 2013. To our knowledge, this is the first time this Code/Section has been activated. The first of its type in the UK.</p> <p>KC confirmed that our schools within the area are full. Surplus places eradicated almost overnight.</p> <p>SR stated that in the longer term there will be room for all in catchment but in the short term, space is an issue.</p> <p>KC stated there will be more offers to cross match and that collaboration from headteachers has been amazing. Schools are really engaging in providing opportunities for the staff at risk where they can.</p> <p>PI stated that staff were 'demoralised' at the moment. Communication in school was potentially the worst she has ever come across.</p> <p>KC advised that up to now we have met staff all together but we could do surgeries if it would help.</p> <p>LH stated we would be in a better position to update staff in March but would answer any 1:1 requests in the interim.</p> <p>PI asked if all headteachers were updated with the information re Cwmcarn.</p> <p>LH replied that communications to Headteachers will continue. All staff profiles have been circulated to Caerphilly headteachers and wider SEWC with the support of the EAS.</p> <p>RP confirmed that Blackwood had taken some staff from Cwmcarn recently and that he would contact the headteacher if any more of his staff were leaving so that the staff from Cwmcarn could apply.</p> <p>SR confirmed that the school is due to close on 11 October 2018.</p>	<p>LH and KC to meet the staff at Cwmcarn in March 2017 and regularly as appropriate thereafter</p>

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Agenda Item 7

CHIEF EXECUTIVE'S JOINT CONSULTATIVE COMMITTEE

Draft Minutes of the Meeting held on Tuesday, 14th February 2017

PRESENT: Gary Enright (GE), UNISON
Juan Garcia (JG), UNISON
Neil Funnell (NF), GMB
Kelly Andrews (KA), GMB
Andrew Williams (AW), UNITE
Richard Munn (RM), UNITE
Simon Brassinne (SB), UCATT/UNITE
Sian Phillips (SP) Acting HR Service Manager
Richard Ballantine (RB), HR Manager
Sue Christopher (SC), Principal HR Officer

		Action Point
1.	APOLOGIES FOR ABSENCE Apologies for absence were received from Nicole Scammell, Lynne Donovan and Jess Turner (UNISON)	
2.	DECLARATIONS OF INTEREST There were none. SP reminded the group that if any potential conflict of interest was identified as the meeting progressed, it should be declared at that point.	
3.	MINUTES AND MATTERS ARISING The minutes of the previous meeting were agreed as a true and accurate record.	
3.1	MATTERS ARISING Subsistence Policy SC updated members on the expenditure on subsistence payments as requested at the last meeting, 2014/2015 expenditure was £7527.93 and £5315.99 in 2015/16. When employees make a claim on iTrent or on paper there is space to include the reason for the claim but it is not possible to report on this out of the system, as a result subsistence for training and other subsistence cannot be split in the figures. Reference Policy SP explained that at HR Strategy Group on 6 th February 2017 a revised Reference Policy was presented, which included the trade union feedback, but it was agreed to explore the use of template references only providing factual information such as dates of employment, job title, etc. SP said that the template	

	<p>was being developed and would be shared with the trade unions once it was complete. GE was concerned about what information would be released if a prospective employer requested further information after they had received the basic template information. It is suggested that this information would be the only information that would be shared without the employee's consent. GE is concerned that this information is bland so prospective employers may think that there is a problem with the employee. GE said that he also felt that there was a need to clarify what is provided as part of a Settlement Agreement reference. RM and KA said that they thought that standard references were becoming more common.</p> <p>Action – Reference template to be circulated to the trade unions once it is finalised.</p> <p>New Starter Lists</p> <p>RB confirmed that he had provided a list of new starters to the trade unions but this now needed refreshing. RB said that he would provide a list of new starters at the end of February 2107 and then quarterly going forward.</p> <p>Action – New starter list to be provided to the trade unions at the end of February 2017 and then on a quarterly basis.</p> <p>Workforce Information Reports</p> <p>SC said that the report for the end of September 2016 was available and she would provide electronic copies to the trade unions after the meeting.</p> <p>Action – Provide the Workforce Information Report electronically to the trade unions.</p>	<p>SP</p> <p>RB</p> <p>SC</p>
<p>4.</p>	<p>BUDGET UPDATE AND MEDIUM TERM FINANCIAL PLAN</p> <p>As NS was unable to attend the meeting, she referred Committee members to the email that they had received from Steve Harris and the fact that the budget papers were available on the Intranet.</p>	

<p>5.</p>	<p>STANDING ITEMS</p> <p>Management Attendance/Sickness</p> <p>SP explained that at Management Network there was concern about the fact that the Council was now 14th out of the 17 authorities that had declared their sickness figures. There is a concern that the Managing Sickness Absence Procedure is not being applied equally across Directorates. A recent report identified that the procedure is not being consistently applied when employees hit the triggers as Informal Absence Reviews are only being undertaken in a proportionately small number of cases. This means that Managers are not moving on to the next stage of the procedure when there is a legitimate case to do so. It has been agreed that a temporary additional HR Assistant will be employed to ensure that Managers are complying consistently with the Procedure and to prompt them to undertake the different stages of the Procedure as appropriate.</p> <p>NF asked if there were any particular areas for concern and SP confirmed that it was across all Directorates. NF referred to the fact that the Procedure gave Managers discretion on how they dealt with situations and SP confirmed that this was the case. However, the Informal Absence Reviews should always be undertaken but the discretion came in how the case proceeded after that.</p> <p>GE suggested that Heads of Service should be copied into the emails notifying their Managers that they had not undertaken the IARs in a timely manner so that they can address any issues with the relevant Managers as he feels that this is a very important issue.</p> <p>NF asked whether there was any training available for Managers and SP confirmed that the Managing Attendance Team had already delivered a number of courses and these could be delivered again should a training need be identified but training was not the major issue it was more about Managers ensuring they applied the policy consistently.</p> <p>RB said that ways that iTrent could support the Managers were being explored including workflow emails to remind them what action they needed to take under the Procedure so that they could progress the case in a timely manner.</p> <p>GE commented that Managers should be undertaking the duties of their post and RB said that this resource would help support them to do so.</p>
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<p>6.</p>	<p>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULATION</p> <p>Occupational Road Risk Policy</p> <p>SP said that her understanding was that this policy had now been agreed by the Trade Unions but it required formal endorsement from this JCC as well as the Communities JCC. It was agreed that this policy should be formally endorsed by this JCC.</p> <p>Annual Leave Payments</p> <p>SP explained that the annual leave payments were included in the annual Budget Report for Council, with a further report going to Cabinet in March to confirm the arrangements. All the elements that the trade unions had proposed were included and it was proposed to backdate the payments to January 2016 rather than the April 2016 that had previously been discussed. All the trade unions were happy with this proposal.</p> <p>RM asked when the final decision would be available, SC said that she thought it would be early March 2017. RM asked when it would be paid and SC said that she thought it would be April for employees on Payroll 001 and 28th March for Payroll 002.</p> <p>Action – Reports to be taken to Council and Cabinet respectively.</p>	<p>LD</p>
<p>7.</p>	<p>DISCUSSION ITEMS</p> <p>Facilities Agreement</p> <p>SP explained that LD was keen to progress a review of the Facilities Agreement and would arrange a separate meeting to discuss the issue.</p> <p>Action –Set up meeting to discuss the Facilities Agreement</p> <p>JCC Terms of Reference</p> <p>SP informed the JCC that the Terms of Reference needed to be reviewed and LD had suggested that a separate meeting should be arranged to discuss the matter. SP said that LD was inviting suggestions from the trade unions on the Terms of Reference to ensure that the JCCs across all Directorates are fit for purpose. The Terms of Reference for the Corporate JCC is part of the Constitution so whatever is agreed now will not be able to</p>	<p>LD</p>

	<p>deviate from that too much. NF suggested that the Terms of Reference for the Communities JCC had been agreed but SP explained that they had never formally been signed off. RM asked whether he could have a copy of the draft Terms of Reference and SP said that she had a copy of the one that had been approved for the Education JCC for a number of years and this was used as the footprint for the Communities JCC.</p> <p>Action – Set up meeting to discuss the JCC Terms of Reference</p> <p>Action – Circulate Terms of Reference in existence at the moment</p> <p>Christmas and New Year Bank Holiday Payments</p> <p>SP explained that LD was keen to progress an agreement on the Bank Holiday Payments for the Christmas Closedown period and would arrange a separate meeting to discuss the issue. It was decided that this should be undertaken early in the year so that an agreement could be made prior to Christmas 2017. This was agreed.</p> <p>GE said that it would be useful to have a dialogue but before moving forward he thought that the 2016 payments should be finalised as he feels that there is some confusion. GE said that moving forward UNISON would not be party to the National Agreement being diluted and terms and conditions being changed. He would like to see a separate agreement for 7 and 5 day per week workers respectively but did not want to deviate away from the National Agreement. It was acknowledged that the National Agreement was geared more for 5 day per week workers. NF acknowledged that the National Agreement focussed on 5 day per week workers so he feels that there is the need for a dialogue about the 7 day per week workers although he also does not wish to step outside the National Agreement.</p> <p>RB asked the trade unions whether they were aware of any other Council who had agreements outside of the National Agreement. GE said that he was only aware of Bridgend who had tried to do this and they had experienced a lot of problems. GE said that he would like to see the 7 day per week position written in to the National Agreement but he said there was a need for clarification on the 2016 position. RB said that it would be useful to have a profile of the number and groups of employees who had worked over the Christmas period so the issues could be understood. This was agreed.</p> <p>GE said that the Christmas Closedown schedule had been agreed up until 2020 so there was a need to be mindful of that in</p>	<p>LD</p> <p>SP</p>
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	<p>any future discussions.</p> <p>Action – trade unions to be notified of the payments that were made for Christmas 2016.</p> <p>Action – a profile of the numbers and groups of employees who worked within the Christmas period.</p> <p>Action – set up a meeting to discuss an agreement on future bank Holiday Payments during the Christmas closedown period</p>	<p>SP</p> <p>RB</p> <p>LD</p>
<p>8.</p>	<p>TRADE UNION ITEMS</p> <p>Redeployment Policy</p> <p>GE said that he had become aware of legal advice that had been received by HR in relation to part time employees being able to gain out of a redeployment situation despite the policy saying that hours will not be protected. GE asked to see that advice and he also said that the policy had been in existence for a long period of time and should now be reviewed. SP said that at the moment the status quo was being maintained.</p> <p>Action – to provide the trade unions with a copy of the legal advice received in relation to redeployment and part time employees.</p> <p>Receipt of Occupational Health Forms</p> <p>GE said that UNISON were having a problem in obtaining Occupational Health reports for members, even though the member had ticked the appropriate box on the OH1 form to allow their trade union representative to receive a copy. NF confirmed that GMB were not experiencing the same issue. GE said that when Occupational Health were challenged as to why they were not providing the reports they said that they could not send them via email as it was not secure and that employees could submit a SAR to receive a copy of the report. However, the employee receives a copy of the report so there is no need for them to submit a SAR. GE also has concerns about Occupational Health’s impartiality. GE said that representatives had asked Managing Attendance for copies of the reports and they had declined to provide them as they say it is not clear if the trade unions should have the information.</p> <p>SP suggested that each member should provide their trade union representative with a copy of the report if they were requesting their support in resolving a situation. GE acknowledged that this should happen but in reality this did not happen every time.</p>	<p>SP</p>

	<p>RB said that as this was part of the process if the employee gave authority to provide the trade union with a copy then this should happen.</p> <p>GE said that he had spoken to LD about this and she had said that she would investigate.</p> <p>Action – LD to investigate with Occupational Health why UNISON was not receiving Occupational Health reports.</p> <p>Catering Consultative Committee</p> <p>KA said that she had met with Marcia Lewis and Rob Hartshorn about setting up a consultative meeting within Catering to have a clear dialogue about day to day operational issues prior to them becoming bigger issues within the Service Area. The meeting was positive and Marcia and Rob agreed to the meetings being held. However, when a meeting was arranged it was cancelled shortly before it was due to be held. NF said that this was a bone fide meeting acting on behalf of the wider workforce. KA was aware that issues could be taken to the Social Services JCC but she was keen to address issues early and not for Catering to be overshadowed by Social Services.</p> <p>KA said that she was going to raise this issue with Dave Street, Director of Social Services.</p> <p>Action – Raise the issue of the Catering Consultative meeting with the Director of Social Services.</p>	<p>LD</p> <p>KA</p>
9.	<p>ANY OTHER BUSINESS</p> <p>There was no Any Other Business.</p>	
10.	<p>DATE AND TIME OF NEXT MEETING</p> <p>6th June 2017 at 2.00 p.m. in Penallta House, Core Room 1.3.</p>	

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Agenda Item 8

Social Services JCC Meeting

Monday 20th March 2017 - Sirhowy Room Ty Penallta

Attendees:

Jo Williams, Assistant Director Adult Services
Shaun Watkins, HR Manager
Robert Hartshorn, Head of Public Protection (Chair)
Gareth Jenkins Assistant Director Children's Services
Gary Enright, Branch Secretary, Unison
Kelly Andrews GMB
Neil Funnell Branch Secretary, GMB
Mike Jones Interim Finance Manager

Apologies

David Street, Corporate Director Social Services
Juan Garcia, Assistant Branch Secretary, Unison

Agenda Item No	Issue	Action
1	Welcome & Apologies RH welcomed everyone to the meeting and noted apologies	
2	Minutes of meeting held on 10th October 2016 The minutes of the meeting held on 10 th October 2016 were agreed as a true record.	
3	Matters Arising None	
4	MTFP RH outlined target set, 20% public protection over 4 years from 18/19 onwards, and 5% for Social Services. Proposals to be submitted by 31/05/17 and will include review of original long list of savings proposals. GE asked about any regional proposals or opportunities linked to the city deal. JW and GJ advised nothing on agenda at present, although in Children's Services there are tentative discussions around Fostering taking place	
5	Local Government Reform – White Paper RH advised that a formal response went to Council last week, in addition members were in favour of reducing voting age to 16 and maintaining first past the post system RH to circulate final response.	

	Agreed standing item on agenda titled regionalisation for future JCCs	
6	<p>Mi Home Care</p> <p>JW gave an update on termination of contract by Mi Home Care. 6 months-notice given and 1000 hours to be brokered. Work ongoing with providers to manage this including looking at the option of taking hours in- house, the current split is 25:75, late applications being accepted by HART in respect of a recent external advert to recruit Carers. Legal advice is also being sought regarding TUPE implications</p>	
8	<p>Mental Health Wellbeing and Mindfulness</p> <p>GE fed back regarding a previous event to celebrate Mental Health Awareness Day which was followed up with training events for Trade Unions, HR and H& S colleagues. A proposed joint event 10/10/17 to celebrate annual Mental Health Awareness Day, this year's focus on depression was discussed. Agreed joint approach and standard agenda item, this being raised across all JCC's. GJ proposed involvement with Health and Third Sector to enable signposting to free services. RH proposed submitting a short paper to CMT to gain support. It was agreed agenda item at Corporate JCC meeting in May/June.</p>	
9	<p>Christmas Working Arrangements</p> <p>GE advised of discussion ongoing with L Donovan. It was agreed no issues for 2017, given the days when Christmas holidays will fall. It was agreed that a plan for future years could be considered as the current national agreement covers 5 day working staff. There could be an option for separate agreement for 7 day working staff as long as any deviation from the National agreement does not put staff in a detriment situation</p>	