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Date: 21st January 2015

Dear Sir/Madam,

A meeting of the **Joint Consultative Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 28th January, 2015** 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

- 1 Appointment of Chair.
- 2 Apologies for Absence.
- 3 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



4 To approve and sign the minutes of the Corporate Joint Consultative Committee held on 22nd October 2014 (minute nos. 1 - 9).

5 Matters Arising.

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

6 Chief Executive's Joint Consultative Committee held on 5th January 2015 (copy attached).

7 Consultation between Trade Unions and Management.

8 Collaboration.

9 Any Other Business.

10 Dates of Future Meetings:- 22nd April 2015, 22nd July 2015 and 21st October 2015.

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, 22ND OCTOBER 2014 AT 2.00 PM

PRESENT:

Councillors:

D.T. Hardacre, Mrs. C. Forehead, K. James, G. Jones, Mrs. B. Jones, Mrs. R. Passmore,
D.V. Poole, K.V. Reynolds, T.J. Williams, R. Woodyatt

Together with:

C. Burns (Interim Chief Executive), S. Aspinall (Acting Deputy Chief Executive), N. Scammell (Acting Director of Corporate Services & S. 151 Officer), J. Williams (Assistant Director Adult Services), G. Hardacre (Head of HR and Organisational Development), L. Donovan (HR Service Manager - Customer Services), E. Rogers (Organisational Development Manager), S.M. Kauczok (Committee Services Officer)

Trade Union Representatives:

S. Brassinne (UCATT) and D.A. Williams (Unite)

1. APPOINTMENT OF CHAIR AND VICE CHAIR

In the light of the absence of a number of key Trade Union representatives, it was agreed to again defer the appointment of Chair to the next meeting. It was moved and seconded that Councillor K.V. Reynolds be appointed Vice Chair for the ensuing year. By a show of hands this was unanimously agreed. Councillor Reynolds took the chair for the remainder of the meeting.

RESOLVED that for the reasons given at the meeting:-

1. The appointment of Chair be deferred to the next meeting of the Corporate Joint Consultative Committee.
2. Councillor K.V. Reynolds be appointed as Vice Chair of the Corporate Joint Consultative Committee for the ensuing year.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr G. Enright and Mr J. Roberts-Garcia (Unison), Mr N. Blundell (UCATT), Mr N. Funnell (GMB) and Mr D. Street (Corporate Director Social Services).

3. DECLARATIONS OF INTEREST

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

4. MINUTES

RESOLVED that the minutes of the Corporate Joint Consultative Committee meeting held on 23rd July 2014 (minute nos. 1-10) be approved and signed as a correct record.

5. MATTERS ARISING

Minute No. 6 - Minutes of Directorate Joint Consultative Committees.

Clarification was sought in relation to the reference to Mr G. Enright and Mr M. Ferris having been included in both the list of those in attendance and the list of those who had tendered apologies for the Directorate JCC meeting held on 16th January 2014. Members were advised that this would need to be clarified and corrected at the next meeting of the Directorate of Education and Lifelong Learning JCC.

6. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT

Trade Union representatives confirmed that they had been working closely with colleagues in HR in connection with a number of key policies.

7. COLLABORATION UPDATE

The Interim Chief Executive informed the Committee that Welsh Government is seeking the Authority's views on its proposal to establish a Public Services Staff Commission. It is intended that the Staff Commission will identify and propose practical solutions to issues arising from reform. It will also support the development and dissemination of good practice workforce arrangements across public services. WG's proposal is to establish the commission by April 2015 in order to be able to provide support to any voluntary Local Authority mergers and to continue to provide support to the public sector workforce throughout the reform programme.

The Trade Union representatives acknowledged the need to commence work in this area as soon as possible and confirmed that they would welcome any further information in relation to this matter.

The Leader referred to WG's "Invitation to Principal Local Authorities in Wales to submit proposals for voluntary merger" prospectus, which sets out what is expected of Local Authorities who wish to merge voluntarily and how WG will help. It was noted that Blaenau Gwent and Torfaen Councils had agreed that their officers should enter into talks with each other with a view to completing a joint expression of interest in relation to a voluntary merger. At a special meeting of this Council on 29th September 2014 Members endorsed the views expressed at a Council seminar in March 2014 and Cabinet on 3rd September 2014 that Caerphilly should remain as a stand alone Authority.

A Member queried whether the Trade Unions were in a position to provide their views on the proposals. Whilst the views of the Trade Union representatives in attendance were received, it was not possible to obtain an overall view as there were so few TU members present. It was suggested therefore that this matter be placed on an agenda for a future meeting of the

Corporate JCC.

8. ANY OTHER BUSINESS

The Acting Director of Corporate Services and Section 151 Officer had briefed Trade Unions on the MTFP savings proposals at a recent meeting of the Chief Executive's JCC and a report providing details of savings requirements for the period 2015/16 to 2017/18 will be resented to Cabinet on 29th October 2014. Whilst the cut of 3.4% in the 2015/16 provisional settlement was better than the potential worst-case scenario of 4.5%, it still presented an extremely challenging financial position. The updated position now shows a total savings requirement of £39m over the three-year period.

The Committee was advised that the proposals allow for a further 3-month consultation period during which a Members' seminar will be held on 3rd November 2014 with a further seminar in January 2015. Following Cabinet on 29th October 2014 the report will also be scheduled for discussion at the next available scrutiny committee meetings. A report detailing the final budget proposals will be presented to Cabinet in late January and Council in February 2015.

The Acting Director of Corporate Services and Section 151 Officer highlighted that one of the savings proposals is a reduction in the HMRC mileage rate from 50p to 45p being introduced in July/August. In addition, she advised that senior officers had met with the specific staff groups identified in the report during the last few days and briefed them on the situation. The financial challenges facing the Authority are significant, however, everything possible is being done to manage the process whilst protecting services and jobs wherever possible.

9. DATE OF NEXT MEETING

It was noted that forthcoming meetings of the Corporate Joint Consultative Committee are scheduled for 28th January 2015; 22nd April 2015; 22nd July 2015 and 21st October 2015.

The meeting closed at 2.20 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 28th January 2015, they were signed by the Chair/Vice Chair.

CHAIR/VICE CHAIR

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**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Draft Minutes of the Meeting held on Monday 5th January 2015

PRESENT: Nicole Scammell (NS) – Director of Corporate Services & Section 151 Officer (Acting)
 Gareth Hardacre (GH) - Head of HR and OD
 Lynne Donovan (LD) – HR Service Manager, Customer Service
 Richard Ballantine (RB) – HR Manager
 Gary Enright (GE) Branch Secretary (UNISON)
 Neil Funnell (NF) (GMB)
 Dave Bezzina (DB) (UNISON)
 Sue Christopher (SC) – Principal HR Officer (Acting)
 Angela Abraham (AA) – Secretary to Head of HR and OD (Minute Taker)

		Action Point
1.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from. Kelly Andrews (KA), Andrew Williams (AW) and Simon Brassinne (SB).</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>There were none.</p>	
3.	<p>MINUTES OF PREVIOUS MEETING AND MATTERS ARISING</p> <p>The Minutes of the previous meeting were confirmed as a true and accurate record.</p>	
3.1.	<p>Matters Arising</p> <p>(i) Whistleblowing – GH confirmed that the process had now started.</p>	
4.	<p>BUDGET UPDATE & MTFP</p> <p>NS confirmed that the final settlement of £29k reduction had stayed intact; there were some minor changes, but nothing that would affect the overall sum. This would be fed into Cabinet on 4th February 2015.</p> <p>Two Special Scrutiny meetings had recently been held and</p>	

	<p>consultation responses would be fed in. Members had made a complete u-turn regarding Pontllanfraith Civic and this was now looking fragile as a savings proposal.</p> <p>NS left the meeting at this point.</p>	
5.	<p>CORPORATE GOVERNANCE</p> <p>GH advised that he expected a final published version of the report this week. A draft version had already been seen and the review was more positive than he was expecting, with the Authority had made significant strides. A Corporate Governance meeting was due to be held next week. This could possibly be the last one, but NS would have to decide this.</p>	
6.	<p>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULATION</p> <p>There were none scheduled to go.</p>	
7.	<p>DISCUSSION ITEMS</p> <p>(i) Gwent Transport Collaboration Report – GH gave a background into the report. There had been an issue around work vehicles and as a result MSW had been commissioned to produce a paper. This had been discussed at HR Strategy Group and it had been agreed to bring this item to JCC. GH asked for feedback by the next meeting.</p> <p>GE felt that there was a wider issue around fleet vehicles, particularly in Building Cleaning and Highways where every supervisor had use of a van. GE suggested that the Authority looked at areas that could be culled.</p> <p>(ii) Forward Work Planning Reports – GH explained that he would be working in a different way this year in terms of predicting what will be on the FWP and better planning. A plan of policy work we are envisaging will be produced with minor changes to policies being signed off on a more local basis instead of going to P&R Scrutiny, Cabinet, etc. GH stated that he would try and be transparent and open in advance with the Trade Unions and if anyone had any suggestions on how we can make improvements then to let us know.</p>	

	<p>(iii) Disciplinary Procedure Response – this had gone to HR Strategy and information has been collected from other Authorities. Initial responses have shown that fast-track stays and the verbal warnings be reinstated. GH confirmed that he would like this to go to P&R Scrutiny in March. Timescales may be an issue, but fast-track and verbal warnings should not pose any problems unless there is major opposition from Managers and Heads of Service.</p> <p>(iv) Holiday Pay – recent legislation had been received regarding what employees should be paid when they are on annual leave. LD agreed to meet with the Trade Unions to discuss the implications. She explained that Geldards had produced a draft piece of work, which is currently with HR Directors. The Government has advised that guidance will be issued. Fresh claims will now probably be within the timescale, whereas before they were outside the twenty-day claim period.</p> <p>(v) Facilities Time – politically there is no desire to cut facilities time. LD agreed to arrange a meeting with the Trade Unions. Clearly a couple of Authorities were under pressure to look at facilities time, but Caerphilly was not one of them.</p> <p>(vi) Trade Dispute – LD asked if there were any comments regarding the trade dispute, but TU representatives had not had the opportunity to look at LD's email. They would meet to go through the issues and forward them to the Corporate JCC meeting on 28th January 2015.</p>	
<p>8.</p>	<p>TRADE UNION ITEMS</p> <p>(i) Inclement Weather – DB felt that a change in culture would be so much more productive. GE had an issue around catering and cleaning. It was agreed that a good starting point would be a clear action plan. GH was asked what the current position was with Chief Executive Directorate and it was agreed that he would raise this at CMT.</p> <p>(ii) Trading Standards Collaboration – GH agreed to get an update.</p>	<p>GH</p>

<p>9.</p>	<p>ANY OTHER BUSINESS</p> <p>GH gave an update on the temporary changes in HR and also the fixed-term arrangements regarding CB, SA and DS. CMT will share the workload more between them; there was no change to the structure, just some of the reporting lines.</p> <p>GE asked if LR was going to be replaced. GH confirmed that she would not be, but that it would not be appropriate for him to comment on any decisions due to budget constraints and that HR Managers would be more involved.</p>	
<p>10.</p>	<p>DATE OF NEXT MEETING</p> <p>It was confirmed that the next meeting would take place on Monday 9th February 2015 at 10.00 am.</p>	

DRAFT