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**Date: 14th October 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, 21st October, 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

	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



3 To approve and sign the following minutes:-

4 Joint Consultative Committee held on 22nd July 2015.

1 - 4

5 Matters Arising.

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

6 Minutes of the Housing/WHQS JCC held on 10th September 2015.

5 - 8

To receive and consider the following:-

7 Consultation between Trade Unions and Management.

8 Collaboration.

9 Any Other Business.

10 Dates of Future Meetings:-  
Wednesday, 27th January 2016 at 2pm;  
Wednesday, 20th April 2016 at 2pm;  
Wednesday, 20th July 2016 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, 22ND JULY 2015 AT 2.00 PM

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PRESENT:

Councillor K.V. Reynolds – Chair  
G. Enright (UNISON) – Vice Chair

Councillors:

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

Together with:

C. Burns (Interim Chief Executive), C. Harry (Corporate Director - Education & Community Services), D. Street (Corporate Director Social Services), S. Phillips (HR Manager), C. Evans (Committee Services Officer).

Trade Union Representatives:

K. Andrews (GMB), D. Bezzina (Unison Regional), N. Funnell (GMB).

### 1. ELECTION OF CHAIR AND VICE CHAIR.

It was moved and seconded that Councillor K. Reynolds be appointed as Chair of the Joint Consultative Committee for the ensuing year and by a show of hands this was unanimously agreed.

RESOLVED that Councillor K. Reynolds be appointed Chair of the Joint Consultative Committee for the ensuing year.

It was moved and seconded that G. Enright (Unison) be appointed as Vice Chair of the Joint Consultative Committee for the ensuing year and by a show of hands this was unanimously agreed.

RESOLVED that G. Enright (Unison) be appointed as Vice Chair of the Joint Consultative Committee for the ensuing year.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from N. Scammell (Acting Director of Corporate Services & S151), L. Donovan (Personnel Manager) and S. Brassine (UCATT).

**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**

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

**5. MATTERS ARISING**

Minute No. 6 – Consultation between Trade Unions and Management: Trades Dispute.

Mr G. Enright sought an update on the on-going disagreement relating to the award of lieu hours for unworked bank holidays. The officer present highlighted that an update could not be provided at this time, as the officer is away, but an update would be provided on their return.

**6. SOCIAL SERVICES JOINT CONSULTATIVE COMMITTEE – 3RD FEBRUARY AND 12TH MAY 2015**

The minutes of the Social Services Joint Consultative Committee meetings held on 3rd February and 12th May 2015 were received and noted.

Arising from the minutes and with regards to the Ethical Care Charter, Mr Enright requested an update on the progress made within the Charter. D. Street, Corporate Director – Social Services highlighted that the Charter consists of 12 parts, which are aspirational in setting a direction of travel. The Service area has met a number of the requirements within the Charter and, although there is no set timeline to meet the requirements, the main element which is proving problematic is the payment of living wage. The Committee noted that the introduction could have a significant financial impact of up to £1.5m in additional costs and, although the Local Authority would like to aspire to its implementation, it was noted that this would not be possible at this point.

**7. CHIEF EXECUTIVE'S JOINT CONSULTATIVE COMMITTEE – 9TH FEBRUARY, 9TH MARCH, 9TH APRIL AND 1ST JUNE 2015**

The draft minutes of the Chief Executive's Joint Consultative Committee meetings held on 9th February, 9th March, 9th April and 1st June 2015 were received and noted.

Arising from the minutes of 9th March 2015, with regards to Gwent Transport Collaboration Report, an update was sought on the developments within Fleet Management. At the Chief Executive's Joint Consultative Committee it was noted that a review would be conducted of the service and may be considered by CMT. The Committee noted that upon consideration by CMT, further financial information was required and the matter would be reconsidered at a later date.

**8. HOUSING/WHQS JOINT CONSULTATIVE COMMITTEE HELD ON 18TH JUNE 2015**

The draft minutes of the Chief Executive's Joint Consultative Committee meetings held on 18th June 2015 were noted.

**9. CONSULTATION BETWEEN TRADE UNIONS AND MANAGEMENT**

The Committee discussed the TUPE Transfer of cleaning staff and concerns were raised around awareness of the Code of Practice and the number of delays as a result of a lack of awareness and understanding of the officers dealing with the TUPE process. The Committee noted the concerns and that Officers require further information and a clear understanding of the Code of Practice in order to effectively deal with the TUPE process.

**10. COLLABORATION**

The Chief Executive provided Members with an update on the revised plans of Welsh Government (WG), which include a proposal to create a Super-Gwent Authority, serving over 600,000 residents and would be largest in Wales. Members were advised that consultation on the revised map would end in November 2015, therefore it is anticipated that further detail on reorganisation will not be resolved until post 2016 Assembly elections.

The Corporate Director - Social Services highlighted that, as per Welsh Government mandate, a formal meeting of the regional Greater Gwent Partnership was organised in which future projects and budget were discussed. Members noted that there have been a significant number of changes, which links to the Health Social Care and Well-Being bill. The direction of travel is clear and substantial progress has been made towards further collaborative working.

The Corporate Director - Education & Community Services provided an update on the work conducted with Cardiff Waste Recycling plant. It was noted that, since the WG recommendation to separate recyclable waste, options are being considered with Cardiff to find a solution and meet WG requirements. Further updates would be provided in due course.

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 consultation process is underway with key parties, which is due to end at the end of July, and aims to determine the future of Youth Services and where they would sit within Local Authority structure. Further updates would be provided in due course. Members thanked the Cabinet Member for the update and a copy of the Terms of Reference of the group were agreed to be circulated to the Committee.

**11. ANY OTHER BUSINESS**

Mr. C. Burns, Interim Chief Executive discussed the Budget and Medium Term Financial Plan and Members noted that CMT had met with Trade Unions last week to discuss and share thoughts prior to the Local Government Budget announcement. It was noted that early engagement has begun with Members and Trade Unions, which has proved pertinent in previous years.

Communication and Engagement were discussed and it was noted that regular communications will be provided to Council staff through the email and monthly updates and staff suggestions are welcome on ideas for efficiencies and further saving options. In addition, it was noted that formal consultations will be taking place in October.

## 12. DATE OF FUTURE MEETINGS

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled as follows: Wednesday, 21st October 2015 at 2pm; Wednesday 27th January 2016 at 2pm; Wednesday 20th April 2016 at 2pm.

The meeting closed at 2:26 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 21st October 2015, they were signed by the Chair.

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CHAIR

# Agenda Item 6

## CAERPHILLY COUNTY BOROUGH COUNCIL

### Minutes of the Housing/WHQS JCC held on 10th September 2015 Cherry Tree House

#### Present:

Phil Davy (PGD) – Head of Programmes (In the Chair)  
Marcus Lloyd (ML) – Deputy Head of Programmes  
Shaun Couzens (SC) – Chief Housing Officer  
Sian Phillips (SP) – Acting HR Service Manager  
Richard James (RJ) – Principal HR Officer  
Paul James (PJ) – Health and Safety Manager  
Simon Brassinne (SB) - UCATT

		Action/ Date
1.0	<b><u>Apologies for Absence</u></b>  Apologies were received from Neil Funnell – GMB, Andrew Williams - Unite, Richard Munn - Unite	
2.0	<b><u>Minutes of the meeting of 18th June 2015</u></b>  Agreed as a true and accurate record.	
3.0	<b><u>Matters Arising</u></b>  There were no matters arising	
4.0	<b><u>Standby Arrangements</u></b>  SC provided an overview of the consultation exercise currently being undertaken in relation to proposed changes to the standby arrangements. He advised that responses to the proposals had been received from the TU representatives but nothing from the employees themselves. That being the case Paul Smythe (PS), Housing Repairs Operations Manager, would shortly be drafting a response.  SB advised that the TU representatives and employees had been disappointed that there had been no representation in the consultation meetings from the WHQS arm of the service. PD and ML advised that they had not been invited to any consultation meetings and it was understood that PS had been linking directly with Alun Edmunds (AE) WHQS Implementation Project Manager. PD advised that he would ensure that WHQS would be appropriately represented at any future consultation meetings relating to this matter.  SB advised that he was concerned about the proposed timeline to implement the proposals and reminded those present that those staff likely to be at a financial loss had no say in whether they went into the WHQS or	

5.0	<p>remained in the HRO function.</p> <p>It was agreed by all that Management would formally respond in writing to the responses received and then arrange a further meeting to discuss.</p> <p><b><u>Organisational Changes Relating to Gas Servicing</u></b></p> <p>PD provided an overview for the proposed changes. He advised that for a variety of reasons it had been determined that the Heating Team would now be better located within the HRO function. Changes to permanent posts are not envisaged other than them having different line management reporting arrangements. The team may however need to be split, depending on the detail of their current JD. Consultation with staff is due to commence shortly.</p> <p>A review of the Statutory Maintenance function will be considered at a later date.</p>	
6.0	<p><b><u>Customer Care Training</u></b></p> <p>PD advised that the principle of the tenant as a customer needs to be developed further and to this end enquiries had been made in relation to providing staff with customer care training. RJ advised that a meeting had been arranged with himself, PD and David Titley, Customer Services Manager to explore this issue further. RJ advised that it had been hoped that a Customer Care module would be available via the All Wales Academy E Learning Platform, unfortunately this had been delayed.</p> <p>SB advised that issues were as likely to be related to CCBC employees as they were to contractors carrying out work on the properties. This was acknowledged by all present. S.B. also raised concerns relating to property conditions and tenancy issues when employees were undertaking their duties.</p> <p>SC explained that new reporting arrangements have been put in place to ensure that future property inspections cover a wider remit and that these inspections encompass the general living conditions within a property and any mental health or other concerns raised during discussions with tenants.</p> <p>PD then made reference to two recent potentially violent incidents. PJ advised that the number of violent incidents logged by staff within WHQS was considered relatively low but emphasised the importance of staff appropriately logging this information as and when these type of incidents occur.</p> <p>SC requested that any training address the issue of appropriate and effective communication with people with sensory and other impairments.</p>	
7.0	<p><b><u>Stress E Learning</u></b></p> <p>PD advised that he had had discussions with SP and RJ in relation to highlighting to employees within the service area the availability of this module on the Learning Network platform. SP advised that the module</p>	



	<p>could be completed in bite sized chunks but should take no longer than 30 minutes to complete in total. It was suggested that employees may find it beneficial both in relation to themselves as well as assisting them in identifying any signs of stress in their colleagues/ subordinates.</p> <p>RJ advised that he had completed the module, which can be accessed via a number of different platforms including being able to access it from a personal home computer, and advised that in his opinion, employees could find it beneficial.</p> <p>SP asked those present to make employees aware of this provision.</p>	
8.0	<p><b><u>Mobile Working and Hot Desking</u></b></p> <p>ML advised those present of the progress made in relation to the use of Tablets. This has enabled the service area to have a more flexible approach to the way in which their work is carried out, has enhanced the provision of remote working and reduced the amount of unproductive travelling time.</p> <p>SB indicated that he would expect appropriate training to be available to employees. ML advised that this was the case.</p> <p>SB confirmed that none of his members had raised this issue as a concern with him.</p>	
9.0	<p><b><u>Any Other Business</u></b></p>	
9.1	<p><b>Staff Turnover</b> – PD advised that recent changes had resulted in a drop of 40% in the level of TLOs. Agreement had been secured to recruit to 5 CoW posts with consideration also being given to the recruitment to a number of other posts, such as fixed term surveyors. The recent appointment of a Planner has resulted in a knock on vacancy.</p> <p>PD stated that whilst, unlike the rest of the Authority, WHQS has been growing, it was now almost reached its maximum staffing level. Where they have been able, recruitment has been made having regard to staff in the redeployment pool but as may of the vacancies require technical skills, this is not always possible.</p>	
9.2	<p><b>Financial Update</b> – PD provided a very brief update in relation to the project’s financial position and the impact on it from recent legislation.</p>	
9.3	<p><b>Office Move</b> – SC enquired if SB had been contacted by any of his members in relation to the move out of the Civic Offices at Pontllanfraith. SB advised that no issues had been raised with him.</p>	
10	<p><b><u>Date/Time/Venue of Next Meeting</u></b></p> <p>3rd December 2015 at 2pm in Cherry Tree House.</p>	

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