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**Date: 13th April 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, 20th April, 2016** at **2.00 pm** to consider the matters contained in the following agenda.

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

Yours faithfully,

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

**Chris Burns**  
INTERIM CHIEF EXECUTIVE

## A G E N D A

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

A greener place Man gwyrdach

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



To approve and sign the following minutes: -

3 Joint Consultative Committee held on 10th February 2016.

1 - 4

4 Matters Arising.

5 Consultation between Trade Unions and Management.

6 Collaboration.

7 Any Other Business.

8 Dates of Future Meetings:-  
Wednesday, 20th July 2016 at 2pm;  
Wednesday, 26th October 2016 at 2pm;  
Wednesday, 25th January 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, 10TH FEBRUARY 2016 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

**Together with:**

C. Burns (Interim Chief Executive), C. Harry (Corporate Director Communities), D. Street (Corporate Director Social Services), N. Scammell (Acting Director of Corporate Services), L. Donovan (Acting Head of Human Resources and Organisational Development), S. Phillips (Acting Service Manager), H. Morgan (Senior (Committee Services Officer)

**Trade Union Representatives:**

K. Andrews (GMB), N. Funnell (GMB), J. Garcia (Unison), D.A. Williams (Unite)

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

Apologies for absence had been received from Councillor R. Woodyatt, D. Bezzina (Unison Regional), S. Brassine (UCATT), B. May (UNITE), R. Munn (Unite) and S. Phillips (HR Manager)

#### **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 - 21ST OCTOBER 2015**

RESOLVED that the minutes of the meeting of the Corporate Joint Consultative Committee held on 21st October 2015 (minute nos. 1-9) be approved and signed as a correct record.

**5. MINUTES OF SOCIAL SERVICES JOINT CONSULTATIVE COMMITTEE - 3RD NOVEMBER 2015**

The minutes of the Social Services Joint Consultative Committee meeting held on 3rd November 2015 were received and noted.

**6. MINUTES OF COMMUNITIES JOINT CONSULTATIVE COMMITTEE - 9TH NOVEMBER 2015**

The minutes of the Communities Joint Consultative Committee meeting held on 9th November 2015 were received and noted.

Arising from the minutes, and in relation to Fleet Review (minute no. 4), the Corporate Director Communities advised that this area would be taken forward as part of the Business Improvement Programme. Wales Audit Office have been requested to include the review in their programme for the coming year.

**7. MINUTES OF EDUCATION AND LEISURE JOINT CONSULTATIVE COMMITTEE - 10TH NOVEMBER 2015**

The minutes of the Education and Leisure Joint Consultative Committee meeting held on 10th November 2015 were received and noted.

Arising from the minutes, and in relation the item on Education Workforce Council Support Staff registration, Members were asked to note that this has been included in the report to be presented to Cabinet on 17th February 2016 (and subsequently Special Council on 24th February 2016) as part of the base budget requirement.

The Union representatives supported this course of action and Mr Enright advised that should the proposal be accepted by Members, Caerphilly would be the first Council in Wales to adopt such arrangements.

During the course of the debate, it was noted that the discussion in relation to youth workers registration is ongoing.

It was suggested that the title of the directorate joint consultative committee should be amended to reflect the current portfolio.

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

There were no issues raised under this item.

**9. COLLABORATION**

The Acting Director of Corporate Services advised that work has commenced to develop an Outline Business case for the Shared Resource Service collaborative IT arrangements which would be ready in June.

With regards to Ty Duffryn, staff have been made aware of the proposals for the site.

The Interim Chief Executive advised that there was no update on local government reorganisation. Council had recently responded to the Draft Local Government (Wales) Bill and reiterated its stance that Caerphilly should remain a stand-alone Authority. He confirmed that he and the Leader had met representative of the Staff Commission who will oversee the process if required.

## **ANY OTHER BUSINESS**

### **10. Use of Biometric Fingerprint System in Schools**

Mr G. Enright referred to the introduction of biometric system in certain schools and expressed concerns at the governance and management arrangements (particularly to the procurement process and the collection and sharing of data) and to the fact that there had been no consultation with the respective Trade Unions.

Those present advised that they were not aware of the use of this facility in schools and would investigate the matter to determine whether this was a school initiative and advise the Trade Unions accordingly.

### **11. Budget Proposals and Medium Term Financial Plan**

Mr C. Burns, Interim Chief Executive, referred to the further meeting that had been held between CMT and Trade Union representatives on the budget proposals and the medium term financial plan. As it had been after the settlement agreement had been announced and the outline was better than anticipated there had been constructive discussion on the revised budget proposals. It was accepted that there would be difficult decisions that would have to be taken going forward, and further savings proposals will have to be identified as part of the medium term financial plan.

Following the extensive consultation process, the report is to be presented to Cabinet on 17th February and subsequently Special Council on 24th February 2016.

### **12. DATE OF FUTURE MEETINGS**

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled for 2pm on 20th April, 20th July and 26th October 2016.

The meeting closed at 2:25 pm.

Approved as a correct record and subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 20th April 2016, they were signed by the Chair.

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CHAIR

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