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**Date: 13th July 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 July, 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 April 2016.

1 - 2

5 Matters Arising.

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

6 Education and Leisure Joint Consultative Committee held on 9th February 2016.

3 - 8

7 Consultation between Trade Unions and Management.

8 Collaboration.

9 Any Other Business.

10 Dates of Future Meetings:-

Wednesday, 26th October 2016 at 2pm;

Wednesday, 25th January 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 APRIL 2016 AT 2.00 PM**

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**PRESENT:**

Councillor K.V. Reynolds - Chair

**Councillors:**

Mrs C. Forehead, N. George, D.T. Hardacre, 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), 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 R. Passmore, N. Scammell, Interim Director of Corporate 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 – 10TH FEBRUARY 2016**

RESOLVED that the minutes of the meeting of the Corporate Joint Consultative Committee held on 10th February 2016 (minute nos. 1-12) be approved and signed as a correct record.

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

Minute No. 10 – Use of Biometric System in Schools.

At the previous meeting, Mr G. Enright requested an update on the use of biometric systems in schools and expressed concerns at the governance and management arrangements, with particular concern expressed around the collection and sharing of data and procurement process.

Mr C. Burns provided the Committee with an update and highlighted the Biometric Finger Print System has been in use in some schools for approximately 15 years. Having made enquiries, it has been confirmed that there are no data protection issues associated with the use of the system as it does not use a complete finger print. The system has been implemented and linked to the cashless systems and some of the door systems within the schools and does not link to any of the Council Systems, therefore cannot be used to access pupil information or sensitive data. Members were also asked to note that the use of the system is not compulsory, the use of a swipe card or other methods can be implemented in its place and parental consent is required in order to active a pupil on the system.

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

Mr Garcia provided the Committee with an update on the outcome of the Governments Trade Union Bill, which had a significant number of implications for Trade Unions and Staff alike. It was noted that the bill would enable Employers to break strikes, implement restrictions on peaceful picketing and protests and restrict the ability of unions to recruit and represent members in the public sector. Members were pleased to note that Parliament have withdrawn their Bill proposal on check-off.

Mr Burns highlighted that Caerphilly County Borough Council had adopted the Motion against the Bill and expressed their concerns to the Prime Minister. A full and detailed report will be provided at a future Council meeting.

#### **6. COLLABORATION**

There were no issues raised under this item.

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

There were no issues raised under this item.

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

It was noted that future meetings of the Corporate Joint Consultative Committee are scheduled for 2pm on 20th July, 26th October 2016 and 25th January 2017.

The meeting closed at 2:10 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 July 2016, they were signed by the Chair.

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CHAIR

## DIRECTORATE OF EDUCATION & LEISURE

### JCC MEETING – SCHOOLS AND LEI

9 February 2016

<b>PRESENT:</b>	
Keri Cole	Chief Education Officer
Lisa Haile	HR Manager
Sue Richards	Principal Finance Officer
Mererid Lewis Davies	UCAC
Matthew Ferris	NASUWT
Pamela Ireland	NUT
Gareth Lloyd	NUT
Neil Funnell	GMB
Kelly Andrews	GMB
Juan Garcia	UNISON
Dave Bezzina	UNISON
Robert Davies	ASCL
<b>APOLOGIES</b>	
Ravi Pawar	ASCL (R. Davies in attendance)
<b>NOT IN ATTENDANCE:</b>	NAHT and UNITE (no apologies received) ATL (no representative at this time)

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
1	<p><b>Welcome and Apologies</b></p> <p>Keri Cole (KC) welcomed everyone to the meeting and thanked all for attending.</p>	
2	<p><b>Minutes of the previous meeting 10.11.2015</b></p> <p>Were agreed.</p>	
3	<p><b>Matters arising from the previous minutes</b></p> <p>No matters arising.</p>	
4	<p><b>Workforce Planning Exercise Schools</b></p> <p><b>Schools Financial Position Update (Sue Richards)</b></p> <p>SR confirmed that when this process commenced with schools in October/November 2015, there was a long list of Schools in potential financial difficulty.</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>SR explained that a 2.3% pension increase, a 2% NI increase and a cost of living pay award had led to a school pay bill increase of 6%. This alongside falling rolls of school pupils and reductions in grant funding had led to a defined need to reduce the costs of the staffing structure in some schools. Schools are also feeling financial pressure in running their 6<sup>th</sup> forms.</p> <p>SR explained that funding increases come back to the Schools primarily but falling roles impact on 6<sup>th</sup> form numbers and schools are feeling this pressure.</p> <p>The Finance and HR Teams have worked extensively with all of the Schools in financial difficulty over a number of months. The list of schools that need to look at their staffing structures further is reducing steadily.</p> <p>5 Secondary and 5 Primary Schools are currently reviewing their positions and we have been working closely with these since Christmas. Schools have cut back on their non-staffing budgets as much as they can.</p> <p>Volunteers from these Schools as long as they progress their applications, suggest that 3 of the 5 Primary Schools will remove themselves from a position of financial risk. These are Tiryberth, Upper Rhymney and Panside Primary Schools. Still in a position of risk are Machen and St Helen Primary Schools.</p> <p>The comprehensive schools that remain in a position of risk are Heolddu, Bedwas, St. Martins, YGCR and Lewis Pengam. Once again it is hoped that at least 3 of these schools will through volunteers move out of a position of risk.</p> <p>With regard to funding volunteers, SR confirmed that secondary schools are supported to progress voluntary early retirements and voluntary redundancies where required, on the basis of a 60%/40% cost split. 60% of the costs rest with the School and 40% with the LA as long as a post is deleted. In 2008 - £1million was delegated to secondary schools to support in this regard. Schools receive their allocation every year. The LA picks up the full cost in primary schools.</p> <p>MF advised that he was unaware of St. Martin's School being in a position of risk. LH confirmed that the governors of St. Martins were due to meet this coming Thursday. Staff consultation could not follow until the Governors confirmed the School's finances and give their authorisation to consult.</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>MF asked if it was possible for staff to be offered volunteer opportunities through their pay slips so that all staff would receive this at the same time. LH confirmed that a number of applications had been received across a large number of schools this time and the pay slip position may lead to expectation where the schools simply can't afford to let those staff go. The current system had worked well in the past. It would be possible to check how many schools had contributed and whether there were any schools missing with a high 55+ age profile in them. So many Schools sat around the table to commence this process that parties here had faith that Schools had shared this opportunity with their staff. It was acknowledged that this may not have been the case in the past.</p> <p><u>Schools VER Position (Lisa Haile)</u></p> <p>LH reiterated the information contained in the invite to this meeting, i.e: Schools are exploring the voluntary early retirement position and how this might impact their finances, their school.</p> <p>Schools are being as accommodating as they can be where staff wish to leave their employments voluntarily. This has included VER, Voluntary Redundancy, Settlement, Part Time working, Job Share and so on. Schools are doing all that they can to avoid compulsory redundancy.</p> <p>Staff will be informed as soon as possible whether their applications for voluntary early retirement will be supported or whether they have been earmarked for a potential crossmatch opportunity. Full advantage of any applications will be taken to secure longevity of employment for any staff who are confirmed at risk and who want to remain employed. If staff are placed at risk, the HR Team will work with the Schools to place them wherever possible. No guarantees however can be given in this regard.</p> <p>KC confirmed that further updates will be provided through this JCC.</p>	<p>LH to feedback findings at the next JCC</p>
<p><b>5</b></p>	<p><b>Islwyn High School Update</b></p> <p>LH confirmed that following the 'slot and match' and 'slot and ring-fence' of the teaching staff, Islwyn High Governors met on the 13<sup>th</sup> January 2016 as planned to agree the support staff structure. The same process was followed and staff were once again afforded the</p>	

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>opportunity to appeal against their allotted position. Appointments to the support staff structure had progressed well. There would be no redundancies. Grade Protections would apply for a number of staff.</p> <p>LH confirmed that the governors had considered the union request to afford 3 years safeguarding of salary to support staff as well as teachers. LH confirmed that the governors had not supported this position. They had agreed that they were bound by the terms of the STPCD to safeguard teacher salaries as appropriate for a period of up to 3 years. The governors reaffirmed their original position to implement the protection position of the Council for support staff, i.e. pay grade protection of up to 18 months.</p> <p>DB advised that he was not happy with the fact that the support staff structure had progressed without further dialogue feedback. LH apologised but was uncertain that this was the case. LH understood that union comments on the structure had been received and feedback given. The procedure followed was as outlined and agreed in the Staff Protocol document.</p>	
6	<p><b>Bio metric use within externalised school canteen facilities</b></p> <p>LH confirmed that Gary Enright (UNISON) had requested this item to be added to the agenda.</p> <p>Juan confirmed UNISON's concern that this finger print recognition service was not a fool proof system.</p> <p>KC confirmed that this was a School Catering matter that might be more relevant to the Corporate JCC. This area did not fall within her remit. Juan confirmed that this had been raised at the Corporate meeting.</p> <p>RD advised that this had been introduced to Caerphilly schools and was working well in his school. He understood the Biometric system to be a safe system and confirmed that Heads had been assured that a fingerprint could not be reproduced by any other party. He confirmed that accounts could be accessed and topped on-line at home, which took the pressure off the pupils.</p>	
7	<p><b>Any Other Business</b></p> <p>JG referred to EWC registration and the ongoing work of the unions in this regard. He confirmed teaching assistants are working above and beyond their job descriptions and this is an unsustainable practice. KC</p>	



AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
	<p>confirmed that there was a headteacher meeting on the 9<sup>th</sup> March and that this would present an opportunity to refresh understanding of TA roles in relevance to the EWC code of practice.</p> <p>LH confirmed that EWC support staff registration was progressing well and on track. Consultations are ongoing relating to EWC Fee increases.</p> <p>It was furthermore agreed that Breakfast Club/Sandwich club was a matter for Corporate JCC and the relevant Head of Service.</p> <p><b><u>Policy Work</u></b> LH confirmed that the policies that this group had fed back on, which included parental leave, flexible working and maternity procedures were in the process of translation. This had the potential to take some time but the procedures would be recommended to Schools in readiness for the Autumn Term.</p> <p>LH confirmed that work was ongoing with regional representatives on a capability policy. This she confirmed was the policy that she initially circulated in December 2015 to alert parties to the ongoing consultation. She hoped to bring a policy that had been agreed in principle through this process back to the next JCC.</p>	<p>LH to circulate Capability Policy if available to next JCC</p>
8	<p><b>Next Meeting</b></p> <p>It was agreed that these meetings would be held on a quarterly basis, the date of the next meeting to follow.</p>	

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