

## Caerphilly County Borough Council

### Communities Joint Consultative Committee

#### Record of decisions made/taken at the meeting held on 9 November 2015

Present:

Christina Harray (CS) Corporate Director, Communities (Chair)  
Mark S Williams (MSW) Head of Community and Leisure Services  
Pauline Elliott (PE) Chief Planning and Regeneration Officer  
Marcus Lloyd (ML) Deputy Head of Programmes WHQS  
Graham Parry (GP) Operations Group Manager  
Trish Reardon (TR) HR Manager  
Kelly Andrews (KA) GMB Regional Organiser  
Neil Funnell (NF) GMB Branch Secretary  
Dave Bezzina (DB) Unison Regional Organiser  
Gary Enright (GE) Unison Branch Secretary  
Richard Munn (RM) Unite Regional Officer  
Andrew Williams (AW) Unite Representative  
Simon Brassine (SB) UCATT Representative

		Action/ Date
1.0	<p><b>Apologies for Absence</b></p> <p>Apologies for absence were received from Phil Davy, Head of Programmes, Shaun Couzens, Chief Housing Officer and Terry Shaw, Head of Engineering and Transport</p>	
2.0	<p><b>Introductions</b></p> <p>CH introduced the meeting and updated those present to the change to her portfolio which comprises:</p> <p>Community and Leisure Services Engineering Planning and Regeneration WHQS and Housing</p> <p>As this was the first meeting of this group CH asked for agreement to the purpose of the meeting. All agreed that the forum would be a platform to discuss future service plans, in confidence, and an escalation route for matters than cannot be resolved with local management.</p>	

	<p>CH added that she understood that there had previously been a separate WHQS/Housing JCC and requested that any issues arising in those service areas be brought to this meeting in line with her portfolio. All agreed.</p> <p>CH proposed that the meetings be scheduled on a quarterly basis, but postponed, if no agenda items are brought forward.</p>	
3.0	<p><b>Medium Term Financial Plan (MTFP)</b></p> <p>CH advised that consultation was currently taking place (without details of the settlement) and would be considered by Scrutiny Committee in December. CH said that in her view the budget for 16/17 was manageable, but would be more challenging the following year.</p>	
4.0	<p><b>Fleet Review</b></p> <p>MSW advised that this matter had recently been discussed at HR Strategy Group (next meeting December), alongside a piece of work about staff taking vehicles home. MSW advised there were valid business reasons for taking the vehicles home, and if staff did not take vehicles home there would be a storage / parking issue, as there is no depot in which to retain these vehicles overnight.</p> <p>GE commented that he was aware that IT had recently acquired 7 new vehicles and questioned whether this was needed. MSW commented that the need for vehicles depends on the service area requirement. CH added that a corporate view of the vehicle fleet was required. GE commented about the buying power of the Council as a whole. MSW added that his service were currently out to tender on a managed service for Fleet, which closes in January 2016. This would include less specialist vehicles and better prices. NF queried whether one set of vehicles could be used on the standby rota to reduce costs.</p> <p>GP confirmed that his area were currently looking at vehicle usage and aiming to off-hire any vehicles no longer required from 1 March 2016.</p> <p>NF asked if vehicles could be shared across service areas to save money.</p> <p>CH said that there was a corporate role for Fleet to look at the overall fleet management of the organisation.</p> <p>PE added that some work had been started around vehicle usage (green agenda) by Paul Cooke (Team Leader, Sustainable Development) and that she would report back at the next meeting.</p> <p>AW added that fuel consumption must be considerable, given the travelling to either ends of the borough.</p> <p>CH added that electric vehicles may need to be considered, but that there are no charging points in the borough.</p> <p>CH added that she was aware that in some LAs staff had voted to take vehicles home and pay travel costs if necessary. MSW added that there was a business reasons that staff take the vehicles home.</p>	PE

	<p>KA added that it may be a case of changing the way vehicles are used, rather than removing vehicles.</p> <p>CH raised the issue of trackers on vehicles and how the vehicles could be monitored. MSW advised that a draft policy exists, but it has not been consulted upon.</p> <p>CH concluded that Fleet Management should remain as standing item on the agenda.</p>	TR
5.0	<p><b>LGPS 85 Year Rule</b></p> <p>GE advised that tapered relief applied from March 2016 and he did not think that staff were away of the situation. MSW said that management are having discussions with staff who may wish to retire under the 85 year rule.</p> <p>CH advised that Heads of Service already have data on staff age and length of service so that they may progress such discussions. MSW advised that from his experience there were delays in receiving pensions quotes from Torfaen.</p> <p>CH added that the Pensions manager had recently attended CMT and discussed a process that would automate data, which she thought would assist this matter.</p> <p>CH to provide feedback at next meeting</p>	CH
6.0	<p><b>Forward Service Planning</b></p>	
6.1	<p>CH asked Heads of Service to identify key issues moving forward:</p>	
6.2	<p>MSW provided the following update.</p> <p>Refuse and Cleansing - targets for recycling would increase over the coming years which would necessitate a change to service delivery, which would require consultation. Likely increase in number of recycling vehicles which has implications for cost, storage and discussions with staff and Trade Unions are ongoing. Public perception of service is very good and there has been considerable negative press coverage in Blaenau Gwent following changes to recycling receptacles.</p> <p>Parks - currently 21 bowling greens which the area is proposing to hand over to the clubs on a self managed basis. A report will be taken to Cabinet in early 2016.</p> <p>Leisure -WAO and internal review due. Closure of Pontllanfraith Comprehensive school, but no decision about the on-site leisure centre. Bedwas LC pool to be handed over to the Bedwas High School with relevant transfer of staff.</p>	
6.3	<p>PE provided the following update:</p> <p>Currently undertaking a restructure in her team to achieve MTFP savings. Some senior staff had left and not been replaced there is an expectation that the savings target (£40K) will be met without redundancies.</p>	

6.4	<p>Planning Bill and Regional Planning provision will impact on the service.</p> <p>ML provided an update on WHQS:</p> <p>Continuing to move towards 2020 target with resourcing issues remaining a challenge. Internal Works programme on track. External works programme has outsourced work to private sector housing in the Lower Rhymney Valley. Managed service provision for the sheltered housing complexes. Recently completed the transfer of the heating team to Housing. Considering whether NCS can support some of the internal works programme. Difficulty in recruiting specialist resources such as building surveyors, clerk of works. Introduction of new project manager role to work alongside the three existing project managers.</p> <p>RM raised issue of changes to standby and the buyout payment, which he understood had been taken off the table shortly before a meeting last week. TR confirmed that she was aware that legal advice was being sought around the tax treatment of such a payment.</p> <p>GE queried the timeline for the new project manager role. ML confirmed that he hoped the post holder would be recruited in the new year, and discussion were on-going with existing project managers.</p>	
6.5	<p>GP provided the following update:</p> <p>GP explained that the focus would be 'doing more with less'. Service areas looking at fleet vehicles and have recently trialled a multi-purpose vehicle, with variety of attachments. Also looking at alternative work streams, such as service provision to WHQS, parks and leisure in addition to external clients and consultancy collaboration.</p> <p>CH added that some of the smaller local authorities are looking to outsource work and this may provide CCBC with an income generation opportunity.</p>	
6.6	<p><b>AOB</b></p> <p>NF raised a question about the minimum skills requirement for Standby Duties (currently at the consultation phase); it centred on the opportunity for training for the existing Standby Crews. It was confirmed by GP that an initial 3 month period would be given for this to happen followed by a review for each members on a case-by-case basis.</p>	
7.0	<p>Date of next meeting – suggested as February 2016.</p>	