

## Caerphilly County Borough Council

### Communities Joint Consultative Committee

#### Record of decisions made/taken at the meeting held on 5 September 2016

Present:

Christina Harray (CS) Corporate Director, Communities (Chair)  
Mark S Williams (MSW) Head of Community and Leisure Services  
Tim Stevens (TS) Development Control Manager  
Marcus Lloyd (ML) Deputy Head of Programmes WHQS  
Graham Parry (GP) Operations Group Manager  
Shaun Couzens (SC) Chief Housing Officer  
Trish Reardon (TR) HR Manager  
Kelly Andrews (KA) GMB Regional Organiser  
Tommy Hearne (TH) GMB  
Darren Ould (DO) GMB  
Gary Enright (GE) Unison Branch Secretary  
Andrew Williams (AW) Unite Representative  
Stephen Pugh (SP) Communications Manager (for first point on agenda)

		Action/ Date
1	<b>Apologies for Absence</b>  Apologies for absence were received from Dave Whetter, Interim Head of Regeneration	
2	<b>Declarations of Interest</b>  No declarations were made.	
3	<b>Minutes of the last meeting dated 9 November 2015</b>  Were reviewed and accepted as an accurate record.	
4	<b>Actions arising</b>  <b>LGPS 85 year rule</b> TR advised that staff may access up to date pension information via an on-line system with Torfaen Pensions. Employees are required to register to gain access to the system.	

5	<p><b>Staff Survey</b></p> <p>CH gave an overview of the 3 strands of the Business Improvement Board:</p> <ol style="list-style-type: none"> <li>1) Improving Services which includes a number of projects, many being linked to the MTFP and efficiency reviews eg. Fleet, Waste, Libraries, Youth, etc.</li> <li>2) Leadership Development, providing leaderships skills for managers during challenging times</li> <li>3) Engagement with staff which includes a staff survey.</li> </ol> <p>CH advised that SP had joined the meeting to provide an overview of the survey.</p> <p>SP advised that a review of existing communication channels was being conducted and that the staff survey would be issued in September. Initially to management network and 2 weeks later to the remainder of the workforce. Electronic and paper versions of the staff survey will be available. Staff may complete the survey anonymously. The data will be analysed during October and will be considered with the Business Improvement Board.</p> <p>CH added that each service area has been asked to appoint ambassadors to encourage and support staff to complete the questionnaire. CH explained that she would expect that staff are granted time in work to complete the survey and support would be made available to assist staff in completing the forms, if required. Consideration would be given to the use of mail/collection boxes where staff could 'post' their completed questionnaires rather than hand to a manager/supervisor.</p> <p>SP agreed to circulate a copy of the survey to TU colleagues for their comments.</p>	<p>SP</p> <p>SP</p>
6	<p><b>Winter Maintenance Service (gritting rounds)</b></p> <p>GP advised that this service is provided between October and March. An issue needs to be resolved in respect of rest periods, which are currently paid. This occurs when workers are sent home for rest, before the end of their shift, so that they may return later that day to complete the evening gritting round. Specific rest is required within a 24 hour period to meet GB domestic driver legislation. This matter was not resolved (or overlooked) as part of the single status agreement and could represent the potential for an Equal Pay claim. A number of options have been tabled and discussed between management and TU's. Options include maintaining the status quo, split shifts/banking hours, nights, weekend working and outsourcing.</p> <p>TR advised that the need for the break is clear and set out in legislation, the issue is that it is currently paid.</p> <p>GP advised that many other Local Authorities operated a similar</p>	

	<p>style rota (although the issue around paid rest periods was not known) and that RCT operate a night shift and Wrexham have a model which includes split shifts and banking hours.</p> <p>GP to prepare a report which includes the options and costs. KA to provide a TU response into the potential Equal Pay claim. GP to circulate report to all parties. CH would then consider fully, and if required seek CMT views.</p> <p>GP continued that the service was currently advertising for volunteers for the winter maintenance rota and that the status quo (paid rest periods) would remain for winter 16/17, with some changes to the rota to minimise the impact of accumulated tiredness on the workers. DO, GP and ML would communicate with the workforce in readiness for this winter's standby arrangements.</p>	<p>GP KA</p> <p>DO GP ML</p>
7	<p><b>WHQS/Housing integration</b></p> <p>SC advised the meeting that following the retirement of Phil Davy (Head of Programmes) WHQS and Housing had joined together to provide an integrated service. HRO teams are renovating empty properties to WHQS standard which will contribute towards achievement of WHQS programme. Public Sector Housing will experience limits on funding next year, but the service will be able to divert worker to WHQS instead, thereby saving jobs in that workforce. There are environmental works and grounds maintenance works within the WHQS programme, which could be completed by other CCBC teams.</p> <p>CH advised that there were no proposals for a restructure at this time and confirmed that ML will report to SC and maintain responsibility for NCS, with a dotted reporting line to Terry Shaw (TS). CH added that there would be potential for NCS to undertake some of the environmental programme for WHQS. CS added that she had asked TS to consider his management structure in the light on ML's changed role.</p> <p>AW asked if following the integration of WHQS and Housing whether Housing staff may now undertake standby duties. SC advised that this would not be possible.</p> <p>SC advised that there had been changes to the Sheltered Housing Complexes and that as a consequence, it would lead to an increase in the in-house workforce.</p>	
8	<p><b>Fleet</b></p> <p>MSW advised that the Fleet procurement exercise is currently on hold and is being reviewed by CMT.</p>	
9	<p><b>Leisure</b></p> <p>MSW advised that Wales Audit Office had required CCBC to provide a holistic sport and leisure strategy, encompassing their facilities, links with health, countryside and education. The Business Improvement Board had recently agreed to appoint an</p>	

	<p>external consultant to conduct the first stages of the review. The consultants were currently interviewing selected staff and should have completed this part of the exercise by mid October 2016. CCBC will then review the outcome. CH confirmed that once the strategy had been developed and agreed, consideration will then be given to which delivery option would be most appropriate. TU colleagues will be informed as this progresses.</p>	
10	<p><b>Waste</b> MSW advised that recycling rates are currently at 62%. The target will move to 64% in 2019. Report being presented to Scrutiny on 20.9.16 providing update on WAO review and future options for food and garden waste. MSW advised that there will be no staffing implications this winter as the service will consider a re-routing exercise, if required.</p>	
11	<p><b>AOB</b> GE advised that he was aware of an issue with school crossing patrols and reduction in their contracts. TR advised that consultation had been undertaken with staff and trade unions as staff were being paid for 39 weeks, but only working for 38 weeks. Alternative activities such as training had been considered by the service, but were not feasible due to the varying dates of school Inset days. HR staff were ready to issue notice of change of contracts. TR added that Corporate JCC were expecting feedback on the consultation, but had not agreed to delay the process until their next meeting. Given the short timeline to the next Corporate JCC (Oct 2016) CH agreed that it would be sensible to wait a further month before taking action to issue notice and during that time a meeting between HR, Management and TU take place to fully understand the issues raised and if possible agree a way forward.</p>	TR
12	<p><b>Date of next meeting</b> – suggested as December 2016.</p>	