

**CHIEF EXECUTIVE'S
JOINT CONSULTATIVE COMMITTEE**

Draft Minutes of the Meeting held on Tuesday, 14th February 2017

PRESENT: Gary Enright (GE), UNISON
 Juan Garcia (JG), UNISON
 Neil Funnell (NF), GMB
 Kelly Andrews (KA), GMB
 Andrew Williams (AW), UNITE
 Richard Munn (RM), UNITE
 Simon Brassinne (SB), UCATT/UNITE
 Sian Phillips (SP) Acting HR Service Manager
 Richard Ballantine (RB), HR Manager
 Sue Christopher (SC), Principal HR Officer

		Action Point
1.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Nicole Scammell, Lynne Donovan and Jess Turner (UNISON)</p>	
2.	<p>DECLARATIONS OF INTEREST</p> <p>There were none. SP reminded the group that if any potential conflict of interest was identified as the meeting progressed, it should be declared at that point.</p>	
3.	<p>MINUTES AND MATTERS ARISING</p> <p>The minutes of the previous meeting were agreed as a true and accurate record.</p> <p>MATTERS ARISING</p> <p>3.1 Subsistence Policy</p> <p>SC updated members on the expenditure on subsistence payments as requested at the last meeting, 2014/2015 expenditure was £7527.93 and £5315.99 in 2015/16. When employees make a claim on iTrent or on paper there is space to include the reason for the claim but it is not possible to report on this out of the system, as a result subsistence for training and other subsistence cannot be split in the figures.</p> <p>Reference Policy</p> <p>SP explained that at HR Strategy Group on 6th February 2017 a revised Reference Policy was presented, which included the trade union feedback, but it was agreed to explore the use of template references only providing factual information such as dates of employment, job title, etc. SP said that the template</p>	

	<p>was being developed and would be shared with the trade unions once it was complete. GE was concerned about what information would be released if a prospective employer requested further information after they had received the basic template information. It is suggested that this information would be the only information that would be shared without the employee's consent. GE is concerned that this information is bland so prospective employers may think that there is a problem with the employee. GE said that he also felt that there was a need to clarify what is provided as part of a Settlement Agreement reference. RM and KA said that they thought that standard references were becoming more common.</p> <p>Action – Reference template to be circulated to the trade unions once it is finalised.</p> <p>New Starter Lists</p> <p>RB confirmed that he had provided a list of new starters to the trade unions but this now needed refreshing. RB said that he would provide a list of new starters at the end of February 2107 and then quarterly going forward.</p> <p>Action – New starter list to be provided to the trade unions at the end of February 2017 and then on a quarterly basis.</p> <p>Workforce Information Reports</p> <p>SC said that the report for the end of September 2016 was available and she would provide electronic copies to the trade unions after the meeting.</p> <p>Action – Provide the Workforce Information Report electronically to the trade unions.</p>	<p>SP</p> <p>RB</p> <p>SC</p>
<p>4.</p>	<p>BUDGET UPDATE AND MEDIUM TERM FINANCIAL PLAN</p> <p>As NS was unable to attend the meeting, she referred Committee members to the email that they had received from Steve Harris and the fact that the budget papers were available on the Intranet.</p>	

<p>5.</p>	<p>STANDING ITEMS</p> <p>Management Attendance/Sickness</p> <p>SP explained that at Management Network there was concern about the fact that the Council was now 14th out of the 17 authorities that had declared their sickness figures. There is a concern that the Managing Sickness Absence Procedure is not being applied equally across Directorates. A recent report identified that the procedure is not being consistently applied when employees hit the triggers as Informal Absence Reviews are only being undertaken in a proportionately small number of cases. This means that Managers are not moving on to the next stage of the procedure when there is a legitimate case to do so. It has been agreed that a temporary additional HR Assistant will be employed to ensure that Managers are complying consistently with the Procedure and to prompt them to undertake the different stages of the Procedure as appropriate.</p> <p>NF asked if there were any particular areas for concern and SP confirmed that it was across all Directorates. NF referred to the fact that the Procedure gave Managers discretion on how they dealt with situations and SP confirmed that this was the case. However, the Informal Absence Reviews should always be undertaken but the discretion came in how the case proceeded after that.</p> <p>GE suggested that Heads of Service should be copied into the emails notifying their Managers that they had not undertaken the IARs in a timely manner so that they can address any issues with the relevant Managers as he feels that this is a very important issue.</p> <p>NF asked whether there was any training available for Managers and SP confirmed that the Managing Attendance Team had already delivered a number of courses and these could be delivered again should a training need be identified but training was not the major issue it was more about Managers ensuring they applied the policy consistently.</p> <p>RB said that ways that iTrent could support the Managers were being explored including workflow emails to remind them what action they needed to take under the Procedure so that they could progress the case in a timely manner.</p> <p>GE commented that Managers should be undertaking the duties of their post and RB said that this resource would help support them to do so.</p>
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<p>6.</p>	<p>UPDATE ON POLICY AND RESOURCE SCRUTINY / CABINET MEETINGS AND REPORTS AND POLICY CONSULATION</p> <p>Occupational Road Risk Policy</p> <p>SP said that her understanding was that this policy had now been agreed by the Trade Unions but it required formal endorsement from this JCC as well as the Communities JCC. It was agreed that this policy should be formally endorsed by this JCC.</p> <p>Annual Leave Payments</p> <p>SP explained that the annual leave payments were included in the annual Budget Report for Council, with a further report going to Cabinet in March to confirm the arrangements. All the elements that the trade unions had proposed were included and it was proposed to backdate the payments to January 2016 rather than the April 2016 that had previously been discussed. All the trade unions were happy with this proposal.</p> <p>RM asked when the final decision would be available, SC said that she thought it would be early March 2017. RM asked when it would be paid and SC said that she thought it would be April for employees on Payroll 001 and 28th March for Payroll 002.</p> <p>Action – Reports to be taken to Council and Cabinet respectively.</p>	<p>LD</p>
<p>7.</p>	<p>DISCUSSION ITEMS</p> <p>Facilities Agreement</p> <p>SP explained that LD was keen to progress a review of the Facilities Agreement and would arrange a separate meeting to discuss the issue.</p> <p>Action –Set up meeting to discuss the Facilities Agreement</p> <p>JCC Terms of Reference</p> <p>SP informed the JCC that the Terms of Reference needed to be reviewed and LD had suggested that a separate meeting should be arranged to discuss the matter. SP said that LD was inviting suggestions from the trade unions on the Terms of Reference to ensure that the JCCs across all Directorates are fit for purpose. The Terms of Reference for the Corporate JCC is part of the Constitution so whatever is agreed now will not be able to</p>	<p>LD</p>

	<p>deviate from that too much. NF suggested that the Terms of Reference for the Communities JCC had been agreed but SP explained that they had never formally been signed off. RM asked whether he could have a copy of the draft Terms of Reference and SP said that she had a copy of the one that had been approved for the Education JCC for a number of years and this was used as the footprint for the Communities JCC.</p> <p>Action – Set up meeting to discuss the JCC Terms of Reference</p> <p>Action – Circulate Terms of Reference in existence at the moment</p> <p>Christmas and New Year Bank Holiday Payments</p> <p>SP explained that LD was keen to progress an agreement on the Bank Holiday Payments for the Christmas Closedown period and would arrange a separate meeting to discuss the issue. It was decided that this should be undertaken early in the year so that an agreement could be made prior to Christmas 2017. This was agreed.</p> <p>GE said that it would be useful to have a dialogue but before moving forward he thought that the 2016 payments should be finalised as he feels that there is some confusion. GE said that moving forward UNISON would not be party to the National Agreement being diluted and terms and conditions being changed. He would like to see a separate agreement for 7 and 5 day per week workers respectively but did not want to deviate away from the National Agreement. It was acknowledged that the National Agreement was geared more for 5 day per week workers. NF acknowledged that the National Agreement focussed on 5 day per week workers so he feels that there is the need for a dialogue about the 7 day per week workers although he also does not wish to step outside the National Agreement.</p> <p>RB asked the trade unions whether they were aware of any other Council who had agreements outside of the National Agreement. GE said that he was only aware of Bridgend who had tried to do this and they had experienced a lot of problems. GE said that he would like to see the 7 day per week position written in to the National Agreement but he said there was a need for clarification on the 2016 position. RB said that it would be useful to have a profile of the number and groups of employees who had worked over the Christmas period so the issues could be understood. This was agreed.</p> <p>GE said that the Christmas Closedown schedule had been agreed up until 2020 so there was a need to be mindful of that in</p>	<p>LD</p> <p>SP</p>
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	<p>any future discussions.</p> <p>Action – trade unions to be notified of the payments that were made for Christmas 2016.</p> <p>Action – a profile of the numbers and groups of employees who worked within the Christmas period.</p> <p>Action – set up a meeting to discuss an agreement on future bank Holiday Payments during the Christmas closedown period</p>	<p>SP</p> <p>RB</p> <p>LD</p>
<p>8.</p>	<p>TRADE UNION ITEMS</p> <p>Redeployment Policy</p> <p>GE said that he had become aware of legal advice that had been received by HR in relation to part time employees being able to gain out of a redeployment situation despite the policy saying that hours will not be protected. GE asked to see that advice and he also said that the policy had been in existence for a long period of time and should now be reviewed. SP said that at the moment the status quo was being maintained.</p> <p>Action – to provide the trade unions with a copy of the legal advice received in relation to redeployment and part time employees.</p> <p>Receipt of Occupational Health Forms</p> <p>GE said that UNISON were having a problem in obtaining Occupational Health reports for members, even though the member had ticked the appropriate box on the OH1 form to allow their trade union representative to receive a copy. NF confirmed that GMB were not experiencing the same issue. GE said that when Occupational Health were challenged as to why they were not providing the reports they said that they could not send them via email as it was not secure and that employees could submit a SAR to receive a copy of the report. However, the employee receives a copy of the report so there is no need for them to submit a SAR. GE also has concerns about Occupational Health’s impartiality. GE said that representatives had asked Managing Attendance for copies of the reports and they had declined to provide them as they say it is not clear if the trade unions should have the information.</p> <p>SP suggested that each member should provide their trade union representative with a copy of the report if they were requesting their support in resolving a situation. GE acknowledged that this should happen but in reality this did not happen every time.</p>	<p>SP</p>

	<p>RB said that as this was part of the process if the employee gave authority to provide the trade union with a copy then this should happen.</p> <p>GE said that he had spoken to LD about this and she had said that she would investigate.</p> <p>Action – LD to investigate with Occupational Health why UNISON was not receiving Occupational Health reports.</p> <p>Catering Consultative Committee</p> <p>KA said that she had met with Marcia Lewis and Rob Hartshorn about setting up a consultative meeting within Catering to have a clear dialogue about day to day operational issues prior to them becoming bigger issues within the Service Area. The meeting was positive and Marcia and Rob agreed to the meetings being held. However, when a meeting was arranged it was cancelled shortly before it was due to be held. NF said that this was a bone fide meeting acting on behalf of the wider workforce. KA was aware that issues could be taken to the Social Services JCC but she was keen to address issues early and not for Catering to be overshadowed by Social Services.</p> <p>KA said that she was going to raise this issue with Dave Street, Director of Social Services.</p> <p>Action – Raise the issue of the Catering Consultative meeting with the Director of Social Services.</p>	<p>LD</p> <p>KA</p>
9.	<p>ANY OTHER BUSINESS</p> <p>There was no Any Other Business.</p>	
10.	<p>DATE AND TIME OF NEXT MEETING</p> <p>6th June 2017 at 2.00 p.m. in Penallta House, Core Room 1.3.</p>	