

## JOINT CONSULTATIVE FORUM

Minutes of a meeting held on 16<sup>th</sup> October, 2017.

Present: Councillor Mrs. J. Charles (Chairman); Councillors Mrs. P. Drake, S.J. Griffiths, A. Hampton, N.C. Thomas and L.O. Rowlands (substituting for Councillor B.T. Gray).

Also present: Mr. L. Bonni and Ms. C. Webber.

Representatives of the Trade Unions: Ms. M. Canavan (NUT); Mr. D. Dimmick (NASUWT); Mr. D. Everleigh (GMB), Mr. G. Pappas (UNISON); Ms. L. Lancaster (NASUWT), Mrs. G. Southby (UNISON) and Mr. N. Stokes (GMB).

Officers: Mr. R. Bergman, Mr. T. Baker, Mrs. K. Bowen, Mrs. A. Davies, Mr. H. Isaac, Ms. E. Morgan and Mr. A. Unsworth.

(a) Apologies for Absence –

These were received from Councillors B.T. Gray and G. John.

(b) Announcement –

The Forum was advised that Mr. C. Jordan (GMB) had recently retired. Members of the Forum formally recorded their thanks to this officer for his work with the Forum.

Mr. D. Dimmick advised that he had now officially stepped down and that Ms. L. Lancaster had replaced him.

A welcome was also extended to Mr. L. Bonni, Operational Manager Employee Services, and Ms. C. Webber, Business Support Assistant (HR).

AGREED – T H A T a letter of thanks for Mr. C. Jordan's work with the Joint Consultative Forum be extended on behalf of the Forum.

(c) Minutes and Matters Arising –

AGREED – T H A T the minutes of the meeting held on 3<sup>rd</sup> July, 2017 be approved as a correct record. There were no matters arising.

(d) Declarations of Interest –

No declarations were received.

(e) Trade Union Items –

No items were received.

(f) Minutes of Directorate Consultative Groups (HHR) –

The minutes of the following Directorate Consultative Groups were received:

Learning and Skills: 12<sup>th</sup> July, 2017  
Social Services: 6<sup>th</sup> June, 2017  
Social Services: 5<sup>th</sup> July, 2017  
Visible Services: 7<sup>th</sup> June, 2017  
Visible Services: 5<sup>th</sup> July, 2017  
Visible Services: 6<sup>th</sup> September, 2017.

In referring to the minutes of the Learning and Skills Directorate, Mr. Dimmick presented a paper entitled “National Tests and Examinations” which had been circulated at the Learning and Skills meeting on 12<sup>th</sup> July. He took the opportunity to urge the Directorate to consider the advice provided. The Head of Service responded by advising that the issue had been discussed at the Learning and Skills JCF and at the Head Teacher’s Steering Group as good practice to share and guidance for clarity purposes.

In referring to the consultation being undertaken in respect of the EOTAS (PRU) provision, the Forum was advised that a further report would be referred to Cabinet following a meeting which was scheduled to take place on 7<sup>th</sup> November with relevant staff, trade unions and officers.

It was subsequently

AGREED – T H A T the minutes of the Directorate Consultative Group meetings be noted.

(g) Future Dates of Directorate Consultative Group Meetings (HHR) –

AGREED – T H A T the following dates for Directorate Consultative Group meetings as detailed below be noted:

Learning and Skills: 8<sup>th</sup> November, 2017  
Resources: 26<sup>th</sup> October, 2017  
Social Services: TBC  
Visible Services: 4<sup>th</sup> October, 2017.

(h) Update on Staff Charter Initiatives (HHR) –

The Head of Human Resources provided the Forum with an update on the 15 actions as contained within the appendix, paying particular attention to the #itsaboutme scheme that was launched on 1<sup>st</sup> September, 2016, the new induction course and the new management development programme. It was noted that completion rates for the #itsaboutme process had been recorded at 91% as at the end of August 2017.

In relation to staff engagement, the Head of Service referred to the Employee Recognition Project and the Annual Awards Event which was scheduled for 15<sup>th</sup> June, 2018 or thereabouts to recognise employee contributions to the work of the Council.

With specific reference to the Staff Charter, he advised that the Staff Charter Employee Survey had been launched today (16<sup>th</sup> October, 2017) and urged all present to remind staff to complete the form.

The Chair took the opportunity to state that she was pleased that staff recognition had moved forward, following which it was subsequently

AGREED – T H A T the Staff Charter initiatives report be noted.

(i) Launch of Employee Survey 2017 (HHR) –

The Head of Human Resources advised that the purpose of the 2017 Employee Survey would be to provide a “one year in” measure to assess the effectiveness of the Council’s Staff Charter. The survey was to be launched via an electronic version with e-mail access and home address hard copy versions for those without work e-mail access.

The Forum was informed that the provisional results from the Survey would be reported to the JCF in early 2018 and would then be used to shape the next stages of the Council’s Staff Engagement Strategy.

Having considered the report, it was

AGREED – T H A T the report be noted.

(j) Proposed Refinement of the Single Status Grading Structure (HHR) –

The report had been referred to Cabinet on 18<sup>th</sup> September, 2017, which had subsequently referred the report for consideration to the Corporate Performance and Resources Scrutiny Committee. At its meeting on 9<sup>th</sup> October, 2017 the Cabinet formally endorsed the Single Status Grading Structure as set out in paragraphs 11 - 15 of the report.

All present welcomed the decision of the Cabinet, with Mr. Pappas advising that he was pleased to see that the Council was working towards the Foundation Living Wage (FLW) and stated that it was a way forward which was endorsed by the Trade Unions.

Having considered the report, it was subsequently

AGREED – T H A T the report be noted.

(k) Reshaping Services Update (HPR) –

The Head of Performance and Resources referred to the Highlight Report that was available on the Council's website for all staff and that it was a standing item on the agenda for consideration by the JCF. It identified the number of projects that were ongoing and provided an update on each project.

A Member raised a specific issue in relation to the Youth Service and was advised that a review was currently ongoing in respect of the Youth Service. The Member was particularly concerned that following the move from Provincial House that there was enough provision and capacity within the service, and was informed that as a result of a number of issues to date, the review had not been taken forward as far as originally anticipated. However, the Head of Service could confirm that there were currently enough desks etc. to meet staff needs. Further reports would be presented to Members and the Forum in due course.

AGREED – T H A T the Reshaping Services Programme Highlight Report be noted.

(l) Feedback on Policy Development (HHR) –

The Operational Manager Human Resources advised that the HR Policies had been prioritised and were being formally reviewed periodically on a rolling basis or in light of any developments in employment legislation or good practice or in light of any difficulties in applying the policy.

Since the last meeting of the JCF, the position as at 1<sup>st</sup> October, 2017 on HR Policy Development was as follows:

Further Issues to be Clarified Prior to Proceeding

- Flex Scheme and Special Leave Scheme
- Violence and Aggression at Work
- Management of Absence

Terms and Conditions

- Regrading Procedure
- Compensatory Rest Local Collective Agreement

### Change Forum

- Regrading Procedure
- Salary Protection Local Agreement.

It was noted that Human Resources was continuing to work with the Corporate Organisational Development / Training Section during the consultation process to allow time for the development of subsequent training programmes where relevant and to ensure that managers were effectively trained in the revised policies.