

Time commenced : 11.00 am
Time finished : 11.50 am

**CHIEF EXECUTIVE'S JOINT CONSULTATIVE COMMITTEE
20 OCTOBER 2003**

Present

Ray Cowlshaw - Chief Executive (Chair)
Jackie Mitchell - Personnel Officer – Central Services
David Heywood - Health and Safety Advisor, Property Services
Mark Gasston - Health and Safety Advisor
Mark Menzies - Assistant Director, Housing and Advice Services
Pam Vernon - Assistant Director, Finance
Sarah Turner - Members' Services Officer

Trade Union Representatives

John Machin - GMB/MPO
Juancho Ramirez - UNISON
Robert Heath - UNISON
Simon Fogell - UNISON

Apologies

Donna Temby - UNISON
Richard Ziemacki - UNISON
John Swain - TGWU

01/03 Minutes of Previous Meeting

The minutes of the meeting held on 23 January 2003 were agreed as a correct record.

02/03 Matters Arising

Human Resources Data Protection - Employee Protection - Minute no 28/02 refers

Jackie Mitchell advised that Staffing Officers had been given a deadline of the end of November for completing their directorate establishments. Following this, the database forms would be circulated to all Chief Executives employees. Jackie Mitchell to give an update at the next meeting of the JCC.

Pay and Display Meters – Minute No. 28/02 refers

Jackie Mitchell advised that this had been discussed with Adrian Flowers, and it had been decided that corporately employees would have to continue to claim for payment as detailed in the travel and subsistence policy. Simon Fogell advised that this was still an issue as staff could be waiting for up to two months to receive any money that they had claimed, for using pay and display meters during the course of their duties. Ray Cowlshaw advised that this issue needed to be resolved. This would be looked into and reported back to the next meeting.

Attendance Management Audit - Minute No. 28/03 refers

Jackie Mitchell advised that the audit was not yet complete and reports were expected from Vision in the near future.. Pam Vernon advised that she would follow up this issue with Finance.

Career Grade Scheme - Minute No. 28/02 refers

The Trade Union side asked for an update on when a working group on the Career Grade Scheme would be set up. Ray Cowlshaw advised that Ed Cicinski would report to the next meeting.

03/03 Minutes of the Corporate Joint Committee

The minutes of the meeting of the Corporate Joint Committee held on 25 September 2003 were noted.

04/03 Minutes of the Corporate Safety Committee

The minutes of the meeting of the Corporate Safety Committee held on 25 September 2003 were noted.

Employer's Side Items

05/03 Revised Constitution

Jackie Mitchell presented the Revised Constitution to the Committee for approval. The recommended amendments were as follows:

- 1. A Chair and Vice-Chair must be appointed at the first meeting of each Municipal year. For the remainder of the 2003/04 Municipal year, the Chief Officer will take the Chair and the Trade Union Side will appoint the Vice Chair.**
- 2. The position of Chair must alternate between the Management and Trade Union side, unless agreed otherwise by both sides.**
- 3. The Vice-Chair will chair the meeting in the absence of the Chair,**

unless agreed otherwise by both sides.

Ray Cowlshaw advised that each directorate Chief Officer in the Chief Executives Department would rotate the responsibility of Chair. The Trade Union side advised that this revised approach needed to be consistent throughout all Departmental JCC's.

The Trade Union side advised that they were in agreement to these amendments subject to approval by the CJC and that these changes be ratified throughout all Departmental JCC's.

06/03 Appointment of Vice-Chair

The Trade Union side agreed to appoint Simon Fogell as the Principal Vice-Chair, but would substitute if necessary.

07/03 Payment of Salaries and Wages

Pam Vernon advised that a report was presented to the CJC which set out the payment arrangements for employees for the year 2003/04 Christmas and new year period. Information would be sent to all Departments and Heads in November.

08/03 Youth Offender Panel

Jackie Mitchell advised that a report was presented to the CJC which set out the recommendation that membership of the Youth Offender Panel should be included in the list of designated bodies that the Council recognised for granting paid time off for public duties.

09/03 Criminal Records Bureau - CRB Checks for Care Link Staff

Mark Menzies advised that the Care Link operation had been audited by ASAP who were willing to accredit the Care Link Service. Only 10% of alarm providers in the country were accredited. This accreditation meant that all staff had to be CRB checked. Staff and Trade Union Representatives had been consulted on this and no issues had been raised. Jackie Mitchell advised that the CRB were able to accommodate checks for existing staff. The Trade Union side asked if there were procedures to follow if issues were flagged up following a CRB check. Ray Cowlshaw advised that any issues would be dealt with on an individual basis and Trade Unions would be consulted on whatever action was considered necessary.

10/03 JCC Meeting Dates for 2004/05

Jackie Mitchell advised the Committee of proposed meeting dates for 2004.

These were:

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JCC.docJ:\CTTEE\MINUTES\COMMITTEE\JCC\CSCJC\IP031020 CHIEF EXECUTIVE JCC.DOC

22 January 2004
29 April 2004
22 July 2004
28 October 2004

All meetings would commence at 2.30pm in Meeting Room 5 at the Council House.

The Trade Union side advised that they would confer on these dates and advise Jackie Mitchell directly if they were satisfactory or not. Jackie requested if possible could the trade union side come back to her by the end of the week.

Employee Side Items

11/03 Delays In Filling Vacancies In Revenues And Benefits

The Trade Union side advised that they were aware of different recruitment timetables being used in the Chief Executives Department. Examples were given where huge delays were being experienced from the point of notice being given by individuals and the time taken for these posts to be filled. This was not satisfactory. The Trade Union handed out a document that they saw as a good example of a standard recruitment timetable, believed to be used in the Policy Directorate. Jackie Mitchell advised that corporately all departmental staffing officers were completing an average time to fill a vacancy form, which gave details on why there were delays during the recruitment process. However this document was not it. Ray Cowlshaw advised that Corporate Personnel would look at this document and give feedback on this at the next meeting of the JCC.

The Trade Union side asked if there was any monitoring on recruitment deadlines and whether this information could be fed to the Trade Unions. Jackie Mitchell advised that delays in recruitment was monitored and information fed back to Personnel. Jackie explained that despite the fact that deadlines could be set corporately to deal with each stage in the recruitment process on occasions some managers may still not be able to meet the deadlines because of legitimate business reasons.

12/03 Definition Of The Term 'Absence Or Deputising For' As Detailed On Job Descriptions

The Trade Union side were concerned with issues, where a job description states that a person would deputise for a Manager in their absence. The Trade Union side asked for clarity on what constitutes an absence.

Jackie Mitchell advised that the definition of deputising during absence was, when covering for the post holder short term (up to four weeks), anything over this would take you into honorarium or acting up. Ray Cowlshaw assured the trade unions that the statement in the job descriptions were not used to backfill

vacancies or to cover long-term sick and that there is a criteria available setting out this. The Trade Union side advised that if this became an issue they would bring this back to the JCC.

Minutes End