

Time commenced : 2.05 pm  
Time finished : 2.45 pm

**CHIEF EXECUTIVE'S JOINT CONSULTATIVE COMMITTEE  
22 JANUARY 2004**

**Present**

Sue Glithero - Director of Policy (Chair)  
Jackie Mitchell - Personnel Officer – Chief Executive's  
Mark Gasston - Health and Safety Advisor  
Andrew Hopkin - Assistant Director, Environmental Health and  
Trading Standards  
Sue O'Reilly - Head of Employee Payments  
Sarah Turner - Members' Services Officer

**Trade Union Representatives**

Simon Fogell - UNISON  
John Swain - TGWU

**Apologies**

David Heywood - Health and Safety Advisor, Property Services  
Pam Vernon - Assistant Director, Financial Services  
Mark Menzies - Assistant Director - Housing and Advice Services

Donna Temby - UNISON  
Richard Ziemacki - UNISON  
Robert Heath - UNISON  
Juancho Ramirez - UNISON

The meeting was inquorate.

**13/03 Minutes of Previous Meeting**

The minutes of the meeting held on 20 October 2003 were agreed as a correct record.

**14/03 Matters Arising**

**Human Resources Data Protection – Employee Protection –  
Minute No 02/03 refers**

Jackie Mitchell advised that the forms were sent out with November payslips with a return date of 19 December 2003. The results were:

	Sent out	Returned	Outstanding
Corporate Services	307	272	35
Finance	280	237	43
Policy	278	213	65

Employees were being encouraged to return any outstanding forms.

#### **Pay and Display Meters Minute No 02/03 refers**

Jackie Mitchell advised that, in Adrian Flower's absence, she had been unable to track down any paperwork on this issue. John Swain advised that it had been going on for two years now and had been resolved in Roman House but not at the Council House. Officers had to pay on a daily basis to deliver the Council's service. Jackie Mitchell asked that John Swain forward any information he has on this issue to her for further consideration.

Andrew Hopkin stated that a clear policy was needed and this may need to go back to the Chief Officer Group for their consideration.

#### **Attendance Management Audit – Minute No 02/03 refers**

Sue O'Reilly advised that the Vision system was still unable to print the reports. They were hoping to run a pilot in the Finance Directorate by March 2004.

#### **Career Grade Scheme – Minute No 02/03 refers**

Andrew Hopkin advised that the Trade Unions side would be asked to appoint a representative for the working group. This would be set up within the next month. It was suggested that a representative from Environmental Health or a Technical Officer be the best choice. A formal request from the Director of Corporate Services would be sent to Trade Unions shortly.

#### **JCC Meeting Dates 2004/5 – Minute No 10/03 refers**

Jackie Mitchell advised that meetings would start at 2.00pm.

#### **Delays in filling vacancies in Revenues and Benefits – Minute No 11/03 refers**

Jackie Mitchell advised that there were no plans to circulate the Policy Directorate recruitment timetable to all departments. Departments have been asked to monitor the time taken to fill a vacancy, which would be reported back to the Chief Officer Group in April 2004. Simon Fogell advised that the Trade Union side were concerned over workloads for people in departments where vacancies had not yet been filled. Filling vacancies should be actively prioritised.

### **15/03                    Matters Arising from the Minutes of the Corporate Joint Committee held on 4 December 2003**

#### **Parking at Chapel Street**

John Swain advised that he was not sure if all staff were aware that this was an overflow car park for staff in Environmental Services. Andrew Hopkin agreed to e-mail all staff advising them to apply for a new pass for Chapel Street car park if needed.

## **16/03            Matters Arising from the Minutes of the Corporate Safety Committee held on 4 December 2003**

### **Occupational Health Service**

The Committee were advised that the Occupational Health Service would be located in Norman House.

### **Mobile Phones and Driving**

Simon Fogell stated that these guidelines would have a big impact on staff who use mobile phones for work purposes. Andrew Hopkin advised that guidance had gone out to all staff concerned and that Environmental Services was looking at providing hands free kits for some staff. John Swain asked if the lone working guidelines had been amended to take into account the new policy on mobile phone use. Mark Gasston advised that he would look into this issue and report back to the next meeting. Andrew Hopkin advised that risk assessments would also need reviewing.

### **Employers Side Items**

## **17/03            Revised JCC Constitution**

Jackie Mitchell advised that the JCC constitution had now been approved by the CJC. Sue Glithero advised that the Employers' side were quite happy for the Employees' Side to take the Chair starting in the new municipal year.

## **18/03            Appointment of Chair and Vice Chair**

It was agreed that the Employees' side would take the Chair commencing in the new municipal year, which started in June.

## **19/03            Christmas and Other Bank Holiday Closure Arrangements for 2004/05**

Jackie Mitchell advised that the CJC approved the Christmas and other Bank Holiday closures for 2004/05. She would forward Simon Fogell a copy of the report presented to the CJC.

## **20/03            Minor Repositioning of Services in the Policy Directorate**

Sue Glithero advised that she was looking into a reorganisation of some units within the Directorate and would hope to have information available for consultation on 25 February 2004. Sue Glithero stated that she would speak to Ed Cicinski to confirm which Trade Unions needed to be involved.

## **Employees side items**

### **21/03            Proposed Move of Derby Advice**

Simon Fogell commented that he was aware that there was a proposed move of Derby Advice to Oak House, and wanted further clarification on this. Sue Glithero said that staff had been advised that there was a strong chance that there would be a move but this was not yet certain. The Council were still in negotiations with the developers, Westfields. The negotiations involved moving Derby Advice to Oak House and the Registry Office to the Council House but Westfields were concerned that this double move would increase the costs. It was possible that if Westfield carried out the work to Oak House, the cost might be lower than it would be for the Council. It was hoped that this issue would be resolved in the next two to three weeks and trade unions would be kept informed.

### **22/03            Sections moving into Chief Executive's Department**

Simon Fogell advised that he had been aware in the last twelve months of small sections joining the Chief Executive's Department and trade unions had not been kept informed other than through local stewards. He asked that all Chief Officers advised trade unions of any changes. Sue Glithero apologised on behalf of the Policy Directorate, as there had been a failure in communication. She would ask the Chief Executive, and the two other directors in the Chief Executive's Department to inform trade unions in future.

### **23/03            Budget 2004/05**

Simon Fogell advised that he was aware that responses to the budget needed to be forwarded by the end of January. In light of this, he asked for support from Chief Officers during week commencing 26 January 2004 if any issues needed further clarification. He was assured this support would be forthcoming.

Minutes End