

**Draft Minutes of the Local Joint Consultative Committee Meeting held 19th
December 2007 at the Council Offices, Monkton Park, Chippenham at 2.30pm**

Present:

Employer's side: Councillors D.B. Allen, J.M. Hartless and I.J. Henderson.

Staff side: A. Inkpen and D. Jones (UNISON).

Officers Present: L. Bell (Deputy Chief Executive), D. Burbidge (Chief Executive), C. Couzins-Short (Temporary Financial Consultant), E. Orchard (Head of Human Resources), H. Powell (Temporary Policy & Democratic Assistant), and L. Pullin (Policy & Democratic Assistant)

LJCC26. Election of Chairman for the Meeting

Resolved that Cllr D.B. Allen be elected as Chairman for the meeting.

Cllr D.B. Allen in the Chair.

LJCC27. Apologies for Absence

No apologies received.

LJCC28. Minutes

Consideration was given to the Minutes of the meeting of the Local Joint Consultative Committee held on 17th October 2007.

Resolved that the Minutes of the Meeting of the Local Joint Consultative Committee held on 17th October 2007 be approved and signed as a correct record.

LJCC29. Declarations of Interest

No declarations of interest were received.

LJCC30. Update on County-Wide Joint HR Policies

E. Orchard gave a verbal update on minor changes to the County-wide joint HR policies.

Issues discussed during the consideration of this item included:

- The changes, which included tweaks to the Secondment Policy, assisting a smoother transition to Unitary Status;
- Secondment posts are fully funded by NWDC, whereas additional work created by the unification process is difficult to quantify and reward;
- NWDC now have a Human Resources representative on the Joint Implementation Team, who will meet next on 7th January 2008; and
- The differing approaches to secondment policy of the four districts.

Resolved that the update be noted.

LJCC31. Job Evaluation Panels – Future Operation

Consideration was given to Report No. 6 (circulated with the Agenda) which provided information on how future Job Evaluation Panels would use the Greater London Provincial Council (GLPC) Job Evaluation Scheme.

Issues discussed during consideration of this item included:

- The Job Evaluation process will continue into 2008;
- Effective use of the Job Evaluation Panel will minimise future appeals; and
- Unison agrees that the changes are sensible.

Resolved that

- (1) The Committee agree the process on the future operation of Job Evaluation Panels; and
- (2) Recommend to the Personnel, Licensing and Administration Committee that they adopt the Job Evaluation Panel methodology.

LJCC32. Changes to Policies, Processes and Procedures following the implementation of the Senior Management Review

Consideration was given to Report No. 7 (circulated with the Agenda) which provided information on how Human Resources are dealing with minor changes to policies, processes and procedures following the implementation of the Senior Management Reviews.

Issues discussed during consideration of this item included:

- If minor changes become major then they would be brought back to the Committee for approval.

Resolved that the Committee note the work being carried out by Human Resources and endorse the approach being taken.

LJCC33. Senior Management Review Update

D. Burbidge provided a verbal update on the Senior Management Review.

A summary of the update is detailed below:

- The Senior Management Review is now complete, and the financial savings have been achieved; and
- The remaining Heads of Service vacancies will not be filled.

Resolved that the update be noted.

LJCC34. One Council for Wiltshire Update

E. Orchard and D. Burbidge provided a verbal update on the Unitary Authority for Wiltshire.

A summary of the update is detailed below:

- The latest draft Order has been laid before Parliament;
- The Implementation Executive is the decision-making body for unification;
- The seventeen representatives on the Implementation Executive will meet again on 18th January 2008. NWDC's representatives are Cllr R. L. Tonge, and Cllr A. M. Bucknell;
- Plans are in motion to provide Human Resources with further staffing resources;
- The increased temporary and agency staff recruited as unification approaches will not necessarily carry over to the Unitary Authority. This could be problematic;
- Without District co-operation the loss of only a few key staff could quickly effect service provision;
- Some Districts have already started losing senior staff members;
- Clarity is required to maintain morale and minimise haemorrhaging of staff;
- There is a need for Members to avoid creating unnecessary work during this busy time;
- There is a need for Members to fully recognise the realities of unification;

- Unison feels that staff presently have no information regarding their future other than that they will work for Wiltshire Council;
- Unison recognises that there is a legal process to be got through, but emphasises the need for maximum communication and involvement with staff; and
- Unison emphasises the need for the Implementation Executive to put a plan in place as soon as possible.

Resolved that the update be noted.

LJCC35. Pay and Rewards Update

E. Orchard and D. Burbidge provided a verbal update on the Pay and Rewards Project.

A summary of the update is detailed below:

- The County Council have had their Collective Agreement signed;
- The first round of staff have been notified at the County Council. The second round will be notified in January 2008;
- Because of impending unification it is difficult to know the eventual effects of the project;
- Management and Human Resources will continue to liaise with the Trade Union;
- Management requests that Members encourage the expedient signing of this Council's Collective Agreement so it can be implemented and harmonised with other districts;
- WCC's salary protection period is 3 years beginning on 1st April 2007.

Resolved that the update be noted.

LJCC36. Exclusion of Press and Public

Resolved that under Section 100A(4) of The Local Government Act, 1972, the public be excluded from the remainder of the meeting on the grounds that the following item of business involves the likely disclosure of exempt information as defined below and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information:

Agenda item/Report name	Paragraph of the Act / Schedule describing the exemption
Agenda Item 12 – Review of Cleansing and Amenities Management and Administration Service	Paragraphs 1 and 2 of the Act

LJCC37. Review of Cleansing and Amenities Management and Administration Service Proposed Structure Changes

Consideration was given to a confidential Report No. 12 (circulated with the Agenda) which sought approval on proposals to review the existing management and administration staffing structure within Cleansing and Amenities and Customer Relations following a review of the service.

Issues discussed during consideration of this item included:

- This review has been driven through at district and county level by the Lead Member for Waste & Sustainability;
- The review recommends clarifying staff's roles and responsibilities, including dividing management into Operations and Support;
- Unison welcomes the lack of redundancies and the financial support garnered by the efforts of the lead member;
- Some staff are already making assumptions about future changes, highlighting the need for clarity;
- Non-management and admin staff have been briefed on the intention of the review but not the resulting structural changes;
- Individual staff consultations will be done as early as possible in January 2008;

Recommended to the Personnel, Licensing and Administration Committee that

- 1. The proposed structure for the management and administrative level of Cleansing & Amenities be approved.**
- 2. The posts be advertised internally only in the first instance in accordance with the Council's agreed policy and procedures.**
- 3. Delegated authority be granted to the Deputy Chief Executive (Customer & Environment) in consultation with the Head of Human Resources to take all necessary actions to implement the recommendations, including responsibility for agreeing the new job descriptions and**

for progressing appointments and redeployments to positions in the new structure.

- 4. Authority is delegated to the Deputy Chief Executive (Customer & Environment) in consultation with the Head of Human Resources to implement the new structure at an appropriate date in the future, subject to the necessary consultation taking place with individuals and the Trade Union.**
- 5. Ring fencing arrangements and redeployment to be undertaken in consultation with the Trade Union.**

LJCC38. Any Other Business

The Rural Unitary Task Group have expressed a desire to meet with UNISON representatives to discuss the impact of unification, and ensure that staff's concerns were being listened to.

Issues discussed during consideration of this item included:

- In order that the creation of a third consultation on unification be avoided, it may be preferable to invite members of the RUTG to a meeting of the LJCC;
- The Committee needs to know the RUTG's objectives and terms of reference before a consultation is arranged;
- Once these are established it may be sensible for E. Orchard, an LJCC Member, and an LJCC Officer to attend a meeting of the RUTG.

Resolved that the RUTG are asked to provide the Committee with their objectives and terms of reference, before deciding on an appropriate arena for consultation.

The meeting concluded at 4:10pm.