

## **AGENDA ITEM NO 14**

### **JOINT CONSULTATIVE COMMITTEE FOR COUNTY COUNCIL EMPLOYEES**

**Report of the meeting held on Thursday 30 May 2002 at 9.30 a.m. in County Hall, Trowbridge.**

#### **Present**

<b>Peter Smith</b>	<b>Director of Corporate Services</b>
<b>Richard Woodrooffe</b>	<b>Chief Personnel Officer</b>
<b>Roger McCartney</b>	<b>Principal Personnel Officer</b>
<b>Jane Nesbitt</b>	<b>Senior Personnel Officer (Minutes)</b>

<b>Janet Dapson</b>	<b>UNISON</b>
<b>Russ Brook</b>	<b>UNISON</b>
<b>Sue Wilkin</b>	<b>UNISON</b>
<b>Mike Short</b>	<b>ATL</b>
<b>Kevin Brandstatter</b>	<b>GMB</b>

#### **1. Appointment of Chairperson for the Meeting**

1.1 It was agreed that Peter Smith and Janet Dapson would co-chair the meeting.

#### **2. Apologies**

John Marshall	UNISON
Yo Suter	UNISON
Richard Violet	UNISON

Janet Dapson reported that John Marshall was unwell and will shortly be going into hospital. The Committee wished him a full and speedy recovery.

#### **3. Connexions**

3.1 Peter Smith advised that the Connexions representative invited to address the meeting was on sick leave and that this item is therefore deferred to the next meeting.

#### **4. Minutes of Previous Meeting**

4.1 Employee Well-being.

Janet Dapson confirmed that she had received a copy of the Employee Well-Being policy. However, she wished to register her concern about a reference in the policy to the fact the union had been consulted. UNISON believed this suggested they had co-written the policy whereas, in fact, they had simply

been advised on the content. In response to a query from Richard Woodroffe, Janet Dapson confirmed that UNISON were happy with the content of the policy but wished the reference to “consultation” be changed when the policy is reprinted. Peter Smith confirmed that in due course, UNISON will be consulted on the exact wording to be inserted.

#### 4.2 Social Services Shift Patterns

Richard Woodroffe reminded the meeting that the shift patterns within residential homes were being examined because the Unions had highlighted concerns about the structure of the shifts and the demands being put on the staff. Paul Collyer, Jane Nesbitt and Gary McBrien (representing Social Services) had now analysed the structure of the shifts. This suggested staff are, as a normal feature, working shifts prior to, and following sleeping in duties. Further work is necessary to establish how frequently staff are disturbed during their sleeping in duties. When this work has been completed a report of the findings will be given to the Director of Adult and Community Services. Richard Woodroffe expected the findings to be available to the Unions by the date of the next meeting. Peter Smith asked that this be an Agenda item for the next meeting.

Russ Brook drew the meeting’s attention to the fact that bank staff are allegedly being scheduled for sleep in duties in preference to permanent staff. Richard Woodroffe confirmed that this concern would be investigated.

#### 4.3 Care Trusts

Richard Woodroffe explained that whilst the County Council, in principle, welcomed the concept of Care Trusts, it was recognised that for these to be viable, all three Primary Care Trusts must be established at the same time. In the previous month South Wiltshire had stated they could not foresee their becoming a Care Trust until 2004, instead of 2003 as had been originally anticipated. Therefore, the proposed transfer of responsibilities to Care Trusts would be delayed until 2004. The relevant managers have been informed by letter and this information will be cascaded to the staff. Richard Woodroffe confirmed that he would write to the Unions to formally advise them of this decision. In the meantime, the Social Services Department and the Primary Care Trusts would continue to work on the integration of their management structures.

#### 4.4 Disciplinary Procedures

Richard Woodroffe reminded the meeting that a recent regulation stated that first and second tier officers can only be appointed, disciplined and dismissed by members of the Local Authority. During work to amend the County Council procedures to embrace this regulation, it emerged that members no longer had the authority to appoint, discipline or dismiss members of staff other than first or second tier officers. Whilst the members will continue to be involved in any related appeal, there are implications for the County Council’s internal procedures such as discipline, capability and redundancy. Richard

Woodroofe stated that once it is clear where powers rest, the Unions will be advised. The procedures for discipline and dismissal will be rewritten following consultation.

## **5. Teaching Support Assistants**

5.1 Janet Dapson advised the meeting that Learning Support Assistants employed by the LEA maintain that the nature of their duties is not reflected in the grade of their posts. Richard Woodroofe confirmed that these concerns would be referred to the Education Department for investigation.

5.2 Russ Brook stated that Teaching Assistants at Crockerton had expressed concern about being given continuous 3-month extensions to their contracts of employment. Richard Woodroofe confirmed this would be investigated.

## **6. Any Other Business**

6.1 Richard Woodroofe asked for clarification on the scope of the forthcoming Union ballots on industrial action. Kevin Brandstatter confirmed that the GMB will ballot staff covered by Green Book Conditions of Service, and conduct a separate ballot for other staff. Russ Brook advised that UNISON had expanded the ballot beyond staff covered by Green Book Conditions, and would include all UNISON Local Authority workers. He added that formal notification of this had been sent to the Chief Executive the previous day.

6.2 Janet Dapson expressed concern about the consultation process with staff in Learning Disability Centres. She maintained that the meetings were held at inconvenient times and there was insufficient opportunity for discussion. Richard Woodroofe confirmed that he would raise these concerns with Peter Brewer.

## **7. Date of Next Meeting**

7.1 The next two meetings will be held at 9.30 a.m. on Thursday 26 September and at 9.30 a.m. on Wednesday 27 November 2002.

JMN  
30.05.02