

**Democratic Support**

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## EMPLOYMENT LIAISON COMMITTEE

Monday 27 July 2015

10am

Astor/Charter Rooms, Guildhall, Plymouth

**Members:**

Councillor Smith, Chair

Councillors Mrs Beer, Hendy, Sam Leaves and Sparling.

Staffside Representatives.

Members are invited to attend the above meeting to consider the items of business overleaf.

For further information on attending Council meetings and how to engage in the democratic process please follow this link - <http://www.plymouth.gov.uk/accesstomeetings>

**Tracey Lee**

Chief Executive

# **EMPLOYMENT LIAISON COMMITTEE**

## **AGENDA**

### **PART I – PUBLIC MEETING**

#### **1. TO NOTE THE APPOINTMENT OF THE CHAIR AND VICE CHAIR**

The committee will be asked to note the appointment of the Chair and Vice Chair (Staffside representative) for the municipal year 2015/16.

#### **2. APOLOGIES**

To receive apologies for non-attendance submitted by committee members.

#### **3. DECLARATIONS OF INTEREST**

Councillors will be asked to make any declarations of interest in respect of items on the agenda.

#### **4. CHAIR'S URGENT BUSINESS**

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

#### **5. EXEMPT BUSINESS**

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 4 of Part I of schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

#### **6. PART II (PRIVATE MEETING)**

##### **AGENDA**

##### **MEMBERS OF THE PUBLIC TO NOTE**

that under the law, the committee is entitled to consider certain items of business in private. Members of the public will be asked to leave the meeting when such items are discussed.

#### **7. MINUTES (E4)**

**(Pages 1 - 6)**

To confirm the minutes of the meeting held on 2 February 2015.

**8. ACTIONS ARISING FROM THE PREVIOUS MINUTES (E4)**

The committee will monitor progress on previous decisions.

**9. TRADE UNION ISSUES (E4)**

- The Future of Plymouth City Council as a Living Wage Employer;
- Trade Union Engagement.

**10. POLICY, NEGOTIATIONS AND LEGISLATIVE UPDATE (E4) (Pages 7 - 10)**

The committee will receive an update on policy, negotiations and legislative changes.

**11. HEALTH, SAFETY AND WELLBEING ANNUAL REPORT (E4) (Pages 11 - 30)**

The committee will receive the annual report on health, safety and wellbeing.

**12. MINUTES OF DEPARTMENTAL DIRECTORATE JOINT CONSULTATIVE COMMITTEES (E4) (Pages 31 - 54)**

The committee will receive the minutes of the departmental directorate Joint Consultative Committees -

- |   |                              |
|---|------------------------------|
| (a) Directorate for People                    | 30 March 2015<br>2 July 2015 |
| (b) Directorate for Place                     | 9 March 2015<br>1 June 2015  |
| (c) Directorate for Transformation and Change | 11 June 2015                 |

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**PEOPLE DIRECTORATE**

Joint Consultative Committee

**MINUTES OF MEETING HELD ON 2 JULY 2015**

| <b>Attendees</b>      |   |
|-----------------------|---|
| Carole Burgoyne (CB)  | Strategic Director for People (Chair)                       |
| Craig Mc Ardle (CMcA) | Assistant Director for Strategic Co-operative Commissioning |
| Julie Cook (JC)       | Business Manager  |
| Matt Garrett (MG)     | Head of Housing Services                                    |
| Anna Coles (AC)       | IHWB Programme Manager                                      |
| Anna Phillips (AP)    | Health, Safety and Wellbeing Advisor                        |
| Katrina Houghton (KH) | Business Development Manager – ODPH                         |
| Kevin Treweeks (KT)   | Unison  |
| Trevor Cope (TC)      | ATL   |
| David Smale (DS)      | NUT   |
| John Bright (JB)      | NAS   |
| Sue Maffey (SM)       | Note taker  |
| <b>Apologies</b>      |   |
| Jane Pink             | GMB   |
| Judith Harwood        | AD for Learning and Communities                             |
| Alison Botham         | AD for Children, Young People and Families                  |
| Barry Sullivan        |   |
| Ed Coley              | Head of Skills & Employability                              |
| Bernadette Smith      | Senior HR Advisor   |

| <b>Item</b>  | <b>Action</b> |
|--|---------------|
| 1. <u>Minutes from the last meeting</u> – agreed as accurate.  |               |
| 2. <u>Actions Carried Forward</u><br>PVP - Awaiting feedback from DMT confirming what happens in each Department.<br>1:2:1's –Completed – CMcA confirmed this was built into working arrangements for staff transferring to PCH.<br>BUG meetings – dates now sent out. |               |

|    |   |                     |
|----|---|---------------------|
|    | <p>Stress &amp; Resilience Status – AP reported that a communications plan for managers is going out to schools.</p> <p>Update re career grades in Children, Young People and Families – A process for progression has now been drawn up in conjunction with Naomi Knott, Professional Development Lead. This is in the process of being agreed and will be dealt with separately by Children, Young People and Families Department. RR to ensure this is raised and agreed ready to be used in this year's appraisal process.</p> <p>School Forums – Query over the raising of issues to school forums. JH to clarify for the reps of the school unions what process will be used for comments from JCC to go to Schools Forum.</p>  | <p>RR</p> <p>JH</p> |
| 3. | <p><u>Employment Liaison Committee</u> – Minutes &amp; Actions</p> <p>Last ELC meeting not held – Nothing to feedback.</p>  |                     |
| 4. | <p><u>JCC Sub-Group Meetings</u> – Minutes / Actions</p> <p>Learning &amp; Communities – No comments</p> <p>Children, Young People and Families – No comments</p> <p>Co-operative Commissioning / Housing Services / Public Health – KT raised question about the next phase of the housing review. MG confirmed that staff briefings were in the diary for w/c 6<sup>th</sup> July 2015 to which TU's will be invited. KT asked if there was anything to preview or any proposals. MG confirmed that there was not and that a Business Analyst will be working with the teams to start the process.</p> <p>KT pointed out that a similar exercise was started a couple of years ago and even though structures had moved on it would be beneficial to harness this work.</p> <p>MG to ensure that during the process intelligence from previous work is used effectively and not wasted.</p> <p>Colwill update – 2 clients now moved on, 1 left in. Workers recruited – CMcA confirmed needs of the clients would remain at the centre of what we do. CMcA still encouraging people to report incidents.</p>   | MG                  |
| 5. | <p><u>Transformation Update</u></p> <p>Anna Coles – New IHWB Programme Manager gave an update on Transformation.</p> <ul style="list-style-type: none"> <li>• Phase 2 scoping work to commence</li> <li>• Commissioning – pooled funds &amp; 4 strategies to govern the way we commission and bring commissioning teams together</li> <li>• People Directorate Review – looking at services – Phase 2 – meeting with managers initially</li> <li>• High level briefing sessions being arranged for Housing staff – Q&amp;A session with staff as a starting point - will find out how staff want things communicated, will be MG, AC and a Business Analysis</li> <li>• C&amp;YP project – starting to review functions – drafting timetable – similar process to Housing Services, timescales to be shared with Lead reps</li> <li>• CB added that this Programme is the biggest in place incorporating the whole of the People Directorate budget pooled with CCG. £462m to deliver services from the cradle to the grave. No other LA has moved as far – groundbreaking work to change the way we deliver services</li> <li>• ASC staff joined PCH to start the process of providing a single assessment and a single front door for services</li> </ul> |                     |



|    |  |            |
|----|--|------------|
|    | <ul style="list-style-type: none"> <li>• IT doing an options appraisal – integrated IT to cover Children's, Adults and Health – working across all agencies</li> <li>• Implementation of the Care Act</li> <li>• Invested in and growing talent internally – several apprentices now Project Officers in secure jobs doing exciting work.</li> </ul> <p>KT raised that a concern for Unison members was worry about who they would end up working for. There is a feeling that often in realignments there are negative effects on terms, conditions and pensions, if the employer was not Local Authority or NHS. Although it was understood that this was good for individuals accessing services.</p> <p>CMcA responded that in the case of staff transferred to PCH feedback was that they were a good employer. The need for a skilled, well trained and motivated workforce was critical. This is considered in any commissioning arrangements.</p> <p>Copies of Commissioning Strategies to be circulated.</p> <p>It was agreed that a regular Transformation update was useful and would be on the agenda.</p> | CMcA<br>JC |
| 5. | <p><u>People Advisory Report &amp; Incident Report</u></p> <p>Report presented by AP</p> <ul style="list-style-type: none"> <li>• Ongoing violent aggression focus</li> <li>• It is recommended that managers ensure all staff promptly identify and report hazards so that action can be taken to prevent incidents</li> <li>• Major review of incidents coming through late – to be briefed on this at the next JCC</li> <li>• KT raised concerns over incidents at New George Street – Housing Services have some staff there and have raised 2 in the last quarter.</li> <li>• Most of these items will be picked up by Customer Services JCC but there is to be a working group with Customer Services / Housing to further reduce any risks.</li> <li>• Matt will look into any particular incidents and pick up any issues with AD for Customer Services.</li> </ul>  | MG         |
| 6. | <p><u>Training of Managers &amp; Assessments</u></p> <p>Figures for Health, Safety and Wellbeing Training are not up to date – AP to provide new figures.</p> <p>Deadline 31 August 2015.</p> <p>There is an email going out this week to organise delivery of the Induction Programme to non PC users. Planned to commence October 2015.</p>  | AP         |
| 7. | <p><u>Any Other Business</u></p> <p>Update on the Devonport Fire – MG.</p> <ul style="list-style-type: none"> <li>• Matt Garrett has picked up the Recovery Group.</li> <li>• There were 24 displaced households, 11 permanently re-housed, 12 accommodated by PCC, 1 living with family.</li> <li>• Children have been well supported.</li> <li>• Donations being sorted and fully managed by the community along with cash donations.</li> <li>• Fantastic effort from all staff involved.</li> </ul>  |            |

|                   |   |                         |         |                         |                 |          |                         |               |         |                         |  |
|-------------------|---|-------------------------|---------|-------------------------|-----------------|----------|-------------------------|---------------|---------|-------------------------|--|
|                   |   |                         |         |                         |                 |          |                         |               |         |                         |  |
| 8.                | <p><u>Dates of next meetings:</u></p> <table><tr><td>17 September 2015</td><td>2pm-4pm</td><td>Room 3.5, Ballard House</td></tr><tr><td>10 Deember 2015</td><td>11am-1pm</td><td>Room 3.5, Ballard House</td></tr><tr><td>16 March 2016</td><td>2pm-4pm</td><td>Room 3.5, Ballard House</td></tr></table> | 17 September 2015       | 2pm-4pm | Room 3.5, Ballard House | 10 Deember 2015 | 11am-1pm | Room 3.5, Ballard House | 16 March 2016 | 2pm-4pm | Room 3.5, Ballard House |  |
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