

# PEOPLE DIRECTORATE

Joint Consultative Committee



## MINUTES OF MEETING HELD ON 2 JULY 2015

Attendees	
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
Apologies	
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

Item	Action
1.	<u>Minutes from the last meeting</u> – agreed as accurate.
2.	<u>Actions Carried Forward</u> PVP - Awaiting feedback from DMT confirming what happens in each Department. 1:2:1's –Completed – CMcA confirmed this was built into working arrangements for staff transferring to PCH. 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>	<p>MG</p>
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 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.	<u>Dates of next meetings:</u> 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	