

MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Tuesday 14 June 2011, at the Town Hall, Royal Leamington Spa at 4.30pm.

PRESENT:

Employers representatives: Councillors Barrott and Davies.

Trades Unions representatives: Mr Chapleo, Mr Cooper, Mr Foster and Mr Lynch.

Also present: Andrew Jones and Emma Millward.

Apologies for absence were received from Councillor Kirton, Andrew Crump and Karen Warren.

19. APPOINTMENT OF JOINT CHAIRS

RESOLVED that Councillor Davies be appointed as the Chair for the Employer's side.

RESOLVED that Mr Cooper be appointed as the Chair for the Trades Unions representatives.

20. DECLARATIONS OF INTEREST

Minute Number 24 – Support Services Review Proposal

Councillor Barrott declared a prejudicial interest in this item because he is a Member of the Employment Committee.

21. MINUTES

The minutes of the meeting held on 15 March 2011 were taken as read and signed by the Chairman as a correct record.

The Panel asked the Deputy Chief Executive (AJ) if the procedures for visiting Council tenants had been reviewed. It was confirmed that it was in progress and that feedback would be received at the next meeting.

22. ACCIDENT REPORT

There were no accidents to report to this meeting.

23. RECRUITMENT FREEZE

An update regarding the recruitment freeze was received from the Deputy Chief Executive (AJ). He told the Panel that the Council were trying to minimize the potential for making staff within the organisation redundant. To enable them to do this they would be creating opportunities for re-deployment. Furthermore, all vacant posts were under scrutiny and would

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not be advertised unless the relevant service area could not perform their job roles without the post.

In response to questions from the Panel, the Deputy Chief Executive (AJ) explained that any external appointments made would be on a fixed term contract, however, any posts would be advertised internally first. He also assured them that if a department was struggling, or members of that department were suffering stress due to a vacancy not being filled, this would be taken on board with regard to recruitment to the vacancy.

24. VACANCIES

An update regarding current vacancies within the organisation was received from the Deputy Chief Executive (AJ). He explained to the Panel that it was currently being established which posts would be recruited to and that certain posts could change before they were advertised. Other posts would be put on hold to establish if they were needed and if not would be deleted from the establishment.

Following questions from the Panel the Deputy Chief Executive (AJ) confirmed that there were currently over 27 vacancies within the organisation however, they were not sure of the number of vacancies that would be appointed to. He also explained that current staff could have training to help them gain the qualifications to fill vacancies.

David Cooper also asked that any Equalities Impact Assessments be brought to the next joint forum to enable them to be discussed.

25. SUPPORT SERVICES REVIEW PROPOSAL

An update was received from the Deputy Chief Executive (AJ) regarding the proposals for the Support Services Review. He told the Panel that the proposed changes to the Senior Support Team would be announced on the 16 June 2011. He explained that a number of people would be affected but that at present they were unsure what approach would be taken until a new structure was agreed by Employment Committee, including the Employment and Stability Policy. Once this had taken place, job matching could take place.

David Cooper had concerns regarding the new Employment and Stability Policy as this had not yet been agreed and so should not be used for those job currently at risk until the new policy had been agreed.

David Cooper asked that all agendas and paperwork for future meetings be sent electronically to everyone on the membership including those that were substitutes.

(The meeting ended at 5.10pm)