

BRECKLAND COUNCIL

At a Meeting of the

LOCAL JOINT CONSULTATIVE COMMITTEE

**Held on Wednesday, 12 September 2012 at 10.00 am in
Anglia Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Employers' Side

Mr D.R. Williams JP
(Chairman)
Mrs S.M. Matthews

Staff Side

Ms R. Moreton
Ms S Owen
Mr D. Wilder
Dr Z. Waterford (Vice-Chairman)

In Attendance

Jane Osborne
Roger Wilkin
Kevin Rump
Ralph Burton
Kathryn Ralphs
Cal Spearman

- Committee Officer
- Interim Housing Manager
- ICT Project Manager
- Strategic Property Manager
- HR Business Partner (Commissioning)
- HR Business Partner (Place & Governance)

46/12 MINUTES

The Minutes of the meeting held on 12 July 2012 were confirmed as a correct record and signed by the Chairman and Vice-Chairman.

47/12 APOLOGIES

Apologies for absence had been received from Cllrs Kybird and Martin, along with Susan Smith.

**48/12 CORPORATE HEALTH & SAFETY - JOINT
CONSULTATIVE GROUP MINUTES 15 AUGUST 2012**

The Chairman was concerned with regard to Minute 14/12, and made those present aware of why the LJCC was initially formed. He was not happy that without any consultation with either himself or LJCC Members, it seemed that it had been considered that health and safety could revert back to where monitoring was not part of the process.

Kathryn Ralphs, HR Business Partner, explained that between HR, Environmental Health and Business Continuity many health and safety meetings took place and perhaps they did not need to happen but the Corporate H & S JCG would continue. She was asked by the Chairman to take his

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concern to the Heads of Service and the Deputy Chief Executive, and also to ask the Assistant Director of Commissioning to make contact with him.

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Kathryn
Ralphs

The Chairman asked that he received an explanation as to what was meant with regard to the word “tweak” in Minute No. 18/12 Legislation Update, about what asbestos removal works would need to be reported on in the future.

Kathryn
Ralphs

Other concerns raised by him were with regard to Minute No. 20/12 Emergency Planning/Business Continuity (paragraphs 5-7), and asked that given that there were no Bomb Procedures at Breck House, the LJCC be provided at the next meeting with details on that subject along with advice on the issues and policies raised following the OHSAS 18001 accreditation that had been carried out.

Adoption

The Minutes of the Corporate Health & Safety Joint Consultative Group meeting held on 15 August 2012 be adopted.

49/12 HEALTH & SAFETY POLICY (STANDING ITEM)

Nothing to report.

50/12 LEGISLATION UPDATE (STANDING ITEM)

As from 1st October 2012, the minimum wage would increase from £6.08 to £6.19 per hour.

51/12 HOUSING REVIEW - CONSULTATION OUTCOMES

Sandra Owen and Richelle Moreton left the room whilst the Agenda item was discussed.

Roger Wilkin, Interim Housing Manager presented the report which sought comments upon proposals for restructuring the Council’s Housing Service following a service review conducted in early 2012 and the consultation period which continued until 10 September 2012. He explained that great lengths had been taken to ensure that all consultees were given multiple opportunities to respond and to demonstrably influence the process and structure as it evolved. He was confident that a very extensive consultation had been carried out.

He explained both the first draft structure and the one produced following the consultation, which would represent better customer service. He made Members aware that

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there was still potential for some changes and finessing to be made to the structure until the final proposals went to Council.

Concern from Members covered whether there would be enough staff resource in the proposal given that interviews would be held with every individual, along with the loss of IT expertise.

The Vice-Chairman welcomed the Interim Housing Manager's comments that the proposal was still open for more review outside of the meeting, as Unison had met with Housing Department staff the previous week and there were outstanding issues raised with regard to IT and work individual Officers carried out and due to this, she did not want the report to be seen as the final proposal by the General Purposes Committee.

The Interim Housing Manager understood staffs' concern over some of the proposals, but whilst the formal consultation had closed, "their ears had not". He stated that it would be made clear at the General Purposes Committee that there was still some finessing to do to the proposal.

The Chairman was happy that staff were being listened to after the consultation period and stated that in principle, Members were happy with the proposal going forward but with the knowledge that the model might change.

The Vice-Chairman wanted the outstanding issues to be addressed and mentioned a lack of clarity and thought that perhaps an Officer Working Group could have been held, and hoped that the good working relationship continued with the Interim Housing Manager.

With the knowledge that the actual structure and formation of the service was yet to be discussed further and could change before going to Council, the LJCC,

RECOMMENDED to the General Purposes Committee that it supported the proposed model and numbers

Sandra Owen and Richelle Moreton returned to the room.

52/12 LEASE CAR SCHEME - SAVINGS FEASIBILITY

Ralph Burton, Strategic Property Manager presented the report which outlined the options for generating savings from the Lease Car Scheme at Breckland District Council.

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In response to a question in relation to whether the scheme could be run by anyone else other than Breckland Council with regard to the administration, the Strategic Property Manager explained that this option had not been looked into. The Chairman stated that there were schemes available that were run through third parties and asked him to look into those.

The Vice-Chairman made the Committee aware that she had received further representations following information placed on The Biz, that a member of staff would face hardship due to the proposal and that there was an alternative scheme available where a vehicle could be bought through the Council which would be better than leasing it. She said that she would speak to the Strategic Property Manager about the scheme.

Whilst Members were happy that it went to the General Purposes Committee it was with the following proviso,

RESOLVED that the further alternative option provided to the Vice-Chairman by a member of staff be looked into

**Ralph
Burton**

RECOMMEND to General Purposes Committee to :-

1. Authorise Option 3 and remove the Lease Car Scheme
2. HR to initiate a review on all essential user staff plus those that will cease being lease car users (when their contracts end) to ensure the designation is correct for each post
3. HR to investigate re-introducing the Council's assisted car purchase scheme, updating the scheme where appropriate

53/12 SHARED SERVICES - BRECKLAND ICT WITH NORFOLK COUNTY COUNCIL

Kevin Rump, Interim ICT/Customer Services Manager presented the report and went through the Options proposed.

The key reasons for the recommendations were that :

1. There was a need to provide resilient services through staff and technology
2. Breckland Council already had a good relationship with Norfolk County Council having used resources from NCC over the last 6 months
3. There was a shared service already in motion. NCC provided staff to aid Breckland Council's day

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- to day delivery and Breckland Council provided advice on the Video Conferencing implementation
4. There was a vision of a platform for Norfolk at the strategic and political level

A joint statement had been issued to staff on the proposal before it had been made public. In response to a question about if there would be any deterioration in IT and if response times would be affected, the Interim ICT/Customer Services Manager confirmed that there was provision for an IT refresh within the strategy.

The Chairman explained that within any new service LJCC asked to be provided with a monitoring report within six months to include details of any issues logged. The Interim ICT/Customer Services Manager said he would speak with the sponsor of the proposal to ascertain the best way to produce the information requested, but agreed to provide LJCC with a follow-up report.

RESOLVED that :

A monitoring report be provided to Members of the Local Joint Consultative Committee within six months

Kevin Rump

RECOMMENDED to the General Purposes Committee that Option 2 be agreed and enter a Shared Services arrangement with Norfolk County Council for delivery of ICT services, and :

1. That they pursue shared services with Norfolk County Council for the delivery of ICT commencing 1 November 2012 subject to committee timetable/approval; and
2. Request approval to move to the next stage of taking a paper to full Council and Cabinet

54/12 FUTURE OF BUSINESS DEVELOPMENT

Roger Wilkin, the Interim Housing Manager presented the report on behalf of Benjamin Wood, Business Development Manager, which proposed a new direction of travel for the Business Development Unit and outlined a proposal to restructure the current team.

The Chairman did not understand the figures provided. The Vice-Chairman said the proposals did not sit comfortably with Unison and questioned if the proposal was required at all, and whether any other options had been considered.

Kathryn Ralphs, HR Business Partner (Commissioning) was

asked by the Chairman to speak with the Business Development Manager to ascertain the situation with regard to intellectual copyright.

The timetable with regard to recruitment to the proposed team was explained by Cal Spearman, HR Business Partner (Place & Governance). It would be early 2013 before LJCC could be provided with any feedback following implementation of the changes proposed, given that the Chairman requested that LJCC be provided with details after the first three months.

As the proposed model could change, the Chairman stated that LJCC could not give advice to the General Purposes Committee. He also felt that it was too long to wait until 13 December for the next LJCC therefore it was,

RESOLVED that an extra meeting of the LJCC take place on 7 November 2012 for the Business Development Manager to provide details on the structural model and figures and for LJCC to be able to consider the draft consultation document.

The recommendation to General Purposes Committee was not be supported.

55/12 NEXT MEETING

The arrangements for the meeting on 13 December 2012 at 10.00 a.m in the Norfolk Room were noted.

Please note : that an extra meeting of LJCC has been arranged to take place on 7 November 2012 at 10.00 a.m in the Norfolk Room.

Action By
Kathryn
Ralphs

The meeting closed at 11.50 am

CHAIRMAN

VICE-CHAIRMAN