

**Derby Homes Joint Consultative Committee
Minutes of Meeting held on Wednesday 28 April 2010**

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| Bob Osler (BO)-Chair | Gloria Glasby (GG)-Unison |
| Phil Davies (PD) | Farooq Malik (FM)- Unison |
| Shaun Bennett (SB) | Maggie Fennell-Unison DECATS |
| Lorraine Watson (LW) | Julia Shaw (JS)-Staff rep |
| Maria Murphy (MM) | Chloe Parker (CP)-Staff rep |
| Christine Hill (CH) | |
| Stuart Hufton (SH) | |
| Pippa Wood (PW) | |
| Karen Jewell (KJ) | |

23/10 Apologies

Andrew Stewart
David Reed (UNISON)

24/10 Minutes of meeting 18 January 2010

Accuracy agreed.

Matters Arising

- | | | |
|---------------|---|-----------|
| 60/09 | MM reported that negotiations were taking place with ESD on a price for one-off furniture removals. Hopes the situation will be resolved in the next month. Meanwhile, estate response officers will always be working in pairs when dealing with these situations. | MM |
| 66/ 09 | CH has sent information out to managers to promote use of the managers' help-line through Right Core Care. | |
| 4 /10 | Graphs have still been included with the Summary of Reported Accidents. These graphs cover a three-year rolling period. | |
| 8/10 | Originally it was decided to make it compulsory for all lone workers to use Care Link Guardian. However, it has now been decided that a risk assessment for lone workers needs to be carried out to assess individual need for the service. SH is working on the lone-worker risk assessment. MM reported that Derby Homes currently has a licence to cover all staff. This position will be reviewed when the lone worker risk assessments have been carried out in light of the low level of take-up. | SH |
| 18 /10 | PW reported that Track Surveys had been commissioned to carry out 360 Feedback for managers. The process was currently underway. | |

EMPLOYER'S SIDE ITEMS-HEALTH AND SAFETY

25/10 Summary of Reported Accidents

SH reported that all reported accidents bar one were due to slips, trips and falls. The incident 9 Feb where a nail went through someone's foot is linked to the revision of the staff Dress Code (see 37/10) to include wearing suitable footwear and the provision of safety footwear for staff.

26/10 Summary Abuse, Aggression and Violence Statistics

SH presented the summary report.

EMPLOYER'S SIDE ITEMS - OTHER

27/10 Corporate Joint Committee

KJ summarised the latest CJC meeting. Minutes to be circulated when available.

Main points:

- New payslips issued in April.
- One Derby One Council-discussion held around the transformation programme
- Derby Workstyle-an update was given. There is a commitment to consult about the proposed new ways of working which will include layout of offices, clear desk policy, hot desking and home working. These will be encouraged when the Council House refurbishment is complete and staff move back in permanently.
- New Policy on Adoption Pay was approved and is in line with Maternity pay.
- New Policy on Personal Files and Access to Personal records approved.
- Discussion held around the Independent Safeguarding Authority.
- Car allowances. DCC failed to reach agreement with Trade Unions. All employees with car allowances were offered compensation to accept flat rate mileage allowance. 80 % of those eligible signed up. The rest were issued notices of dismissal. They will be dismissed on 1 July and then immediately re-engaged under terms and conditions which exclude the car allowance.
- **PD said Derby Homes would be taking a report to Resources and Remuneration**

KJ

Committee before the end of the year on mileage issues.

- DCC agreed to adopt outcome of national pay review.

28/10 Corporate Safety Committee

KJ gave update. PD expressed concern about a serious V and A case which was circulated around DCC but not Derby Homes. MM to forward details of the case to KJ. KJ to take up with Nigel Parkes – Rolfe with a view to ensuring mechanisms are put in place to keep DH in the information loop.

MM and KJ

29/10 Health and Safety Forum Minutes

MM summarised latest minutes.

We have achieved ROSPA Gold for the fourth successive year.

MM said that an e-mail has been issued to all managers advising them that all staff who visit people in their homes have the option of ordering safety footwear. MM pointed out that the type of footwear available would be unlikely to prevent penetration of sharp objects such as the nail through the shoe incident discussed in 25/10

30/10 Collecting Employee Equalities Data-SNAP Survey

CH gave update on results of recent SNAP Survey requesting data on faith and sexual identity. There were 144 responses which is a very good response rate. 21 chose not to answer. The aim of the survey was to see if there are any barriers in the workplace for particular groups. The survey showed that there are no identifiable barriers. CH said that people are encouraged to raise any barriers with Personnel. We have now sent out a letter to every employee, asking them to disclose their faith and sexual identity.

31/10 Tenants Involved in Recruitment-Intranet Article

CH presented the recent intranet article on tenants involved in recruitment. PW explained that we had recruited 6 tenants to assist on recruitment panels. The tenants are attending a training session run by Equality Works on 10 May. They will not be involved in the short-listing process but they will be invited to

ask questions in relation to customer service and tenant involvement. They will also contribute to the decision-making process but the final decision will be with the Recruiting Manager.

32/10 Times 100 National Employee Survey

PD reported that a report written by Rebecca Jones from DCC was being taken to Resources and Remuneration on 29 April. The report would then be made available on the intranet. We did not get into the Top 100 but we have been awarded the status of "One to Watch" which is an indicator of a big improvement since the 2008 survey. SMT and particularly Heads of Service will be tasked with developing an action plan to build on areas where we can improve. There are several Housing Associations in the Top 100. One is Luminus, who came second. We will arrange to visit them to see what they are doing. We will enter the Times 100 again in October 2011.

33/10 Workforce Equalities Statistics

CH presented the latest stats.

34/10 TUPE Transfer -ESD

SB and CH gave an update on the ESD transfer which will take place on 1 June. The transfer was approved on 1 March by Full Council and on 25 March by Derby Homes Board. We expect to receive the final list of employees transferring to us two weeks before 1 June. There is a Project Group and a number of Sub- Groups working on different aspects of the transfer. The Project Group includes the Trade Union reps. We are holding twice weekly surgeries for ESD staff. We are also running weekly surgeries for Derby Homes staff to discuss their concerns about the transfer. We are receiving positive feedback from ESD staff about the transfer.

35/10 Financial Options Working Party / Future of Derby Homes

PD gave verbal update. He said there are three main issues:

1. Changes to Housing Finance. There are proposals to change the way the HRA works. If this happens, we will be better funded.

2. Do DCC want to extend our contract after 2012? Michael Foote is writing a report which is expected mid-June. This report will recommend whether our contract should be extended or if we should return to the Council.
3. DECATS- this process has recently been carried out at the request of the council who have also undergone a DECATS review. The review looked at processes with a view to identifying potential efficiencies. The report is going to Resources and Remuneration on 29 April. It will then be made available to staff. The report includes 20 recommendations to make a saving of £2.5 million over 6 years, including reducing staffing by 21 posts. PD said that there was no cause for concern because the turnover of DerbyHomes staff means that the suggested reduction in staff numbers would be dealt with through natural wastage. PD said that the Board would need to decide if it was going to take on the recommendations of DECATS.

36/10 Minutes of the Board 28 January 2010

PD summarised the minutes.

37/10 Staff Dress Code

MM said that the Staff Dress Code had now been circulated to all staff. The Code incorporated the agreed changes requested by UNISON. It states that staff should wear suitable footwear.

TRADE UNION ITEMS

38/10 DECATS

GG introduced MF who has been appointed as UNISON's Officer for the Council's DECATS review for 3 years.

MF explained that DECATS was about transformation of the Council. A review of the first level has already taken place. One of the aims is to reduce the tiers of management. The original plan has changed and resulted in fewer losses than originally envisaged. DECATS aims to protect front-line posts and reduce duplication in back office posts.

FM asked why UNISON hadn't seen the Derby

Homes DECATS report. PD explained that there was a confidential Governance Structure which meant that the report needed to go to Resources and Remuneration Committee first. This would happen on 29 April, after which PD said he would meet with UNISON to discuss the report.

MF said she would provide further updates.

39/10 Suspension of Home Working Policy During Bad Weather

GG said that UNISON was unhappy that it was not consulted about the suspension of the Home Working Policy during the bad weather.

PD said that the decision had been made in the interests of fairness. Some staff could have worked from home but others have jobs that can't be done from home. The people who are more likely to be able to work from home are more senior officers. It would have been unfair for some staff to have to take leave whilst others could work from home.

UNISON said it understood the reasons for the suspension but felt they should have been informed.

PD explained that the decision had to be made quickly because the bad weather was a serious problem which looked like it could continue for many weeks. PD said that he would inform UNISON in future of similar decisions.

22/10 Dates of Meetings for 2010

14 July
20 October

All meetings start at 10am in the Large Boardroom.