

Conwy County Borough Council
Annual Report 2024-2025
Social Partnership and Public Procurement (Wales) Act 2023
("SPPP Act")

Mae'r ddogfen hon ar gael yn Gymraeg hefyd.

1. Background

The Social Partnership and Public Procurement (Wales) Act 2023 ("SPPP Act") came into force in Wales on 1 April 2024.

The intended effect of the legislation is to strengthen the role of social partnership within strategic decision-making. Involving employers, workers and trade unions in key discussions regarding improvements to well-being recognises and values the unique contribution and expertise brought by those directly engaged in public service delivery when addressing shared challenges and seeking innovative solutions. The intended effect of these provisions is to promote cooperation, strengthen policy and improve outcomes, through dialogue between social partners, achieved in social partnership.

The SPPP Act states that: in order to seek consensus or compromise a public body must include its recognised trade unions or other representatives of its staff in the process of setting objectives or making decisions, by:

- (a) consulting them at a formative stage of the process, and
- (b) otherwise involving them throughout the process by:
 - (i) providing sufficient information to enable them to properly consider what is proposed, and
 - (ii) providing sufficient time to enable them to adequately consider what is proposed and respond.

The SPPP Act requires in-scope public bodies to produce an annual report to evidence how they have complied with the duty, which must be submitted to the Social Partnership Council ("SPC") for scrutiny. Section 18 of the SPPP Act refers to the requirement for annual reports as follows:

- (1) A public body must prepare, in respect of each financial year, a report of what it has done to comply with the duty.
- (2) The report must be agreed with the public body's recognised trade unions or (where there is no recognised trade union) other representatives of its staff, or contain a statement explaining why it was not agreed.
- (3) The public body must publish the report and submit it to the SPC as soon as reasonably practicable after the end of the financial year.

2. Introduction

We have always prided ourselves on having positive and constructive working relationships with all the recognised trade unions. We already have a well-established social partnership relationship in Conwy and whilst it didn't take legislation to make this happen, we

acknowledge there is room for improvement. As part of our discussions with Trade Union colleagues, we also recognise that there are still some specific areas we need to consider further, particularly at a strategic level, which would enable us to maximise the valuable and unique contributions and expertise to be gained through dialogue in social partnership.

Conwy County Borough Council recognises UNISON, GMB and Unite for the purposes of negotiation and consultation for the majority of staff (excluding schools) and for schools, we also recognise NAHT, NEU, NASUWT, UCAC and ASCL.

We have a number of arrangements in place in Conwy where we engage with and involve trade unions (a full list can be found in 3.4 below). As an organisation, we recognise that trade unions fulfil an important role in maintaining good industrial relations and that working together in partnership is mutually beneficial so that everyone fully understands the drivers of change, managers are able to listen and respond to the staff voice, and trade unions are able to better inform and involve their members, ensuring our working arrangements are fit for purpose but also fair, relevant and transparent. It has been noted that UNISON had not been included in all Education meetings during the period but this has since been rectified.

Working closely with trade unions also supports adherence to high standards of Health and Safety, and we hold quarterly Health & Safety Leadership Group meetings which are chaired by the Head of Regulatory Services and attended by the Chief Executive where policy, practice and performance are reviewed. A number of other Health and Safety meetings take place across the Council and these are attended by Health & Safety Trade Union Representatives as well as Representatives of Employee Safety for non-unionised staff, as well as staff involved in Health & Safety compliance within the services. All 8 trade unions are involved in these meetings. There is also a Corporate Health, Safety and Health Promotion Committee meetings scheduled quarterly although none took place during this current period and the mechanism for agreeing agenda items is being reviewed.

We are on a positive journey to improve inclusion of all staff within Conwy, including with our recognised trade unions. Our recently launched Inclusive Conwy Strategy is an important step in this journey to strengthen our strategic objective that people feel informed, included and listened to.

3. Meeting the Social Partnership Duty

The following section is a summary of how Conwy County Borough Council has met the Social Partnership Duty:

3.1 Reaching Consensus on Well-being Objectives (and outcomes)

Our 5 year **Corporate Plan** was launched in 2022 and responds to the Well-being of Future Generations (Wales) Act 2015 and the national Well-being Goals. At the time of development of our Corporate Plan, workshops were held with staff, councillors, trade unions and the public to obtain suggestions and feedback to agree the key priorities for our Corporate Plan. Our goals have been developed with consideration of the national Goals, as well as an assessment of Well-being in our County, and of the objectives of our partners too. It is also underpinned by a raft of supporting service plans and strategies that capture the operational detail of what it is we are delivering from day-to-day. The Corporate Plan was revised during 2024 to better address the financial challenges faced by the public sector and

focused on maintaining financial stability, which is essential for the continuation of the delivery of services. The proposed changes were shared and discussed with trade union colleagues as part of the consultation process and the revised draft Corporate Plan 2025-2027 was agreed with trade unions at the most recent Corporate Joint Consultative Committee in February 2025.

The Councils **Performance Self-Assessment** report for the period 2023-2024 which provided an end-of-year analysis of progress and challenges relating to key performance objectives and governance areas covered in the Corporate Plan, was shared with trade unions in October 2024. A number of areas were discussed with trade union colleagues including the Conwy Conversation 1:1 meetings; Staff Suggestion Scheme; Staff Survey plans; Improving staff engagement; Improving communications for front-line staff and Health & Safety issues around Electric Vehicles. The year-end Self-Assessment report for 2023-2024 was agreed by trade unions during that discussion.

We review our performance every 6 months and the latest report for the Performance Self-Assessment and mid-year analysis of progress for the period April – September 2024, was shared with trade unions at the CJCC meeting on 6 February 2025. This report covered the challenges, key performance and governance areas. It was remarked upon by trade unions that the report presented a positive picture despite the financial circumstances. Trade unions were thanked for their input and support in that work and it was suggested that consideration was given to sharing good news from the report with residents and staff to address the often negative press that Councils get nationally. The Self-Assessment mid-year report was agreed by the Trade Unions.

During that meeting, some concerns were expressed by trade unions about the delays in communications to staff during the cuts in water supply in January 2025. It was explained that the situation had changed from hour to hour and there was not a consistent lack of supply across all sites which had made things more complicated. Despite the inevitable issues that arose during the emergency, all parties agreed that thanks should go to Conwy staff for their patience, cooperation and hard work during the crisis. It was accepted there would always be lessons to learn in such emergency situations and it was agreed that trade unions would be invited to any de-briefs held so that their feedback could inform the review.

3.2 Reaching Consensus on decisions of a strategic nature in meeting our Well-being Objectives (and compromise and outcome)

In addition to those areas covered above, other areas of a strategic nature or included in our Corporate Plan that have been discussed and agreed during the course of the year, include :

3.2.1 Discussions about the financial situation and budget setting for the organisation have taken place, both in the CJCC with the Strategic Director, Finance and Resources – and in other consultation meetings, such as ERFJCC and Education Union Meetings, where the Heads of Service regularly provide financial updates. Comprehensive budget documentation has been provided to trade unions in advance of CJCC to enable the information to be scrutinised and questioned during those meetings. Discussions have ensued around pay awards, comparisons of the financial picture in other Local Authorities, issues around funding sources and issue arising. Trade unions are also included in discussions around efficiency saving suggestions and proposals and through the consultation process in the event of any possible redundancies, ensuring we protect jobs wherever possible.

3.2.2 **Workforce Dashboard** information has been provided to the Trade Unions – covering headcount by employment category, starters/leavers, absence figures/reasons for absence for whole council, schools and non-schools, age profile. Discussions have taken place around how managers can further ease staff pressures, and better manage sickness absence. Trade unions have recently observed that Absence Review Meetings could be more focused on support rather than concentrating on the improvement notice side and a number of actions have been taken around this process to improve the process, including amendments to the Attendance Management Policy.

3.2.3 Providing progress updates on the **UNISON Anti-Racism Charter**, adopted in October 2023, covering the establishment of an Inclusive Conwy Steering Group, revision of the Anti-Harassment Policy, new Inclusive Conwy Strategy and programme of awareness sessions for staff being rolled out.

3.2.4 In 8 November 2024 we held a workshop called **Strengthening Social Partnership in Conwy** with all 8 recognised trade unions and key management representatives, as well as the Council Leader, to discuss how we could better work together in Social Partnership. The session started with an overview of the Social Partnership Act and what it meant for us in Conwy and then followed on with specific discussion areas including: membership, behaviour standards and engagement expectations; assessing the strengths and weaknesses of existing consultation meetings and how they can be improved; and Facilities Time and whether this a formal agreement still required.

There were 6 discussion tables with a mix of managers and Trade Union Representatives and Branch Secretaries on each table. A summary document from meeting was shared at the CJCC in February 2025 with trade unions and managers (see Appendix 1). Areas discussed: Concerns about communications to staff during recent Welsh Water outage and need for lessons learned for future incidents; trade unions suggested that the desired behaviours identified from the workshop should be integrated into the recruitment process and also used to update the Respect Booklet. Further work is still planned to review the mechanisms for raising items on agendas and Facilities Time.

3.2.5 **Policy work** consultation is a regular feature of the contact with Trade Union Representatives and in the past year we have consulted on the following policies :

- Flexi Time Policy
- Grievance Policy
- Leave Policy
- Disturbance payments in a hybrid workplace
- Underpayment/overpayment Policy
- Policy against Harassment
- Probation Periods
- Attendance Management Policy
- Annual Leave Policy
- Recruitment and Selection policy
- JE Local Conventions
- Family Friendly Policies
- Retirement Policy

Generally there is good debate, a range of questions, and overall consensus on any recommendations or changes to policies, with the very rare exception where we fail to reach agreement. One such example from the above list was in relation to the need to recover costs for flexible and early retirement applications where there is a cost to the organisation by agreeing an early release to pensions. The policy amendment required the application to be cost neutral or fully recovered within 12 months. This change was proposed due to the current challenging financial situation and was made to manage the expectations of staff. It is also worth noting that this is where staff request to leave their employment early, which is not always in the best interests of the organisation.

There was much debate about the proposal to remove Councillors from the final stage of the Grievance process and the trade union view was that they provided a valuable independent view of the situation and this feedback influenced the final decision to keep the Councillor involvement in the stage 2 Grievance panel.

Extended discussions took place about the draft Attendance Management Policy around the triggers we use which may have disproportionate impact for non-office based staff working outside and teachers but when we considered how this might be addressed, it was eventually concluded by managers and trade unions that the current arrangements were probably the fairest solution providing managers apply their discretion consistently.

3.2.6 Numerous restructures have been implemented during the course of the year and Trade Union consultation is key to the smooth implementation of these changes where both managers and trade unions work together to minimise the impact on staff and keep disruption to a minimum, for example in Social Care and Venue Cymru. Where there are job losses as a result of this, support is offered with CV/Application writing and training, interview skills training, time off for interviews, redeployment assistance, benefits and pensions advice as well as ensuring staff receive any emotional support they need at those difficult times through our employee assistance programme.

3.3 Frequency of meetings

A summary of the main meetings that take place with Trade Unions are given below. Details of the meetings and areas for discussion that have been held in the past year are also shown at Appendix 2.

- Quarterly Corporate Joint Consultative Committee
- Quarterly Corporate Joint Health & Safety and Health Promotion Committee
- 6 weekly Human Resources Trade Union Meetings
- 6 weekly Education Trade Union Meetings
- Quarterly Environment, Roads and Facilities Joint Consultative Committee Meetings
- Attendance at twice yearly All Wales Joint Council for Wales (JCW) committee meetings
- Joint working on Job Evaluation Panels throughout the year
- Quarterly Health & Safety Coordinators meetings
- Quarterly Service Health & Safety meetings

In addition to the above, there are other liaison and informal consultation meetings that take place throughout the year as well as formal discussions and support for staff regarding

absence and conduct matters, policy or restructures and other ad hoc meetings from time to time as required by management and/or trade unions.

3.4 Training provided for Trade Unions

Trade Union Representatives have an open invitation to Health & Safety Training and most have been trained up to IOSH Managing Safely standard and are IOSH qualified.

We provide Job Evaluation (JE) training for Trade Union Representatives and they are an integral part of the agreed Job Evaluation process. We aim to have a trained Trade Union Representative on all JE Mini Panels and Trade Union representation is always required on JE Main Panels.

We support Trade Union Representatives to attend Trade Union training as we recognise this is an important part of them being able to act effectively in partnership. As members of staff first and foremost, they also have access to corporate training that is set out in our Training Academy calendar and is open to all to request attendance.

A short session on Social Partnership was held for all trade unions in attendance at the Strengthening Social Partnership in Conwy event in November 2024 as part of the introduction to the session on discussing Social Partnership.

3.5 Examples of activities progressing well – case studies

3.5.1 We work very closely with Trade Union Representatives in maintaining the integrity of our **Job Evaluation Scheme** by ensuring sufficient Representatives are trained and managers are cooperative in releasing members to undertake this work as they see the benefits of their involvement for their own services. During the year we updated our Job Evaluation Policy and Local Conventions, both of which involved significant input from trade union colleagues who have gained a lot of experience around Job Evaluation due to their work on panels and in supporting staff in seeking a review of their post.

3.5.2 Trade Union Representatives are consulted with regularly when seeking to address rising **sickness absence** figures – whether this is through supporting individual cases to help staff return to work or to protect their dignity in leaving the organisation, or when looking at absence management at a more strategic level, seeking solutions to absence management support with a view to reducing overall levels of sickness absence which in turn helps the financial situation. The Attendance Management Policy is reviewed from time to time and has been under review again during this current year and the policy is regularly scrutinised to ensure it is fair and the unions have a strong voice in shaping this area of work, providing useful feedback on our Occupational Health and Employee Assistance arrangements from a staff perspective. Trade Union Representatives have also been active in supporting the work we have done on mental health initiatives through our Time to Change Wales by facilitating events locally and encouraging members to get involved.

3.5.3 Trade Unions often find it difficult to **recruit new Representatives**, indeed, we have two out of three main trade unions who only have one or two Representatives to support their members. This means some Trade Union Representatives find it challenging to balance their job with their union role. We have not agreed specific limits to Facilities Time for individual Representatives which has benefited all Trade Unions but we also recognise it

benefits management and Human Resources in keeping processes robust and challenged. We have identified recruitment days for the unions to concentrate on seeking additional representatives from within the workforce. In one of the Managers Forum meetings this year, the Head of People and Performance and a manager who employs a number of Trade Union Representatives in their area, shared their experience of employing Trade Union Reps and the benefits this can bring to good industrial relations with the objective of encouraging other managers to look at any requests as an opportunity.

Discussions about agreeing a formal **Facilities Agreement** have stalled but mainly because the Unions have not agreed on what formalised time they need as time off for union duties. However, there have been no issues raised about lack of time off for union duties, the issue is more that Representatives are torn between their job, which they enjoy, and the union duties they need to perform, which is more to do with a lack of staff volunteering to become Trade Union Representatives.

3.5.4 We have had a number of issues in our **Transport** section with a number of management changes that has affected operations and staff morale. Various meetings have taken place with individuals who have been dissatisfied with how things are going. Following the appointment of a new TU Representative in the service, meetings have been held with the new Representative and the Branch Secretary who have raised issues and concerns which has resulted in a number of improvements being made to the Workshop and processes. The Branch Secretary recently congratulated the team on what they have been doing as staff are much happier than they were.

3.5.5 The Environment, Roads and Facilities service hold a number of Health & Safety meetings across the service and also have an overarching Health & Safety group. During the year they have consulted with the Trade Unions when developing the latest **Safety Climate Survey**. The Trade Unions made some recommendations to the draft and the survey was amended based on their comments and was sent to all ERF staff during 2024. A copy of the survey was shared with all 3 trade unions to ensure they were prepared in case they were approached by members and they also assisted in promoting the survey and encouraging as many people to complete it as possible.

3.5.6 Access to membership of the recognised trade unions is shared at our 6-weekly **Corporate Induction** and details of who to contact and the benefits of joining a trade union are shared with all new starters.

3.5.7 The work on **identifying desired behaviours** as part of the Strengthening Social Partnership in Conwy is progressing and will be reported on further in the next annual report. The intention is these refined behaviours will not only apply for collaborative working with trade unions but could also be adopted corporately.

4. Conclusion

The introduction of the Social Partnership and Public Procurement (Wales) Act 2023 presented us with the opportunity to review our current way of working with our recognised trade unions to achieve the intended effect of strengthening the role of social partnership within the strategic decision-making process.

As can be seen from this report and the appendices, we have continued to work closely with our trade unions in the past year with over 38 formal consultation and Health & Safety meetings taking place. That is in addition to the many informal meetings, formal hearings and other cases where trade unions and management work together to resolve issues and ensure a fair process is applied.

This will be further reflected upon by working collaboratively with our trade unions to complete the Social Partnership Duty Assessment Tool included in the Social Partnership Handbook. This will help us to consider if the partnership is maximising the opportunities for collaboration and increased success and help us to identify if there are other areas that we can improve upon.

4.1 Areas identified for Improvement

- 4.1.1 Undertake more work with middle managers around the benefits and importance of social partnership with trade unions and encourage larger services to engage regularly with trade unions.
- 4.1.2 Develop a forward work plan to ensure trade unions are included in strategic processes in a timely manner.
- 4.1.3 Trade unions to be invited to attend debriefs on major events involving staff so that their feedback can inform the review.
- 4.1.4 Ensure all trade union representatives can access the staff data which is frequently shared, eg, attendance, starters and leavers and Training Academy brochure.
- 4.1.5 HR and Services to ensure they provide feedback to trade unions on restructures where, whilst no redundancies were intended, due to the decisions of those affected, redundancies do occur.
- 4.1.6 Training Academy Calendar to be circulated to trade union representatives when issued each year
- 4.1.7 Service Risk Assessments need to be more available to trade union representatives and staff
- 4.1.8 Intranet access, email addresses and workspace for some trade union representatives needs to be arranged.
- 4.1.9 Seek to agree a formal Facilities Agreement.

4.2 Agreement of the Social Partnership Annual Report

Conwy County Borough Council recognises UNISON, GMB and Unite for the purposes of negotiation and consultation for the majority of staff (excluding schools) and for schools, we also recognise NAHT, NEU, NASUWT, UCAC and ASCL.

This report has been discussed and agreed with Trade Unions and their comments have been incorporated into the report.

Strengthening Social Partnership in Conwy – 8 November 2024

Agenda:

1. Introduction to the Social Partnership and Public Procurement (Wales) Act 2023
2. Workshop discussions:
 - i. The Social Partnership Model refers to a model that aims to find consensus, rather than positional bargaining or adversarial winners and losers. Collectively what behaviour standards and engagement expectations should be set out?
 - ii. Currently Conwy has both formal committee and informal meetings. By assessing the strengths and weaknesses of each type of meeting, what changes could be considered? Should the CJCC be renamed to reflect the social partnership Act terminology? Is the membership up to date?
 - iii. Facilities Time. Conwy currently operates a flexible model to support facilities time. An option appraisal has been proposed to recognised Trade Unions to formalise this arrangement – is this still required? Do we hold an up to date record of Trade Union stewards and system for approval?
3. Workshop feedback
4. Discussion on Way ahead

The workshop discussed the Social Partnership Model, expected behaviour standards, the importance of inclusive practices and the need for effective communication and support within organisations. It also included discussions on formal and informal meetings, facilities time for union representatives and the importance of transparency and trust.

1) Expectations of Collective Behaviours

Key considerations were as follows:

- **Social Partnership Model:** The Social Partnership Model aims to find consensus rather than being about collective bargaining, emphasising respectful and professional behaviour even when there is a need to challenge or make representation. Need to recognise that there may be times when management and unions may have to agree to disagree.
- **Behaviour and Engagement Standards:** Behaviour standards should include being courteous, polite, respectful, honest, and supportive, with a focus on positive attitudes, listening and trust.
- **Importance of Leadership and Inclusivity:** Leadership is crucial at all levels, and inclusivity should be emphasised. There was a proposal to use the core values as headings for the development of agreed behaviours.

- **Effective Communication:** Communication should be honest, timely and respectful, with an emphasis on listening to everyone's perspectives and providing summaries of long reports, (ie what the report is about, the key points and the decision / view being sought)
- **Transparency and Trust:** Transparency and trust are essential, especially in communication about restructures and job evaluations, where accurate information is crucial.
- **Language** – plain language is key – and terminology – raising a grievance feels very formal
- **Challenges in Communication:** There are concerns about ineffective communication filtering down and the need for better updates on key decisions and inviting Cabinet members to meetings when appropriate and also to build relationships.
- **Behavioural Guidelines:** Behavioural guidelines should include active listening, acknowledging diverse voices, empathy, and managing expectations fairly.
- **Positive Work Environment:** A positive work environment can save money and improve productivity, highlighting the importance of social partnerships. Our focus is on scrutiny and issues – we need to also collectively share good practice and recognition of achievements and improvements.

Desired Behaviours were listed in the Workshop as below and there was a suggestion to regroup these under the Corporate values as below:

Fair

- Courteous, polite, respectful
- Treated as a peer / as would like to be treated
- Honesty
- Feeling safe to make a point without repercussion
- Trusting the information provided
- Taking on board what has been said
- Consistency of approach
- Honest and timely communication
- Keeping things professional and not personal
- Ensuring appropriate fact-finding to aid solutions
- Active listening
- Acknowledging people's opinions and not dismissing them
- Managing expectations fairly
- Being open and transparent
- Building trust and confidentiality

Care

- Positive attitudes
- Feeling supported and listened to
- Making sure policies are in Plain English
- Recognition of work done during home time
- Listening to everyone's perspective
- Giving people time to prepare and get their view across
- Ensuring everyone is included and has the opportunity to speak
- Providing summaries of long reports

- Being approachable
- Using plain language and not 'council talk'
- Sharing good practices and recognising achievements
- Being present with good intentions to support the workforce
- Empathy
- Feeling like you're able to talk about issues even if they are small
- Being flexible to meet people's needs and finding common ground
- Good housekeeping and allowing for comfort breaks

Team Player

- Prioritising CJCC meetings
- Notifying staff about CJCC meetings and discussions
- Ensuring policies are up to date and fit for purpose
- Remembering that TU Reps can help smooth changes and processes with management
- Encourage growth through learning and training

Innovative

- Being constructive and having a can-do attitude

[These have since been refined further and agreed as per Appendix 3]

There was also a discussion around an assessment of the existing trade union mechanisms. There were frustrations with formal reports being required for CJCC and that a subject title accompanied by a short explanation of the topic should suffice which may promote a more inclusive agenda. A feeling that if management don't have agenda items, the meetings should still go ahead as there needs to be more emphasis on providing information as Trade Unions can help with public perception if they have the knowledge to do so, eg, about budget. There are consultation meetings with HR, ERF and Education which were deemed useful as they encourage more discussion and they also allow Any Other Business items to be raised at the meeting unlike CJCC. It was suggested that bigger services should also have their own consultation meetings.

Discussed meeting standards and clarifying expectations of behaviours and etiquette for hybrid meetings. Agreement that it would be useful to have an agreed Facilities Agreement as discussions on the matter stalled previously. Other areas discussed: Trade Union Reps need to be on JE panels; recognition that a lot of casework is done in Reps own time; emotional impact of some cases.

Union Meetings Conducted in Conwy County Borough Council during 2024-2025 :

Corporate Joint Consultative Committee (CJCC)

CJCC - 29 October 2024

Agenda items:

- Appointment of Chair (UNISON) and Vice Chair (Council Leader)
- **Performance Self-Assessment 2023-2024** report (provided an end-of-year analysis of progress and challenges relating to key performance objectives and governance areas. Areas discussed: Conwy Conversation 1:1 meetings; Staff Suggestion Scheme; Staff Survey plans; Improving staff engagement; Improving communications for front-line staff; Health & Safety issues around Electric Vehicles.)
- **Financial Outlook for 2025-2026** (Strategic Director – Finance and Resources, presented a report and outlined the activities to address the challenging financial situation including involving the Chartered Institute of Public Finance and Accountancy (CIPFA) for advice and Cabinet Members lobbying Welsh Government in respect of the elderly population not being reflected within the funding formula. Areas discussed: Staff pay award; similar financial picture in other Local Authorities; Public recognition of funding sources; video explaining what services the Council provides and key statistics to be shared shortly.
- **Workforce Dashboard for 2023-2024** shared covering headcount by employment category, starters/leavers, absence figures/reasons for absence for whole council, schools and non-schools, age profile. Areas discussed: Transformation being used to ease staff pressures; reasons for sickness absence; Absence Review meetings needed to be more focused on support rather than the negative connotations.
- **Unison Anti-Racism Charter Progress Update** (adopted in October 2023) covering establishment of an Equality, Diversity and Inclusion (EDI) Steering Group, Revision of the Anti-Harassment Policy, Inclusive Conwy Strategy published, Diversity and Inclusion Manager appointed, Programme of awareness sessions being rolled out.
- **Strengthening Social Partnership in Conwy** – draft agenda shared for a meeting taking place on 8 November 2024 was shared. All Trade Unions including those recognised by Education were invited.
- **Pay Ballot Outcome** – pay award implemented in November 2024.

CJCC - 6 February 2025

Agenda items:

Draft Corporate Plan 2025-2027 - The Corporate Plan revision draft, which aims to better address the financial challenges faced by the Council and focused on maintaining financial stability, which was essential for the continuation of the delivery of services.

Performance Self-Assessment (April – September 2024) – mid year analysis of progress, challenges, key performance and governance areas. Areas discussed: positive report despite the financial circumstances; trade unions were thanked for their input and support; consideration to be given to sharing the report with residents and staff; negative press of Councils was a national issue; video about our services on website

Strengthening Social Partnership in Conwy – Summary of discussions from meeting on 8 November 2024 were shared. Areas discussed: Concerns about communications to staff during recent Welsh Water outage – debrief sessions taking place to learn lessons for future incidents; Trade unions to provide their feedback to inform the review, including concerns about delays to water deliveries for priority people; delays in responses to grievances; desired behaviours identified from workshop to be integrated into the recruitment process and Respect Booklet.

HR Consultation Meetings :

The following meetings have taken place during the year

24 April 2024

Agenda:

- Venues Management restructure
- Explanation of Matrix Framework
- Financial Management process
- Pen y Lon Physio Review
- Social Partnership Bill
- Translation service
- Benefits (Eye care, AVCs, Benefits App, Long Service Awards)

13 June 2024

Agenda:

- Strengthening Social Partnership

18 July 2024

Agenda:

- Social Care Transport Section
- Flexi Policy
- Leave Policy
- Disturbance payments in a hybrid workplace
- Underpayment/overpayment
- Policy against Harassment

5 September 2024

Agenda:

- Galw Gofal – Consultation on proposed rota changes
- Update on the Venues Management Section restructure

10 October 2024

Agenda

- Managers Guidance Probation Periods
- Attendance Management Policy Review
- Children's Residential Programme
- Annual Leave Policy Review Update

21 November 2024

Agenda:

- Recruitment and Selection policy
- JE Local Conventions final sign off

9 January 2025

Agenda:

- Family Friendly Policies
- Menopause Chat update
- Time to Talk Day – 6.2.25

ERF Joint Consultative Committee (ERFJCC):

7 October 2024

Agenda:

- Financial Outlook
- Have your say Action Plan
- Waste Team in Llanrwst Depot
- Transport (Fleet) update
- Change of Staff Contracts without consultation
- Fleet Training on electric vehicles
- Near Miss Forms

9 December 2024

Agenda:

- Financial Outlook
- Open Spaces Update – Horticulture
- Transport update
- Gritting Schedule
- Vehicle Safety

26 March 2025

Agenda:

- Financial Update
- Open Spaces Restructure
- ERF Have your Say

Corporate Health, Safety and Health Promotion Committee

No meetings held during 2024-2025

Health & Safety Co-ordinators Meeting

15 March 2024

Agenda

- Minutes of previous meeting – 24th November 2023
- Annual Health and Safety Site Safety Audit – SNAP (RE)
- DSE – Move to DASH (KB)
- Service Health and Safety Arrangements (KB)

- Corporate Health and Safety Strategy (RE)
- CSU1 Audit Feedback
- Services' update
- Unions' update

11 June 2024

Agenda

- Minutes of previous meeting – 15th March 2024
- Introductions
- Incident statistics
- Training
- Corporate Health and Safety Induction
- DSE
- Corporate Operational Risk Register
- Asbestos management update
- Consent to Work Form
- Service Arrangements
- CAMMS-Audit – Audit Structures
- Services Updates
- Union Updates

3rd December 2024

Agenda

- Minutes of previous meeting – 11th June 2024
- SNAP (RE)
- DSE (KB)
- Plant and equipment (TM/ RE)
- Policy arrangements & Policy update (New and Expectant Mothers) (DOD)
- Incident statistics (RE)
- Actions from investigations and audit (DOD)
- Training (Update on Behavioural Safety) (RE)
- Services' update
- Unions' update

ERF Health & Safety Meetings 2024-2025

Consultancy, Flood Risk and Facilities H&S meeting:

17th April 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incident reports
- Health & Safety Audits (internal, external and corporate audits)
- Service Area Updates:
 - Facilities
 - Flood Risk & Infrastructure
 - Consultancy

25th July 2024 and 29th October 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incident reports
- Health & Safety Audits (internal, external and corporate audits)

- Service Area Updates:
 - Facilities
 - Flood Risk & Infrastructure
 - Consultancy
- COSHH risk assessments

**Open Spaces H&S meeting:
26th April 2024**

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incident reports
- Health & Safety Audits (internal, external and corporate audits)
- Risk assessments – operational and COSHH
- Service Area Updates:
 - (a) Trunk/A470
 - (b) Coastal
 - (c) South
 - (d) Tree Inspections & Countryside

4th September 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incident reports
- Health & Safety Audits (internal, external and corporate audits)
- Risk assessments – operational and COSHH
- Service Area Updates:
 - (a) Trunk/A470
 - (b) Coastal
 - (c) South
 - (d) Tree Inspections & Countryside
- Repairs & Maintenance of Vehicles – Defects Accumulations
- Criteria for Driver Refresher Training – Trigger Points
- Invasive Weeds Management
- Return to Work Interview Forms

17th December 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incident reports
- Health & Safety Audits (internal, external and corporate audits)
- Risk assessments – operational and COSHH
- Service Area Updates:
 - (a) Trunk/A470
 - (b) Coastal
 - (c) South
 - (d) Tree Inspections & Countryside
- Tool Box Talks and Recording
- Safety Climate Survey

**Strategic Support H&S meeting:
4th April 2024**

Agenda:

- Minutes of previous meeting and action tracker
- Health & Safety Audits (internal, external and corporate audits)
- Team briefings/ updates

11th June 2024

Agenda:

- Minutes of previous meeting and action tracker
- Incident Reports
- Health & Safety Audits (internal, external and corporate audits)
- Team briefings/ updates:
 - Finance & Customer Services
 - Central Stores
 - MIS

8th October 2024

Agenda:

- Minutes of previous meeting and action tracker
- Incident Reports
- Health & Safety Audits (internal, external and corporate audits)
- Team briefings/ updates:
 - Finance & Customer Services
 - Central Stores
 - MIS
- Risk assessments
 - Task/ activity
 - COSHH

Traffic & Network Management H&S meetings:

15th April 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incidents
- Operational risk assessments
- Service Area Updates:
 - Parking Services
 - Street Lighting
 - Road Safety
 - Street Works
 - Traffic & Development Control
- Vehicle cleans pre servicing and maintenance

18th July 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incidents
- Operational risk assessments
- Internal / External / Corporate Audits
- Service Area Updates:
 - Parking Services
 - Street Lighting
 - Road Safety

- Street Works
 - Traffic & Development Control
- Fleet Management

17th October 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incidents
- Operational risk assessments
- Internal / External / Corporate Audits
- Service Area Updates:
 - Parking Services
 - Street Lighting
 - Road Safety
 - Street Works
 - Traffic & Development Control

Transport H&S meetings:

20th June 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incidents
- Internal / External / Corporate Audits
- Risk assessments / Safe working procedures
- Service Updates:
 - Home to School
 - Fleet
 - Tramway
- Health surveillance programme
- Tool box talk library
- Vehicle conditions

12th September 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incidents
- Internal / External / Corporate Audits
- Risk assessments / Safe working procedures
- Service Updates:
 - Home to School / Passenger Transport
 - Fleet
 - Tramway
- Repairs & Maintenance of Vehicles – defects accumulations
- Criteria for driver refresher training – trigger points
- Health surveillance programme

10th December 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incidents
- Internal / External / Corporate Audits

- Risk assessments / Safe working procedures
- Service Updates:
 - Home to School / Passenger Transport
 - Fleet
 - Tramway
- Tool box talk issue and recording
- Safety Climate Survey

Waste H&S meetings:

11th April 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incident report
- Waste: electronic toolbox talk register
- Supervisor updates
- Vehicle cleanliness – pre servicing and maintenance

10th July 2024

Agenda:

- Minutes of previous meeting
- Accident and incident report
- Waste: electronic toolbox talk register
- Supervisor updates
- Vehicle cleanliness – pre servicing and maintenance

28th November 2024

Agenda:

- Minutes of previous meeting and action tracker
- Accident and incident report
- Supervisor updates
- Tool box talk issuing and recording
- Safety Climate Survey

Cyfarfod Undeb Addysg Conwy/ Conwy Education Union Meetings:

17/4/2024

Agenda

- Croeso / Welcome
- Iechyd a Diogelwch / Health and Safety
- Materion yn codi o'r Cofnodion diwethaf / Actions arising from previous Minutes
- Diweddariad AD / HR Update
- Diweddariad cyllid / Finance Update
- Unrhyw fater arall / Any other business

3/7/2024

Agenda

Croeso / Welcome

Materion yn codi o'r Cofnodion diwethaf 17/04/2024/ Actions arising from previous Minutes 17/04/2024

Diweddariad AD / HR Update

Diweddariad cyllid / Finance Update

Iechyd a Diogelwch / Health and Safety
Unrhyw fater arall / Any other business

23/10/2024

Agenda

- Croeso / Welcome
- Materion yn codi o'r Cofnodion diwethaf 3/7/2024/ Actions arising from previous Minutes 3/7/2024
- Diweddariad Prif Swyddog/ Chief Officer Update
 - Update on Amalgamations:
 - GMB Letter – Union Visits to Schools
 - New agenda template:
- Diweddariadau Llwyfan Polisi/ Policy Platform Updates
 - Intimate Care Policy:
- Newidiadau Strwythur Gwasanaeth/ Service Structure Changes
- Unrhyw fater arall / Any other business

22/01/2025

Agenda

- Chief Officer Update
- HR Policy Platform Updates
 - Redundancy update
- Health and Safety
- Service Structure Changes
- Any other business

Behaviours identified for working in Social Partnership

These behaviours aim to foster a positive and inclusive work environment, ensuring effective communication and support within the organisation. They are linked to Conwy's values:

- We are FAIR to all
- We CARE about what we do
- We are TEAM PLAYERS
- We are INNOVATIVE

Fair	Care
F - Fair-minded A - Authentic I - Inclusive R - Respectful	C - Considerate A - Approachable R - Recognition E - Empathy
Team Players	Innovative
T - Team ethos E - Engaging A - Adaptable M - Mentoring	I - Integrity N - Networking N - Nurturing O - Open-minded V - Visionary A - Accountable T - Trail-blazing I - Initiative V - Versatile E - Enterprising