

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CAPITA GLAMORGAN CONSULTANCY
JOINT COMMITTEE

Minutes of the Capita Glamorgan Consultancy Joint Committee held in the County Borough Council Offices, Rhondda-Cynon-Taff on Wednesday, 29th January 2014 at 10.00am.

Merthyr Tydfil County Borough Council
D. Jones

Bridgend County Borough Councillor
P. J. White, J. C. Spanswick and G. Thomas

Rhondda Cynon Taf County Borough Councillors
A. Morgan, G. Holmes, S. Lloyd and R. Lewis

Officers in Attendance

Mr G. Thomas – Director of Customer Services
(Merthyr Tydfil County Borough Council)

Mr M. Shephard – Corporate Director, Communities
(Bridgend County Borough Council)

Mr S. Humphreys – Principal Solicitor, Legal & Democratic Services
(Rhondda Cynon Taf County Borough Council)

Mr N. Brinn – Service Director, Highways, Transportation & Strategic Projects
(Rhondda Cynon Taf County Borough Council)

Capita

Mr. I. Walsh – Technical Director
Mr A. Dixon – Operations Director

11. APOLOGIES

Apologies for absence were received from County Borough Councillors M. Gregory and R. G. Jenkins (Bridgend County Borough Council) County Borough Councillors C. Barry and B. Smith (Merthyr Tydfil County Borough Council) and County Borough Councillors S. A. Bradwick and G. Smith (Rhondda Cynon Taf County Borough Council).

12. DECLARATIONS OF INTEREST

Members had no personal interests to declare in matters pertaining to the agenda.

13. MINUTES

RESOLVED to approve as an accurate record, the minutes of the meeting of the Capita Glamorgan Consultancy Joint Committee held on 9th July 2013.

14. PROGRESS REPORT OF THE COMMUNITY BENEFITS AGENDA OF THE CAPITA GLAMORGAN JOINT VENTURE COMPANY

Mr I. Walsh, Technical Director, Capita Glamorgan, presented his report outlining the key objectives and the ongoing involvement of the Capita Glamorgan Joint Venture Company in the local community. The officer added further detail to some of the initiatives such as the 'Right to Read Programme' and 'Engineers in Education Scheme Wales' and updated Members of the Joint Committee with Capita's recent appointments.

Following discussions and consideration of the presentation, officers responded to questions posed by Members of the Joint Committee in relation to several issues. Mr Walsh confirmed that, as previously requested, the newsletter attached to the report entitled 'Glamorgan Community Benefits Newsletter' would be circulated to all Members of the Joint Committee.

Following consideration of the item it was **RESOLVED** to note the content of the report.

15. OPERATIONAL PERFORMANCE OF THE CAPITA GLAMORGAN JOINT VENTURE COMPANY

Mr A. Dixon, Operations Director, Capita Glamorgan, presented his report to the Joint Committee in respect of the operational performance of the Joint Venture Company. The officer announced that Capita Symonds has re branded and will now be known as 'Capita Property & Infrastructure' and he named the three new Directors to the company as Graham Cowley, Executive Director, (Regions & Local Government), Richard Starkey, Finance Director, (Regions & Local Government) and Andrew Dixon, Operations Director (Regions & Local Government (Wales)). Mr Dixon reported on issues such as sickness, secondments and training for the last period and he also outlined current projects being undertaken within each of the three unitary authorities.

Following the presentation discussion centred on the company's process for managing short term sickness and Mr Dixon added that a policy for Recruitment and Retention is in place for 2014. A query was raised in relation to the feedback non returns and it was suggested that officers and Members from the Joint Committee assist by following up the outstanding forms from their individual authorities in order to address the issue. Mr Dixon confirmed that they have recently increased the 'face to face' feedback which has proved more effective.

It was **RESOLVED** to note the content of the report

16. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that the press and public be excluded from the meeting under Section 100A(4) of the Local Government Act, 1972 (as amended) for the following items of business on the grounds that they involve the likely disclosure of exempt information, as defined in paragraph 14 of Schedule 12A

of the Act, namely, information relating to the financial or business affairs of any particular person (including the Authority currently holding that information). Transparency in the accountability for expenditure of public funds within the public sector is outweighed by the fact that the release of information will prejudice the interests of the Joint Committee, consequently, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by virtue of which the meeting is likely not to be open to the public during its consideration.

17. FINANCIAL PERFORMANCE OF CAPITA GLAMORGAN JOINT VENTURE

An error was noted in the report at heading 'Cumulative Profit for Glamorgan Consultancy 2013' as the dates should refer to 2013 not 2012.

Mr A Dixon, Operations Director, Capita Glamorgan, presented his report to the Joint Committee in respect of the financial performance of the Capita Glamorgan Joint Venture Company. The officer explained that the overall revenue for the year was under the business plan for 2013 and a reflection of the difficult economic climate while the figure showing as an overall profit for 2013 demonstrated that the anticipated expansion and development had not materialised. Further explanation was given to the WIP and Debtor Days section within the report.

The Operations Director agreed that the business plan for 2013 was over ambitious and challenging and as a result the 2014 business plan was more realistic in terms of recruitment and retention and has been adjusted to suit the current compliment of staff.

Mr Dixon updated the committee regarding the proposal to relocate the office to St Mellons to combine with other technical teams and provide for back office efficiencies. He reassured Members that the office in Treforest will continue to be utilised as a base for the Capita architectural team (relocating from Cardiff) and as a satellite office for the Joint Venture. The Operations Director assured Members of the Joint Committee that the relocation would not impact upon the commitment of Capita Glamorgan to the Joint Venture Partnership.

Following consideration of the items presented it was **RESOLVED** to note the content of the report.

18. URGENT ITEMS

The Chairman was of the opinion that the following items should be considered at the meeting in accordance with the provisions of Section 100(4)b of the Local Government Act 1972, as a matter of urgency and by reason of special circumstances, i.e. the necessity to determine the matters prior to the next scheduled meeting of the Joint Committee

ORAL UPDATE FROM THE SERVICE DIRECTOR, HIGHWAYS, TRANSPORTATION & STRATEGIC PROJECTS

Mr Nigel Brinn, Service Director, Highways, Transportation & Strategic Projects (Rhondda-Cynon-Taff County Borough Council) updated Members with progress in respect of two areas of contention between Rhondda-Cynon-Taf County Borough Council and Capita Glamorgan Ltd Group.

An update was provided on the two formal disputes that currently exist between Rhondda-Cynon-Taff CBC and the Joint Venture associated with the Aberdare Regeneration and Sobells project. Both the disputes are being progressed through the dispute resolution process as set out in the Services Agreement between the parties.

Mr Brinn concluded the update with assurances that every effort was being made to resolve both issues and that Members of the Joint Committee would be updated with progress if necessary by arranging a Special Meeting of the Capita Glamorgan Consultancy Joint Committee.

Members of the Joint Committee **RESOLVED** to note the situation.

**A. MORGAN
CHAIRMAN**

The meeting terminated at 11.00 a.m.