

MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Tuesday 18 September 2012, at the Town Hall, Royal Leamington Spa at 4.30pm.

PRESENT:

Employers representatives: Councillors Barrott, Copping and Davies.

Trades Unions' representatives: Mr Crump and Mr Foster (Chairman).

Also present: Lesley Dury, Andrew Jones and James Lynch.

Apologies for absence were received from Rob Chapleo, Councillor Kirton, Alan Richardson and Karen Warren.

1. **APPOINTMENT OF JOINT CHAIRS**

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

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

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

The minutes of the meeting held on 22 February 2012 were taken as read and signed by the Chairman as a correct record.

The Panel asked to know any developments on item 17 of the minutes, "Volunteer for People Strategy Statement Group". The Deputy Chief Executive, Andrew Jones, informed the Panel that a volunteer would be sought from members of the Employment Committee at its next meeting.

(Councillor Copping arrived at the meeting during the course of this item.)

4. **ACCIDENT REPORT (ACCIDENTS FROM 1 MARCH 2012 – 31 JULY 2012)**

The Panel considered a report from the Health and Safety Adviser which summarised accidents that had been reported between the start of March 2012 and the end of July 2012. These were accidents that had resulted in working time being lost.

The first incident involving a staff member of Finance at Riverside House occurred in July 2012 when a member of staff slipped on a substance on the floor and fell when exiting a toilet cubicle in room 3.21, resulting in a

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graze, bruising to her hands, ankle and back pain. The accident resulted in one working day lost and was reported to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995.

The report advised that the toilet was closed whilst an investigation took place. An unidentified substance was found on the floor and cleaned up. When checked, the floor was no longer slippery. Staff were reminded about the importance of ensuring spillages were cleaned up immediately and reported via a notification on the intranet. The Area Manager liaised with the cleaning contractor over the incident.

The second incident occurred at a Planning Committee meeting in the Council Chambers in July 2012 when a chair collapsed causing the employee to fall to the floor on top of the chair. Immediately afterwards, the employee reported that he felt fine apart from a sore ankle, due to his foot being caught under the chair. The Chairman inspected the chair and found that the weld holding the front legs of the chair in place had given way.

Injuries sustained were a bruised ankle and back pain which became evident the following day. The employee took pain killing medication and subsequently his symptoms have much improved. The injuries resulted in one day lost working time.

The report advised that statements were taken from both the employee and a witness. The chair in question was immediately isolated, and the manufacturer contacted to help further investigate the failure of the chair. Upon checking, a further six chairs of the same type were also removed from the chambers for safety faults.

A chair safety specialist was contacted to initiate a thorough inspection of all individual chairs owned by the council, including those at the Town Hall.

Having read the report, the Panel was satisfied with the content of the report.

RESOLVED that

- (1) the report be noted; and
- (2) an update should be provided on events subsequent to the collapsed chair incident.

5. PEOPLE STRATEGY UPDATE INCLUDING IIP ACTIONS

The Panel considered a report from Human Resources which brought forward an updated People Strategy Action Plan following the Investors in People (IIP) assessment in May 2012. This Plan needed to be delivered and by being incorporated into the People Strategy Action Plan, it could be monitored and delivery could be measured.

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The Deputy Chief Executive, Andrew Jones, explained that the Council had received the bronze Investors In People award in 2011. The report would go to the Employment Committee on 24 September and volunteers would be sought from this committee to monitor and oversee progress. The Panel were asked if it wanted to make any comments before it went to the Employment Committee. The Panel asked for a Glossary of Terms to be provided as the report was full of acronyms which required explanation. The Panel also voiced some slight concern on whether the self service payroll system would be ready by December 2012.

RESOLVED that the report be noted.

6. **JOINT COMMUNICATION FORUM – TERMS OF REFERENCE**

The Panel reviewed changes to the document called "Agreement relating to Joint Negotiation, Consultation and Communication at Warwick District Council between Warwick District Council and Warwick District Council Branches of Unison, GMB".

RESOLVED that the "Agreement relating to Joint Negotiation, Consultation and Communication at Warwick District Council between Warwick District Council and Warwick District Council Branches of Unison, GMB" be published once any reference to the position of "Chair" or "Chairwoman" has been amended to "Chairman".

(The meeting ended at 4.55pm)