

MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Wednesday, 6 July 2005 at the Town Hall, Royal Leamington Spa at 4.30 p.m.

PRESENT:

Employers' side: Councillors Copping and Short.

Trades Unions' side: Mr A Crump, Mr J Lynch, Mr A Rybicki and Mrs J Webb

Apologies for absence were received from Councillor Hammon.

(Mr J Lynch substituted for Mr A E Foster)

218. APPOINTMENT OF CHAIR

RESOLVED that

- (1) Councillor J Holland be appointed Chair for the Employers side for the ensuing year
- (2) Mr A E Foster be appointed Chair for Trades Unions Side for the ensuing year

219. APPOINTMENT OF CHAIR FOR THE MEETING

RESOLVED that in the absence of Mr A E Foster and as it was the turn of the trades Unions side to Chair the meeting, Mr A Rybicki was appointed Chair for the meeting.

220. DECLARATIONS OF INTEREST

There were no declarations of interest

221. MINUTES AND MATTERS ARISING

The minutes of the meeting held on 13 April 2005 were taken as read and signed by the Chairman as a correct record.

The Chair also signed the minutes of the meeting held on 1 March 2005, as when they were considered at the previous meeting they had not been submitted to Council for consideration. However Council had now considered these minutes and had proposed no amendments.

MEMBERS/TRADES UNIONS CONSULTATION AND SAFETY PANEL MINUTES
(Continued)

The Health and Safety Advisor reported that the mechanism for winding the Town Hall Clock had now been repaired. However he was still trying to get a copy of the agreed maintenance contract for the clock to circulate to the Panel.

Concern was expressed by Mr Rybicki at the fact that, although there had been a risk assessment undertaken by the Commercial Crime Prevention Officer since the last Panel Meeting, there had been no discernible change in the security arrangements at the Town Hall, in relation to the reported incident of the member of the public who is known to have criminal convictions for violence, being able to enter the Town Hall, undetected and unchallenged, trying to find the CCTV Control Room. It was agreed by the Panel that the Safety Advisor agreed to meet and discuss with the CCTV Manager the practicability of connecting the existing Town Hall system with the Town Centre CCTV system and report back to the Panel.

222. ACCIDENT REPORT

The Panel considered a report from the Health and Safety Advisor advising them of the accidents during the period 1 April 2005 to 23 June 2005.

During the period there was an accident which required statutory notification and three other accidents which did not require statutory notification details of which were all contained within the report. There were

The Health and Safety Advisor informed the meeting that the two incidents involving Leisure and Amenities staff were subject of insurance claims via solicitors and the Panel agreed not to discuss the item.

Concern was expressed by the Panel over the incident of Repetitive Strain Injury with regard to the opening of postal votes and asked the Health and Safety Advisor to meet with the Assistant Chief Executive (Members' Services) to discuss this matter to see how to reduce the chance of a reoccurrence of this incident and report back in due course.

RESOLVED that

- (1) the reported be noted;
- (2) the two incidents regarding Leisure & Amenities staff were noted but were not discussed; and
- (3) the Health & Safety Advisor meet with the Assistant Chief Executive (Members' Services) to discuss the opening of postal votes procedures.

(The meeting ended at 5.02 p.m.)