

# MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Wednesday 6 October 2004, at the Town Hall, Royal Leamington Spa at 4.30 p.m.

## **PRESENT:**

**EMPLOYERS SIDE:** Councillors Copping, Hammon, Holland and Short.

**TRADES UNIONS SIDE:** Mr A E Foster, Mr A Rybicki, Mrs T Taylor and Mrs J Webb.

## **420. APPOINTMENT OF CHAIRS**

Mr A E Foster was nominated as joint Chair to represent the Trades Unions side and Councillor J Holland was nominated for joint Chair for the employer's side.

**RESOLVED** that Mr A E Foster and Councillor J Holland be appointed as joint Chair for the ensuing year.

(Councillor Holland took the Chair for the meeting as it was the Employers' turn)

## **421. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **422. MINUTES**

The minutes of the meeting held on the 15 March 2004, having been printed and circulated were taken as read and signed by the Chair as a correct record.

In relation to Minute Number 1003 (2) – the Assistant Chief Executive (Personnel) updated the meeting on the recent discussions regarding the layout of reception and security which had been undertaken as part of the Best Value Review of Customer Access.

**RECOMMENDED** that

- (1) last year's bid for funds to provide a Security Guard in reception during office hours be endorsed with a view to it being included in the relevant Service Area Plan, and

- (2) an update report be circulated within the next two weeks on the current situation regarding the layout and security of reception and a special meeting be organised if necessary.

**423. ACCIDENT REPORT**

The Panel considered a report from the Health and Safety Advisor advising Members of the accidents to personnel during the period 3 March 2004 – 15 September 2004.

During this period there were no accidents requiring statutory notification, however, there were three other accident notifications received. There were also three potentially violent incident notifications received.

**RECOMMENDED** that the report be noted.

**424. LONE WORKING AT OAKLEY WOODS CREMATORIUM, BISHOPS TACHBROOK**

The panel considered a report on the aspect of lone working at Oakley Wood Crematorium prepared by the Health and Safety Advisor.

**RECOMMENDED** that

- (1) the report be noted;
- (2) the introduction of the Lifeline 4000 system be welcomed; and
- (3) Nigel Bishop and Pete Coulls be thanked for their work on this matter.

**425. CONSULTATION ARRANGEMENTS**

The Panel considered a report from Corporate Personnel Services setting out the use of the consultation arrangements agreed in March 2004.

**RECOMMENDED** that

- (1) the report be noted; and
- (2) the Union branch secretaries and the Assistant Chief Executive (Personnel) be applauded for the efforts in producing the consultation arrangements.

(The meeting ended at 5.20 p.m.).