

# MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Wednesday, 4 October 2006 at the Town Hall, Royal Leamington Spa at 4.30 p.m.

## **PRESENT:**

**Employers' side:** Councillors Ashford, Copping and Hammon.

**Trades Unions' side:** Mr A Crump, Mr A E Foster, Mr J Lynch and Mrs J Webb.

An apology for absence was received from Councillor Short.

It was the Employers turn to Chair the meeting so Councillor Ashford took the Chair for the meeting.

## **482. DECLARATIONS OF INTEREST**

There were no declarations of interest

## **483. MINUTES AND MATTERS ARISING**

The minutes of the meeting of the Panel held on 5 July 2006 were taken as read and signed by the Chair as a correct record with the exception of the addition of the name of Mr J Lynch to the list of those attending.

Mr Foster also highlighted that the new Stress Policy should be in place by Christmas 2006 as there were concerns within some departments. He requested an updated Action Plan and confirmation of the position with the current policy. It was agreed that the Assistant Chief Executive (Personnel) would liaise with the Chairs of the Employment Committee and the Members Trades Unions Consultation and Safety Panel, with a view to updating the Action Plan and Policy before January 2007.

## **484. ACCIDENT REPORT (ACCIDENTS SINCE END OF JANUARY 2006 TO THE END OF JULY 2006)**

The Panel considered a report from the Council's Health & Safety Advisor which provided them with an overview of the accidents/incidents that had occurred and that had been reported to him between February and July 2006.

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**(Continued)**

The Panel welcomed Mr Alan Richardson who was the Council's new Safety Advisor.

**RESOLVED** that the content of the report be noted.

**485. SMOKE FREE POLICY**

The Panel received a report from the Head of Environmental Health which updated them on the proposals in relation to the Warwick District Council No Smoking Policy.

The Council first adopted a No Smoking Policy in 1988. Some revisions had been made in 1996. A copy of the existing No Smoking Policy was appended to the report as well as guidance on the introduction of a revised Smoke Free Policy.

The 2006 Health Act would ban smoking from the enclosed spaces within the workplace and the Warwickshire Tobacco Control Co-Ordinator had approached the Council with a view to supporting the Council in ensuring that it was compliant with the legislation.

Clarification was often sought in relation to whether "smoke breaks" were permitted and whether it was acceptable to allow smoking in the facility for leaving bikes, or indeed within the Council grounds. This would need to be taken into consideration when formulating any amendments to the Council's Policy.

Under the awards from the National Clean Air Campaign the Council's currently Policy could potentially earn the Council a Silver Award. However if the Council amended its current policy so that the Council grounds became smoke free it could potentially qualify for a Gold Award.

It was also noted that the current No Smoking Policy already stated that "Smoking will not be permitted for employees in areas immediately outside Council buildings" but it was felt that this was not made clear to new employees at their interview or induction and clarification was needed as to whether the policy was included within the induction pack.

**RESOLVED** that the

- (1) content of the report be noted;
- (2) the review of the Council's policy be endorsed with a view to moving towards a gold clean air standard;
- (3) the Head of Environmental Health be asked to co-ordinate a Council working party with representatives from Environmental Health, Corporate Personnel

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Services, both recognised trade unions, Leisure & Amenities and Housing;

- (4) the working party to report back to this forum with its recommendations before they are submitted to the Executive for approval; and
- (5) the Assistant Chief Executive (Personnel) consult with Councillor Ashford and Mr Foster with a view to updating the Action Plan and Policy and report back to the January 2007 meeting of the Panel.

(The meeting ended at 5.10 p.m.)