

# Members/Trades Unions Joint Consultation & Safety Panel

Wednesday 18 March 2015

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A meeting of the above Panel will be held at Riverside House, Royal Leamington Spa on Wednesday 18 March 2015 at 4.30pm.

Panel Membership:

## **Employers representatives**

Councillor Barrott  
Councillor Copping  
Councillor Kinson OBE  
Councillor Kirton

## **Trades Unions representatives**

Mr R Chapleo  
Mr A Crump  
Mr A Foster  
Mr J Lynch

## **Emergency Procedure**

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

## **Agenda**

### **1. Substitutes**

To receive the name of any Member of the Panel who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Member of the Panel for whom they are acting.

### **2. Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. **Minutes**

To consider the minutes of the meeting held on 9 December 2014

**(Item 3/Page 1)**

**PART 1**  
**HEALTH & SAFETY MATTERS**

4. **Corporate Health & Safety**

To receive a report from the Corporate Health & Safety Coordinator

**(Item 4/Page 1)**

**PART 2**  
**JOINT CONSULTATIVE MATTERS**

5. **Investors in People Staff Survey**

To receive a verbal report from Human Resources

6. **Update of Payroll Project**

To receive a verbal report from Human Resources

Published Tuesday 10 March 2015

**General Enquiries:**

**Please contact Civic & Committee Services, Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire. CV32 5HZ**

**Telephone: 01926 353362**

**Facsimile: 01926 456121**

**E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)**

**Enquiries about specific reports: Please contact the officers named in the reports.**

# Members/Trades Unions Joint Consultation & Safety Panel

Minutes of the meeting held on Tuesday 9 December 2014, at Riverside House, Royal Leamington Spa at 2.30pm.

## **Present:**

Employers representatives: Councillors Barrott and Kinson.

Trades Unions' representatives: Mr Crump, Mr Foster and Mr Lynch.

Also present: Amy Carnall (Civic and Committee Services Officer), Ian Carden (Health and Safety Adviser), Tracy Dolphin (HR Manager) and Richard Hall (Head of Health and Community Protection).

Apologies for absence were received from Councillors Copping and Kirton and Mr Chapleo.

It was the Employers' turn to Chair the meeting, so Councillor Kinson took the Chair.

## **7. Declarations of Interest**

There were no declarations of interest.

## **8. Minutes**

The minutes of the meeting held on 4 June 2014 were taken as read and signed by the Chair as a correct record.

Under matters arising from the minutes, Mr Hall introduced the Council's new Health and Safety Advisor, Mr Carden who had started with the authority that week.

The meeting was advised that regular fire drills, reviews and weekly inspections would be undertaken by safety representatives and any issues arising should be fed back to Mr Carden for action.

Mr Foster welcomed Mr Carden, stating that the Trades' Unions had always maintained a good working relationship with the Health and Safety Advisor, which he hoped to continue. He assured Mr Carden that he was welcome to contact Unison whenever necessary.

Mr Hall advised that although there had been no handover from his predecessor, Mr Carden's manager, Mr Helm had provided continuity and supplied extensive handover notes. It was also reported that a temporary member of staff had been in place during the interim period.

Mr Carden thanked those present for their warm welcome and advised that although he was new to this position, he had a good working knowledge of the Council because he had been based at Newbold Comyn Leisure Centre

as a swimming teacher. He stated that he was looking forward to embracing his new role and continuing the good relationship built up with Members and the Trades' Unions.

**9. Corporate Health and Safety**

The Panel received a report from Health and Community Protection which summarised the "employee lost working time accidents" that had been reported from the start of May 2014 to the end of July 2014 with a table showing comparative accident data tracked over the same period.

There had been two accidents reported. One involved a staff member from Housing & Property Services based at Tannery Court in Kenilworth. The accident had resulted in a fractured wrist and 27 working days being lost due to the incident.

Upon investigation of the accident site, no further action was required.

The second accident involved a staff member from Neighbourhood Services, based at Riverside House.

The staff member had received a bloody and bruised nose as a consequence of walking into the glass doors at the staff entrance. On inspection of the accident site, no further action was required.

**Resolved** that the report be noted.

**10. Health and Safety Advisor**

This item had been requested on the agenda following concerns that the Council would be operating for a period of time without a Health and Safety Advisor.

However, following the introduction of Mr Carden and the assurances given by Mr Hall at the beginning of the meeting, officers and Members were satisfied that the appropriate measures had been in place following Mr Richardson's departure.

**11. National Pay Award 2014/15**

Mr Crump advised that the pay award had now been settled but the one off payment in December would not be consolidated into pay, which did not help pension payments.

Full details of the pay award were available to staff on the Council's intranet system and the meeting was advised that there would be no pay dispute for next year.

The threat of a second strike had been called off, following a ballot.

Mr Foster explained that Unison were not happy with the percentage pay rise offered and reminded the meeting that the gap which the four year pay freeze had left between the private and public sectors was now getting

larger. He advised that talks were continuing between Unison, Unite and the GMB because some employees had been offered nothing.

**Resolved** that the report be noted.

**12. Cleaning Contract – Ocean CC Update**

Mr Foster updated the Panel on the cleaning contract the Council had with Ocean CC. He advised that health and safety and management in general of this company were sub-standard and that staff morale was poor.

Mr Foster hoped that the Council would be able to bring the cleaning contract in house in due course, with a report expected to be submitted to the Executive in January 2015.

Mr Thompson, Head of Housing and Property Services, advised that officers were keen to terminate the contract with Ocean CC because there was a discrepancy between what they were providing and what they had tendered for originally. The company were requesting that consumables had to be provided and had not factored this in to their tender.


Mr Foster advised that there had been a high loss of staff who were struggling on the basic minimum wage.

Ms Dolphin advised that a meeting was due to take place shortly to discuss the potential to TUPE staff across and to bring in a substitute company in the meantime.

Councillor Kinson advised that whilst he was mindful that the Council needed to keep costs of services down, the cheapest contract was not always the best. Good quality management was a necessity and he hoped that the Executive report in January would flag up the failings with this company and provide a way forward.

**Resolved** that the update be noted.

(The meeting ended at 3.05 pm)

 <b>Members / Trades Union Joint Consultation &amp; Safety Panel</b> <b>- 18<sup>th</sup> March 2015</b>		<b>Agenda Item No.</b> <div style="text-align: right; font-size: 2em;"><b>4</b></div>
<b>Title</b>	Corporate Health & Safety	
<b>For further information about this report please contact</b>	(Ian Carden – Corporate Health & Safety Coordinator, WDC, Riverside House, Leamington Spa, tel: 456716)	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>		
<b>Background Papers</b>	Accident Reports	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No
<b>Equality &amp; Sustainability Impact Assessment Undertaken</b>	Yes/No (If No state why below)

<b>Officer/Councillor Approval</b>		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		
Head of Service		Richard Hall
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
<b>Consultation &amp; Community Engagement</b>		
Insert details of any consultation undertaken or proposed to be undertaken with regard to this report.		
<b>Final Decision?</b>		Yes/No
<b>Suggested next steps (if not final decision please set out below)</b>		

1. **SUMMARY**

- 1.1 This document summarises employee lost working time accidents that were reported from the start of December 14 to the end of February 15 with a table below showing comparative accident data tracked over this same period.

2. **RECOMMENDATION**

- 2.1 That the contents of this report be noted.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 To summarise incidents for the period above, in a format that will hopefully be useful to members and staff and will allow comparative accident data to be tracked over time.

4. **POLICY FRAMEWORK & FIT FOR THE FUTURE**

- 4.1 The Council's Health & Safety Policy and Codes of Practice continue to follow the HSE's guidance recently revised document HSG65 –'Managing for Health & Safety', complying with legislation and the various codes of practice.

5. **BUDGETARY FRAMEWORK**

- 5.1 Remedial works undertaken within existing resources. However, Lost Working Time as a result of workplace accidents is a hidden cost to the Council, as staff will be unable to work whilst they recover from the accident.

6. **RISKS**

- 6.1 There is significant risk to the organization if health and safety is not managed effectively.

7. **ALTERNATIVE OPTION CONSIDERED**

- 7.1 Not Applicable

## 8. BACKGROUND

### 8.1 Lost Working Time Accidents from start of Dec 14 – end of Feb 15

TYPE OF ACCIDENT – WDC EMPLOYEE	NUMBER OF ACCIDENTS
Slips, Trips and Falls	2

NUMBER OF WDC EMPLOYEE LOST TIME ACCIDENTS
2

#### ***Slips, Trips and Falls***

Staff Member of Housing & Property Services at Riverside House on 5th January 15.

The employee was walking down the stairs in stairwell B from level 4 to level 3 when her right foot gave way three stairs from the bottom of landing level causing her left foot to twist and end under her during the fall. The employee did not hit her head during the fall. She was holding a booklet in her left hand and was unsure whether she was holding the hand rail with her right hand. The employee was taken to hospital with a suspected fracture. After attending a fractures clinic the injury was classed as severely bruised.

6 working days were lost due to the incident and for the purposes of HSE reporting requirements, the accident was reported to the HSE as per RIDDOR Regulations (report no.2C788CCD37D7BFB) as a Drs note was issued for 14 days, the employee returned to her Drs and a return to work note was issued after 6 days.

#### **Actions –**

The accident was investigated. The Corporate H&S Coordinator visited the scene Stairwell B level 4.

Upon visiting the site to investigate the accident, no fault was found on the Stairs or the Stairwell which was lit with an appropriate level of lighting. The employee's injuries resulted from their leg going under her body as she fell and the most likely cause of the accident was human error on the part of the employee.

No further action required.

#### ***Slips, Trips and Falls***

Staff Member of Housing and Property Services at Tannery Court on 29<sup>th</sup> January 2015.

On the above date, the employee was walking to her car in Tannery Court Car park when she slipped on ice in the car park which was untreated landing on her right side causing bruising to right elbow and side

At present 30 working days have been lost due to the incident. The incident



was reported to the HSE under RIDDOR, as it is over the 7 day reporting threshold. RIDDOR report number 51C37AEF35. At present the employee has not returned to work.

**Actions -**

No investigation has taken place due to the employee being off. Once the employee has returned to work the Corporate H&S Coordinator will visit the employee to ascertain the facts and report back to the next meeting any findings and recommendations.