

# MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Monday, 15 March 2004, at the Town Hall, Royal Leamington Spa at 4.30 p.m.

## **PRESENT:**

**Employers' side:** Councillors Copping, Holland and Short.

**Trades Unions' side:** Mr A Rybicki (Chair); Mr A Crump, Mr A E Foster and Mrs J Webb.

## **998. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **999. MINUTES AND MATTERS ARISING**

The minutes of the meeting held on 14 January 2004, having been printed and circulated, were taken as read and signed by the Chair as a correct record.

With reference to Minute Number 777 recommendation 2, a request for a report into lone working at the crematorium, Unison asked for confirmation of the reasons why this report was not submitted to the meeting. In response Unison were informed that the report was not submitted as research was still ongoing at the time of publication for the agenda. However this was now complete and would be submitted to the next meeting in July.

## **1000. ACCIDENT REPORT**

The Forum considered a report from the Health and Safety Advisor advising Members of the accidents to personnel during the period 1 January to 3 March 2004.

During this period, there were no accidents requiring statutory notification. However, there were three other accident notifications received during the period and two potentially violent incidents were recorded.

Concern was expressed by Unison with regard to an incident in Housing reception which occurred in late February. In response, the meeting was informed that although the incident was in February the information was not passed to the Health & Safety Advisor until a few days after the event by which time there was not sufficient time to fully investigate the incident and report the findings to the meeting.

**RECOMMENDED** that

- (1) the contents of the report be noted; and
- (2) in future a paragraph be included within the report, which stipulates the number of incidents under investigation.

**1001. REVIEW OF THE YEAR**

The Committee considered a report from the Corporate Personnel Services providing them with a review of the items over the past year.

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

**1002. JOINT NEGOTIATION CONSULTATION AND COMMUNICATION**

The Panel considered a report from the Corporate Personnel Services presenting the Panel with a draft version of the agreement relating to joint negotiation, consultation and communication for their approval.

**RECOMMENDED** that

- (1) the proposed agreement, as amended, be recommended to the Employment Committee for adoption subject to the approval of the Standards Committee; and
- (2) the amendments to the constitution with regard to Member/Trades Unions Joint Consultation and Safety Panel, as outlined below, be recommended to the Standards Committee on 23 June for approval and adoption at Council on 14 July:-
  - (i) frequency of meetings – one meeting of the Panel shall be held quarterly;
  - (ii) functions – to receive and make recommendations on issues of health and safety;
  - (iii) rules and regulations – all documentation will be produced in reasonable time for consultation before the agenda is published. If new documentation is not produced in reasonable time for consultation, a future date will be agreed for implementation of any issues requiring consultation;
  - (iv) rules and regulations – the core of the Panel shall be four comprising of a minimum of two from each side.

**1003. SECURITY AT RIVERSIDE HOUSE**

The Panel considered a report from Corporate Personnel Services updating them on the outcome of the request for additional funds for a Security Guard at Riverside House.

At the meeting on 8 October 2003, the Panel had considered a report on the security at Riverside House with the Director of Customer Information and Advice.

The Panel recommended from that meeting that the employment of a Security Guard for Riverside House during office hours should be fully supported.

Additional funding for this proposal was sought through the appropriate Service Area Plan, which was from Members' Services and was considered by Audit and Resources Overview and Scrutiny Committee and the Executive as part of the budget setting process.

However additional funding was not found as part of the budgetary process and therefore not included in the final budget.

The Panel expressed disappointment at the inability to secure the additional funding for a Security Guard at Riverside House, although it is appreciated that this is due to the financial restraints on the Council at the moment;

**RECOMMENDED** that

- (1) the report be noted; and
- (2) a report for reviewing the current situation with regard for the need for a Security Guard at Riverside House, be submitted to the 6 October 2004 meeting.

**1004. CUSTOMER ACCESS BEST VALUE REVIEW**

The Panel considered the summary of the Customer Access Best Value Review with a view to making any comments as appropriate on this matter.

**RECOMMENDED** that the contents of the executive summary of the Customer Access Best Value Review be noted.

(The meeting ended at 5.43 p.m.).