

MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Monday, 28 July 2003, 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 Crump, Miss R Gray and Mr A Rybicki.

(Mr A Crump substituted for Mr A E Foster)

An apology for absence was received from Mrs J Webb.

270. APPOINTMENT OF CHAIR

Councillor Holland was appointed as joint Chair to represent the employer's side for the ensuing year.

(Councillors Hammon and Short abstained from voting on this item)

271. DECLARATIONS OF INTEREST

There were no declarations of interest.

272. MINUTES

The minutes of the meeting held on the 2 June 2003, having been printed and circulated were taken as read and signed by the Chair as a correct record.

273. ACCIDENT REPORT

The Panel considered a report from the Council's Health and Safety Adviser informing members of the accidents to personnel during the period 1 March 2003 to the 11 July 2003.

During this period there were no accidents requiring statutory notification. However, there were five other accident notifications received during the same period which did not require statutory notification.

Also during this period there were four violent or potentially violent incidents which occurred.

MEMBERS/TRADES UNIONS CONSULTATION AND SAFETY PANEL (Continued)

Unison expressed concern at the potential for a serious violent incident to happen at Riverside House and they felt that this could be avoided by the employment of a concierge/porter. Members also expressed concern over the number of incidents happening at Riverside house and agreed that it needed investigating further.

Both sides of the forum also agreed that there was a potential for unauthorised entry to the building via the staff entrance and delivery doors, which perhaps could be reduced if a person was in place to deal with deliveries as they arrived at Riverside House.

RESOLVED that

- (1) the report be noted; and
- (2) a report be submitted, from the Director of Customer Information and Advice, with advice from the Councils Health & Safety Advisor, to the next meet of the Panel, detailing the following;
 - (i) all the recorded violent and potentially violent incidents which have happened at Riverside House since the council moved in;
 - (ii) what action has been taken to avoid further incidents happening at Riverside House;
 - (iii) what procedures/security arrangements are currently in place at Riverside House, both during and outside office hours;
 - (iv) a needs analysis of what steps could/should be taken to prevent further incidents; and
 - (v) details of any thefts which have taken place during both during and out of office hours and how the person(s) gained access to the building if known.

274. TIME OFF AGREEMENT

The Panel considered a report from Corporate Personnel Services seeking agreement on the proposed changes to the agreement for granting time off arrangements to the recognised trade unions at Warwick District Council.

The Panel considered a report from Unison at their previous meeting, that had proposed amendments existing time off agreement.

MEMBERS/TRADES UNIONS CONSULTATION AND SAFETY PANEL (Continued)

The minutes of the meeting stated that the item should be deferred to allow Unison time to produce a complete draft agreement including accurate membership details within Warwick District Council and to allow them time to hold further consultations with both MPO/GMB and Karen Pearce.

Unison had now produced a set of proposals and indicated that the current membership was 360 direct employee members.

MPO/GMB commented that they had not been consulted further by Unison on these proposals, however, their observations were included within the report.

RESOLVED that

- (1) the wording of paragraph 6, 7 and 8 of the agreement between Warwick District Council and recognised Trade Unions for time off agreements for Union duties be amended to;

- (i) Section 6 Conferences

for 5 days attendance once per year by each of a maximum of two union representatives (for Unison, one for MPO, one for GMB) subject to prior approval by the relevant Business Unit Heads, giving as much advanced notice as is reasonable in all the circumstances

- (ii) Section 7 Training

dependant upon as much advanced notice as is reasonable in all the circumstances reasonable time off be afforded to Branch Officers and Service Representatives to attend relevant training courses, subject to the prior approval of the Head of Service.

Each Union will produce a training plan following their annual branch elections to the Joint Panel for approval

- (iii) 8 Secretary

Unison to be represented by their branch secretary (ies) having a total of two days per week for union activities concerned only with matters relating to directly employed members working within Warwick District Council.

MEMBERS/TRADES UNIONS CONSULTATION AND SAFETY PANEL (Continued)

MPO:GMB to have a minimum of 14 hours per fortnight to be used as needed depending on the number of members. These arrangements will be subject to:-

- All day to day member problems (whether or not involving contact with WDC management) AND all union related administration to be dealt with by the Secretary in the nominated hours/ on the nominated days.
- General liaison on union related matters by WDC management is with the Secretary within this time allocation.
- Time off to attend conferences and/or training is additional to nominated hours during the week in question.

In the absence of a Union Secretary due to sickness for more than four full weeks, the allocated time will be transferred to an appropriate union representative with the approval of the relevant Business Unit Head, on a pro rata basis; and

- (2) depending on successful negotiations for a contribution from Unison Local Branch an additional day is approved subject to:
 - (i) a contribution to be made from the Unison branch office for the cost of this time; and
 - (ii) a review is undertaken in one year to ascertain the necessity for continuing the extra 0.5 day for the UNISON Branch secretary and 0.5 day for the UNISON Learning Representative.

(The meeting ended at 5.27 p.m.).

I:\secs\members\Minutes\memberstrade28.7.doc