

Members/Trades Unions Joint Consultation & Safety Panel

Minutes of the meeting held on Wednesday 7 March 2018, at the Town Hall, Royal Leamington Spa at 4.30pm.

Present:

Employers' representatives: Councillors Coker, Heath and Parkins.

Trades Unions' representatives: Mr Crump and Mr Lynch.

Also Present: Mrs Dury (Committee Services Officer), Mr Carden (Building Manager & H&S Co-ordinator), Mrs Dolphin (HR Manager), and Mrs Rolfe (Head of Health & Community Protection).

It was the Unions' representative's turn to Chair the meeting so Mr Crump took the Chair.

The Chair informed everyone that Mr Daniel Mulryan had taken over the position of Mr Tony Foster as Unison Representative, following Mr Foster's retirement.

21. Apologies and Substitutes

- (a) An apology for absence was received from Mr Mulryan.
- (b) There were no substitutes.

22. Declarations of Interest

Councillor Parkins declared an interest to cover the whole of the meeting because she was a member of Unison and a Unison workplace representative.

23. Minutes

The minutes of the meeting held on 29 November 2017 were taken as read and signed by the Chairman as a correct record.

Part One **Health & Safety Matters**

24. Lone Working Policy Update / Corporate Health & Safety - Update

The Panel considered a report from Health & Community Protection which summarised the Council's current position in relation to Corporate Health & Safety.

The Panel asked for clarification on what constituted "competent persons" stipulated at paragraph 3.14 of the report, and was informed that in the case of the Council, the people nominated as "competent persons" were the

Head of Health & Community Protection and also the Corporate Health & Safety Co-ordinator.

The Panel discussed lone working and was informed that the Council was in the process of writing a new policy for lone workers and sourcing appropriate software, body cameras and making more use of radios to help keep lone workers safe.

Recommended that Employment Committee amends the terms of reference for MTU to ensure that we are compliant with The Safety Representatives and Safety Committees Regulations 1977 the following statement has to be added to the Members Trade Union Terms and Conditions:

“To assess and make recommendations to the body corporate on issues of health and safety. In particular on:

- Reports regarding the health safety and welfare of employees.
- Health and safety developments, plans, projects and policies.
- The introduction of any measure which sustainably affects the health and safety of employees.
- The provision of health and safety training.
- Arrangements for appointing ‘competent persons’ in accordance with the management of health and safety at work regulations.
- Adequacy of health and safety communications.”

Resolved that the report be noted.

Part Two **Joint Consultative Matters**

25. **People Strategy Update**

The Human Resources Manager gave a verbal briefing to the Panel on the work being undertaken by the People Strategy Steering Group. Of note was:

- The Corporate Apprenticeship Scheme had been implemented with huge enthusiasm from Heads of Service to provide opportunities for apprenticeships.
- The Council had increased the apprenticeship opportunities to 14 positions on the premise that not all these might be achieved.
- The Gender Pay Gap work had been completed and a report would be presented to the Employment Committee later in the month. The

work on this had revealed that, at this Council, there was not a significant gap in pay rates between men and women.

- Social Media Discrimination training for Councillors had been completed. Council staff would now be offered the training.

(The meeting ended at 5.08 pm)

CHAIR
30 May 2018