

# MEMBERS/TRADES UNIONS JOINT CONSULTATION AND SAFETY PANEL

Minutes of the meeting held on Thursday 8 September 2011, at the Town Hall, Royal Leamington Spa at 4.30pm.

## **PRESENT:**

Employers representatives: Councillors Barrott, Copping and Davies (Chairman).

Trades Unions representatives: Mr Bodill, Mr Chapleo, Mr Cooper, Mr Crump, Mr Foster, Ms Gould and Mr Lynch.

Also present: Alan Richardson, Karen Warren and Peter Dixon.

An apology for absence was received from Councillor Kirton.

## **8. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **9. MINUTES**

The minutes of the meeting held on 14 June 2011 were taken as read and signed by the Chairman as a correct record.

## **10. ACCIDENT REPORT**

The Panel considered a report from the Health and Safety Adviser which gave details of one accident which had occurred during the period 1<sup>st</sup> February 2011 to 31<sup>st</sup> July 2011, and remedial action taken.

The Panel expressed concern over the age of table tennis tables at various Council sites and requested that the Health & Safety Advisor coordinate a review to establish whether they needed to be replaced.

**RESOLVED** that the report be noted.

## **11. PEOPLE STRATEGY STATEMENT 2011**

The Human Resources Manager reported that the Council had a strategy which had been in place since 2003 and which was updated annually, in consultation with the Unions. The latest version had already been commented on by Unions and was presented to the Panel for their comments.

The Panel discussed whether staff were offered appropriate levels of continuous professional development opportunities. Officers confirmed that budgets were in place, although they had been reduced due to two consecutive years of underspending. Human Resources managed an additional £10,000 which could be called upon if training budgets proved to be inadequate.

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**MINUTES (Continued)**

Some concern was expressed over the Council's succession planning, bearing in mind current curbs on recruitment and the fact that the workforce was ageing. Unions welcomed the People Strategy Statement for highlighting issues such as this. The Panel noted that it was expected that the Workforce Planning Diagnostic Pilot (see next item) would help the Council to address succession planning in a more systematic way, as well as providing other benefits.

The Panel noted that the People Strategy Statement 2011 was due to be presented to the Employment Committee, after which time it would be adopted.

**12. WORKFORCE PLANNING DIAGNOSTIC PILOT**

Members were informed that Birmingham City Council had developed a diagnostic tool and had requested volunteers to be involved in a pilot, at no cost. Warwick District had volunteered and been accepted.

The Human Resources Manager had received an extensive questionnaire on the Council's current status and had been involved in one meeting to date. The Unions expressed interest in future involvement, so the Human Resources Manager agreed to contact Mr Cooper, Mr Chapleo and Mr Lynch when she had further information.

(The meeting ended at 5.10pm)