

**DRAFT MINUTES  
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Wednesday, 27th February, 2013**

Councillor Steve Ainley (Chair)

Councillors:	Emily Bailey(A)	Paul Key
	John Parr	Roland Spencer(a)
	Sarah Tomlinson	John Truscott
	<b>UNISON</b>	
	Gill Morley	Alan Green

Officers in Attendance: J. Robinson, D. Archer, J. Ansell.

**44 APOLOGIES FOR ABSENCE.**

Apologies were received from Councillor Bailey (who would be late) and Spencer and from Alison Markowski (UNISON).

**45 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETINGS HELD ON 28 NOVEMBER 2012 AND 24 JANUARY 2013.**

**RESOLVED:**

1. That the minutes of the meeting held on 28 November 2012 be approved as a correct record.

2. That the minutes of the meeting held on 24 January 2013 be approved subject to the following amendment:

i. Minute 41- That the Committee resolved to request that the Appointments and Conditions of Service Committee approve the proposed minor policy amendments, with the following two further minor recommended amendments:

- That the need for managers to adopt an understanding approach to employees who may have taken part in particularly demanding call-out duties and who are required to work the following day is emphasised in the policy. (Section 5.2)
- That the policy wording is clarified to indicate that that the rest periods to be applied following a call-out are the minimum that should normally be applied (Section 5.4).

**46 DECLARATION OF INTERESTS.**

None.

**47 HEALTH AND SAFETY ANNUAL REPORT**

The Council Safety Officer presented the 2011/12 Annual Health and Safety report and informed Members of current activity in the area.

Members were informed that the 2012/13 Annual Health and Safety report would be available in June 2013.

The Safety Officer endorsed the recent staff Health Fair and provided information gathered during the exercise.

The need for a regular Health and Safety report was discussed.

It was proposed that a standing agenda item be introduced, under which the most recent minutes of the Corporate Health and Safety Group meeting are considered.

**RESOLVED:**

1. To thank the Safety Officer.
2. To request that Health and Safety be added to the Committee's Agendas as a standing item, going forward.
3. To support further work to address levels of obesity within the Council.

**48 SICKNESS ABSENCE; CURRENT ISSUES FOCUSING ON:**

The Service Manager, Organisational Development, updated Members on the current sickness levels and trends.

Members were informed that the new Sickness Reporting Procedures had been implemented as of 1st Jan 2013

The Chair highlighted the need to ensure, through early liaison with Service Managers and also through training, that appropriate dialogue takes place between supervisor and employee when completing the sickness reporting form

**RESOLVED:**

To request that the Chief Executive return to a future meeting to update Members as to actions taken and progress to address issues of sickness, particularly in Waste Services and Parks and Street Care.

- 49 STAFFING ISSUES, CURRENT ISSUES INCLUDING:**
- AWARDS AND RECOGNITION
  - FORTHCOMING EVENTS
  - EMPLOYEE RELATIONS
  - OTHER ISSUES OF CURRENT RELEVANCE/ INTEREST

The Chief Executive informed Members of recent briefings that he had delivered across the Council to allay staff anxieties regarding budget cuts.

The Chief Executive also acknowledged that Members have requested that Gedling Borough Council pay the Living Wage. As a result, the Chief Financial Officer and Service Manager, Organisational Development, will be investigating how the Council might be able to take steps towards achieving this, which may include the removal of the bottom pay scale point from 1 April 2013.

**RESOLVED:**

To note the information.

- 50 ANY MINOR CHANGES TO ESTABLISHMENT THAT HAVE BEEN AGREED BY THE CHAIR AND TRADE UNIONS FOR IMPLEMENTATION OUTSIDE THE FULL JCSC PROCESS.**

None.

- 51 ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS URGENT.**

None.