

# Agenda

## Joint Consultative and Safety Committee

Date: **Monday 24 November 2025**

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Time: **5.30 pm**

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Place: **Council Chamber**

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For any further information please contact:

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# Joint Consultative and Safety Committee

## Membership

**Chair** Councillor Jim Creamer

**Vice-Chair** Councillor Roxanne Ellis

Councillor Boyd Elliott  
Councillor Paul Hughes  
Councillor Ron McCrossen  
Councillor Alex Scroggie  
Councillor Jane Allen

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Responsibility of committee:

Providing a forum for discussion and consultation between the Council and Trade Union representatives on matters affecting the Council's employees. Such matters to include but not limited to:

- 1) Employee terms and conditions; and
- 2) Employee health and well-being; and
- 3) Health and Safety of employees.

# AGENDA

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- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meeting held on 22 April, 11 July and 26 August.** 5 - 11
- 3 **Declaration of Interests.**
- 4 **Any other item which the Chair considers urgent.**
- 5 **Exclusion of the Press and Public.**  
To move that under Section 100(A)(4) of the Local Government Act 1972 the public and press be excluded from the meeting during consideration of the ensuing reports on the grounds that the reports involve the likely disclosure of exempt information as defined in Paragraphs 1, 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 6 **Consultation Closure Report - Customer Services.** 13 - 49  
Report of the Director of Transformation.
- 7 **Consultation Closure Report - Depot Admin.** 51 - 92  
Report of the Director of Operations.
- 8 **Disclosing Barring Service Policy Review.** 93 - 110  
Report of the Assistant Director of Workforce.

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## **MINUTES JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Tuesday 22 April 2025**

Councillor Jim Creamer (Chair)

Present: Councillor Roxanne Ellis                      Councillor Catherine Pope  
              Councillor Paul Hughes                    Councillor Jane Walker  
              Councillor Darren Maltby

Unison: Susan Buchanan  
              Alison Hunt

GMB: Craig Thomson

Absent: Councillor Alex Scroggie

Officers in Attendance: M Avery, B Hopewell, J Lovett and L Squires

### **69            APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

None received.

### **70            TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 12 MARCH 2024.**

#### **RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved, pending a minor amendment to the attendance details, as a correct record.

### **71            DECLARATION OF INTERESTS.**

None.

### **72            ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

### **73            EXCLUSION OF THE PRESS AND PUBLIC.**

#### **RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the

public and press be excluded from the meeting during the consideration of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraphs 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

**74                    CONSULTATION                    CLOSURE:                    PUBLIC                    PROTECTION  
RESTRUCTURE.**

The Director of Place introduced a report, which had been circulated in advance of the meeting, seeking to close formal consultation on proposals to alter the structure of the Public Protection Department.

Councillor Ellis joined the meeting.

Members made comments and sought clarification on the implications of the proposals from the Director of Place.

Members expressed concern that GMB had not been consulted on the proposed Public Protection restructure.

The Director of Place explained that it was an unfortunate oversight and that GMB had been granted an additional 14 days to make comment on the proposed restructure.

**RESOLVED to:**

- 1) Receive comments from employees and the Unison trade union;
- 2) Submit the comments and comments made by the Joint Consultative and Safety Committee to the Chief Executive for consideration, prior to the implementation of any changes; and
- 3) Allow a further 14 days for the GMB trade Union to make comments. On receipt of any comments, the Chief Executive shall determine whether the comments raised any materially different issues which should be considered at a future meeting of the JCSC, prior to the implementation of any changes.

The meeting finished at 6.10 pm

Signed by Chair:  
Date:

**MINUTES  
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Friday 11 July 2025**

Councillor Jim Creamer (Chair)

Present: Councillor Roxanne Ellis                      Councillor Andrew Ellwood  
            Councillor Rachael Ellis                     Councillor Alex Scroggie

Unison: Susan Buchanan

Absent: Councillor Ron McCrossen, Councillor Catherine Pope, Councillor  
            Clive Towsey-Hinton and Councillor Jane Walker

Officers in Attendance: B Hopewell, K Lindley and J Lovett

**1            APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillors Hughes, Pope and Walker. Councillors Rachael Ellis and Andrew Ellwood attended as substitute.

**2            TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 03 JUNE 2025.**

**RESOLVED:**

To defer the decision until the next meeting.

**3            DECLARATION OF INTERESTS.**

None.

**4            ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

**5            EXCLUSION OF THE PRESS AND PUBLIC.**

Councillor Roxanne Ellis joined the meeting.

**RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration

of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

**6 CONSULTATION CLOSURE - COMMUNICATIONS AND COMMUNITIES RESTRUCTURE.**

The Director of Transformation introduced a report, which had been circulated in advance of the meeting, seeking to close formal consultation on the proposals to merge and alter the structure of the Communities and Communications teams.

Members recommended that the Chief Executive considered an increase in hours in relation to the proposed Grant, Bid and Community Facilitator and/or the Internal Communications and Engagement Officer posts based on a suggestion made by a member of the team who suggested that:

“A job share is looked at, and the current hours that have been offered for the posts are increased to support two people. This will preserve both of the skills in both teams, that blended together will work well.”

**RESOLVED to:**

- 1) Receive comments from employees and trade union representatives;  
and
- 2) Make recommendation for the Chief Executive to consider the suggestion for an increase in hours in relation to the proposed Grant, Bid and Community Facilitator and/or the Internal Communications and Engagement Officer posts.

The meeting finished at 6.02 pm

Signed by Chair:  
Date:



**MINUTES  
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Tuesday 26 August 2025**

Councillor Jim Creamer (Chair)

Present: Councillor Roxanne Ellis Councillor Darren Maltby  
Councillor Paul Hughes Councillor Sam Smith

Unison: Alison Hunt

Absent: Councillor Boyd Elliott, Councillor Ron McCrossen, Councillor Alex Scroggie and Councillor Jane Allen

Officers in Attendance: B Hopewell and J Lovett

**7 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillors

**8 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 11 JULY 2025.**

It was noted that there were too few Members that were present at the previous meeting to vote on this item.

**RESOLVED:**

To defer the decision until the next meeting of the Joint Consultative and Safety Committee.

**9 DECLARATION OF INTERESTS.**

None.

**10 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.**

None.

**11 EXCLUSION OF PUBLIC AND PRESS.**

**RESOLVED:**

That, the Members being satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information that under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during the consideration

of the ensuing report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

## **12 CONSULTATION CLOSURE - REVISED HR POLICIES**

The Assistant Director of Workforce introduced a report, which had been circulated in advance of the meeting, seeking approval from the Committee to close formal consultation on the revisions to policy changes in response to the changes in employment law for Sexual Harassment, and revisions to HR policies to improve effectiveness.

Members considered the sexual harassment policy and queried whether there were alternative reporting procedures available to staff where harassment was received from a manager.

It was noted that staff could approach HR in circumstances where they were unable to report through their manager.

Members considered the learning and development policy and asked how closely the policy aligned with those of other councils.

It was noted that this could be something to consider going forward. Members were pleased that the Council had been focussing on training and suggested contacting the TUC if we were looking for good training providers.

Members considered the Absence Management Policy and requested that staff were given skills assessments if they could not do their manual roles before having to leave the Council.

It was noted that HR conducts skills assessments throughout the different stages of absence to try to redeploy them rather than leave on sickness absence. There could be issues if the employees did not have the transferable skills required to align to available work.

Members noted that 3.1.4 second sentence, a space should be included between for and absence. It was agreed to amend this.

### **RESOLVED:**

To receive the comments and recommendations of the Joint Consultative and Safety Committee for consideration by the Appointments and Conditions of Service Committee, prior to its decision relating to the approval of and implementation of the changes to existing policies.

## **13 CURRENT GENERAL STAFFING MATTERS ( VERBAL REPORT - PAY AWARD 2025 ).**

The Assistant Director of Workforce delivered a verbal update, informing Members in summary of the agreed pay award for 2025-26.

**RESOLVED:**

To note the information provided.

The meeting finished at 6.12 pm

Signed by Chair:  
Date:

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