

# Agenda

## Joint Consultative and Safety Committee

Date: **Tuesday 17 February 2026**

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Time: **5.30 pm**

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Place: **Council Chamber**

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# Joint Consultative and Safety Committee

## Membership

**Chair** Councillor Jim Creamer

**Vice-Chair** Councillor Rachael 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

Page

- 1 **Apologies for Absence and Substitutions.**
- 2 **To approve, as a correct record, the minutes of the meetings held on 11 July, 26 August and 24 November 2025.** 5 - 12
- 3 **Declaration of Interests.**
- 4 **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 report on the grounds that the report involves the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 5 **HR Restructure - Consultation Closure Report** 13 - 67  
Report of the Assistant Director of Workforce
- 6 **Any other item which the Chair considers urgent.**

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

**Monday 24 November 2025**

Councillor Jim Creamer (Chair)

Present: Councillor Rachael Ellis                      Councillor Jane Allen  
            Councillor Paul Hughes

Unison: Susan Buchanan                                 Alison Hunt

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

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

**14 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillor McCrossen.

**15 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 22 APRIL, 11 JULY AND 26 AUGUST.**

It was noted that only the minutes of the meeting held on 22 April could be approved due to absences at previous meetings.

**RESOLVED:**

That the minutes of the meeting held on 22 April, having been circulated, be approved as a correct record.

**16 DECLARATION OF INTERESTS.**

None.

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

None.

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

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 1, 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

**19 CONSULTATION CLOSURE REPORT - CUSTOMER SERVICES**

The Director of Transformation introduced a report, which had been circulated in advance of the meeting, closing formal consultation on the proposals to reduce and reconfigure staffing in Customer Services.

No further comments or recommendations were received from Councillors for the consideration of the Chief Executive prior to authorising the implementation of any changes.

**RESOLVED to:**

Note the feedback from employees and trade union representatives made during the consultation period.

**20 CONSULTATION CLOSURE REPORT - DEPOT ADMIN**

The Director for Environment (Operations) introduced a report, which had been circulated in advance of the meeting, informing Members of the consultation closure on proposals to alter the structure of the Depot Admin Team.

No further comments or recommendations were made by Councillors for consideration by the Chief Executive who would authorise the implementation of any changes.

**RESOLVED to:**

Receive comments from employees and trade union representatives.

**21 DISCLOSING BARRING SERVICE POLICY REVIEW**

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 DBS policy.

**RESOLVED to:**

Acknowledge there was no feedback from the consultation period on the DBS Policy launched by the Appointments and Conditions of Service Committee on 18<sup>th</sup> June 2025.

The meeting finished at 6.04 pm

Signed by Chair:  
Date:

By virtue of paragraph(s) 1,2,3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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