

# Agenda

## Joint Consultative and Safety Committee

Date: **Tuesday 14 April 2026**

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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:

**Democratic Services**

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# Joint Consultative and Safety Committee

## Membership

**Chair** Councillor Jim Creamer

**Vice-Chair** Councillor Rachael Ellis

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

### **WEBCASTING NOTICE**

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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 26 August 2025 and 17 February 2026.** 5 - 10
- 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 2, 3 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.
- 5 **Revenues & Welfare Services Establishment Change Report.** 11 - 119  
Report of Assistant Director | Revenues & Welfare Services
- 6 **Report to JCSC - Richard Herrod Consultation.** 121 - 163  
Report of Conor Payne – Leisure Operations and Transformation Manager
- 7 **Any other item which the Chair considers urgent.**

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## 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**

**Tuesday 17 February 2026**

Councillor Jim Creamer (Chair)

Present: Councillor Rachael Ellis                      Councillor Alex Scroggie  
            Councillor Paul Hughes                     Councillor Jane Allen

Unison: Susan Buchanan                                Alison Hunt

Absent: Councillor Boyd Elliott and Councillor Ron McCrossen

Officers in Attendance: B Hopewell, J Lovett and A Snodin

**22 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

None.

**23 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETINGS HELD ON 11 JULY, 26 AUGUST AND 24 NOVEMBER 2025.**

**RESOLVED to:**

- 1) Approve the minutes of the meetings held on 11 July and 24 November as a correct record; and
- 2) Defer the decision of the minutes for the 26 August meeting until the next available committee.

**24 DECLARATION OF INTERESTS.**

None.

**25 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 1, 2 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**26 HR RESTRUCTURE - CONSULTATION CLOSURE REPORT**

The Assistant Director of Workforce introduced a report, which had been circulated in advance of the meeting, seeking approval to close formal consultation on proposals to restructure staffing in the HR Team.

**RESOLVED to:**

- 1) Note the feedback from employees and trade union representatives made during the consultation period; and
- 2) Note the report's submission for consideration by the Chief Executive who will authorise the implementation of any changes.

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

None.

The meeting finished at 6.31 pm

Signed by Chair:  
Date:

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