

**MINUTES  
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Tuesday 29 August 2017**

Councillor Alex Scroggie (Chair)

Present:	Councillor Emily Bailey Jay	Councillor Muriel Weisz
	Councillor Paul Feeney	Councillor Paul Wilkinson
	Councillor John Parr	Councillor Paul Stirland
Unison:	Alan Green	Alison Hunt

Absent: Councillor Tammy Bisset

Officers in Attendance: D Archer and L Parnell

**93 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.**

Apologies for absence were received from Councillor Bisset, who was substituted by Councillor Stirland.

**94 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 16 MAY 2017.**

**RESOLVED:**

That the minutes of the above meeting, having been circulated, be approved as a correct record.

**95 DECLARATION OF INTERESTS.**

None.

**96 HEALTH AND SAFETY ANNUAL REPORT**

The Health and Safety Officer presented a summary of the report, which had been circulated prior to the meeting.

**RESOLVED:**

To note the information.

**97 MINOR STAFFING STRUCTURE CHANGES**

The Service Manager, Organisational Development, presented the report, which had been circulated prior to the meeting, informing

Members of one minor change to the establishment which had been supported by trade unions.

**RESOLVED:**

To note the report.

**98 CURRENT STAFFING ISSUES**

The Service Manager, Organisational Development, presented the report, which had been circulated prior to the meeting, drawing Members attention to the forthcoming series of employee conferences focused on health and wellbeing and national pay bargaining.

**RESOLVED:**

To note the report.

**99 SICKNESS ABSENCE**

The Service Manager, Organisation Development, presented a report, which had been circulated prior to the meeting, informing Members of the current trends in sickness absence.

**RESOLVED:**

To note the report.

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

None.

**101 EXCLUSION OF 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 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

**102 ATTENDANCE MANAGEMENT - PROPOSED POLICY CHANGES**

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, seeking Committees support for recommendations made by the Senior Leadership Team in relation to absence management.

**RESOLVED:**

1. To offer support, in principle, for implementation of the proposals made by Senior Leadership Team and described in Section 3 of this report to:
  - Revise the policy documents relating to Attendance Management as set out in Annex C;
  - Adopt the redrafted letters shown at Annex B to be used when employees have reached “trigger points” in our procedure;
  - Review the effect of this policy in approximately one year’s time and report any findings back to this committee; and
2. To refer the recommendation on to the Appointments and Conditions of Service Committee which will determine the final policy of the Council.

The meeting finished at 6.15 pm

Signed by Chair:  
Date: