

**MINUTES
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

Tuesday 28 November 2017

Councillor Alex Scroggie (Chair)

Present: Councillor Emily Bailey Jay Councillor John Parr
 Councillor Tammy Bisset Councillor Muriel Weisz
 Councillor Paul Feeney Councillor Paul Wilkinson

Officers in Attendance: D Archer, S Beswick, A Dubberley, M Hill and
 S Retzlaff

103 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

None.

**104 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE
MEETING HELD ON 29 AUGUST 2017.**

RESOLVED:

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

105 DECLARATION OF INTERESTS.

None.

106 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 four reports 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.

107 LEISURE CENTRES- STAFFING PROPOSALS

The Service Manager for Leisure introduced a report, which had been circulated in advance of the meeting, making final recommendations on proposed changes to staffing at the Council's Leisure Centres.

Further comments received from affected staff since the agenda was printed were reported to members.

RESOLVED to:

- 1) Note the feedback received from staff and trade unions to the proposals;
- 2) Note the revised proposals contained in section 4 of the report and offer the following comments to the Chief Executive to consider:
 - a) In future should additional working hours become available at centres then steps should be taken to give affected post holders priority when recruitment takes place;
 - b) Officers should carefully monitor the effect of the changes both in terms of standards of cleanliness and customer satisfaction;
 - c) Ensure that adequate staffing arrangements are in place should a medical emergency arise at one of the centres;
 - d) Ensure that options to introduce self-service functions to customers are assessed to improve the customer experience; and
 - e) Concern was expressed that while Members appreciated the need for financial savings, the lower paid members of the workforce appeared to be exclusively affected by the proposals.
- 3) Support the recommendations for consideration by the Chief Executive who, under delegated authority, will authorise the implementation of changes with effect from 1st January 2018.

108

PAY STRATEGY

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, seeking views on a Pay Strategy that will be endorsed through the Appointments and Conditions of Service Committee as part of the annual Pay Policy Statement to be considered for approval by Full Council.

RESOLVED to:

- 1) Support the proposals made by Senior Leadership Team for implementation; and

- 2) Recommend that the Appointments and Conditions of Service Committee endorse the Pay Policy Statement in which the Pay Strategy will be contained and which will subsequently be considered by Full Council for approval.

109 NORMAL PAY DURING HOLIDAYS

The Service Manager Organisational Development introduced a report, which was circulated prior to the meeting, to formally close consultation on proposed implementation methods to recognise the requirement in law to make normal payments during a four-week period of annual leave each year.

RESOLVED:

To support the proposal and close consultation on the proposal identified to recognise all additional payments in the calculation of normal pay for the minimum four-week holiday period required in European law.

110 STAND-BY AND CALL OUT; POLICY REVIEW

The Service Manager Organisational Development introduced a report, which was circulated prior to the meeting, seeking views on local policy changes relating to the provision of out-of-hours' stand-by and call out arrangements before formal changes to policy are presented to the Appointments and Conditions of Service Committee.

RESOLVED to:

Confirm support the proposals made in sections 3.1- 3.4 of the report to introduce changes to the Stand-by and Call Out Policy within the timescales suggested and consequently to support the progression to the Appointments and Conditions of Service Committee of the revised Stand-by and Call Out Policy proposed at Appendix 4 to the report.

111 SICKNESS ABSENCE- TRENDS

The Service Manager, Organisational Development, presented the report, which had been circulated prior to the meeting, informing the Committee of the current levels of sickness absence in the organisation and to examine trends.

RESOLVED:

To note the information.

112 APPRENTICESHIP STRATEGY

The Service Manager Organisational Development presented a report, which had been circulated prior to the meeting, seeking comments on a draft Apprenticeship Strategy which would be required for when the Council begins hosting its own apprentices.

RESOLVED:

To support the strategy for inclusion in the suite of documents that supports the Council's Accredited Apprenticeship Centre.

113 GENDER PAY GAP

The Service Manager Organisational Development introduced a report, which had been circulated prior to the meeting, informing Members of the new requirement in law to publish information to show the gender pay gap within this, and other large organisations.

RESOLVED:

To note the information.

114 MINOR CHANGES TO ESTABLISHMENT

The Service Manager, Organisational Development, presented a report, which was circulated in advance of the meeting, which gave details of minor changes to the establishment.

RESOLVED:

To note the report.

115 CURRENT STAFFING ISSUES

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, which gave information about current issues affecting the workforce.

RESOLVED:

To note the report.

116 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 7.15 pm

Signed by Chair:
Date: