

**MINUTES  
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

**Tuesday 26 November 2013**

Councillor Steve Ainley (Chair)

Present:	Councillor Emily Bailey	Councillor Roland Spencer
	Councillor John Parr	Councillor John Truscott
Unison:	Alan Green	Gill Morley
	Alison Markowski	

Absent: Councillor Sarah Tomlinson

Officers in Attendance: D Archer, S Bray, L Parnell and B Saunders

**19 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor Tomlinson.

**20 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 27 AUGUST 2013.**

The Service Manager, Organisational Development, updated Members on the implementation of the Substance Misuse Policy, which, having been approved by the Appointments and Conditions of Service Committee, will come into force on the 1<sup>st</sup> of January 2014, and provided further information on the staff survey as requested by Members.

**RESOLVED:**

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

**21 DECLARATION OF INTERESTS.**

None.

**22 CURRENT HEALTH AND SAFETY ISSUES**

The Borough Health and Safety Officer provided a verbal report to Committee of his work over the quarter, including, but not limited to, training delivered, audits undertaken and accidents reported.

Members thanked the Health and Safety Officer for his work and wished him well for his retirement.

**RESOLVED:**

To note the information.

**23 FEEDBACK FROM EMPLOYEE CONFERENCE**

Consideration was given to a report of the Service Manager, Organisational Development, which had been circulated prior to the meeting, providing feedback from the recent Employee Conference.

**RESOLVED:**

To note the information.

**24 PROPOSAL TO INTRODUCE THE LIVING WAGE**

The Service Manager, Organisational Development, presented a report, which had been circulated prior to the meeting, informing the committee of the intention to pay the Living Wage from the 1<sup>st</sup> of April 2014 and confirming the process proposed for implementation.

**RESOLVED:**

To note the information.

**25 GEDLING BOROUGH COUNCIL TRAVEL PLAN**

Corporate Director, Stephen Bray, presented a report, which had been circulated prior to the meeting, seeking the Committees views on the draft Gedling Borough Council Travel Plan.

The Corporate Director invited the Committee to put forward their views and asked that any comments or suggestions be made no later than Friday the 13<sup>th</sup> of December 2013.

**RESOLVED:**

To note the information.

**26 CURRENT SICKNESS ABSENCE ISSUES**

The Service Manager, Organisational Development, presented a report, which has been circulated prior to the meeting, outlining current issues in sickness absence.

The Service Manager confirmed that a package of training had been delivered to Manager's in key areas, covering, among other things, effectively managing sickness absence.

**RESOLVED:**

To note the information.

**27 CURRENT STAFFING ISSUES**

Councillor Bailey left the meeting.

The Service Manager, Organisation Development, gave a verbal report on current staffing issues, including on the submission of an NJE pay claim by the Unions and the forthcoming training and employee awards due to be held on the 12<sup>th</sup> of December from 12.30pm.

**RESOLVED:**

To note the information.

**28 MINOR CHANGES TO THE ESTABLISHMENT THAT HAVE BEEN AGREED BY THE CHAIR AND TRADE UNIONS OUTSIDE OF THE FULL JCSC PROCESS.**

Consideration was given to a report of the Service Manager, Organisational Development, which had been circulated prior to the meeting, outlining minor changes to the Establishment that had been agreed by the Chair and Trade Unions.

The Chair discussed with Members the need to make decisions outside of the formal process on occasion and informed them, that going forward, he may consult them on such matters by email.

**RESOLVED:**

To note the information.

**29 ANY OTHER ITEM WHICH THE CHAIRMAN CONSIDERS URGENT.**

None.

The meeting finished at 6.55 pm

Signed by Chair:  
Date: