

**MINUTES
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

Tuesday 27 August 2019

Councillor Alex Scroggie (Chair)

Present: Councillor Roxanne Ellis Councillor Paul Wilkinson
 Councillor Paul Feeney Councillor Des Gibbons
 Councillor Helen Greensmith

Unison: Paul Gibbs Seb Wilkins

Absent: Councillor Boyd Elliott and Councillor Jennifer Thomas

Officers in Attendance: D Archer, G Ilett, M Hill and L Mellors

11 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Thomas, Councillor Gibbons attended as substitute.

12 DECLARATION OF INTERESTS.

None.

13 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 25 JUNE 2019.

RESOLVED:

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

14 HEALTH AND SAFETY ANNUAL REPORT 2018/19

The Health, Safety and Emergency Planning Officer introduced a report, which had been circulated prior to the meeting, to provide members with an annual report on matters relating to health and safety.

RESOLVED to:

- 1) Support the findings of the report and continue to recognise the importance of health and safety;
- 2) Note the report and the agreed SLT H&S action plan for 2019/20;

- 3) Note that SLT considered and agreed in June the HSEPO request for a corporate H&S training budget be established of £6000 per annum.
- 4) Note that SLT considered and agreed in June the HSEPO request for administration support to aid the delivery of eLearning, Asset Register updating, Training Matrix work, and AssessNET – risk assessment module full implementation; and
- 5) Note that SLT considered and agreed in June the HSEPO request for four weeks administration support to aid the delivery of occupational health surveillance.

15 SICKNESS ABSENCE

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, informing the Committee of the current levels of sickness absence in the organisation.

RESOLVED:

To note the report.

16 CURRENT STAFFING ISSUES

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, highlighting issues of particular interest that relate to the Council's workforce.

RESOLVED:

To note the report.

17 MINOR CHANGES TO THE ESTABLISHMENT

The Service Manager Organisational Development introduced a report, which had been circulated in advance of the meeting, informing the Committee of minor changes to the establishment agreed since the last meeting.

RESOLVED:

To note the report.

18 ANY OTHER ITEM WHICH THE CHAIR CONSIDERS URGENT.

None.

The meeting finished at 6.35 pm

Signed by Chair:

Date: