

**MINUTES
JOINT CONSULTATIVE AND SAFETY COMMITTEE**

Tuesday 16 June 2015

Councillor Alex Scroggie (Chair)

Present:	Councillor Emily Bailey	Councillor John Parr
	Councillor Tammy Bisset	Councillor Muriel Weisz
	Councillor Paul Feeney	Councillor Paul Wilkinson
Unison:	Alan Green	Gill Morley
	Alison Hunt	

Absent: Councillor Sarah Hewson

Officers in Attendance: D Archer, J Robinson and A Dubberley

1 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS.

Apologies for absence were received from Councillor Hewson with Councillor Bisset attending as substitute.

2 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2015.

RESOLVED:

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

3 DECLARATION OF INTERESTS.

None.

4 CURRENT STAFFING ISSUES AND MATTERS OF INTEREST.

The Chef Executive gave the committee a brief overview of the newly established organisational refresh programme, which aims to address a number of issues including overall satisfaction with the services that the Council provides and issues around staff satisfaction and well-being.

RESOLVED:

To note the information.

5 HEALTH, SAFETY AND WELFARE

The Health and Safety Officer presented a report, which had been circulated prior to the meeting, outlining current developments in his work.

RESOLVED:

To note the information.

6 PROPOSAL TO CHANGE CHRISTMAS HOLIDAY ARRANGEMENTS.

The Service Manager for Organisational Development presented a report, which had been circulated prior to the meeting, proposing alterations to staff leave arrangements over the Christmas period.

RESOLVED to:

- 1) Note and endorse the revised draft policy statement shown at Appendix 1 to the report
- 2) Recommend that the Appointments and Conditions of Service Committee adopts the report so that it becomes part of the terms and conditions of employment.

7 CURRENT TRENDS IN SICKNESS ABSENCE

The Service Manager for Organisational Development presented a report, which had been circulated prior to the meeting, summarising current trends in sickness absence including the full year's information.

Members were pleased to note an overall decrease in absence rates across the council and thanked the Service Manager for his efforts.

RESOLVED:

To note the report.

8 MINOR CHANGES TO THE ESTABLISHMENT AGREED OUTSIDE THE FORMAL FULL JCSC PROCESS.

For the benefit of new committee members, the Service Manager, Organisational Development, explained that a standing item for this committee was a report on minor staff changes that were agreed outside of the formal committee process.

No such changes had taken place since the last meeting.

RESOLVED:

To note the information.

9 ANY OTHER ITEM WHICH THE CHAIRMAN CONSIDERS URGENT.

None.

The meeting finished at 6.25 pm

Signed by Chair:
Date: