

BRECKLAND COUNCIL

At a Meeting of the

LOCAL JOINT CONSULTATIVE COMMITTEE

**Held on Thursday, 28 October 2010 at 10.00 am in
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Employers' Side

Mr R G Kybird
Mrs S M Matthews
Mr S Askew (Cabinet Rep)
Mr D R Williams JP (Chairman)
Mr K Martin

Staff Side

Mr M Broughton
Ms R Moreton
Ms S Smith
Mr D Wilder

In Attendance

Julie Britton	- Senior Committee Officer
Fay Tooke	- HR Advisor (Recruitment)
Kathryn Ralphs	- Human Resources Adviser
Jane Osborne	- Committee Officer

33/10 MINUTES

(a) Minute No : 32/10(b)

A Member was pleased to note that the recommendation for a Cabinet Member or an Executive Support Member to attend meetings of the LJCC had been recommended to General Purposes.

In response to a question about the outcome of the recommendation, JB advised that it had been agreed in principle at the Cabinet meeting on 19 October, 2010.

(b) Minutes

The Minutes of the meeting held on 16th September 2010 were confirmed as a correct record and signed by the Chairman.

34/10 APOLOGIES

Apologies for absence were received from Ms Z Waterford and Ms R Farman.

35/10 DECLARATION OF INTEREST

Mr D. Williams declared a personal interest in an item discussed under Any Other Business concerning the Employee Assistance Programme by virtue of his dealings as Redundancy Co-Ordinator with Job Centre Plus.

36/10 BRECKLAND HR POLICY REVIEW- TIMETABLE

KR explained HR Policy Review timetable and acknowledged that some policies were well overdue for review. The timetable had to be confirmed and was purely dependant on future LJCC dates

Action By

going into next year.

Referring to the Smoking Policy, MB pointed out that the LJCC had agreed that this Policy be reviewed after six months and not in two years as stated on the timetable. KR agreed with this point and would amend accordingly.

A Member knew that the Whistle Blowing Policy was currently being dealt with by the Audit Committee and asked why this particular one was being considered before it had been discussed by the LJCC. It was agreed that this matter be investigated by KR and reported back to the Chairman forthwith before the next Audit Committee meeting on 5 November 2010.

The Chairman believed that the policies themselves, given the different phases of the shared service agenda, would need to be reviewed regularly and earlier in some cases, and would need to be brought to the LJCC, on the odd occasion before the next administration. He felt that all policies should be reviewed by both Breckland and South Holland District Council and asked if the Shared Services Transition Team could be notified of this matter.

MB had noticed that there were a number of policies that pre-dated 2008 and had concerns with regard to the Flex Scheme Policy that had been reviewed, according to the timetable, in 2006. He was not aware of any changes to the scheme in 2006. KR assured the Committee that a review did not necessarily mean that there would be any amendments; it was just to ensure that all policies included in the timetable were fit for purpose.

MB also pointed out another anomaly with regard to the Staff Forum which had been agreed for review in September 2011 and not September 2012.

Stephen Askew, the Cabinet Representative, joined the meeting at this point.

RECOMMEND to the General Purposes Committee that the timetable be approved subject to the following amendments and requests :

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|-----|--|-----------|
| (1) | the review date of the Smoking Policy be changed to March 2011; | KR |
| (2) | the review date of the Staff Forum be changed to September 2011; | KR |
| (3) | HR to investigate why the Whistle Blowing Policy was being considered by the Audit Committee before the LJCC and to report the findings to the Chairman before the next meeting of the Audit Committee on 5 November 2010; | KR |
| (4) | LJCC to be notified of any policies going to any other Committee that affect staff; and | KR |

Action By

- (5) Subject to any influence made by the transformation, the Shared Services Transition Team be notified that all policies should be reviewed by both Breckland and South Holland District Council.

Action By
KR

37/10 HEALTH & SAFETY JOINT CONSULTATIVE GROUP: 28 SEPTEMBER 2010

MB had been informed that Keith Eccles the Building Control Services Manager for Capita Symonds had been invited to attend future meetings of the Health & Safety Group. He understood the reasoning behind this decision but wondered whether the same should be applied to the tenants based in Breckland House.

The Chairman agreed that Breckland Council had a duty of care to all its tenants and suggested that the Chief Executive be asked to write to all tenants concerned offering them the chance to attend the said Group. Members were informed that a Thetford representative had already recently joined the Health & Safety Group.

The Chairman had concerns about the health & safety issues that could arise for those staff having to travel to South Holland District Council. He asked if anything had been organised with regard to staff remaining in contact whilst commuting. In response, Members were informed that this matter had been discussed at the Health & Safety meetings and would be highlighted at the next All Staff Briefing.

It was agreed that mobile working should be formally monitored by the LJCC.

Referring to Home Working under Minute No. 15/10 ©, it was agreed that this would be an appropriate area for the Health & Safety Team to look at. It was agreed that the HR Team would look at the ARP model as an example.

RESOLVED that :

- (1) mobile working to be monitored by the LJCC; and
- (2) the HR Team to look at the ARP home-working model;
- (3) the Minutes of the Health & Safety Joint Consultative Group meeting held on 28 September 2010 be adopted

KR

KR

38/10 NEXT MEETING

It was noted that the next meeting would be held on Thursday, 9 December 2010 at 10.00 a.m in the Norfolk Room.

39/10 ANY OTHER BUSINESS

On behalf of Members, the Chairman expressed his thanks to Mark Broughton for his diligence to this Committee, and wished him all the best in his future career.

Shared Management Project

In the absence of the HR Manager, KR had been asked to provide an update regarding the Shared Management Project with South Holland and to obtain the Committee's views and thoughts.

KR explained that as part of the consultation process, a proposal would be put forward through the LJCC advising of an Employee Assistance Programme at a cost of £8.50 per person per year. Background information was provided.

The Chairman felt that this Programme was a waste of money as the Council could get such assistance free from Job Centre Plus. SS was astonished that the HR Team was unaware of the free help and advice that was available.

The Chairman provided Members and the HR Team with advice on a number of programmes and the funding available. SS mentioned the European Social Fund (ESF) that had a number of projects that were still on-going. The Chairman pointed out that certain criteria had to be met to qualify for ESF projects.

Accordingly, it was

RESOLVED that if redundancies were declared through the Shared Management Project :

- 1) Unison is to be kept informed; and
- 2) Emergency LJCC meetings to be convened as and when required

Action By

KR

The meeting closed at 10.40 am

CHAIRMAN

VICE-CHAIRMAN