

BRECKLAND COUNCIL

At a Meeting of the

LOCAL JOINT CONSULTATIVE COMMITTEE

**Held on Thursday, 15 December 2011 at 10.00 am in
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Employers' Side

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

Staff Side

Dr Z. Waterford (Vice-Chairman)
Ms S. Smith
Mr J Heaton
Ms S Owen

In Attendance

Natalie King	- HR Manager
Mark Stokes	- Deputy Chief Executive
Anthony Wright	- Building Services Manager
Jane Osborne	- Committee Officer
Vicky Thomson	- Assistant Director - Democratic Services
Brian Cox	- IT Consultant
Kathryn Ralphs	- Senior HR Advisor

39/11 MINUTES

The Chairman took the opportunity of reminding all those present that the LJCC was a private meeting with all items 'below the line' and therefore subject to confidentiality procedures.

(a) Minutes of the meeting held on 6 July 2011

The Minutes of the meeting held on 6 July 2011 were confirmed as a correct record and signed by the Chairman.

(b) Minutes of the meeting held on 8 September 2011

The Minutes of the meeting held on 8 September 2011 were confirmed as a correct record and signed by the Chairman.

40/11 APOLOGIES

Apologies for absence had been received from Richelle Morton. Richenda Farman was no longer a Member of the Committee. Sandra Owen and James Heaton were in attendance as substitutes.

41/11 CORPORATE HEALTH & SAFETY - JOINT CONSULTATIVE GROUP MINUTES

Anthony Wright, Building Services Manager advised of the recommendations from the Bunker & Business Continuity Task & Finish Group. The Bunker would not be used as an emergency centre or a temporary workplace. A fire alarm was now in place and the electrics had been isolated. Access was now formally controlled and only Caretakers were key holders.

Action By

Action By

The Chairman of the Bunker & Business Continuity Task & Finish Group, Cllr Kybird, stated that a further meeting of the Group was required.

The HR Manager clarified for the benefit of Members, Minute No. 62/11 paragraph 2, that Sharon Jones had referred to proposals being considered with regard to St Edmondsbury and Forest Heath.

Adoption

The Minutes of the Corporate Health & Safety Joint Consultative Group meeting held on 2 November 2011 be adopted.

42/11 CORPORATE HEALTH & SAFETY POLICY (STANDING ITEM)

Members asked that the Constitution be consulted with regard to where LJCC and General Purposes stood on health and safety and the formal discharge of Members' duties, and the result reported back to the next LJCC.

Procedures needed to be formally reviewed on a regular basis.

The HR Manager advised the Committee that HR and CMT had focused over the last six months on health and safety and she reassured Members that the overdue Policies and Procedures were being looked at. Breckland and South Holland were working jointly together on how the service could be delivered in the future. Documents had been looked at by Norfolk County Council but nothing had been consulted on yet. Members were advised that consultation would be carried out prior to reports submitted to LJCC.

**Jane
Osborne**

43/11 IT HEALTH & SAFETY TRAINING

The HR Manager advised that proposals were being considered as to how health and safety training could be better delivered in the future. She advised that a Homeworking Policy would be brought to the LJCC once it had been discussed by CMT.

In answer to concerns raised over mobile services and travelling, the Deputy Chief Executive was mindful of the long journeys now undertaken by some staff, and with some South Holland meetings taking place in the evenings, this resulted in very long days. The Chairman said that sufficient breaks must be accounted for and no one should drive when tired.

44/11 LEGISLATION UPDATE (STANDING ITEM)

The Senior HR Advisor advised that in October 2011 the minimum wage had increased to £6.08 per hour for workers 21 and over. She confirmed that if appropriate, staff on Grade 12 had received the increase.

As from 1 October 2011, Agency workers were entitled to new

employment rights.

As from April 2012 the qualifying period for unfair dismissal would be increased from one year to two years.

45/11 COMMUNITY SERVICES RESTRUCTURING

The Deputy Chief Executive presented his report and stated that there were no shared services posts within the proposal. He would clarify the grade for one Officer post shown on page 17 of the Agenda as being Grade 8, as on page 18 it was shown as Grade 7. Formal consultation had not been embarked on yet.

Zandra Waterford was concerned about the timetable and asked that all were mindful of the consultation timetable as potential decisions could affect South Holland staff. The Deputy Chief Executive made it clear that there were no shared service positions within the Community Development Restructure Proposals Report, and assured the Committee that with regard to any shared element within any report, consultation would take place with Unions prior to reports coming to LJCC; the HR Manager also confirmed that no reports had been or would be brought to LJCC before Unions had been consulted with.

Zandra Waterford asked that both Unions were briefed together with regard to shared services. The HR Manager believed that this had happened. However Zandra Waterford said that with regard to the Unison briefing on 6 December, whilst the Union had been told that items would be on the LJCC Agenda, they had not been made aware of comments within the reports or discussed them before they came to the meeting. The HR Manager stated that meetings had taken place on all the proposed restructures and consultation documents had been emailed to them, but she was happy to meet with her and Unison outside of the meeting to discuss the matter.

Unison had met with South Holland on 14 December where the decision was reached that it would be more productive if consultations were carried out together. The Deputy Chief Executive confirmed again, that whilst no shared services were within the Community Development Report, consultations would be carried out together in future.

Zandra Waterford asked if proposal meetings could be scheduled in early and that it would be useful if Trade Union briefings could be flagged up as early as possible with a months being given to them. As she was not aware whether she would be available on the 9 January 2012 for the Trade Union Briefing, the Chair made it clear that someone needed to be present to be able to consult with. The HR Manager said that diary meetings were scheduled.

RECOMMEND to the General Purposes Committee that the recommendation be approved.

Action By

Action By

46/11 ICT REVIEW

The HR Manager advised that the recommendations within the report had changed and the recommendation from LJCC to General Purposes should be to approve the new ICT staff structure subject to consultation and to agree the commencement of the consultation process. The second recommendation, "to agree results of the JE process and financial implications" was to be removed.

The HR Manager explained that a job evaluation process was undertaken with every proposed re-structure.

Brian Cox, Interim ICT Management presented his report and stated that there were no shared service posts within the proposal.

Zandra Waterford raised her concern that the Union had only been shown the consultation documents 2-3 days previous to the LJCC, but the HR Manager disagreed with that, and would speak to her outside the meeting.

RECOMMEND to the General Purposes Committee that the following recommendations be approved :

1. Approve the new ICT staff structure subject to consultation
2. Agree the commencement of the consultation process

47/11 LEGAL REVIEW

The Assistant Director, Democratic Services presented her report. Consultation had included the Unions, and the HR Manager stated that the Unions could be met with before the report went to the General Purposes Committee on 4 January 2012. South Holland had not raised any major issues.

RECOMMEND to the General Purposes Committee that Recommendation (a) contained within the report be approved, subject to staff side consultation taking place after the General Purposes Committee on 4 January 2012.

The Members felt it was inappropriate for LJCC to undertake Recommendation (b) of the report.

48/11 HR REVIEW

The HR Manager presented her report, and explained the Timetable had been shared with Unison with the proposed implementation of the new structure being March 2012 inline with the other reports presented. At the next LJCC on 26 January 2012, she would present a report on a proposed Trading Unit.

Concern was raised with regard to out of date policies. The HR Manager advised that policies and procedures were reviewed by HR bi-annually and they were currently working with South Holland to look at all policies and a separate project would be undertaken with them on those. The Chairman requested that in

Action By

future a standard item be put on the agenda which covered policy reviews, and that a policy matrix be brought to the LJCC on 26 January.

RECOMMEND to the General Purposes Committee that Recommendation (A) of the HR Review be approved subject to staff side consultation taking place after the General Purposes Committee on 4 January 2012.

Members felt it was inappropriate for LJCC to undertake Recommendation (B) of the report.

49/11 NEXT MEETING

The arrangements for the next meeting on 26 January 2012 were noted.

As the Council meeting scheduled for 28 February 2012 had been rescheduled to take place on 23 February 2012, the LJCC being held on the same day would commence once the Council meeting had finished.

50/11 ANY OTHER BUSINESS

The Building Services Manager advised the Committee of work carried out following the flooding in the basement at Breckland House, Thetford on 28 June 2011, which due to substantial heavy rainfall had resulted in the overflowing of gutters and was the reason for the ingress of water into the building.

To mitigate the ingress of water in the future, actions had been implemented during the week following the flood as follows :,

- There was now planned maintenance to clear/clean gutters, gullies and gratings
- Contractors cleared channels and gratings
- The Caretakers had been provided with drainage rods
- Sand bags have been replaced with gel bags
- A larger down pipe had been installed
- Daily inspections were carried out by the Caretakers on the gratings and gullies
- Dado trunking had been installed in place of the floor power sockets
- A contingency plan was in place if the Caretakers were not available

There being no further business, the Chairman wished everyone a Happy Christmas and all the best for 2012.

The meeting closed at 11.45 am

CHAIRMAN

VICE-CHAIRMAN