

BRECKLAND COUNCIL

At a Meeting of the

LOCAL JOINT CONSULTATIVE COMMITTEE

**Held on Thursday, 26 September 2013 at 10.00 am in
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

PRESENT

Employers' Side

Mr R.G. Kybird
Mr K. Martin
Mrs S.M. Matthews
Mr M J Nairn (Substitute Member)

Staff Side

Mr J. Heaton (Substitute Member)
Ms S. Smith
Mrs L. Warmer (Substitute Member)

Also Present

Mrs L.S. Turner – Executive Member for Community and Environmental Services

In Attendance

Ruth Hassall - HR Manager
Helen McAleer - Senior Committee Officer
Dale Robinson - Interim Environmental Services Manager

Action By

32/13 CHAIRMAN

In the absence of the Chairman and Vice-Chairman, Robert Kybird was appointed Chairman for the meeting.

Councillor Kybird in the Chair

33/13 MINUTES (AGENDA ITEM 1)

The Minutes of the meeting held on 11 July 2013 were confirmed as a correct record and signed by the Chairman and James Heaton, on behalf of the Vice-Chairman.

34/13 APOLOGIES (AGENDA ITEM 2)

Apologies for absence were received from Councillor David Williams, Zandra Waterford, Sandra Owen and Richelle Moreton.

Dale Wilder was not present as he was part of the Environmental Services team directly affected by Agenda Item 5.

Councillor Mike Nairn, James Heaton and Lindy Warmer were present as Substitute Members.

35/13 CORPORATE HEALTH & SAFETY JOINT CONSULTATIVE GROUP (AGENDA ITEM 4)

Ruth Hassall, HR Manager and Chairman of the Corporate Health & Safety Joint Consultative Group presented the Minutes.

Action By

She drew attention to the Group's response to the reference from the LJCC regarding defibrillators and advised that they would be considered as part of a wider review of Health and Safety (H&S) to be carried out by Norfolk County Council (NCC).

The Chairman asked if NCC were the Council's H&S advisors and whether that worked well and the HR Manager explained that it had previously been proposed that H&S responsibility should be delegated to Line Managers with NCC support. The review by NCC would determine whether that model was adequate.

The Chairman was concerned at the lack of a single point of responsibility although ultimately the Head of Paid Service held that position. The HR Manager agreed that it was unclear who had responsibility for what. The review would identify if there was a need to have an individual to oversee H&S and advise Managers on the areas they needed to address.

The Chairman asked for the review report to be presented to the Committee. He also asked about the induction process for new employees.

**Ruth
Hassall**

It was confirmed that H&S was covered in the Corporate Induction programme in a brief overview of responsibilities.

Lindy Warmer noted that existing staff were not up-to-date about what to do if an accident or incident occurred. She suggested that they could be updated at an All Staff Briefing.

Councillor Nairn asked what training Line Managers had received and was advised that when the responsibility was first devolved all Line Managers had attended a half day training course. However, new Managers recruited since then had not received that training.

He also asked how changes in legislation were notified and the HR Manager said that Managers would be made aware of the salient points of any changes by the Corporate H&SJCG.

Members went on to discuss other H&S aspects such as workstation set-up, first aiders, fire marshals and who to contact about accidents occurring when staff or Councillors were carrying out Council duties either on or off Council premises.

It was agreed that information about First Aiders should be put onto the intranet for ease of access by all staff.

**Ruth
Hassall**

It was also agreed that the access arrangements to the Conference Suite should be investigated by the H&SJCG. There was currently no procedure in place to require an individual to take responsibility for checking the building before leaving following evening meetings.

Action By

Some areas, such as dealing with emergencies, were being covered by the Business Continuity review that was still on-going and it was agreed that the new Business Continuity Officer should be invited to the next meeting.

James Heaton raised concern about mention in the Minutes that Fire Marshals were not being allowed to attend training and the HR Manager advised that the Manager in question had been asked to ensure that staff would be released for training in future.

The fire drill system was discussed and it was noted that Fire Marshals did a sweep of the offices including toilets, store rooms and the Conference Suite to ensure that no-one remained in the building. The HR Manager noted that during a recent fire drill two Councillors had declined to leave the building. The importance of including Councillors in H&S training was highlighted.

The Interim Environmental Services Manager, who was an occupational H&S registered consultant, suggested that the H&S review should include a review of the fire risk assessment to ensure that procedures were adequate.

The Executive Member for Community and Environmental Services asked who monitored and/or trained cleaning staff and although they were not directly employed by the Council it was agreed that they needed to be aware of the Council's H&S Policies, as did any other contractors working in the building.

It was **RESOLVED** to **RECOMMEND TO GENERAL PURPOSES COMMITTEE** that the Norfolk County Council Health & Safety Review should include a review of the induction training provided to new staff; the provision of update training to existing staff; and training for Members.

The Chairman asked that Members be notified of the dates of future H&SJCG meetings so that they could attend to ask questions.

**Teresa
Smith**

RESOLVED that the Minutes of the Corporate Health & Safety Joint Consultative Group meeting held on 10 September 2013 be adopted.

36/13 ENVIRONMENTAL SERVICES REVIEW (AGENDA ITEM 5)

The Interim Environmental Services Manager presented the report which advised Members of the results of the formal consultation process which had taken place in August. Additional details from the original report were included for information and Table 1 and the Proforma B had been updated with the results of the job evaluations that had taken place between July and September.

Action By

All staff had been given the opportunity to have one-to-one meetings and take part in an all staff briefing as part of the consultation process and to provide feedback. A summary of their comments was included in the report at paragraph 5.6.5.

Staff had been generally supportive of the proposals and had raised no major objections.

The Union representatives confirmed that they were not aware of any outstanding issues.

The Chairman asked what the cultural changes required by Serco referred to and it was explained that it meant a two way shift in the way that the contract was administered and managed, with less micro-management and more emphasis on the outcome. The contract had operated on a client/contractor basis although it was set up as a partnership and that approach would give better results. That change was starting to happen.

The Chairman asked about direct contact with Serco by Town and Parish Clerks and the Interim Environmental Services Manager said that the management change process would allow Serco to deal direct and as the partnership working matured, that would happen. He looked forward to the point when Serco would be seen more like an in-house team.

James Heaton asked about redundancy costs and whether they would be equally shared with South Holland. It was noted that it was hoped that there would not be any redundancies. CMT had decided that each authority should cover its own costs and the reference to cost sharing in paragraph 5.3.3 had been removed from the report to General Purposes Committee.

Susan Smith asked whether the new job evaluations had had any impact on the projected savings and it was confirmed that they had been taken into account.

RESOLVED to RECOMMEND TO GENERAL PURPOSES COMMITTEE

1. To approve the implementation of the restructure of Environmental Services within both Breckland D.C. and South Holland D.C. as detailed in the report, including:
 - a. The provision of the senior management capacity for Environmental Services via the appointment of a Corporate/strategic Manager; jointly shared between the two Authorities. Officers are requested to investigate further and report back on the most appropriate organisational structure/service arrangements to be managed by this position taking into account the potential synergies weaknesses

- noted with paragraphs 1.19 – 1.20 of this report.
- b. The further sharing of posts namely the proposed Senior Environmental Services Officer and Senior Waste & Recycling Services Officer
2. To agree the Environmental Services Statement of Purpose at paragraph 1.7 of the report
 3. To agree the headline improvements as at paragraphs 1.33 – 1.35 of the report

37/13 HEALTH & SAFETY POLICY (STANDING ITEM)(AGENDA ITEM 6)

It was noted that this was currently under review.

38/13 LEGISLATION UPDATE (STANDING ITEM)(AGENDA ITEM 7)

The HR Manager drew attention to the following changes:

- Employment Tribunal charges which were due to come into effect on 29 July 2013 had been put on hold pending a judicial review. They were likely to be £400 to lodge a claim and £1200 for a Hearing fee.
- The CRB process was changing and the DBS portability programme was replacing it. The Council was assessing which members of staff would need to be re-checked. A number of people would no longer need to be checked as the new process only required those with 'regular direct one to one contact with vulnerable people' to be checked. Councillor Turner noted that with the new Safeguarding Policy shortly to be introduced Members would not need to be checked.
- Introduction of the Pension Auto-Enrolment scheme was being staggered and would be adopted by Breckland in February 2014

It was noted that some teachers would be on strike on 1 October.

39/13 POLICY REVIEW MATRIX (STANDING ITEM)(AGENDA ITEM 8)

Nothing to report.

40/13 NEXT MEETING (AGENDA ITEM 9)

It was agreed that the next meeting on 21 November 2013 would commence at 11.30am to fit in with Members' attendance at the Overview & Scrutiny Commission meeting that afternoon.

The meeting closed at 10.59 am

CHAIRMAN

VICE-CHAIRMAN