

**BRECKLAND COUNCIL**

**At a Meeting of the**

**LOCAL JOINT CONSULTATIVE COMMITTEE**

**Held on Thursday, 29 January 2015 at 10.00 am in  
Norfolk Room, The Conference Suite, Elizabeth House, Dereham**

**PRESENT**

**Employers' Side**

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

**Staff Side**

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

**In Attendance**

Jeremy Hadaway  
Helen McAleer  
Kathryn Ralphs

- Food, Health and Safety Officer
- Senior Democratic Services Officer
- HR Business Partner

**New Staff Side Member**

Debbie Anderson was introduced to the Committee. She was one of three candidates to replace Richelle Moreton as a Staff Side representative. Each of those candidates would attend one meeting as a voting member of the Committee and then a staff ballot would be held to appoint permanent representatives at the end of May 2015.

**1/15 MINUTES (AGENDA ITEM 1)**

The Minutes of the meeting held on 4 December 2014 were confirmed as a correct record and signed by the Chairman.

**2/15 APOLOGIES (AGENDA ITEM 2)**

Apologies for absence were received from Councillor Kybird, Zandra Waterford and Dale Wilder.

**3/15 DECLARATION OF INTERESTS (AGENDA ITEM 3)**

None.

**4/15 CORPORATE HEALTH & SAFETY - JOINT CONSULTATIVE GROUP  
MINUTES (AGENDA ITEM 4)**

The Chairman was pleased that the HSJCG meetings were happening again. He sent his compliments to the Chairman.

**RESOLVED** that the Minutes of the Health & Safety Joint Consultative Group meeting held on 19 January 2015 be adopted.

**Action By**

**5/15 REVISED UNISON/HR FACILITIES AGREEMENT (AGENDA ITEM 5)**

The HR Business Partner presented the report on behalf of the Interim HR Manager. The existing agreement was reviewed annually. There had been minimal changes and they had been underlined in the document for clarity. They were mainly terminology changes. It was noted that Unison colleagues were now referred to as lay officials. Names had also been updated and Unison had been requested by CMT to provide a list of its members annually.

Time off for Unison duties remained the same. The document was for information and sign-off before it became live.

The Chairman asked if the same rules applied to non-union members as for Unison members for time off to attend formal meetings. He thought that should be included in the document for clarity and to avoid a mis-match of facilities for non-union staff.

**AGREED** that the reviewed and updated Trade Union Facilities Agreement for the organisation be approved, subject to an addition to Section 2 to allow non-Union staff to attend formal meetings if required.

**6/15 HEALTH & SAFETY POLICY (AGENDA ITEM 5)**

The Food, Health and Safety Officer presented the revised Health & Safety Policy. It was the Council's statutory duty to have a Health & Safety Policy and responsibility had passed to Environmental Health to do the review. The aim had been to align the Policy with South Holland's, the main difference being that they still had housing stock. The Policy would be signed by the Leader of the Council and the Chief Executive. Members were asked to recommend its adoption to General Purposes Committee.

Councillor Martin asked about the asbestos register and who was responsible for inspections. The Food, Health and Safety Officer advised that the duty to manage asbestos could be passed to a tenant.

Councillor Martin also asked about electronic cigarettes and it was confirmed that there was no legislation at the moment but that the wording in the Policy was being looked at. The main problems were that the health effects were not known and also people's perceptions.

Debbie Anderson noted that it was something that was being considered by the Licensing Team as well, with regard to taxi licences.

The Chairman felt that the Government should bring out a carpet ban as electronic cigarettes gave the misleading perception of being healthy and yet had been medically proven to contain bad chemicals.

The Food, Health and Safety Officer said that there would be a separate policy for that but the Chairman asked that it be cross referenced from the Health & Safety Policy.

Lindy Warmer raised the issue of the security of the Council offices. There was nothing in the Policy about that or about staff awareness of security issues.

Again the Chairman asked for reference to be made in the Health & Safety Policy to a separate fire and bomb policy.

**Action By**

The Committee discussed the importance of staff awareness of security issues and what to do in the event of an incident. Grave concerns were raised that those matters were not referenced in the policy.

Lindy Warmer suggested that all staff should be required to attend a security briefing.

The Chairman said that he would take the matter forward with CMT. He wanted an e-mail sent out to all staff that day to give them advice on how to respond to an incident.

Debbie Anderson asked how regularly the policy would be reviewed and she was advised that it would be every two years.

The Chairman noted that the Committee had requested a Policy Matrix which would show when policies were due for review as required by legislation. He was waiting for HR to produce that. He felt that the Health & Safety Policy should have a twelve monthly review date added to it. If there were legislation updates in the meantime the Policy could be reviewed early as required.

Debbie Anderson also asked about the appointed Trade Union Health & Safety Representative and was informed that Dale Wilder carried out annual checks of the building with HR and any issues raised were passed to CMT and then to Senior Managers for resolution.

Dale Wilder had raised some concerns which Lindy Warmer presented on his behalf:

- Page 55 point 3.15 – Lone Workers – no information on the Intranet
- Page 57 point 3.20 – Violence at Work Procedure – no information on the Intranet

The HR Business Partner explained that all policies were being reviewed and the priority order for those reviews had been agreed with the Union. Once each policy had been reviewed it would be presented to the Committee and then made available on the Intranet. If there were any policies that people needed to see they should contact HR.

Susan Smith raised concerns about fire marshals and first aiders as there was no system to indicate which fire marshals/first aiders were in the building. She also felt that there should be a defibrillator on each floor for easy access.

The Food, Health and Safety Officer said they had fought hard to get the defibrillator as there was no statutory requirement to have one. It had been put outside the Committee Suite to ensure that it was available for evening meetings (when the main building was inaccessible).

The defibrillator had cost £750.00 and it was suggested that the Staff Forum could be asked to consider raising money to purchase another.

With regard to the availability of fire marshals and first aiders the Chairman asked if a simple system could be introduced which would enable fire marshals and first aiders to log-in to the Intranet daily, which all staff could access to see who was available.

**KR**

**JH**

**Action By**

The Food, Health and Safety Officer said that they were looking into the possibility of having one phone number with would ring all first aider's phones.

**RESOLVED TO RECOMMEND TO GENERAL PURPOSES COMMITTEE** that, subject to the inclusion of cross reference to other Policies, the revised Health and Safety Policy be adopted.

**7/15 LEGISLATION UPDATE (AGENDA ITEM 7)**

The HR Business Partner explained that various changes would come into effect from April 2015, most of which were statutory. Any other legislation changes which required an amendment to a policy would trigger an immediate review.

The Chairman thanked the HR Team for the clear presentation of the information.

The report was noted and would be presented six monthly in future.

**8/15 POLICY REVIEW MATRIX (AGENDA ITEM 8)**

The Matrix would be presented to the next meeting. A similar table format to the legislation update would be acceptable.

**9/15 NEXT MEETING (AGENDA ITEM 9)**

The arrangements for the next meeting on 5 March 2015 were noted

**10/15 ANY OTHER BUSINESS (AGENDA ITEM 10)**

At the LJCC meeting held on 30 October 2015 the Chairman had requested an update on the ARP staff restructure. The Head of ARP had sent a short update which was tabled. The Chairman was pleased to note that the savings achieved would exceed the business case expectations and that only two redundancies had occurred for Breckland staff and they had both been voluntary.

There was no other business raised.

The meeting closed at 11.05 am

CHAIRMAN

VICE-CHAIRMAN