



JOINT NEGOTIATING COMMITTEE
MONDAY 12 MARCH 2012 AT 6.30 PM
GADE ROOM, CIVIC CENTRE, HEMEL HEMPSTEAD

MEMBERS:

Councillors: Ayling (no voting rights), Douris, D Rance, Sutton (Chairman), Whitman, Wood and C Wyatt-Lowe

TRADE UNION:

Janet Colyer, Jim Doyle, Paul Farley, Maggie Harvey and Will Cherry (Vice-Chair)

OFFICERS:

Janice Milsom, Assistant Director (Strategy & Transformation, Community & Organisation)/Chris Gordon, Group Manager (Performance, Policy and Projects); Matt Rawdon, Senior HR Officer; Helen Price, Corporate Safety, Health and Care Officer; and Pat Duff, Member Support Officer

AGENDA

Item		Page No.
1.	APOLOGIES FOR ABSENCE	2
2.	MINUTES	2
3.	MATTERS ARISING	2
4.	HEALTH AND SAFETY UPDATE	2
5.	FUNDING OF STAFF DEVELOPMENT	6
6.	SERCO – FACILITIES MANAGEMENT	7
7.	ANY OTHER BUSINESS/FUTURE AGENDA ITEMS	7
8.	DATE OF FUTURE MEETINGS	7

* * *

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES

To confirm the minutes of the meeting held on 12 December 2011 (Appendix A, page 8).

3. MATTERS ARISING

To discuss any matters arising from the last meeting held on 12 December 2011.

4. HEALTH AND SAFETY UPDATE

(Helen Price, Corporate Safety, Health and Care Officer)

Current status

Steady progress has been made on the implementation of the key objectives contained in the Health and Safety Action Plan 2011/12. Considerable work has been undertaken to formalise the Health and Safety organisational structure which in turn has led to the identification and training of over 50 new safety co-ordinators across the Council. This process has taken longer than anticipated although it has been key to gaining clarity and ownership of the subject within Council services. All safety co-ordinators received training by the end of January which in turn will enable the completion of the audit process during February/ March 2012.

Achievements to date

Safety co-ordinators training
Safety Co-ordinator self audit questionnaire
Detailed roles and responsibilities written
Safety management procedures written and issued
Terms of Reference (TOR) for the Directorate Health and Safety Meetings have been written
Allocation of 3k financial resource has been deployed to support the Prioritised risk Register and Audit programme throughout January and February 2012.

Next steps

Training dates to be agreed for CMT and Group Managers- March 2012
Finalised Prioritised Risk Registers to be issued to Group Managers
Corporate Risk Controls to be issued
Communications strategy to be finalised

	Priority	Action	Action Lead	Target	Revised Implementation date
1	Priority 1 – Develop capacity across the organisation for handling health and safety risk and responding dynamically to uncertainty	Agree and issue detailed health and safety roles and responsibilities	Corporate Health Safety & Wellbeing Officer	September 2011	Completed Update: Detailed roles and responsibilities have been written and will be issued together with the Corporate Risk Controls at the end of January 2012.

2	Priority 2 – Maintain acceptable Health and Safety standards across the organisation, whilst increasing consistency of practice and behaviour against those standards and driving those standards into the organisation's supply chain	Develop and undertake a programme of departmental risk reviews and introducing service-based prioritised risk registers	Corporate Health Safety & Wellbeing Officer	October 2011	End January 2012 Update: Meetings with all Group managers are taking place 10 th / 11 th January to finalise the prioritised risk registers.
3	Priority 2 – Maintain acceptable Health and Safety standards across the organisation, whilst increasing consistency of practice and behaviour against those standards and driving those standards into the organisation's supply chain	Develop and introduce a programme of corporate risk control procedures	Corporate Health Safety & Wellbeing Officer	November 2011	End January 2012 Update: Corporate Risk controls are being written by Mark Preston and will be issued to group Managers together with the finalised prioritised risk registers.
4	Priority 2 – Maintain acceptable Health and Safety standards across the organisation, whilst increasing consistency of practice and behaviour against those standards and driving those standards into the organisation's supply chain	Develop and introduce an organisational training needs analysis and communicate this to line managers	Corporate Health Safety & Wellbeing Officer	October 2011	Update: Safety co-ordinators have been given a training needs analysis to complete part of their role and responsibilities. Once the remaining self audit responses have been returned by the safety co-ordinators, service training plans can be issued during March 2012..
5	Priority 3 – Ensure that risk management effectively supports Outcome Delivery, Performance, Improvement and	Develop and introduce a set of safety management procedures	Corporate Health Safety & Wellbeing Officer	September 2011	Completed

	Transformation, Efficiency and Effectiveness				
6	Priority 2 – Maintain acceptable Health and Safety standards across the organisation, whilst increasing consistency of practice and behaviour against those standards and driving those standards into the organisation’s supply chain	Devise and introduce a communications strategy	Corporate Health Safety & Wellbeing Officer	September 2011	Update: A draft communications strategy has been written and will be finalised with Mark Preston during January 2012.
7	Priority 2 – Maintain acceptable Health and Safety standards across the organisation, whilst increasing consistency of practice and behaviour against those standards and driving those standards into the organisation’s supply chain	Develop and introduce a health and safety performance management reporting system (using CorVu)	Corporate Health Safety & Wellbeing Officer	December 2011	End March 2012 Update: The CorVu performance management system will be introduced once the prioritised risk registers have been finalised during January 2012.
8	Priority 2 – Maintain acceptable Health and Safety standards across the organisation, whilst increasing consistency of practice and behaviour against those standards and driving those standards into the organisation’s supply chain	Devise a programme of inspections to ensure that monitoring of the safety management system is taking place	Corporate Health Safety & Wellbeing Officer	October 2011	January 2012 Update: The inspection programme is ongoing. HH and Berkhamsted Civic have been inspected, with cemeteries and Adventure Playgrounds being completed imminently.
9	Priority 3 – Ensure that risk management effectively supports Outcome	Initiate audits and reviews of the current health and safety management	Corporate Health Safety & Wellbeing Officer	December 2011	February 2012 Update: Safety co-ordinators have been asked to return a self audit questionnaire. Audit programme

	Delivery, Performance, Improvement and Transformation, Efficiency and Effectiveness	system			commences January 2012 and will be completed by mid February 2012.
10	Priority 2 – Maintain acceptable Health and Safety standards across the organisation, whilst increasing consistency of practice and behaviour against those standards and driving those standards into the organisation's supply chain	Providing comprehensive health and safety training to all levels of management, including Corporate Management (CMT) and Group Managers	Corporate Health Safety & Wellbeing Officer	January 2012	March 2012 Update: It has been impossible to arrange a ½ day training date for CMT due to lack of availability. Therefore, in order to achieve this objective, could a future CMT meeting be used to facilitate?

5. FUNDING OF STAFF DEVELOPMENT

(Janice Milsom, Assistant Director (Strategy and Transformation; Community and Organisation))

Investment in Staff Development and Training has continued to be identified as a priority for the Council, in order to ensure staff are equipped with the skills and competencies necessary to deliver the Councils priorities, and to promote health and well-being of the Councils workforce.

The table below details the 2009/10 and 2010/11 out-turns for Corporate Training and Development, and for the Management Development Programme. The table also includes the budgets for 2011/12 and 2012/13, along with an out-turn projection to date for 2011/12. Please note, although the projected spend for Corporate Training & Development for 2011/12 is shown as £26,750, some courses have been organised which are not yet showing in the Financial management system, and to date actually totals £36,975, which would increase the total projected spend for 2011/12 to £310,302.

Corporate Staff Training, Management Development and Service Specific Budgets 2010/11, 2011/12 and 2012/13

	FINANCIAL YEAR 2009/10	FINANCIAL YEAR 2010/11	FINANCIAL YEAR 2011/12	FINANCIAL YEAR 2011/12	FINANCIAL YEAR 2012/13
SERVICE	Out-turn	Out-turn	Budget	Out-turn Projection Period 10 Jan	Budget
ORGANISATIONAL DEVELOPMENT & TRAINING	31,378	25,540	53,300	26,750	50,030
MANAGEMENT DEVELOPMENT PROGRAMME	20,915	10,620	113,120	86,404	40,000
HOUSING (HRA)	31,405	21,063	29,050	28,098	34,600
HOUSING AND REGENERATION (HRG)	18,569	15,681	21,450	21,057	21,450
FINANCE & GOVERNANCE	54,403	39,059	70,730	75,954	85,880
PERFORMANCE, IMPROVEMENT & TRANSFORMATION	61,404	54,618	90,460	61,814	78,290
TOTAL	218,073	166,581	378,110	300,077	310,250

Corporate Training courses provided for staff aim to provide a range of both job related and personal skills to support them in the workplace, and include courses such as:

- Managing Challenging Customers
- Advanced Report Writing
- Minute Taking & Time Management
- Handling Angry Callers
- Project Management
- Managing Change
- Realise your Potential
- Assertiveness
- Stress Management

In addition, all service areas are provided with individual training budgets for provision of service specific training.

6. SERCO – FACILITIES MANAGEMENT

(Janice Milsom, Assistant Director (Strategy and Transformation; Community and Organisation)/Chris Gordon, Group Manager (Performance, Policy and Projects))

A verbal report to be given at the meeting with a paper tabled.

7. ANY OTHER BUSINESS/FUTURE WORK PROGRAMME

To discuss any other business that may have arisen since the last meeting/any future agenda items.

8. DATES OF FUTURE MEETINGS

Meeting Date – start time 6.30 pm	Date agenda to be circulated
Monday 21 May 2012	Monday 30 April 2012
Monday 3 September 2012	Monday 13 August 2012
Monday 3 December 2012	Monday 12 November 2012
Monday 12 March 2013	Monday 20 February 2013

JOINT NEGOTIATING COMMITTEE

MONDAY 12 DECEMBER 2011

MINUTES OF THE MEETING

Attending:

Councillors:

Sutton (Chair), Ayling, Collins, Douris, D Rance, J Whitman and Wood

Trade Union: Janet Colyer (Chair – part), Jim Doyle, Paul Farley, Maggie Harvey and Will Cherry

Officers: Janice Milsom, Assistant Director (Strategy & Transformation, Community & Organisation), Chris Gordon, Group Manager (Performance, Policy and Projects) and Pat Duff, Member Support Officer (Minutes)

The meeting began at 6.30 pm

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor C Wyatt-Lowe.

2. MINUTES

The minutes of the meeting held on 14 March 2011 were agreed by the members present and were signed by the Chairman.

Minute 27 – Review of Sickness Absence Policy - Councillor Ayling expressed some concern about his comments minuted in paragraph 10, page 6 of the agenda.

3. MATTERS ARISING

- 3.1 Health and Safety Update – H Price advised that 13 managers had attended courses on event safety. One course was about construction risks and was beneficial. It was not necessary for every manager to attend a 4 day course but, for those controlling significant or high risk areas, it was necessary. The courses were run one day per week and were an accredited qualification where a lot of material was covered. It was important the course was relevant for the manager attending.

Councillor Whitman said employees should supply their own sunblock.

W Cherry said this had been discussed at some length at Health and Safety Committees as to whether sun block was PPE. There was no legal requirement on an employer to supply sun block. The emphasis was for the employer to supply appropriate information and advice for employees working outside in the summer. Potentially, melanoma could cause legal cases to be brought against the Council.

H Price said there was a need to ensure people kept hydrated.

Councillor Douris said this was an area where all members of staff should be advised to be aware of their own skin type and the danger of being injured by the sun.

W Cherry said that a long sleeved shirt and a hat should be made available to all members of staff if they had advised the Council of this need. Eye protection was available with UV filters.

Councillor Ayling asked if that request had been made. If it was a genuine need, this request must be made and go through the proper process.

P Farley said if this was part of the risk assessment, this should be provided.

ACTION: W Cherry to liaise with H Price and Craig Thorpe and to raise it at the next Health and Safety Committee.

- 3.2 Review of Sickness Absence Policy – W Cherry said he had been told that a Council employee had to ask for permission to have a second job. This was because of the risk of employees being too tired to do the Council job if they had a second job, e.g. at Tesco.

Janet Colyer said that, as far as she was aware, only employees above Grade 9 had to declare a second job. All employees of this grade had to declare a second job whether part or full time.

4. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

J Colyer thanked everybody for their support during her time as Chair over the past year.

Councillor Sutton was nominated by Councillor Douris, seconded by Councillor Whitman and duly appointed as Chairman of the Joint Negotiating Committee until 16 May 2012.

W Cherry was nominated by J Colyer, seconded by J Doyle and duly appointed as Vice-Chair of the Joint Negotiating Committee until 16 May 2012.

5. HEALTH AND SAFETY UPDATE

H Price gave the following update on the Health and Safety Strategy 2011 – 13 which had been agreed by CMT in September 2011:

2011/12

- Detailed Health and Safety roles and responsibilities were being agreed. These just needed approval from Steve Baker before going to CMT.
- A programme of departmental risk reviews was being developed, as well as service based prioritised risk registers. Appointments had been made with Group Managers. This was ongoing.
- H Price to set Group Managers an action plan for 12 months looking at corporate risks. CorVu to be used to measure performance. This would happen once a prioritised risk register had been established. The top 5 risks would be looked at and a plan developed for each Group Manager. The corporate risk control procedures could then be issued.

- H Price wanted to develop a programme of corporate risk control procedures to get a unified, consistent approach to the same risks.
- Organisational training needs analysis – working with the Group Managers to look at Health and Safety training that had been received and ensure the right training courses were being provided.
- Develop and introduce a set of safety management procedures. Safety management procedures had been written and were ready to go.
- Communications strategy – it was important to communicate in the right way to all staff and give a positive message. Notice boards had been updated.
- Once actions and training was underway, H Price to advise the programme of inspections to ensure monitoring of improvements and correct anything if necessary. Work had started using CorVu and inspections had been taking place over the year.
- Develop a programme of audit and reviews of current safety management systems. This was under way.

J Doyle said he would expect the Unions and health and safety representatives to have roles in this process.

Councillor Collins left at 7.00 pm.

H Price said that each directorate had set up a Health and Safety Committee involving the Group Managers, the Assistant Directors and Director. When this action plan was developed, the Unions and health and safety representatives would be consulted.

J Doyle asked if they would be involved in the departmental inspections.

H Price said they could be involved in the property ones.

P Farley said the Union's health and safety representatives were very well trained. Their role was to make work happen in a safer way.

Councillor Sutton said this was a comprehensive strategy and asked that anything to be reported for the next meeting be circulated before the meeting. Councillor Sutton asked for a comprehensive year end report.

6. FUNDING OF STAFF DEVELOPMENT

W Cherry said that, as usual, the savings agenda had impacted first on staff development. A lot of experienced workers had gone and there was concern that people were not being brought on. W Cherry confirmed that he would be happy with a verbal discussion rather than defer it to the next meeting.

Councillor Mrs Rance asked what budget there was for staff development and what had taken place over the last 12 months.

J Milsom said she could provide that information. This financial year staff development had been progressed and every member of staff had been offered an appraisal this year. This was currently being analysed to look at the training position.

ACTION: J Milsom to bring the figures back to the next meeting.

J Colyer said that, as a member of staff, the amount of training and development available over the last few months had increased and that indicated that the budget was being spent. Relevant training opportunities were being made available.

Councillor Douris said this demonstrated the authority's willingness and enthusiasm to have as many people as possible trained to the best possible standard.

7. ANY OTHER BUSINESS/FUTURE AGENDA ITEMS

7.1 Facilities Management

W Cherry brought this forward from the Unison Executive Committee. A report was going to Cabinet on 13 December and Unison had asked Councillor Williams to defer the report as Unison had only received a document regarding the Serco business case on 8 December. It looked as though this would have a significant impact on members' terms and conditions (the call out allowance was 14% of income). The cleaners would have to be part of a pool. From the document it looked as though Serco was only prepared to Tupe people for 6 months. Because the Union had been prevented from seeing this document, management had not given the Union proper meaningful discussions under S13 of the Tupe regulations.

Councillor Sutton said councillors had not seen it either and could not discuss it meaningfully until the full details were known.

Councillor Ayling said it was being discussed at Cabinet. The agenda item said that the outsourcing was subject to detailed agreement of the business case. A final report would be taken to Cabinet following the 90 day consultation period. All that was being recommended at Cabinet on 13 December was that the business case is subject to review and consultation with all staff.

C Gordon confirmed that the start date of the consultation period would change to 23 December.

Councillor Sutton asked Union to co-operate with the consultation and raise any issues.

P Farley said the Union's concern was that the decision would be made on 13 December but it had been made clear this was not the case. The Union was content with that.

ACTION: This item to be on the 12 March agenda.

7.2 Lofstedt Review of Health and Safety

W Cherry circulated the TUC response that broadly accepted the recommendations. This was for information only.

7.3 Future Agenda Items

Funding of Staff Development – J Milsom
Serco – Facilities Management – J Milsom/C Gordon

8. DATES OF FUTURE MEETINGS

Meeting Date – start time 6.30 pm	Date agenda to be circulated
Monday 12 March 2012	Monday 12 February 2012
Monday 21 May 2012	Monday 30 April 2012
Monday 3 September 2012	Monday 13 August 2012
Monday 3 December 2012	Monday 12 November 2012
Monday 4 March 2013	Monday 11 February 2013

This was agreed and noted.

The meeting ended at 7.25 pm