



# JOINT NEGOTIATING AGENDA

**MONDAY 7 SEPTEMBER 2015 AT 6.30 PM  
DBC GADE ROOM - CIVIC CENTRE**

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

**MEMBERS:**

Councillors Adshead, Brown, Herbert Chapman, Taylor and Whitman

**TRADE UNION:**

**OFFICERS:**

## AGENDA

**1. APOLOGIES FOR ABSENCE**

To receive any apologies for absence

**2. APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

To appoint a Chairman and Vice-Chairman to serve until the Annual Council in May 2016.

According to the Constitution of the JNC, the appointments will alternate between the Members/Officers and the Trade Union representatives and both the positions of Chairman and Vice-Chairman shall not be held by the same side in any one year.

In the event that the Chairman and/or Vice-Chairman appointed under the above paragraph is not in attendance, another Councillor or Trade Union representative shall chair the meeting in their place: this includes substitute representatives being eligible to act as Chairman or Vice Chairman.

**3. MINUTES (Pages 1 - 8)**

To confirm the minutes of the previous meeting

**4. MATTERS ARISING**

To discuss any matters arising from the previous meeting

**5. HEALTH AND SAFETY UPDATE**

## **Update for JNC Sept 2015**

### **New Chairs**

Following a review of the chairs at the Civic Centre it was found that a number were not DSE (Display Screen Equipment) compliant.

CMT agreed to bring forward the budget for new chairs for the Forum.

A tender process was set up a number of suppliers provided samples which went through staff evaluation. The winning chair with the scoring evaluation will be presented to CMT on the 15<sup>th</sup> Sept 2015 with a recommendation that the winning chair is purchased.

The new chairs will assist in the hot desking arrangements.

The DSE complaint chairs at the Civic Centre will then distributed elsewhere in the Council.

### **DSE Software**

A further update will be provided at JNC as the software is due to go to the trial stage the week commencing 1<sup>st</sup> Sept 2015.

After the trial, training sessions will be delivered to staff and managers prior to it being rolled out to other departments.

The software will also be used for homeworking DSE assessments.

### **Manual Handling Training**

Approximately 90 CSG staff had manual handling training.

During September 2015, the cleaning staff for housing (approx. 40 staff) will also undergo manual handling training.

### **Level 2 Principles of Health & Safety Risk Assessments**

This course is continuing to be delivered, the courses are:

- 29<sup>th</sup> Sept 2015
- 29<sup>th</sup> Oct 2015
- 18<sup>th</sup> Nov 2015

### **Handbooks**

CSG have had health & safety handbooks produced as the operational staff do not have access to computers

### **Sun Protection**

Sun cream is now available for CSG and Waste Services Staff, also sun protection advice leaflets have been provided for Cupid Green

**6. ANY OTHER BUSINESS / FUTURE AGENDA ITEMS**

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

**7. DATES OF FUTURE MEETINGS**

<b>Meeting Date – start time 6.30 pm</b>	<b>Date agenda to be circulated</b>
Monday 7 December 2015	Monday 16 November 2015
Monday 7 March 2016	Monday 15 February 2016