

**MINUTES**  
**JOINT NEGOTIATING**  
**7 SEPTEMBER 2015**

**Present:**

**Members:**

**Councillors:** Herbert Chapman  
Whitman

**Officers:**

**Cabinet Support Members**

The meeting began at 6.30 pm

**1                    APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillors Mrs Adshead and Brown.

An apology for absence was also received from Chris Plested.

Cllr Taylor was absent.

It was agreed that Councillor Imarni would take part in the meeting, to substitute for the Councillors who were absent and to ensure the meeting was quorate.

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

**Resolved:**

- That Councillor Chapman be appointed as Chairman until May 2016.
- That Chris Plested be appointed as Vice-Chairman until May 2016.

**3                    MINUTES**

The minutes of the meeting held on 8 December 2014 were agreed by the members present and signed by the Chairman.

**4                    MATTERS ARISING**

None

## **5**

### **HEALTH AND SAFETY UPDATE**

Councillor Chapman read through the report provided by Paul O'Day, the Corporate Health and Safety Officer, which gave the following updates:

#### **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, and 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> September 2015 with a recommendation that the winning chair is purchased.

The new chairs will assist in the hot desking arrangements.

The DSE compliant chairs at the Civic Centre will then be 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> September 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.

#### **Discussion**

##### **New Chairs**

Councillor Whitman asked if the UNISON representatives had seen the chairs?

P O'Day explained that they had to go through the tendering procurement process. Around 12-14 chairs were seen and staff had tested them. Scores were given to each in order to pick a winner. The new chairs will go to the Forum and any chairs

not DSE compliant will be offered for home working (around 70%) as they would be suitable for 1 person.

The committee were happy with the choice of new chairs.

### **DSE Software**

P O'Day said they were ready to go live. The required links were now available and would be confirmed to be in working order later this week. This will then be trialled in Environmental Health as there was a good mix of users. Their feedback will then be used to assist with the roll out of training.

W Cherry noted that the DSE requirements for home working was a big problem at the start of discussions, however this seemed to have been addressed. He thanked the officers for their work on this.

P O'Day said that employees could do both, a home and a work assessment, to see what arrangements needed to be in place.

Councillor Chapman asked that P O'Day emailed the committee to give an update on progress.

### **Manual Handling Training**

W Cherry noted that this had already been completed. He added that people thoroughly enjoyed the course, it was a dry subject made interesting, and thanked P O'Day.

The Committee were happy with this update.

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

Councillor Chapman asked how many staff had to go through this process.

P O'Day said that any staff could be required to do the assessment (team leaders etc). Staff had a choice of dates for the course and it was noted that there was a maximum of 12 on a course.

He added that next year the courses would possibly be run on a quarterly basis instead of monthly.

W Cherry said that he had already achieved a level 3, but not through DBC. He asked if he had to do level 2 at DBC.

P O'Day confirmed this was not necessary.

### **Handbooks**

P O'Day asked how the handbooks were wearing.

B O'Gorman explained that they were kept in the vans, so were doing ok.

### **Sun Protection**

A Stunell explained that ideally they wanted this to be provided before the summer, however felt it was around 6 weeks too late.

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

The following items to be considered at the next meeting:

- W Cherry requested 'Holiday pay and overtime'

A Stunell explained they had received a letter from UNITE in June, but nothing had been received yet from UNISON. It was noted that there was case law ongoing, and they were waiting for the regional outcome. If anything needed to be done, DBC would do so.

A Stunell said they have chased the East of England authority.

R Wallage felt that there was no point chasing Officers, until they had received a response.

W Cherry was concerned that the original ruling said you could only claim for 3 months prior and they had waited a year already. He said the longer it goes on the harder it would be to claim.

It was agreed that an update on 'Holiday and overtime' would be included in the agenda for the 7<sup>th</sup> of December meeting.

A Stunell said that they met with UNISON every 2 months so would update them as things progressed.

## **7 DATES OF FUTURE MEETINGS**

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

This was agreed and noted.

The Meeting ended at 7.07 pm