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**JOINT NEGOTIATING COMMITTEE
AGENDA**

**MONDAY 7 MARCH 2016 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 G Adshead, S Adshead, Brown, Herbert Chapman, Imarni, Taylor and Whitman

TRADE UNION:

Tina Boggins, Dean Lloyd, Mansour Moini and Bill O Gorman

OFFICERS:

Paul O'Day, Corporate Health and Safety Lead Officer; Anne Stunell, Human Resources Team Leader

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- 2. MINUTES (Pages 3 - 6)**
To confirm the minutes of the previous meeting
- 3. MATTERS ARISING**
To discuss any matters arising from the previous meeting
- 4. HEALTH & SAFETY UPDATE (Pages 7 - 8)**
- 5. VERBAL UPDATE ON HR MATTERS**
A Verbal update to be given at the meeting.

6. UNION ITEMS

- Council's Policies and Procedures not being followed.
- Category of illnesses coming before the Sickness Capability meetings.
- Written warnings being issued regardless of the severity of the illness.
- Absence Management Policy; the inclusion of industrial injury in Sickness reviews.

7. ANY OTHER BUSINESS / FUTURE AGENDA ITEMS

To discuss any future agenda items

8. DATES OF FUTURE MEETINGS - TIMINGS

To discuss timings of future meetings

JOINT NEGOTIATING COMMITTEE

MONDAY 7 SEPTEMBER 2015

MINUTES OF THE MEETING

Attending:

Councillors: B Chapman (Chairman), Imarni and Whitman

Trade Union: Will Cherry, William O’Gorman, Dean Lloyd and Roger Wallage.

Officers: Paul O’Day, Corporate Health and Safety Officer; Anne Stunell, Human Resources Team Leader and Michelle Anderson, Corporate Support Team Leader - Democracy (Minutes).

The meeting began at 6.47 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 & 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 15th 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 1st 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:

- 29th Sept 2015
- 29th Oct 2015
- 18th 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 trialed 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 7th 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

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

This was agreed and noted.

The meeting ended at 7.07 pm.

Update for JNC March 2016

New Chairs

All 350 of the new DSE compliant chairs have been delivered to the Civic Centre.

Of the DSE compliant chairs taken from the Civic Centre 20 have been redistributed to other DSE sites such as the OTH and sheltered housing schemes.

Also 38 have been given to homeworkers.

DSE Software

Still encountering some technical issues which are slowly being resolved

Hand Arm Vibration (HAV)

Following notifications to the HSE of 5 cases of HAV/Carpal Tunnel Syndrome, the HSE visited Clean, Safe and Green and served 2 Improvement Notices.

Since then the HAV Risk Assessments have been reviewed, 73 CSG and 5 Cemetery staff have been given HAV awareness training.

Level 2 Principles of Health & Safety Risk Assessments

Course cancelled 29th Oct 2015 due to poor attendance and last minute withdrawals

The course on 18th Nov 2015 had 10 delegates

The Course on the 29th Jan 2016 had 9 delegates

Manual Handling Training

In September 26 Housing Cleaning staff received manual handling training

In October only 4 delegates attended the manual handling training course

In November only 5 delegates attended the manual handling training course

On the 24th November 9 APG staff received manual handling training.

Model office Risk Assessments

GMs have been given model office risk assessments as a template with addresses most of the risks with office work, but are free to modify where the control measures are not sufficient.

Alcohol Policy

Cabinet and full Council have approved the amendments to the Alcohol and Drugs Policy, which now incorporate alcohol testing.

Communications and staff awareness seminars to be delivered prior to the live launch on the new policy on the 1/5/16.

Internal Audit

During the week 8th to 12th Feb Corp H&S have been audited by Mazars LLP