

Date of meeting	Action point	Responsible for action	Date of action completed	Date chased if not actioned	Final date it needs to be actioned by	Update on Action Point
12/06/2018	presentation from Communications be recorded as an action point and noted in the minutes	M Rawdon	17/07/2018	05/07/2018		Delivered in Julys Meeting.
	The information on the Mount Prison election was not included	J Doyle	17/07/2018	05/07/2018		The turnout at the mount prison was 75%.
	Cllr Wyatt-Lowe requested that underspends always had a narrative. N Howcutt to include in future reports.	N Howcutt	17/07/2018	05/07/2018		Future underspends will have a narrative in the under's section of finance reports.
	There were some concerns raised regarding the presentation of the report, including the paragraph numbering and the changes in the font.	N Howcutt		05/07/2018		Future reports will be submitted in PDF format so that presentation is guaranteed.
	Cllr Wyatt-Lowe queried the lease terms and using a	N Howcutt		05/07/2018		Email to Cllr Wyatt-Lowe and the chair explaining the rationale and decision making on the development of CRM system in house.

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	<p>developer for the CRM system while relying on an in house designer.</p>					
	<p>Cllr Tindall said that despite the recruitment difficulties he would like the condition of the greens and verges explained. N Howcutt advised that this report was the Quarter 4 outturn when there would not have been a lot of grass cutting. Cllr Tindall requested a report be presented at the next meeting.</p>	<p>Member Support? ??</p>				<p>Has been responded to by N.Howcutt</p> <p>Item on the future SPAE agenda</p> <p>The clean safe and green performance is scrutinised by the Strategic Planning and environment scrutiny panel and this request has been shared with the David Austin to raise with the scrutiny chair. If a report is presented to the SPAE scrutiny committee then a summarised position will be reported to the F&R scrutiny group. A subsequent email has been sent to Cllr Tindall to clarify this point.</p>
	<p>Cllr Tindall enquired if the action taken in DBC v Ryan Bailey, where the applicant withdrew the appeal on the day, had resulted in any costs for Dacorun</p>	<p>M Brookes</p>		<p>05/07/2018</p>		

	Cllr Armytage would like clarification on the Town and Parish Council work that had been undertaken	J Doyle				Sharon collins has responded (day after the last meeting)
	Cllr McLean asked if there was statistics available on absences and the staff who were allowed to work flexibly versus those who not.	M Rawdon				Most of the front line services fall under the environment services group (Refuse and Recycling, Clean, Safe and Green) where working flexibly is limited. The average days lost per FTE for 2017/2018 was 12.4 as opposed to the corporate result of 10 days per FTE.
	Cllr Wyatt-Lowe suggested that there is a lot you can do in terms of wellbeing for alleviating musculoskeletal problems and also do we rely on GP's to sign people as fit for work, could we use an independent assessor to get people back to work. M Rawdon	M Rawdon				In 2017/2018, there were 99 instances where a staff member needed a GP certificate initially. This does not include where staff had visited their GP on further occasions within an absence spell, so this number would be higher (approximately 150). There are reservations in using an independent assessor (GP) for all certifying sickness absence, these include: 1. The associated costs of the GP and administration time, the negative impact this may have on staff having to see a different GP and the practical issues of the independent GP not having medical records. The Council has an occupational health physician (OHP) who is employed for one day per month under our occupational health contract and I will instruct

	<p>replied that we have an Occupational Health Practitioner who we use to challenge the medical advice and supports staff back to work. It sounds expensive but M Rawdon would be willing to explore the options.</p>					<p>my HR team to ensure that where appropriate we seek an independent assessment via this process as quickly as we can and for the team to consider the business case for extra OHP time when it could increase the speed of an employee returning to work i.e. not having to wait up to one month for an independent assessment.</p>
	<p>Cllr Tindall asked about hot-desking and how often tests were carried out on the keyboards and chairs to ensure there aren't any pressures. M Rawdon confirmed that every new member of staff will do a self assessment, there are people trained to help. M Rawdon said it could be picked up as part of the Return to Work interview.</p>	<p>M Rawdon</p>				<p>The current process is that Corporate Health and Safety receive details of new starters and send a link to the individual to complete. Display Screen Equipment (DSE) workplace assessment. Once completed the results are uploaded to the portal and the results are calculated i.e. as a percentage and are categorised as low/medium/high risk. The relevant DSE trained assessors are then notified of the percentage result/category and will review the assessment accordingly. This could result in a discussion with the individual on the assessment results and adjustments made to the workstation. In the move to the Forum, all staff completed a DSE assessment. Beyond this process, managers should address any staff concerns relating to the desk set up by visually checking/speaking to their team and monitoring staff absences through return to work interviews. If there are further concerns, another DSE assessment can be</p>

						undertaken and corporate H&S are often used to provide a further advice. In the past we have also used an professional external company to provide a further review to ensure we are providing the correct adjustments.
	The Chairman asked that the information clarifying the commentary be circulated before the next meeting and it can be discussed at the July meeting	M Rawdon	ASAP			See separate Document attached (can be found in the action points)