

Employment Committee

Minutes of a Meeting of the **Employment Committee** held in the **Ditchling Room, Southover House, Southover Road, Lewes** on **Monday, 12 September 2016** at 10.00am

Present:

Employer's Side:

Councillors J Peterson (Chair), M Chartier, P Franklin, S Gauntlett, and E Merry

Employee's Side:

Ms S Harvey

Mrs L Plant

Mr G Purdye

Also Present:

Ms B Cooke, Assistant Director of Human Resources and Organisational Development

Mrs H Knight, HR Manager

Mrs J Norman, Committee Officer

Ms J Yeates, Health and Safety Officer

In Attendance:

Ms S Benfield, HR Business Partner

Ms C Kelly, HR Business Partner

Minutes

11 Minutes

The Minutes of the meeting held on 13 June 2016 were approved as a correct record and signed by the Chair.

12 Committee Training Requirements

The Committee considered Report No 110/16 which enabled members to identify any training needs for the coming year.

Action

Resolved:

- 12.1** That the Assistant Director of Human Resources and Organisational Development and the Chair of the Employment Committee be requested to liaise regarding future training sessions for members of the Committee .

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note**13 Attendance Management Policy & Procedure Report**

The Committee considered Report No 111/16 which sought agreement of the implementation of a revised policy regarding attendance management.

The HR Manager explained to the Committee that the Human Resources (HR) department has been a Shared Services across Eastbourne Borough Council (EBC) and Lewes District Council (LDC) since 1 April 2015. She highlighted that HR had discussed aligning the attendance management policy in order to make it clearer and more consistent for staff. The revised policy would provide clarity for both staff and managers across both organisations regarding the expectations for all when a member of staff is absent from the workplace, the procedure that would be followed, and the support that was available.

The HR Manager explained that the HR department had already arranged comprehensive training for management across both authorities. Management staff had been given the option of attending any one of the eight joint training sessions provided at EBC and LDC. HR also offered training sessions in conjunction with MIND, the UK mental health charity, in order to train management on how to best support staff across both EBC and LDC.

The Employees' Side commented that it had worked collaboratively with HR colleagues on the revised attendance management policy and welcomed the opportunity. Although it welcomed a clearer policy on sickness management, the Employees' Side felt there were areas where there could be more discussions. It added that it was very keen to see the early review in order to assess the implementation of the new Wellbeing offerings across both EBC and LDC. The Assistant Director of Human Resources and Organisational Development informed the Committee that there would be a review of the new Wellbeing offering and revised attendance management policy after a nine month period.

The Committee queried when the revised attendance management policy would be implemented and if management would be offered any refresher training regarding the policy. The HR Manager explained that the revised attendance management policy would be implemented on 21 September 2016 with 8 training sessions planned over Lewes and Eastbourne and that HR would be willing to offer refresher training as and when needed; they have previously conducted two hour 'bite size sessions' for refresher training in specific subjects such as this.

HR
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er

The Employees' Side commented that the two policies were complimentary, but that it thought managers should be involved in the process. It also queried what offerings would be available in the Wellbeing programme. The Assistant Director of Human Resources and Organisational Development explained that a Report would be presented to the Corporate Management Team (CMT) in

two weeks with a variety of Wellbeing offers, after which time the offerings would be shared with staff.

Resolved:

- 13.1** That the revised policy regarding attendance management, as set out in Report No 111/16 be implemented.

14 Sickness Report

The Committee received Report No 112/16 which provided an update regarding the Council's sickness figures for the period 1 April to 30 June 2016.

The sickness figures for the reporting period had been broken down into quarters and by departments, and were set out within the background papers to the Report.

The HR Manager highlighted paragraphs 2.1 through 2.4, which showed that there had been a reduction of sickness in every service area across LDC, with the average number of days' absence per employee for Quarter 1 at 3.0 days, decreasing from 3.46 days from Quarter 4 of 2015/16. She further highlighted that in Quarter 1 the short term absences reduced in every service area (in comparison to Quarter 4 of 2015/16) and the Waste Services department recorded a reduction in short term absences in comparison with the previous quarter.

The Employees' Side commented that this was good news. It queried if there was any analysis on patterns of sickness and whether the information was collated centrally. The Assistant Director of Human Resources and Organisational Development explained that it was the responsibility of managers to monitor within their own departments, so the analysis patterns were not collated centrally.

In response to a query by the Employees' Side, the Health and Safety Officer explained that data on accidents occurring in the workplace was contained within her Report that was being presented to the Committee later in the meeting.

The Employees' Side commented that it would be beneficial for HR to keep a record of how many staff members were at each stage in the attendance management policy. The Assistant Director of Human Resources and Organisational Development responded that she could report this information at future meetings between HR and the Employees' Side.

Resolved:

- 14.1** That Report No 112/16 be noted.

15 Accidents to staff from April 2016 to July 2016

The Committee received Report No 113/16 which presented the statistics on accidents reported at the Council between 1 April 2016 and 31 July 2016.

During the reporting period there had been 17 accidents reported by staff. A breakdown of the data and statistics on those accidents were set out on page

54 to 57 of the Report.

The Health and Safety Officer noted that there were eight near misses which dealt primarily with verbal abuse at work by the public and staff. The Committee expressed concern over the level of such incidents towards staff.

Resolved:

15.1 That Report No 113/16 be noted.

16 Exclusion of the Public and Press

Resolved:

16.1 That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the public and press be excluded from the meeting during the discussion of items 10 and 11 on the Agenda as there was likely to be disclosures of exempt information as defined in paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Act.

17 Consideration of Matters Raised by the Employees' Side

There were no additional matters raised by the Employees' Side over and above those which had been recorded in the Minutes of the meeting of the Employment Committee.

18 Consideration of Health and Safety Matters Raised by the Employees' Side

There were no additional Health and Safety matters raised by the Employees' Side over and above those which had been recorded in the Minutes of the meeting of the Employment Committee.

19 Date of Next Meeting

Resolved:

19.1 That it be noted that the next meeting of the Employment Committee was scheduled to be held on Monday, 19 December 2016 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10:00am.

All to
note

The meeting ended at 10:50am.

J Peterson
Chair