

## Employment Committee

**Minutes** of a meeting of the **Employment Committee** held in the **Telscombe Room, Southover House, Southover Road, Lewes** on **Monday, 18 December 2017** at 10.00am

**Present:**

**Employer's Side:**

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

**Employees' Side:**

M Busby and G Purdye

**Also Present:**

B Cooke, Assistant Director for Human Resources and Transformation  
 Z Downton, Committee Officer  
 H Knight, Head of Human Resources  
 J Yeates, Health and Safety Officer

### Minutes

**19 Minutes**

The Minutes of the meeting held on 11 September 2017 were approved as a correct record and signed by the Chair.

**20 Update on the Joint Transformation Programme**

The Assistant Director for Human Resources and Transformation provided a verbal update on the progress of the Joint Transformation Programme (JTP); a restructuring programme (currently in Phase Two) which aimed to deliver the majority of Lewes District Council and Eastbourne Borough Council's services via shared teams and by adopting new ways of working.

Members' discussion included:

- A query as to when the Phase Two appointments would be completed.

**Action**

Officers responded that:

- As part of Phase Two, 236 staff had been appointed to new roles following a lengthy process of consultation with staff/Unison and interviews. The Assistant for Human Resources and Transformation explained that the focus was now on supporting staff going through the redeployment process, i.e those that had been offered roles within the new structure which they had not previously expressed an interest in during the application process. Discussions with those affected on whether the roles offered were suitable alternatives were ongoing but were hoped to be resolved by the end of the week.

Resolved:

- 20.1** That the verbal update on the Joint Transformation Programme be noted.

Reason:

The Employment Committee had requested regular updates regarding progress of the Joint Transformation Programme.

## **21 Travel Policy**

The Committee considered Report No 174/17 which sought Employment Committee (Lewes District Council) and Cabinet (Eastbourne Borough Council) approval to implement a new policy regarding travel. The Head of Human Resources explained that Eastbourne Borough Council's Cabinet had already given its approval of the policy.

Members' discussion included:

- A request that such reports in future include an intended implementation date for a new policy.

Employees' Side representatives commented that:

- Clarification was needed in respect of the rail warrant procedure, which some staff had heard was going to cease in the New Year.

Officers responded that:

- The Assistant Director for Human Resources and Transformation would liaise with the Finance team and ask them to communicate to all staff information about any changes to the current rail warrant process, as was appropriate.

Resolved:

- 21.1** That implementation of the Travel Policy within the Council, as set out within Appendix 1 of Report No 174/17, be agreed.

Reasons:

Lewes District Council and Eastbourne Borough Council had jointly committed to bringing policies and procedures together as part of the Joint Transformation Programme, which was an important step towards aligning its people and business practices.

## **22 Sickness Report**

The Committee received Report No 175/17 which provided an update regarding the Council's sickness figures for the period 1 July 2017 to 30 September 2017 (Quarter 2 of 2017/2018), together with the reasons for staff absences as set out in the appendices to the Report.

### Resolved:

- 22.1** That Report No 175/17 be noted.

### Reason:

The Employment Committee had requested regular updates regarding the absence statistics within the Council.

## **23 Accidents to Lewes District Council staff from April 2017 to August 2017**

The Committee considered Report No 176/17 which presented the statistics on accidents sustained by staff working for the Council, as reported between 1 April 2017 and 30 November 2017.

Members' discussion included:

- That, despite the increased numbers of needlesticks being found in rubbish waste in general, it was good to read that the number of injuries from cuts caused by sharps was lower than in the previous year.

Employees' Side representatives commented that:

- Members of the waste and recycling teams should be made aware of how to properly carry waste bags to prevent not only needlestick injuries but also associated stress injuries, such as muscle strains as a result of incorrect waste handling.

Officers responded that:

- The Health and Safety Officer advised that staff had been taught that rubbish needs to expect to have needlesticks in it and should therefore be handled differently. The tactic seemed to be working as there had been no needlestick injuries so far during the reporting period, and only one 'sharp' accident from rubbish.

### Resolved:

- 23.1** That Report No 176/17 be noted.

### Reason:

The Report provides regular information on accidents and near misses to the Employment Committee as necessary to fulfil certain requirements of the Committee's Remit (namely Section 5, parts 2.4 (c) and 2.5 (g) and (k) of the Council's Constitution).

## **24 Exclusion of the Public and Press**

### Resolved:

- 24.1** 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 11 and 12 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.

## **25 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.

## **26 Consideration of Health and Safety Matters Raised by the Employees' Side**

It was noted that a meeting of the Council's Health and Safety Forum would be taking place later in the day, to which representatives from Unison would be attending.

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.

## **27 Date of Next Meeting**

### Resolved:

- 27.1** That it be noted that the next meeting of the Employment Committee was scheduled to be held on Monday, 5 March 2017 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10:00am.

All to  
note

The meeting ended at 10:40am.

J Peterson  
Chair