

Employment Committee

Minutes of a meeting of the **Employment Committee** held in the **Ditchling Room, Southover House, Southover Road, Lewes** on **Monday, 12 June 2017** at 10.00am

Present:

Employer's Side:

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

Employees' Side:

M Busby, R Haigh and G Purdye

Also Present:

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

Minutes

1 Minutes

The Minutes of the meeting held on 6 March 2017 were approved as a correct record and signed by the Chair.

2 Apologies for Absence

An apology for absence had been received from Councillor M Chartier (Employer's Side).

3 Update on the Joint Transformation Programme

The Assistant Director of Human Resources and Organisational Development provided a verbal update on the progress of the Joint Transformation Programme (JTP); a restructuring programme which aimed to deliver the majority of Lewes District and Eastbourne Borough Councils' services via

Action

shared teams and by adopting new ways of working.

The Assistant Director of Human Resources and Organisational Development highlighted the key progress points, as follows:

Phase One:

- 67 staff roles had been in scope during Phase One of the JTP. 42 appointments to roles had been made. 13 applications for Voluntary Redundancy had been agreed and there had been 3 compulsory redundancies. 5 members of staff were slotted in to roles in the new organisational structure as a direct result of feedback during the consultation period.
- Six out of the seven Heads of Service appointments made were from Lewes District Council.
- The standard of interviews for Phase One roles had been very high. Staff had fed back that the support and training provided in respect of interview techniques had been helpful and Human Resources would be encouraging staff to attend interview training and workshops during Phase Two.

Phase Two:

- 350 staff roles across both Lewes District and Eastbourne Borough Councils would be affected during Phase Two; the consultation for which was to begin in early July 2017. The consultation packs would be made available to all staff.
- The format of Phase Two would be similar to Phase One but with more workshops and consultation meetings planned due to the larger number of staff affected.

Resolved:

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

4 Sickness Report

The Committee received Report No 78/17 which provided an update regarding the Council's sickness figures for the period 1 January 2017 to 31 March 2017 (Quarter 4 of 2016/2017).

The average number of days' absence per employee for Quarter 4 was 2.9. The Head of Human Resources highlighted that the overall sickness figures for Lewes District Council for the 2016/2017 year was 10.6 days per FTE which, although did not meet the Council's target of 9 days, was a reduction on the previous couple of years.

Appendix 1 of the Report set out the Council's sickness figures for Quarter 4 of 2016/2017. The reasons for absence during Quarter 4 were shown by service

area under Appendix 2.

With effect from 1 February 2017 the majority of employees had been employed by Eastbourne Borough Council (as part of the ongoing Joint Transformation Programme). The Head of Human Resources explained that from Quarter 1 of 2017/2018 all absence information would be presented for employees across both Lewes District and Eastbourne Borough Councils as it would not be possible to continue reporting separately. She added that a breakdown of service areas and reasons for absence would still be provided.

A review of the Attendance Management Policy, as requested by Unison, would be finalised by the end of July 2017. The Head of Human Resources confirmed that Unison would be consulted as part of the review process.

Resolved:

4.1 That Report No 78/17 be noted.

5 Accidents to Lewes District Council staff from April 2016 to March 2017

The Committee considered Report No 79/17 which presented the statistics on accidents and near misses reported by staff at the Council between 1 April 2016 and 31 March 2017.

Accident statistics for staff during the reporting period were detailed under section 2.4 of the Report. Between April 2016 and March 2017 there had been 41 accidents reported by staff and agency staff, 14 reports of near misses and 14 visits to hospital.

The Health and Safety Officer highlighted that the reporting of accidents across Lewes District and Eastbourne Borough Councils differed at present, and a similar approach to reporting the information would need to be considered in the future.

In response to a councillor's question, the Health and Safety Officer explained that although the near miss campaign had been dropped due to lack of interest, it was still important to continue to report on these matters so that management could look into the causes and prevention methods. Details of near misses during the reporting period were set out under section 2.4 of the Report, on pages 17 to 20 of the agenda.

Resolved:

5.1 That Report No 79/17 be noted.

6 Exclusion of the Public and Press

Resolved:

6.1 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 9 and 10 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.

7 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.

8 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.

9 Date of Next Meeting

Resolved:

- 9.1** That it be noted that the next meeting of the Employment Committee was scheduled to be held on Monday, 11 September 2017 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10:00am.

All to
note

The meeting ended at 10:30am.

J Peterson
Chair