

Employment Committee

Minutes of a meeting of the **Employment Committee** held in the **Telscombe Room, Southover House, Southover Road, Lewes** on **Monday, 11 September 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:

J Norman, Committee Officer
H Knight, Head of Human Resources
R Wynn, Environmental Health Specialist

Minutes

10 Minutes

The Minutes of the meeting held on 12 June 2017 were approved as a correct record and signed by the Chair.

11 Apologies for Absence

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

12 Update on the Joint Transformation Programme

The Head of Human Resources (HHR) provided a verbal update on the progress of the Joint Transformation Programme (JTP); a restructuring

Action

programme which aimed to deliver the majority of Lewes District and Eastbourne Borough Councils' services via shared teams and by adopting new ways of working.

Members discussion included:

- Concern over the wellbeing of employees and how they were handling Phase 2 of the JTP.
- Querying if the new shared IT system between Lewes and Eastbourne Councils had been thoroughly tested before staff migration.
- Asking when the next issue of the JTP Phase 2 Consultation Pack would be published and made available to employees.

Officers responded that:

- It was acknowledged that, although it was a difficult time for employees, Officers were pleased with the level of feedback received regarding the first two issues of the JTP Consultation Packs.
- Although the new shared IT system migration was not moving as rapidly as some employees would like, the shared IT systems had been tested and both Lewes and Eastbourne Council employees would soon be migrated to the new system.
- The JTP Phase 2 Consultation Pack Third Issue would be made available to employees on 15 September 2017.

Employees' Side responded that:

- Some employees were anxious about Phase 2 of the JTP.

Resolved:

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

Reason:

To provide an update as to progress of the Joint Transformation Programme.

13 Sickness Report

The Committee received Report No 114/17 which provided an update regarding the Council's sickness absence figures for the period 1 April 2017 to 30 June 2017 (Quarter 1 of 2017/2018).

Members discussion included:

- The Cabinet Member for Waste and Recycling explained that the department had accumulated more sickness absences related to manual handling issues than colleagues in other departments who were primarily office based, and who also had the ability to work from home.

He further explained that Waste and Recycling should have more flexibility with sickness absences as a result.

Officers responded that:

- The management of sickness absence would benefit from the outcomes of the ten-month review of the attendance management policy, which had been requested by Unison. The results of the review should be finalised by the end of September 2017.

Employees' Side responded that:

- Unison acknowledged and apologised for the fact that the review of the attendance management policy had been delayed by Unison not returning its comments.

Resolved:

13.1 That Report No 114/17 be noted.

Reason:

To provide an update to the Committee regarding the sickness absence statistics within the Council.

14 Accidents to Lewes District Council staff from April 2017 to August 2017

The Committee considered Report No 115/17 which presented the statistics on accidents and near misses reported by staff at the Council between 1 April 2017 and 31 August 2017.

Members discussion included:

- The possibility of distinguishing the staff near misses and accident statistics between Lewes and Eastbourne Councils in future reports to the Committee.
- Whether or not the near misses *Slip, Trip and Fall Campaign* could be reinstated.
- That Waste and Recycling vehicles were finding it increasingly more difficult to park on residential streets during working hours, which resulted in a larger amount of near misses due to increased density of traffic.

Officers responded that:

- They would confirm whether or not staff near misses and accident statistics could be distinguished between Lewes and Eastbourne Councils in future reports and would report back to the Committee.
- The Environmental Health Specialist stated that she would speak to the Health and Safety Officer about reinstating the *Slip, Trip and Fall Campaign* and seek to address the reasons why staff did not

HHR/
HSO

EHS/
HSO

report near misses. The Health and Safety Officer would report back to the Committee at its next meeting.

- The Head of Human Resources would speak to the Head of Customer and Neighbourhood Services regarding near misses for Waste and Recycling vehicle staff and would report back to the Committee at its next meeting.

HHR/
HC&NS

Resolved:

- 14.1** That Report No 115/17 be noted.

Reason:

The regular report to the Committee provided accident and near miss information necessary to fulfil items 2.4 (c) and 2.5 (g) and (k) of the Council's Consultation Section 5: Remit of the Employment Committee.

15 Exclusion of the Public and Press

Resolved:

- 15.1** 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.

16 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.

The Employees' Side requested that a record of thanks be extended to Council Officers for the way in which they have handled the Waste Services Consultation.

17 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.

18 Date of Next Meeting

Resolved:

- 18.1** That it be noted that the next meeting of the Employment Committee was scheduled to be held on Monday, 18 December 2017 in the Telscombe Room, Southover House, Southover Road, Lewes commencing at 10:00am.

All to
note

The meeting ended at 10:38am.

J Peterson
Chair