

## **Joint Staff Advisory Committee**

**Minutes of the meeting held in the Ditchling and Telscombe Rooms, Southover House, Lewes, BN7 1AB, on 6 December 2021 at 2:30pm**

**Present:**

**Councillors:** Chris Collier (Chair), Stephen Holt (Vice-Chair), Isabelle Linington and Colin Swansborough

**Staff side:** Linda Farley

**Officers in attendance:**

Tony Barden (Head of ICT)

Becky Cooke (Assistant Director for Human Resources, ICT and Transformation)

Becky Holloway (Specialist Advisor for Health and Safety)

Jennifer Norman (Committee Officer, Democratic Services)

### **1 Election of Chair**

**Resolved:**

That Councillor Chris Collier be elected as Chair of the Joint Staff Advisory Committee for the remainder of the 2021/22 municipal year.

### **2 Election of Vice-Chair**

**Resolved:**

That Councillor Stephen Holt be elected as Vice-Chair of the Joint Staff Advisory Committee for the remainder of the 2021/22 municipal year.

### **3 Minutes**

The minutes of the meeting held remotely (via Microsoft Teams) on 3 March 2021 were submitted and approved, and the Chair was authorised to sign them as a correct record.

### **4 Apologies for absence/Declaration of substitute members**

Apologies for absence were received from the Councils' Chief Executive Officer, Rob Cottrill, Head of Human Resources, Helen Knight, Eastbourne Borough Councillor Jane Lamb and Lewes District Councillor James MacCleary.

**5 Declarations of interest**

There were none.

**6 Urgent items**

There were none.

**7 ICT developments**

The Committee received a verbal update regarding the Councils' ICT developments.

The Head of ICT highlighted ongoing work and progress in respect of Microsoft Office 365, telephony, meeting hybrid technology and team productivity. He further highlighted upcoming projects including a new staff desk booking system, new internal communications hub and the Councils' new website.

The Committee discussed the internet communications tools Yammer and Zoom.

The Committee thanked the Head of ICT for his team's work on making Zoom available to the Councils, as it provided greater communications flexibility with other organisations.

**Resolved:** That the verbal update be noted.

**8 Exclusion of the public and press**

**Resolved:**

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, 10, 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.

**9 2nd Quarter 2021/22 Accident report**

The Committee received a presentation in respect of key aspects of health and safety matters across both authorities.

**Resolved:** That the presentation be noted.

**10 Sickness Absence Quarter 2 2021/22**

The Committee received the Officer's report which provided an update regarding the Council's sickness figures for the period Quarter 2

(1 July to 30 September 2021) and outlined the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council.

**Resolved:**

That the Quarter 2 (1 July to 30 September 2021) sickness figures and the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council, be noted.

**11 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.

**12 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.

**13 Date of next meeting**

That it be noted that the next meeting of the Joint Staff Advisory Committee was scheduled to commence at 2:30pm on Wednesday, 2 March 2022, in the Court Room, Eastbourne Town Hall, Grove Road, Eastbourne, East Sussex, BN21 4UG.

The meeting ended at 3:20pm.

Councillor Chris Collier (Chair)