

**Joint Staff
Advisory
Committee
13 June 2022**

STRONGER together



Time and venue:

2:30pm in the Ditchling and Telscombe Rooms, Southover House, Southover Road, Lewes, BN7 1AB

Membership:

Councillors Chris Collier, Penny di Cara, Stephen Holt, Isabelle Linington, James MacCleary, Colin Swansborough (Reserves: Councillors Jonathan Dow, Tony Freebody and Alan Shuttleworth)

Staff side: Joshua Cooper (UNISON), Linda Farley (Staff Group Representative), Hilary Mitchell (Staff Group Representative) and Lynda Walker (UNISON)

PLEASE NOTE: AN EMPLOYER'S SIDE BRIEFING WILL COMMENCE AT 2:15pm IN THE Ditchling and Telscombe Rooms, Southover House, Southover Road, Lewes, BN7 1AB.

Published: Friday, 27 May 2022

Agenda

1 Election of Chair

To elect a Chair of the Joint Staff Advisory Committee for the remainder of the 2022/2023 municipal year.

The Chair will be appointed at the first meeting of each municipal year. It will be normal practice for the chairmanship of the Committee to rotate between authorities and a staff representative (e.g. year 1 - Eastbourne Borough Councillor, year 2 - Lewes District Councillor, year 3 - staff representative).

2 Election of Vice-Chair

To elect a Vice-Chair of the Joint Staff Advisory Committee for the remainder of the 2022/2023 municipal year.

A Vice-Chair will be appointed at the first meeting of each municipal year from any constituent group.

3 Minutes (Pages 5 - 8)

To confirm and sign the minutes of the previous meeting held on 2 March 2022 (attached herewith).

4 Apologies for absence/Declaration of substitute members

5 Declarations of interest

Disclosure by councillors of personal interests in matters on the agenda, the nature of any interest and whether the councillor regards the interest as prejudicial under the terms of the Code of Conduct.

6 Urgent items

Items not on the agenda which the Chair of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances as defined in Section 100B(4)(b) of the Local Government Act 1972.

7 Exclusion of the public and press

To consider, under Section 100(A) of the Local Government Act 1972 (as amended), excluding the public and press from the meeting during the discussion of Items 8, 9, 10 and 11 on this agenda, as there are likely to be disclosures of exempt information as defined in paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Act.

8 4th Quarter and Year End Accident report 2021/22 (Pages 9 - 24)

Presentation by the Specialist Advisor - Health and Safety

9 Sickness Absence Quarter 4 2021/22 (Pages 25 - 40)

Report of Head of Human Resources

10 Consideration of matters raised by the employees' side

To consider any matters raised by the employees' side in respect of the items on this agenda.

11 Consideration of health and safety matters raised by the employees' side

To consider any matters raised by the employees' side in respect of health and safety.

12 Date of next meeting

To note that the next meeting of the Joint Staff Advisory Committee is scheduled to commence at 2:30pm on Wednesday, 21 September 2022, in the Court Room, Eastbourne Town Hall, Grove Road, Eastbourne, East Sussex, BN21 4UG.

Information for Councillors

Disclosure of interests: Members should declare their interest in a matter at the beginning of the meeting.

In the case of a disclosable pecuniary interest (DPI), if the interest is not registered (nor the subject of a pending notification) details of the nature of the interest must be reported to the meeting by the member and subsequently notified in writing to the Monitoring Officer within 28 days.

If a member has a DPI or other prejudicial interest he/she must leave the room when the matter is being considered (unless he/she has obtained a dispensation).

Democratic Services

For any further queries regarding this agenda or notification of apologies please contact Democratic Services.

Email: committees@lewes-eastbourne.gov.uk

Telephone: 01273 471600

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Joint Staff Advisory Committee

Minutes of meeting held remotely on 2 March 2022 at 2.30 pm

Present:

Councillors: Councillor Stephen Holt (Chair), Councillors Penny di Cara, Isabelle Linington and Colin Swansborough

Staff side:

Officers in attendance:

Becky Cooke (Assistant Director for Human Resources and Transformation), Robert Cottrill (Chief Executive), Helen Knight (Head of Human Resources), Bryn Mabey (Customer, Communications and Engagement Lead) and Nick Peeters (Committee Officer).

Also in attendance:

Lynda Walker and Joshua Cooper (Unison representatives)

14 Minutes

The minutes of the meeting held on 6 December 2021 were submitted and approved, and the Chair was authorised to sign them as a correct record.

15 Apologies for absence/Declaration of substitute members

Apologies for absence were received from Eastbourne Borough Councillor Jane Lamb, Lewes District Councillors James MacCleary and Chris Collier, and the Council's Specialist Advisor, Health and Safety, Becky Holloway

16 Declarations of interest

There were none.

17 Urgent items

There were none.

18 Safer driving near waste operatives campaign

The Committee received a presentation from the Communication and Engagement Lead on the 'Safer driving near waste operatives' campaign. Members were asked for their input and the following points were raised:

- The low number of reports of dangerous driving around waste lorries indicated that the reporting of near misses should be actively encouraged.
- The Campaign could be more hard-hitting with waste operatives providing examples of actual incidents through interviews.
- The Campaign should highlight the importance of the work done by waste operatives and be used as an opportunity to promote the Service to potential job applicants.

The question of potential budgetary constraints was discussed and it was agreed that the Councils' public relations consultant would be approached for advice on social media presentations.

Resolved to note the presentation.

19 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.

20 3rd 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.

21 Sickness Absence Quarter 3 2021/22

The Committee received the Officer's report which provided an update regarding the Council's sickness figures for the Quarter 3 period. (1 October to 31 December 2021) and outlined the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council.

Resolved:

That the Quarter 3 (1 October to 31 December 2021) sickness figures and the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council, be noted.

22 Consideration of matters raised by the employees' side

The Committee discussed matters raised on the employees' side and the following points were highlighted:

In response to a query about the staff pay award, the Assistant Director of HR and Transformation confirmed that Payroll had worked to ensure that the increase in pay would be made as part of the March payment of salary. The Chair requested that the Committee's thanks be passed on to the Payroll Team.

In responding to the query about meeting room availability, the Chief Executive confirmed that an estates plan was being considered as part of the Corporate Management Team's work and that further action would be taken once this had concluded.

23 Consideration of health and safety matters raised by the employees' side

There were no additional health and safety matters raised by the employees' side.

24 Date of next meeting

That it be noted that the next meeting of the Joint Staff Advisory Committee is scheduled for Monday, 13 June 2022, in the Council Chamber, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1UE, commencing at 2:30pm.

The meeting ended at 3.40 pm

Councillor Stephen Holt (Chair)

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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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