

Joint Staff Advisory Committee

Minutes of the meeting held in the Court Room, Eastbourne Town Hall, Grove Road, Eastbourne, BN21 4UG on 1 March 2023 at 2:30pm

Present:

Staff Group Representative: Linda Farley (Chair)

Councillors: Isabelle Linington (Vice-Chair), Penny di Cara, Stephen Holt, James MacCleary and Colin Swansborough

Staff side: Abbey Dunn (UNISON) and Hilary Mitchell (Staff Group Representative)

Officers in attendance:

Becky Cooke (Director of Organisational Development and Director of Devonshire Quarter), Rob Cottrill (Chief Executive), Becky Holloway (Specialist Advisor, Health and Safety), Helen Knight (Head of Human Resources), Bryn Mabey (Communications Lead) and Jennifer Norman (Committee Officer, Democratic Services)

13 Minutes

The minutes of the meeting held on 13 June 2022 were submitted and approved, and the Chair was authorised to sign them as a correct record.

14 Apologies for absence/Declaration of substitute members

Apologies for absence were received from Lewes District Councillor Chris Collier and Staff Side Representatives Joshua Cooper (UNISON) and Lynda Walker (UNISON).

15 Declarations of interest

There were none.

16 Urgent items

There were none.

17 Verbal update from Director of Organisational Development and Director of Devonshire Quarter/Head of HR

The Committee received a verbal update from the Director of Organisational Development and Director of Devonshire Quarter and Head of HR in respect of various initiatives across Lewes District and Eastbourne Borough Councils.

Officers highlighted the cost of living crisis and its impact on staff, noting that HR was working hard with the Corporate Management Team (CMT) to maximize non-financial benefits for staff.

Discussions included current challenges in the recruitment market, the Employee Assistance Program, office accommodation and training across both organisations.

Resolved: That the verbal update be noted.

18 Update on Safer Driving campaign

The Committee received the report which provided an update on the Councils' Safer Driving Campaign.

The Communications Lead (CL) summarised the outcomes of the Councils' Safer Driving Campaign, whose primary focus was to raise awareness amongst residents around dangerous and anti-social driving near Environment First Waste Operatives.

The CL highlighted that working on the Campaign had been a positive collaborative experience between the Communications and Operation Development teams. He further highlighted that the Campaign was so well-received by both staff and local residents, Officers proposed that rather than ending the Campaign, the Councils imbed it alongside ongoing key waste communications activity such as collection dates, recycling advice and promotion of additional waste services.

The Committee expressed its gratitude to Officers for their work on the Campaign and reiterated its support of staff from Environment First. Officers noted that staff from Environment First were grateful that Members had been actively taking their safety into account.

Resolved:

1. That the report be noted; and
2. That the Safer Driving Campaign be incorporated as part of the Councils' ongoing communications output.

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 8, 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 Review of Lewes and Eastbourne Councils' Corporate Health and Safety Management System

The Committee received the report which provided an update on the review of the Corporate Health and Safety Management System.

The Specialist Advisor, Health and Safety (SAHS), highlighted that the purpose of the review was due to of the implementation of the Plan, Do, Check, Act approach to the Councils' management of health and safety, as set out in the Health and Safety Executive's document HSG65, *Managing for Health and Safety*.

The SAHS summarised the review of the Corporate Health and Safety Management System, noting the health and safety monitoring activities, results of the staff survey and various health and safety training initiatives across the organisations.

The Chief Executive thanked Officers for their excellent work in relation to the review of the Corporate Health and Safety Management System and reiterated the Directors' commitment to reinforce the messages in respect of health and safety across the organisations.

Resolved: That the report and draft action plan be noted.

21 1st to 3rd Quarter Accident Statistics

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

Resolved: That the presentation be noted.

22 Sickness Absence Quarter 3 2022/23

The Committee received the Officer's report which provided an update regarding the Councils' sickness figures for the period Quarter 3 (1 October to 31 December 2022) 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 2022) sickness figures and the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council, be noted.

23 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.

24 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.

25 Date of next meeting

It was noted that the next meeting of the Joint Staff Advisory Committee which was scheduled to commence at 2:30pm on Monday, 19 June 2023, will take place at a location to be confirmed (TBC).

The meeting ended at 3:05pm.

Linda Farley (Chair)