

Joint Staff Advisory Committee

4 December 2023

STRONGER together



Time and venue:

2:30pm in Room 209/210 on the Second Floor, The Marine Workshops, Railway Quay, Newhaven, East Sussex, BN9 0ER

Membership:

Councillor Stephen Holt (Chair); Abbey Dunn (Deputy-Chair, UNISON)

Councillors Chris Collier, Penny di Cara, Stephen Gauntlett, Wendy Maples, Colin Swansborough (Reserves: Councillors Jane Lamb and Robin Maxted)

UNISON Representatives: Joshua Cooper and Jed Murray

Staff side: Linda Farley and Hilary Mitchell

Published: Thursday, 23 November 2023

Agenda

1 **Minutes** (Pages 5 - 8)

To confirm and sign the minutes of the previous meeting held on 13 September 2023 (attached herewith).

2 **Apologies for absence/Declaration of substitute members**

3 **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.

4 **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.

5 **Verbal update from the Director of Tourism, Culture and Organisational Development**

6 **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 7, 8, 9 and 10 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.

7 2nd Quarter 2023/24 Accident Statistics (Pages 9 - 20)

Report of Health and Safety Manager

8 Sickness Absence Quarter 2 2023/24 (Pages 21 - 32)

Report of Head of HR

9 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.

10 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.

11 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, 6 March 2024, in the Court Room, Eastbourne Town Hall, Grove Road, Eastbourne, East Sussex, BN21 4UG.

Information for Councillors and attendees

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).

Accessibility:

Please note that the venue for this meeting is wheelchair accessible and has a hearing loop to help people who are hearing impaired. If you would like to use the hearing loop please advise Democratic Services (see below for contact details) either in advance of the meeting or when you arrive so that they can set you up with the relevant equipment to link into the system.

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Democratic Services

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Joint Staff Advisory Committee

Minutes of meeting held remotely on 13 September 2023 at 2.30 pm

Present:

Councillors: Councillor Stephen Holt (Chair) , Councillors Chris Collier, Penny di Cara, Stephen Gauntlett and Paul Keene.

Staff side: Linda Farley (Staff Group Representative) and Hilary Mitchell (Staff Group Representative).

Officers in attendance:

Becky Cooke (Director of Tourism, Culture and Organisational Development), Robert Cottrill (Chief Executive), Becky Holloway (Specialist Advisor for Health and Safety), Helen Knight (Head of Human Resources) and Jennifer Norman (Committee Officer, Democratic Services).

16 Minutes

The minutes of the meeting held on 10 July 2023 were submitted and approved, and the Chair was authorised to sign them as a correct record.

17 Apologies for absence/Declaration of substitute members

An apology for absence was received from Councillors Wendy Maples and Colin Swansborough. It was declared that Councillor Paul Keene would be acting as Substitute for Councillor Maples for the duration of the meeting.

18 Declarations of interest

There were none.

19 Urgent items

There were none.

20 Verbal update from Director of Tourism, Culture and Organisational Development

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

The Director highlighted the All-Staff Conference which was being held in November 2023 and noted that staff had shared excitement about the event.

She explained that there would be six interactive sessions over a span of two days, each two hours long, with various activities and raffle prizes for staff.

Further discussions included the Council's new intranet hub which launched in July 2023, the Council's new public website project and making the new public website more user-friendly and accessible for residents.

Resolved: That the verbal update be noted.

21 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 7, 8, 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.

22 Health and Safety Quarterly Accident report - Quarter 1 2023/24

The Committee received a presentation from the Health and Safety Manager (HSM) in respect of key aspects of health and safety matters across Eastbourne Borough and Lewes District Councils.

Discussions included accident trends and available data in relation to reported accidents.

Resolved: That the presentation be noted.

23 Sickness Absence Quarter 1 2023/24

The Committee received the Officer's report which provided an update regarding the Councils' sickness figures for the period Quarter 1 (1 April to 30 June 2023) and outlined the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council.

Resolved:

That the Quarter 1 (1 April to 30 June 2023) sickness figures and the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council, be noted.

24 Consideration of matters raised by the employees' side

Queries were raised by the employees' side in relation to office space in Lewes town and the removal of gym facilities at Saxon House in Newhaven.

The Chief Executive (CE) confirmed that work was currently being done at 6 High Street, Lewes, in relation to expanding available office space for staff. He further confirmed that the closure of the gym facilities at Saxon House had

been outside the Council's control and that due to low usage, the decision was made by East Sussex Fire and Rescue to close the gym facilities.

There were no additional matters raised by the employees' side over and above those which had been recorded in the minutes of the meeting.

25 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.

26 Date of next meeting

It was noted that the next meeting of the Joint Staff Advisory Committee was scheduled to commence at 2:30pm on Monday, 4 December 2023, in Room 209/210 on the Second Floor, The Marine Workshops, Railway Quay, Newhaven, East Sussex, BN9 0ER.

The meeting ended at 3.06 pm

Councillor Stephen Holt (Chair)

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Agenda Item 7

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

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