

# Joint Staff Advisory Committee

## 10 September 2024

### Time and venue:

10:00am in the Court Room, Eastbourne Town Hall, Grove Road, Eastbourne, East Sussex, BN21 4UG

### Membership:

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

UNISON Representatives: Clare Boorman, Ann Melia and Jed Murray

Staff side: Linda Farley and Hilary Mitchell

*Published: Monday, 2 September 2024*

## Agenda

### 1 Election of Chair

To elect a Chair of the Joint Staff Advisory Committee for the remainder of the 2024/2025 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 Deputy-Chair

To elect a Deputy-Chair of the Joint Staff Advisory Committee for the remainder of the 2024/2025 municipal year.

*A Deputy-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 4 December 2023 (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 Verbal update from the Director of Tourism, Culture and Organisational Development**

## **8 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 9, 10, 11 and 12 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.

## **9 Accident report Quarter 1 2024/25 (Pages 9 - 20)**

Report of Health and Safety Manager

## **10 Sickness Absence Quarter 1 2024/25 (Pages 21 - 34)**

Report of Head of HR

## **11 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.

## **12 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.

## **13 Date of next meeting**

To note that the next meeting of the Joint Staff Advisory Committee is scheduled to commence at 10:00am on Thursday, 21 November 2024, in Room 209/210 on the Second Floor, The Marine Workshops, Railway Quay, Newhaven, East Sussex, BN9 0ER.

# **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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## Joint Staff Advisory Committee

**Minutes of the meeting held in Room 209/210 on the Second Floor, The Marine Workshops, Railway Quay, Newhaven, East Sussex, BN9 0ER, on 4 December 2023 at 2.30pm**

### **Present:**

**Staff Group Representative:** Linda Farley (Deputy-Chair in the Chair)

**Councillors:** Penny di Cara, Nikki Fabry (Substitute), Stephen Gauntlett, Wendy Maples and Colin Swansborough

**Staff Side Representatives:** Ann Melia (UNISON) and Jed Murray (UNISON)

**Officers in attendance:** Robert Cottrill (Chief Executive), Becky Cooke (Director of Tourism, Culture and Organisational Development), Becky Holloway (Health and Safety Manager) and Jennifer Norman (Committee Officer, Democratic Services)

### **27 Election of Deputy-Chair**

*Prior to the election of Deputy-Chair, the Chief Executive welcomed all those present, including two new Staff Side Representatives, Ann Melia (UNISON) and Jed Murray (UNISON).*

#### **Resolved:**

That Linda Farley (Staff Group Representative), be elected as Deputy-Chair of the Joint Staff Advisory Committee for the remainder of the 2023/2024 municipal year.

### **28 Minutes**

The minutes of the meeting held on 13 September 2023 were submitted and approved, and the Chair was authorised to sign them as a correct record.

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

Apologies for absence were received from Councillors Chris Collier and Stephen Holt (Chair). It was declared that Councillor Nicky Fabry would be acting as Substitute for Councillor Collier for the duration of the meeting.

Apologies for absence were also received from Clare Boorman (UNISON), Helen Knight (Head of HR) and Hilary Mitchell (Staff Group Representative).

**30 Declarations of interest**

There were none.

**31 Urgent items**

There were none.

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

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

The DTCOD highlighted the All-Staff Conference held in November 2023 and thanked the Employees' Side Representatives, Ann Melia and Jed Murray, for their contributions regarding UNISON's involvement in the conference. The DTCOD noted that many staff said that they were pleased and expressed their gratitude, and she thanked staff for their feedback and involvement.

The DTCOD further highlighted that the overall atmosphere appeared positive and upbeat during the All-Staff Conference, despite the messages shared by the Directors regarding challenges faced by local authorities across the country.

The Employees' Side noted that the All-Staff Conference was a great way to engage with staff, with many staff expressing their happiness with the support they had been given by UNISON. The Employees' Side further noted that it had been working with the DTCOD and the Head of HR regarding resolving staff concerns, and it welcomed the opportunity for its new representatives, Clare Boorman and Ann Melia, to engage in the process.

The DTCOD reiterated the Employers' Side continued support regarding ways it could help UNISON increase its membership.

Further discussions included the recent staff wellbeing day held in Newhaven, the new staff forum and the recent pay award which was agreed on 2 November 2023. The Committee expressed its gratitude to the Councils' Payroll team for already implementing the backdated pay award from 1 April 2023.

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

**33 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.

#### **34 2nd Quarter 2023/24 Accident Statistics**

The Committee received a report 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 report be noted.

#### **35 Sickness Absence Quarter 2 2023/24**

The Committee received the Officer's report which provided an update regarding the Councils' sickness figures for the period Quarter 2 (1 July to 30 September 2023) 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 2023) sickness figures and the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council, be noted.

#### **36 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.

#### **37 Consideration of health and safety matters raised by the employees' side**

The Employees' Side highlighted that it had acquired two new Health and Safety Representatives, both of which had recently completed training.

The Employees' Side queried if new staff members were made aware of opportunities to access union services through UNISON. The Director of Tourism, Culture and Organisational Development responded that all new staff are made aware by their line manager during induction regarding the opportunities to access union services through UNISON.

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.

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

The meeting ended at 3:20pm.

Linda Farley (Chair)



# Agenda Item 9

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

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