

## **Joint Staff Advisory Committee**

**Minutes of the meeting held remotely (via Microsoft Teams) on 7 December 2020 at 2.30pm**

**Present:**

**Councillors:** Councillor Stephen Holt (Chair); Councillors Chris Collier (Vice-Chair), Jane Lamb, Isabelle Lington, James MacCleary and Colin Swansborough

**Staff side:** Chris Earp, Adediran Kujore, Linda Farley and Hilary Mitchell

**Officers in attendance:**

Becky Cooke (Assistant Director for Human Resources and Transformation)  
Ed Hele (Functional Lead - Quality Environment)  
Becky Holloway (Specialist Advisor for Health and Safety)  
Helen Knight (Head of Human Resources)  
Jennifer Norman (Committee Officer, Democratic Services)

**1 Election of Chair**

**Resolved:**

That Councillor Stephen Holt be elected as Chair of the Joint Staff Advisory Committee for the remainder of the 2020/21 municipal year.

**2 Election of Vice-Chair**

**Resolved:**

That Councillor Chris Collier be elected as Vice-Chair of the Joint Staff Advisory Committee for the remainder of the 2020/21 municipal year.

**3 Introductions**

The Chair introduced members of the Committee via roll call, and all those present during the remote meeting.

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

There were none.

**5 Declarations of interest**

There were none.

**6 Urgent items**

There were none.

**7 2nd Quarter 2020/21 Accident Report**

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

Key aspects of the presentation included:

- Background to 2<sup>nd</sup> Quarter Coronavirus Pandemic;
- Quarter 2 updates regarding accidents for employees and nonemployees;
- Accidents by business area and locality; and
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable injuries.

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

**8 Capability Policy**

The Committee received a report which detailed the alignment of the Capability Policy at both Eastbourne Borough Council and Lewes District Council.

The Head of HR summarised the report and key details of the newly aligned Capability Policy.

The Head of HR highlighted that there were no significant changes from the previous policies held by either authority, with the exception of the appeals procedure as detailed in section 8 of Appendix 1. She further highlighted that training would be made available for all staff and further guidance would be published on the councils' intranet website.

The Committee asked Officers to detail the training process for members of staff. The Head of HR explained that all managers would have training on all of the policies as part of the Management Development Programme, and all staff would have access to guidance published on the councils' intranet website. She further explained that each department was given additional support when required, with the assignment of an HR Business Partner.

**Resolved:**

- 1) That the newly aligned policy be noted; and
- 2) That the Head of HR be recommended to approve and implement the newly aligned Capability Policy as set out in Appendix 1 of the report.

## 9 Disciplinary Policy

The Committee received a report which detailed the alignment of the Disciplinary Policy at both Eastbourne Borough Council and Lewes District Council.

The Head of HR summarised the report and key details of the newly aligned Disciplinary Policy.

The Head of HR highlighted that there were no significant changes from the previous policies held by either authority, with the exception of the appeals procedure as detailed in section 11 of Appendix 1. She further highlighted that training would be made available for all staff and further guidance would be published on the councils' intranet website.

The Committee asked Officers to detail the training process for members of staff regarding the newly aligned Disciplinary Policy. The Head of HR explained that all managers would have training on all of the policies as part of the Management Development Programme, and all staff would have access to guidance published on the councils' intranet website. She further explained that each department was given additional support when required, with the assignment of an HR Business Partner.

The Assistant Director of HR and Transformation highlighted that the change in the appeals procedure was primarily surrounding the makeup of the appeals panel, should the process result in any appeals. She further highlighted that the panel was previously made up of 3 Members, with the new panel comprised of 2 Members and 1 manager. This was a result of discussions with Officers and Members at both authorities.

### **Resolved:**

- 1) That the newly aligned policy be noted; and
- 2) That the Head of HR be recommended to approve and implement the newly aligned Disciplinary Policy as set out in Appendix 1 of the report.

## 10 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 11, 12 and 13 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.

## 11 Sickness Absence Quarter 4 2019/20 and Quarters 1 and 2 2020/21

The Committee received the Officer's report which provided an update regarding the Council's sickness figures for the periods of Quarter 4 2019/20

and Quarters 1 and 2 2020/21, and the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council.

**Resolved:**

That the Quarter 4 2019/20 (1 January to 31 March 2020), and Quarter 1 (1 April to 30 June 2020) and Quarter 2 2020/21 (1 July to 30 September 2020) sickness figures and the way in which the figures were presented for both Lewes District Council and Eastbourne Borough Council, be noted.

**12 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.

**13 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.

**14 Date of next meeting**

**Resolved:**

That the next meeting of the Joint Staff Advisory Committee which is scheduled to commence at 2:30pm on Wednesday, 3 March 2021, in a virtual capacity, via Microsoft Teams, and in accordance with section 78 of the Coronavirus Act 2020 and section 13 of the related regulations, be noted.

The meeting ended at 3.30pm.

Councillor Stephen Holt (Chair)