

## **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)