

## **JOINT CONSULTATIVE AND SAFETY PANEL**

### **MINUTES OF MEETING HELD ON 17 MARCH 2005**

**Present:** Mr A Rickerby (Chair); Councillors F Heathcote; J Park; J Prince; A Woonacott; Mr F Hornsby, GMB; Mrs M Jewell, GMB; A Southward

Apologies for absence were received from S Stanczuk, Councillors G Clements, J Close.

Officers: Dr J Stanforth, Chief Executive; L Glead, Personnel Manager; K Hastings, E-Government Policy Manager (present for item on Security Policy); C Shackley, Personnel and Training Officer; J C Jewell, Senior Administrative Officer

### **Minutes**

The Minutes of the meeting held on 9 December 2005 were signed by the Chairman as a correct record.

### **JCSP 32      Matters Arising**

#### **Draft Code of Conduct**

Further to Minute JCSP 27 Draft Code of Conduct, the Personnel Manager informed the Panel that work on this had been delayed due to the Office of the Deputy Prime Minister not yet commenting on the National Code of Conduct. However, a draft of the Council's Code should be ready for the next meeting.

The position was noted.

#### **Draft Policy for the Prevention of Stress**

Arising out of Minute JCSP 28, a 2<sup>nd</sup> Draft of Prevention of Stress Policy was considered which included strengthening the wording of paragraph 4.3 on advice given to employees.

**RESOLVED** – That the draft policy be noted.

### **JCSP 33      Security Policy**

The Panel considered a draft security policy for the Council. Following union concerns that there could be problems with some

of the wording of paragraph 4.1.6 - 'Business and personal use', it was

**RESOLVED** – That the draft security policy be noted, subject to the E-Government Policy Manager bringing back to the Panel a 'Personal User Guidance'.

**JCSP 34**      **Draft Policy on Leave, Overtime, Sick Pay and Flexitime for Part-Time Employees**

A report advising on proposals for a policy on leave and associated terms and conditions of employment for part-time employees was submitted.

**RESOLVED** – That the draft policy for part-time employees be noted.

**JCSP 35**      **Draft Policy on Time Off in Lieu**

The Panel considered a consultation draft on proposals for a policy on time off in lieu. Marlene Jewell raised concern on paragraph 5.0, which proposed that all Time off in Lieu is calculated on a single time basis, and was not in accordance with the Green book conditions of service.

**RESOLVED** – That the draft policy be noted and the concern raised be looked at again with a further report to this Panel.

**JCSP 36**      **Accident/Incident Report**

The Personnel Manager reported that it had not been possible to produce an accident/incident report for the meeting. However, the intention was to produce for the next meeting a review and analysis of the whole year, by which time the Risk Management Group would have met and a Health and Safety Action Plan produced.

The position was noted.

**JCSP 37**      **Any other business**

**( i ) Lighting and Ventilation in The Copeland Centre**

Arising out of Minute JCSP 30, Marlene Jewell reported that there had been no progress on this matter since the last meeting. In reply the Chief Executive reported that the issue had been discussed at

Management Group and Chris Lloyd was to take up the issue with Caxton's in order to resolve it.

The position was noted.

(ii) Travel to Work Place Plans

The Personnel Manager reported that the OSC Environmental Well Being had asked this Panel via the Executive to report back on the potential for introducing Travel to Work Plans. A copy of a pamphlet on travel to work was circulated. The Personnel Manager suggested asking Corporate Team to look at resourcing and thereafter refer back to this Panel.

**RESOLVED** – That the suggestion be agreed.

(iii) New Building Atrium

Frank Hornsby referred to a recent e-mail from Chris Lloyd on conditions in the Atrium in the New Building. In reply the Chief Executive explained that the Pride Group were to look at the accommodation options for the Atrium.

The position was noted.

The meeting closed at 2.50pm

Chairman