

## **JOINT CONSULTATIVE AND SAFETY PANEL**

### **MINUTES OF MEETING HELD ON 16 JUNE 2005**

**Present:** Mr A Rickerby (in the Chair); Councillors G Clements; J Close; J Prince; A Wonnacott; Mrs M Jewell; S Sanczuk; A Southward

Apologies for absence were received from Councillors G Blackwell, J Park.

Officers: L Gleed, Human Resources Manager; C Shackley, Human Resources Officer; J C Jewell, Member Services.

### **Minutes**

The Minutes of the meeting held on 17 March 2005 were signed by the Chairman as a correct record.

## **JCSP 01**

### **Matters Arising**

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

The Human Resources Manager reported that there had been no further progress on this matter.

#### **Lighting and Ventilation in The Copeland Centre**

Alan Southward asked if there had been any further progress on the lighting and ventilation issues and on conditions in the Atrium of the Copeland Centre referred to in Minutes JCSP 37 (i) and (iii) of the previous meeting. The Human Resources Manager explained what remedial work had been carried out in the Atrium. The problems associated with lighting and ventilation had been reported but to date had not been rectified. The Union representatives reported that there were still complaints from employees regarding lighting and associated eyesight problems.

The Panel agreed with the suggestion of the Human Resources Manager that he would, as a matter of urgency, ask Chris Lloyd to circulate to the Panel correspondence he had had with Caxton's relating to requests for remedial work to be carried out to the Copeland Centre.

**JCSP 02      Draft Policy on Time Off in Lieu**

Further to Minute JCSP 35, the Panel considered a 2nd Draft of the Time Off in Lieu Policy. Colette Shackley reported on talks with the North West Employers Organisation and on the policy of other Cumbrian authorities on time off in lieu. The Green book made no mention of time off in lieu.

Marlene Jewell, Alan Southward and Stan Sanczuk asked for it to be recorded that they disagreed with paragraph 5.1 which stated that all Time Off in Lieu is calculated on a single time basis.

The Panel were therefore, unable to agree the 2<sup>nd</sup> Draft of the Time Off in Lieu Policy. The proposals would have to be taken as a separate negotiating issue and considered outside of this Panel.

**JCSP 03      Health and Safety Policy Arrangements**

As part of the Action Plan following the Health and Safety Executive inspection in June 2002 the Council's Health and Safety Policy document was revised and expanded, to describe in more detail the management arrangements and responsibilities for in-house health and safety. The Panel considered a revised draft of the Council's Health and Safety Policy and Arrangements document.

**RESOLVED** – That the revised draft of the Health and Safety Policy and Arrangements document be recommended to the Executive for approval.

The meeting closed at 3.10pm

Chairman