

JOINT CONSULTATIVE AND SAFETY PANEL

MINUTES OF MEETING HELD ON 13 AUGUST 2009 AT 10:00am

Present:

Councillors J Park (In the Chair); F Heathcote; K Hitchen and P Whalley

Union Representatives: M Jewell (GMB)(Deputy Chairman); C Sewell (UNISON) and S Sanczuk (GMB).

Officers: K Parker, Acting Corporate Director Quality of Life; L Gleed, Human Resources Manager and C Willoughby, Member Services Technical Support Officer.

Apologies for absence were received from Councillor N Williams.

JCSP 01/09 Minutes

The Minutes of the meeting held on 23 April 2009 were signed by the Chairman as a correct record.

JCSP 02/09 Shared Service Strategy

The Human Resources Manager introduced the Shared Services Strategy which aimed to provide an overarching framework for the Council's approach to 'Shared Services'. Members were advised that Copeland was a relatively small Council and was facing the dual dilemma of how to meet public expectations whilst financial resources are increasingly limited.

During discussion of this item, Members were also advised that the Revenues and Benefits, Fraud and Audit functions were currently being looked at as a potential shared service and updated on the current position. Concerns and anxieties were expressed and it was suggested that the Lead Officer be invited to attend a future meeting of this panel to discuss further and in particular to provide an outline of the consultation process.

The Panel were advised that a meeting with CIEP was arranged for 14 August and it was possible that the Shared Services document would be signed off there. Members asked if the CIEP document could be circulated.

RESOLVED - that

- a) the Shared Services Strategy update be noted,

- b) the Shared Services Strategy lead Officer be invited to a future meeting of this Panel, before this item goes to Personnel Panel, to discuss further and in particular to provide an outline of the consultation process, and
- c) The CIEP document be circulated to this Panel.

JCSP 03/09 Health and Safety Report

Consideration was given to the Health and Safety Report for Quarter 1 of 2009/10.

Members were further updated on the vacant Health and Safety Officer position and that shortlisted candidates were to be interviewed on 19 August.

The Panel were advised that the interim Health & Safety Adviser had commented on the apparent increase in accidents over the past three months and stressed the continuing requirements for manual handling training, the use of safety equipment and concentration.

Members also noted that the Corporate Management Health and Safety Group and the Safety Representatives Group continued to meet regularly. The working conditions of staff located in the Atrium had now been resolved with employees being relocated to the first floor.

The Human Resources Manager gave a brief update on the Swine Flu Pandemic, advising Members that the situation was being closely monitored.

During discussions, further details surrounding the accident on 30 June 2009 to the foot of a Waste Management employee were requested.

RESOLVED - that

- a) the Quarterly Health and Safety Report be noted, and
- b) further details surrounding the accident on 30 June 2009 to the foot of a Waste Management employee be circulated by the Human Resources Manager.

JCSP 04/09 Display Screen Equipment Users - Eye Tests

Consideration was given to a proposal to change the procedure for meeting the Employer's obligations in relation to eyesight tests for Display Screen Equipment Users.

During discussion of this item, clarification was requested regarding whether this limited staff to having eye tests at Specsavers only and members were advised that staff would still be able to have eye tests at opticians of their choice.

RESOLVED - that the proposed change to the procedure relating to eyesight tests for Display Screen Equipment Users be agreed.

JCSP 05/09 Union Updates

None.

The meeting closed at 11:15am

Chairman

Date

JOINT CONSULTATIVE AND SAFETY PANEL

MINUTES OF MEETING HELD ON 24 AUGUST 2009 AT 2:00pm

Present:

Councillors J Park (In the Chair); F Heathcote; K Hitchen and N Williams

Union Representatives: M Jewell (GMB)(Deputy Chairman); C Sewell (UNISON), S Sanczuk (GMB); S Mee (UNISON) and K Young (GMB).

Officers: H Mitchell, Head of Policy and Performance; J Salt, Head of Customer Services and C Willoughby, Member Services Technical Support Officer.

Also present: Ms E. Turner, Carlisle City Council.

Apologies for absence were received from J Glynn and Councillor P Whalley.

JCSP 06/09 Shared Service Strategy

The Head of Customer Services and Ms Turner presented to the Panel on the Revenues and Benefits Shared Services Strategy, including the objectives of the project, scope and the progress made to date.

During discussion of this item, Members expressed concern at the figures quoted regarding customer satisfaction and were advised the 90% figure shown represented those customers satisfied with the service delivered from a survey of 400 customers. It was further noted that due to a change in the Department for Work and Pensions' reporting requirements current figures were not available.

Concern was also shown regarding 'e-contact' and the Panel was advised that although not all customers were in favour of this particular route, central Government was encouraging this method.

It was explained to the Panel that the main cost in this exercise would be in ICT to enable Copeland Borough Council, Allerdale Borough Council and Carlisle City Council to use the same systems.

The Head of Customer Services and Ms Turner were thanked for their presentation.

RESOLVED - that the presentation on the Revenues and Benefits Shared Services Strategy be received.

The meeting closed at 2:50pm

Chairman

Date