

HUMAN RESOURCES COMMITTEE

Minutes of the proceedings at a meeting of the Human Resources Committee held in the District Council Chamber - South Lakeland House, on Tuesday, 26 November 2019, at 3.00 p.m.

Present

Councillors

Rachael Hogg (Chairman)
Janet Willis (Vice-Chairman)

Pat Bell

Philip Dixon

Brian Rendell

Apologies for absence were received from Councillors Roger Bingham, Dave Khan and Mark Wilson.

Officers

Courage	Trainee Solicitor
Aiguobasinmwin	
Una Bell	Case Management Team Leader
David Bradley	Principal Housing Standards Officer
Lawrence Conway	Chief Executive
Linda Fisher	Legal, Governance and Democracy Lead Specialist (Monitoring Officer)
David Sykes	Director of Strategy, Innovation and Resources
Kira King	Human Resources Officer
Charles Officer	Acting HR Lead Specialist
Helen Smith	Finance Lead Specialist (Section 151 Officer)

HR/13 MINUTES

RESOLVED – That the Chairman be authorised to sign, as a correct record, the minutes of the meeting held on 10 September 2019.

HR/14 MINUTES OF APPEALS SUB-COMMITTEE

RESOLVED – That the minutes of the meeting of the Human Resources Sub-Committee held on 7 October 2019 be received and the Chairman of the appropriate Sub-Committee be authorised to sign as correct record.

HR/15 DECLARATIONS OF INTEREST

RESOLVED – That it be noted that no declarations of interest were raised.

HR/16 LOCAL GOVERNMENT ACT 1972 - EXCLUDED ITEMS

RESOLVED – That the items in Part II of the Agenda be dealt with following the exclusion of the press and public.

HR/17 ANNUAL HEALTH AND SAFETY REPORT

The Director of Strategy, Innovation and Resources presented the Annual Health and Safety Report 2018/19. He highlighted the REACH4Zero Improvement Plan which defined a measurable programme of activities which provided direction to actively engage all personnel at every level and location. He explained that quarterly reports were presented to the Health, Safety and Wellbeing Committee with the Annual Report being circulated to Corporate Management Team, the Joint Consultative Panel and the Health, Safety and Wellbeing Committee.

The Director of Strategy, Innovation and Resources outlined the targets which had been set for 2018/19 and the summary of improvements which had been made to reach the targets. He highlighted the Waste Collection Policy, which had been introduced in February 2019, and the Streetscene Rounds Risk Assessments which had particularly looked at reverse manoeuvres.

The Director of Strategy, Innovation and Resources informed Members that in December 2018 the Council had achieved the bronze level of Better Health at Work Award, which demonstrated a commitment to Health and Safety. In addition work had continued to reduce the risks, which arose when using contractors, by providing training and undertaking site audits. He informed Members that a third party organisation, Tribe Ltd, had been brought in to audit Health and Safety for the Council and had undertaken an audit of three areas: Streetscene; Grounds Maintenance; and Facilities Management/Assets and work was underway to address the recommendations made. He highlighted that all employees had been IOSH (Institution of Occupational Safety and Health) trained and as part of the Customer Connect transition period all employees would receive updates and refreshers on good Health and Safety practice. In addition improvements would be made to simplify the current Health and Safety systems.

The Director of Strategy, Innovation and Resources went on to outline the accident statistics and near miss incidents within the report and highlighted that although there had been a significant drop in near miss incidents from 91 in 2017 to 19 in 2018 it was possible that this was, in part, due to near misses not being reported and Members were informed that work would be undertaken to review and streamline the reporting procedure to improve its usage. In concluding his presentation the Director of Strategy, Innovation and Resources outlined the future priorities which included further engagement with staff and an emphasis on embedding a Health and Safety culture within the Customer Connect programme.

The Director of Strategy, Innovation and Resources responded to questions raised by Members and undertook to provide a written response in relation to the investigation and analysis of near miss incidents.

RESOLVED – That the Annual Health and Safety Report 2018/19 be received.

HR/18 PRESS AND PUBLIC

RESOLVED - That, under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 A of the Act as amended by the Local Government (Access to Information) (Variation) Order 2006 by virtue of the paragraphs indicated.

HR/19 SPECIAL PAID LEAVE APPLICATION

- *Paragraph 1, 2 - Information relating to any individual.*
- *Information which is likely to reveal the identity of an individual.*

The Principal Housing Standards Officer presented a report which sought approval for the request of two weeks special paid leave for a member of his team.

Members gave consideration to the report and agreed to support the request.

RESOLVED – That the request for two weeks special paid leave be approved.

HR/20 JOINT CONSULTATIVE PANEL

- *Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

RESOLVED – That the notes of the meeting of the Joint Consultative Panel held on 20 August 2019 be received.

HR/21 HEALTH, SAFETY AND WELLBEING COMMITTEE

- *Paragraph 2 - Information which is likely to reveal the identity of an individual.*

RESOLVED – That the minutes of the meeting of the Health, Safety and Wellbeing Committee held on 14 August 2019 be received.

HR/22 ORGANISATIONAL ESTABLISHMENT UPDATE

- *Paragraph 1, 2, 3, 4 - Information relating to any individual.*
- *Information which is likely to reveal the identity of an individual.*
- *Information relating to the financial or business affairs of any particular person (including the authority holding that information)*
- *Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.*

Acting HR Lead Specialist presented a report which outlined the updated Organisational Establishment list following the Customer Connect transformation programme. He highlighted the leadership structure which had seen two distinct Director led areas and the introduction of new job families. The Acting HR Lead Specialist outlined details of the reduction in the Establishment FTE (Full Time Equivalent), the salary budget and anticipated savings and advised Members that the report provided the updated establishment with the new structures as at 1 January 2020.

The Acting HR Lead Specialist responded to questions raised by Members and the Director of Strategy Innovation and Resources informed Members that the Council was in a period of transition and there was a forthcoming programme of work which would engage Members and external stakeholders throughout the transition.

26.11.2019

Human Resources Committee

RESOLVED – That

- (1) the changes as detailed in the report and appendices be noted;
- (2) the updated Establishment List at Appendix A to the report be received; and
- (3) approval be given for the use of the Establishment List in the preparation of the 2020/21 to 2024/25 salary budget, for consideration at Full Council and a summary of the Establishment be included in the budget setting report to enable Council to approve the overall staffing requirements.

HR/23

RE-ADMISSION OF PRESS AND PUBLIC

RESOLVED – That the press and public be re-admitted to the meeting.

The meeting ended at 3.52 p.m.