

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Council Chamber at the Guildhall, Gainsborough on Tuesday 11 March 2014 commencing at 4pm.

Present: Councillor David Cotton (Chairman)

Councillor Nigel Bowler
Councillor Jackie Brockway
Councillor Chris Darcel
Councillor Anne Welburn

Representatives of Union members: Karen Lond (Vice-Chairman) – In the Chair
Diane Leslie

Representatives of Non union staff: Carol Bond
Rachel Cooper

In attendance:
Kim Leith Health and Safety Co-ordinator
Michelle Howard Home Choices Team Manager
Matthew Broughton Health and Well-Being Manager
Emma Redwood Human Resources Team Manager
Katie Coughlan Governance and Civic Officer

Apologies: None Received

42 MINUTES (JSCC.32 13/14)

RESOLVED that the Minutes of the meeting of the Joint Staff Consultative Committee held on 28 January 2014 be confirmed and signed as a correct record.

43 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

44 MATTERS ARISING SCHEDULE (JSCC.33 13/14)

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 3 March 2014.

RESOLVED that progress on the Matters Arising Schedule as set out in report JSCC.33 13/14, be received and noted.

45 PRESENTATION BY THE HEALTH TEAM OUTLINING SOME OF THE INITIATIVES BEING RUN TO ENCOURAGE A HEALTHY WORKFORCE AND DETAILS OF THE ICOUNT PROGRAMME

The Health and Well-Being Manager made a short presentation to the meeting outlining what the i-Count programme was, who it covered and how it was funded. It was noted that West Lindsey had been successful in securing £18,000.

In April of last year, staff engagement had taken place regarding how the funding should be best spent, arising from which four key themes had been identified, namely: -

- More Active
- Healthy Eating
- Mental Health
- Physical Environment

A range of activities/ opportunities had been organised for the workforce, including Free Fruit Week, which was extended to due to its popularity, Exercise Classes, Food Knowledge Classes, 'Flu Jabs, Fit Bug Challenge and a staff football team.

The next theme to be addressed was mental health and a number of "Mindfulness" Taster Sessions were being made available to staff in the coming weeks.

Body MOTs were also planned and the ways in which the physical environment theme could be addressed were being investigated, for example dedicated break out areas had been one suggestion.

It was noted that £6,000 remained unspent and anyone with suggestions should contact the Health Team.

46 WORKING WHERE THE WORK IS ACTION PLAN – PROGRESS UPDATE (JSCC.34 13/14)

Consideration was given to a report which sought to update the Committee on progress made against the Working Where the Work is Action Plan since last meeting.

An up-to-date action plan was also circulated at the meeting.

It was noted that the results of the desk utilisation plan would be submitted to the next meeting. Members requested a map of the revised meeting room layout. It was

noted that this was on Minerva, but in light of the limited number of Members accessing the site, Officers undertook to circulate the plan by e-mail.

In responding to the Committee's questions it was confirmed that ICT Actions were being progressed but a more detailed update would be provided to the next meeting.

Regarding Minerva, the Deputy Leader called for a re-launch or refresh of the Members Site. It was imperative that Members started making greater use of the site to avoid Officers having to duplicate efforts. There was a view that Members needed reminding of how to log on and re-issuing with their passwords. It was suggested that this could perhaps be done at a workshop prior to a Council meeting

RESOLVED that the content of the update report be noted.

47 ASBESTOS POLICY (JSCC.35 13/14)

Consideration was given to a report which presented the Asbestos Policy.

It was suggested that Asbestos Awareness training for Members may be useful to assist Members in their Ward duties.

RESOLVED that the Asbestos Policy be supported, noted and **RECOMMENDED** to the Policy and Resources Committee for approval.

48 SAFEGUARDING POLICY REFRESH AND SECTION 11 ASSESSMENT (JSCC.37 13/14)

Members received a report which sought to raise awareness of the combined Safeguarding Children and Young People, Adults at Risk and Domestic Abuse Policy and Procedure which was being submitted to the Prosperous Communities Committee in the coming weeks for approval.

The report further sought to raise Members' awareness of the work programme in place to raise awareness of and embed the principles of safeguarding across the authority.

Finally the report sought to make Members aware of the planned Safeguarding Audit (Section 11 Assessment) due to take place in 2014.

RESOLVED that:

- (a) the draft combined Policy be supported, noted and **RECOMMENDED** to the Prosperous Communities Committee for formal adoption; and
- (b) JSCC Members act as ambassadors for the principles of Safeguarding.

49 WORK PLAN (JSCC.37 13/14)

Members gave consideration to their future work plan as set out in report JSCC.37 13/14. It was noted that if any committee member wished to see a report on a particular issue, this could also be raised.

The Deputy Leader raised the matter of stress within the Committee Admin team, and indicated she would wish to see this included on the workplan.

In light of this matter being outside of the remit of the Joint Staff Consultative Committee, Officers suggested that this matter be initially referred to the Stress Management Group.

RESOLVED that the Work Plan, as set out in report JSCC.37 13/14 be received and noted.

The meeting closed at 17.09 pm

Chairman