



WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Council Chamber at the Guildhall, Gainsborough on Thursday 5 June 2014 commencing at 2.00pm.

Present: Councillor David Cotton
Councillor Pat Mewis

Representatives of Union members: Karen Lond
Diane Leslie

Representatives of Non union staff: Carol Bond
Rachel Cooper
Kate Hearn

In attendance:
Ian Knowles Director of Resources and Section 151
Alex Reeks Assistant Chief Executive
Alan Robinson Head of Central Services and Monitoring Officer
Emma Redwood Human Resources Team Leader
Katie Coughlan Governance and Civic Officer

Apologies: Councillor Nigel Bowler
Councillor Jackie Brockway
Paul Key (Union representative)

1. APPOINTMENT OF CHAIRMAN FOR THE 2014 /15 CIVIC YEAR.

RESOLVED that Councillor David Cotton be appointed as Chairman for the 2014/15 Civic Year.

Councillor David Cotton thereupon took the chair and thanked the committee for nominating him as Chairman and welcomed Mr Ian Knowles, recently appointed Director of Resources and Councillor Pat Mewis, newly elected to the Committee.

2. APPOINTMENT OF VICE-CHAIRMAN FOR THE 2014/2015 CIVIC YEAR.

RESOLVED that Karen Lond be appointed as Vice-Chairman for the 2014/15 Civic Year.

3. MINUTES (JSCC.01 14/15)

RESOLVED that the Minutes of the meeting of the Joint Staff Consultative Committee held on 11 March 2014 be confirmed and signed as a correct record.

4. MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

5. MATTERS ARISING SCHEDULE (JSCC.02 13/14)

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 19 May 2013.

With reference to the staff survey action, it was noted that this had been superseded by a further agile working survey and the Chairman requested that all Members of the Joint Staff Consultative Committee encourage colleagues to complete this.

RESOLVED that progress on the matters arising scheduled as set out in report JSCC.02 13/14, be received and noted.

6. WORKING WHERE THE WORK IS REVIEW – VERBAL UPDATE ON I.T. ACTIONS AND NEW RECEPTION AREA

The Assistant Chief Executive addressed the Committee with regard to the working where the work is project, in respect of outstanding IT actions. In responding to questions it was confirmed that an IT kit list now existed on the Extranet. Details were also provided of the outstanding IT requests and it was noted that additional kit was awaited. In light of there being a short lag time when ordering hardware, and the potential for this lag time to increase as the kit became more out of date, it was suggested that a small bank of equipment be established to prevent any problems in the future.

The Head of Central Services then made a short presentation to the Committee regarding the new look reception. Job Centre plus would be occupying space on the ground floor with effect from November 2014. This would create a one-stop shop Customer Service Hub for local public services. It was noted that interim arrangements would be put in place, during the building works period in order that customers were not affected and could still access services during this period, although the finer details were still being worked up.

It was stressed it would change the way we worked and this could include changes to opening hours for customer services, re-branding, changes to how staff accessed the building and the presence of a security guard, although it was stressed the latter would be more in the form of a meet and greet style person.

Floor Plans for the new look reception were circulated and debate ensued, during which Members of the Committee raised a number of potential issues worthy of further consideration as set out below: -

- 1) Interview Rooms / PACE Room - Would these have appropriate sound proofing, safety features?
- 2) CCTV - Coverage and siting issues. These would need to be re-looked at in light of the new floor plan. Also issues with footage monitoring / review arrangements / cover for annual leave sickness etc.
- 3) Fire Alarm Tests - all doors go onto release during a test. Has this been considered in terms of the extra security risks, with an increased reception area? How will it be mitigated?
- 4) Access to the building for evening meetings ie, Committees - There is currently a sterile area meaning the public enter the corner doors and can get to all main meeting rooms, toilets and lift facilities without any security doors to negotiate. This sterile area appears to be lost in the new floor plan, how will public access the building for these events? Has this been given consideration?
- 5) Health and Safety Policies - Whose general policy will apply? We need to make it clear where liability sits, ie, we have safety champions who look after areas of the building we occupy, this will not be the case for areas with tenants in, so what will be the arrangement?

It was requested that the Committee's comments be passed onto the Project Manager and Members of the Committee were also encouraged to approach her direct with any further comments they wished to make. A further update would be brought to the Committee in August.

RESOLVED that the update be received and noted and the Committee's comments be passed on to the Project Manager.

7. ANNUAL CORPORATE HEALTH AND SAFETY PERFORMANCE REPORT (JSCC.03 13/14)

The Committee gave consideration to a report which provided a summary of performance in respect of Health and Safety throughout the Authority.

In responding to questions, Officers confirmed the Driving Policy would affect both company vehicles and employees own vehicles, and outlined the types of issues this would address, for example the use of mobile phones. It was also confirmed that the Smoking Policy had been updated to take account of e-cigarettes, which were also banned in the work place.

RESOLVED that the Corporate Health and Safety Report be noted, supported and **RECOMMENDED** to the Policy and Resources Committee.

8. WORK PLAN (JSCC.05 13/14)

Members gave consideration to their future work plan as set out in report JSCC.04 14/15. It was noted that if any Committee Member wished to see a report on a particular issue, this could also be raised.

The following additional items were suggested: -

1. New Look Reception – further update August 2014
2. Investors in People – August 2014

RESOLVED that the Work Plan, as set out in report JSCC.04 14/15 be received and noted and the items referred to above be included thereto.

9. TO NOTE THE PREVIOUSLY AGREED DATES OF FUTURE MEETINGS FOR THE CIVIC YEAR (JSCC.05 14/15)

RESOLVED that the schedule of meeting dates as set out in report JSCC.05 14/15 be noted.

The meeting closed at 3.06 pm.

Chairman