



WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held in the Council Chamber at the Guildhall, Gainsborough on Monday 13 October 2014 commencing at 4.30pm.

Present: Councillor Pat Mewis
Councillor Malcolm Parish

Representatives of Union members: Karen Lond (In the Chair)
Paul Key

Representatives of Non union staff: Carol Bond
Rachel Cooper

In attendance:
Ian Knowles Director of Resources and Section 151
Lyn Marlow Team Manager, Customer Services & Strategy
Ady Selby Team Manager, Operational Services
Emma Redwood Team Manager, Human Resources
Jo Brown HR Officer
Nicola Calver Governance and Civic Officer

Apologies: Councillor Jackie Brockway
Councillor Nigel Bowler
Councillor David Cotton

19 MINUTES (JSCC.18 14/15)

RESOLVED that the Minutes of the meeting of the Joint Staff Consultative Committee held on 12 August 2014 be confirmed and signed as a correct record.

20 MEMBERS' DECLARATIONS OF INTEREST

No declarations of interest were made.

21 MATTERS ARISING SCHEDULE (JSCC.19 14/15)

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

RESOLVED that progress on the matters arising scheduled as set out in report JSCC.19 14/15, be received and noted.

22 NEW LOOK RECEPTION – POSITION UPDATE (JSCC.20 14/15)

The Team Manager for Customer Services addressed the Committee with regard to the New Look Reception and provided the following update: -

- A pop-up reception was located on the ground floor providing a meet and greet service for the temporary reception on the 1st floor.
- The hand-back date was on track for 24th October. There had been a few issues found during the build project that had not aligned with the original plans.
- A dummy run would take place of the new reception on Saturday 1st November, followed by a deep clean of the ground floor on 2nd November, and opening to the public on 3rd November with Job Centre Plus installed.
- Measures had been put in place to assist us in working with our partners such as regular tenant meetings and aligned procedures and plans. Opening hours, especially over the festive period, were still being negotiated.

Concerns were raised about the security of the building with the introduction of many new members of staff, who may be unfamiliar with each other and it was confirmed that a vacancy request had been submitted for approval by CLT for a staff member to assist with meet and greet and security. In addition, identity cards would be introduced for some staff, with lanyards that should clearly identify those people who are staff members. Further safeguards would be investigated in regard to the side staff entrance door including an auto-shut function.

RESOLVED that the update be received and noted.

23 I-COUNT PROGRAMME - UPDATE

RESOLVED that the report be deferred and re-submitted to the Committee's December meeting for further consideration.

24 DEPOT IMPROVEMENTS

The Operational Services Team Manager gave a verbal update to the Committee on the improvements that had been made at North Warren Depot, Gainsborough. In addition he circulated some pictures which showed the changes made in the supervisor's office, reception and canteen.

The computers now had access to the iTrent System for staff members to view their HR information online, although paper payslips were still circulated to all depot staff. As part of the iCount programme cool bags had been introduced for use on rounds to help with food and drink storage.

Investigations were underway on improvements that could be made at Market Rasen Depot, although it was noted that as it wasn't a council property, the process could be more complex.

RESOLVED that the update be received and noted.

25 HEAD OF SERVICE RESTRUCTURE (JSCC.21 14/15)

A restructure of the current Heads of Service posts in to new Strategic Leads responsible for clusters of services was presented to JSCC. This was a fresh perspective on how services should be managed, with the focus being on our vision, values and approach. It was an innovative approach for the organisation and would support how the Council wished to move forward.

The clusters were as follows:

- Customer First – including all customer facing services together with the move towards digitalisation of services.
- Growth and Regeneration – split in to two sections under different Strategic Leads; Housing & Regeneration and Economic Development & Neighbourhoods, looking at both local and strategic issues.
- Commercial Development – supporting the Council to generate income.
- Democratic and Business Support – Delivering support to officers and Members.
- Organisational Transformation – developing technology and partnerships to help deliver priorities.

All current Heads of Service post holders were now 'at risk', with the 30 day consultation process commencing on 15th October 2014. The selection process was outlined in addition to the support put in place for those involved, with completion estimated for the end of the year.

Members were supportive of the new arrangements and felt that it would result in more focussed services and requested information for Members following the completion of the restructure to enable better understanding.

There was a general view that the consultation should be widened beyond Heads of Services to Team Managers as the realignment would affect them greatly, and the Director of Resources agreed to consider this. In addition concerns were raised that Team Managers may be apprehensive about next steps, and good communication was required along with appropriate support.

As many officer roles were outlined in the Council's constitution, these would need to be revisited following the restructure as part of the annual housekeeping of the document.

RESOLVED that the 30 day formal consultation on the proposed senior management (Heads of Service) restructure be supported.

26 REVIEWED OFFICER CODE OF CONDUCT (JSCC.22 14/15)

Members received Paper E which set out the reviewed officer code of conduct which had been amended following feedback from both Staff and Unison Representatives. JSCC were supportive of the paper and the changes made.

RESOLVED that the changes made to the Officer Code of Conduct be approved and the paper be recommended to the Policy and Resources Committee for adoption.

27 UPDATE ON SICKNESS ABSENCE (JSCC.23 14/15)

On considering the report it was noted that the number of working days lost in relation to long and short term sickness absence had reduced over the last year. In addition West Lindsey were performing well in this area in comparison to others within the public sector and private sector.

Work was underway in relation to stress risk assessments, and these would come separately to JSCC at a future meeting.

RESOLVED that the levels of absences for 2014/15 up to August 2014 be noted.

28 WORK PLAN (JSCC.24 13/14)

Members gave consideration to their future work plan as set out in report JSCC.24 14/15. It was noted that if any Committee Member wished to see a report on a particular issue, this could also be raised.

As earlier resolved, ICount would be brought to the December meeting of the Committee. In addition, it was requested that the Fire Policy and one of the Human Resources reviews be brought to that meeting.

RESOLVED that the Work Plan, as set out in report JSCC.17 14/15 be amended as discussed and noted.

The meeting closed at 6.07 pm.

Chairman