

# STAFF COMMITTEE

**25 MARCH 2013 - 10.00AM**



**PRESENT:** Councillor K G Mayor, Chairman; Councillors M I Archer, J F Clark, P Murphy, C J Seaton, D Stebbing and F H Yeulett.

## **S11/12      MINUTES OF 20 AUGUST 2012**

The minutes of the meeting of 20 August 2012 were confirmed and signed.

**\* FOR INFORMATION OF THE COUNCIL \***

## **S12/12      HEALTH AND SAFETY REPORT APRIL-SEPTEMBER 2012**

Members received the Council's health and safety performance report for April to September 2012. Members were informed:

- that the total work-related injuries was 15, which compares to 11 during the previous year's period;
- of the breakdown of the types of work-related injuries and the service areas where they occurred;
- that one accident was reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and that the total working days lost to work-related injury was 2, which is a dramatic reduction compared to the previous six month period of 57 days;
- that a total of 95 staff received health and safety training in a range of courses;
- that all objectives within the Health and Safety Action Plan 2012/13 are on course for completion within the target date period.

Members made comments, asked questions and received responses from officers as follows:

- did the major accident involving the refuse vehicle occur due to working practices and is there anything the Council can learn going forward? Officers advised that this is a road traffic accident, does not fall within this reporting period, and subject to the usual Police investigation process. The Council may never receive any feedback from this and it may be decided that no further action is taken. The Council continues to support the individuals and their families involved in the accident at this difficult time;
- how does this Council compare with other authorities? Officers advised that the Council does normally compare with like for like authorities in the annual report, and does compare favourably;
- are staff embracing the near miss reporting policy? Officers advised in the affirmative;

- this health and safety report is nearly a year old and the committee should have received it in a more timely fashion. Officers advised that it would have normally been submitted to the October meeting of the committee, but due to a lack of business there has not been a meeting since August;
- in relation to near miss incidents it refers to potholes and would this come under this Council's figures? Officers advised that this is in relation to car parks and not the highway;
- in relation to the RIDDOR reporting and the numbers decreasing is this due to the timescale for reporting changing from 3 days to 7? Officers advised that they are not in a position to answer this question as no accidents are now captured for 3 days, only 7 days.

**Decided that the Council's Health and Safety Performance for April to September 2012 be noted.**

### **S13/12      REVIEW OF ENVIRONMENTAL HEALTH TEAM**

Members considered proposals to review the Council's Environmental Health Team, within the Environment and Leisure service area. Members were informed of:

- the circumstances and details of the proposed changes;
- the financial implications associated with the proposed changes;
- the comments and feedback put forward during the consultation process.

Members made comments, asked questions and received responses from officers.

**Decided that:**

1. **the report and increased business growth experienced by the service be noted;**
2. **the proposal, together with the deleted, changed and new posts, be approved.**

*(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)*

### **S14/12      REVIEW OF THE MEMBER SERVICES, LEGAL, ELECTIONS AND LAND CHARGES TEAM**

Members considered proposals to review the Council's Member Services, Legal, Elections and Land Charges Team. Members were informed of:

- the circumstances and details of the proposed changes;
- the financial implications associated with the proposed changes;
- the comments and feedback put forward during the consultation process.

Members made comments, asked questions and received responses from officers.

**Decided that:**

1. **the report be noted;**
2. **the proposal, together with the deleted and new posts, be approved.**

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

### **S15/12      REVIEW OF THE POLICY AND COMMUNICATIONS TEAM**

Members considered proposals to review the Council's Policy and Communications Team. Members were informed of:

- the circumstances and details of the proposed changes;
- the financial implications associated with the proposed changes;
- the comments and feedback put forward during the consultation process.

Members made comments, asked questions and received responses from officers.

#### **Decided that:**

1. **the report and annual efficiency savings be noted;**
2. **the proposal, together with the deleted and new posts, be approved.**

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

### **S16/12      REVIEW OF THE COMMUNITY SUPPORT TEAM**

Members considered proposals to review the Council's Community Support Team, within the Housing, Community Support and Economic Development service area. Members were informed of:

- the circumstances and details of the proposed changes;
- the financial implications associated with the proposed changes;
- the comments and feedback put forward during the consultation process.

Members made comments, asked questions and received responses from officers.

#### **Decided that:**

1. **the report be noted;**
2. **the proposal, together with the deleted, changed and new posts, be approved.**

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

### **S17/12      REVIEW OF THE ICT TEAM**

Members considered proposals to review the Council's ICT Team. Members were informed of:

- the circumstances and details of the proposed changes;

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- the financial implications associated with the proposed changes;
- the comments and feedback put forward during the consultation process.

Members made comments, asked questions and received responses from officers.

**Decided that:**

1. **the report be noted;**
2. **the proposal, together with the deleted, changed and new posts, be approved.**

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

### **S18/12      REVIEW OF THE CUSTOMER SERVICES TEAM**

Members considered proposals to review the Council's Customer Services Team. Members were informed of:

- the circumstances and details of the proposed changes;
- the financial implications associated with the proposed changes;
- the comments and feedback put forward during the consultation process.

Members made comments, asked questions and received responses from officers.

**Decided that:**

1. **the report be noted;**
2. **the proposal, together with the deleted, changed and new posts, be approved.**

(Members resolved to exclude the public from the meeting for this item of business on the grounds that it involved the disclosure of exempt information as defined in Paragraphs 1, 2 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972)

Members stated that the decisions to approve the above re-structures were made with regret due to the challenging financial circumstances the Council finds itself in.

12.25pm

Chairman