

STAFF COMMITTEE



31 MARCH 2014 - 2:00PM

PRESENT: Councillor D Stebbing (Chairman), Councillor F H Yeulett (Vice-Chairman), Councillor G G R Booth, Councillor J F Clark, Councillor M J Humphrey, Councillor P Murphy, Councillor C J Seaton.

S12/13 PREVIOUS MINUTES

The minutes of the meeting of 27 January 2014 were confirmed and signed.

*** FOR INFORMATION OF THE COUNCIL ***

S13/13 REVISED CORPORATE HEALTH AND SAFETY POLICY

Members considered the revised corporate Health and Safety Policy, presented by David Vincent.

Members were informed that:

- the current Health and Safety Policy was introduced in 2012 and has now been revised;
- the Policy and Statement of Intent should be displayed in all buildings
- the Policy lists the responsibilities of all people regarding Health and Safety;
- all levels of the documentation have been streamlined, containing key information only, making it a concise document.

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

- There is reference in the Policy to elected members, how will they be aware of their roles and responsibilities and will training be available? Officers advised that they have previously been issued with Health and Safety booklets and training will be provided in the near future. New members will receive information and training as part of their induction;
- Should the role of the Corporate Health and Safety Manager be shown higher up prior to the guidance, as he has a key role to deliver the Health and Safety Policy across the organisation? Officers advised that the Health and Safety Panel is the decision making body, the breakdown is shown through the process and all people are responsible across the Council. Examples of other Health and Safety Policies have been considered and this version mirrors other Health and Safety structures and policies. The roles are not hierarchical and the document captures all roles and all have a responsibility towards the Health and Safety of the organisation;
- The role of the Corporate Health and Safety Manager should be made prominent throughout the whole document. Officers advised that this could be amended;
- Agree with the reduction of text but feel that an Appendix would be useful, containing codes of practice, raising awareness to all. Can this be added in? Officers advised that this could be added;
- We need to ensure that adequate professional advice is available, is this purchased or provided in-house? Officers advised that a combination of internal and external advice can be provided depending on the subject matter. General and Corporate Health and Safety advice can be provided by the Corporate Health and Safety Manager, external electronic

information is available and other sources are available externally;

- What is the cost of any external advice that we buy in? Officers advised that they were not aware that any advice has been purchased, online reference points are used and the first port of call for advice would be the Corporate Health and Safety Manager and further advice would be sought from a network of Health and Safety authorities;
- How much external advice do we buy in? Officers advised that this would not be very high.

DECIDED that the Revised Corporate Health and Safety Policy be APPROVED, with the addition of an Appendix containing Codes of Practice.

S14/13 REVIEW OF THE STREETSCENE, MARKETS AND EVENTS & OPEN SPACES TEAM

Members considered the review of the Streetscene, Markets and Events and Open Spaces Team and the possible approach to service delivery in the future, to deliver effective services to the public.

Members considered:

- the details of the proposed changes;
- the financial implications associated with the proposed changes;
- the comments and responses 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 annual efficiency saving as set out in savings forecast achieved as a result of the proposal be NOTED;**
3. **The proposals are APPROVED;**
4. **The deleted and new posts be APPROVED.**

(Members resolved to exclude the public from the meeting of 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)

S15/13 ANGLIA REVENUES PARTNERSHIP (ARP)

Members considered the staffing effects of the Council becoming part of the Anglia Revenues Partnership (ARP) from 1 April 2014.

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

DECIDED that:

1. **The report be NOTED.**

(Members resolved to exclude the public from the meeting of 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)

S16/13 REVIEW OF THE HUMAN RESOURCES AND ORGANISATION DEVELOPMENT TEAM

Members considered the review of the Human Resources and Organisation Development Team, the rationale for the review and the associated proposed changes regarding the future delivery of the service area.

Members were informed of the specific feedback from the Staff Side group, and were advised that they had requested that it be reported that they were not supportive of this proposal.

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

DECIDED that:

1. **The report be NOTED;**
2. **The savings achieved as a result of the proposal be NOTED;**
3. **The feedback and comments from the Staff Side group be NOTED and acknowledged;**
4. **The proposals be APPROVED;**
5. **The deleted and new posts be APPROVED.**

(Members resolved to exclude the public from the meeting of 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)

3.05pm

Chairman