

# STAFF COMMITTEE

7 JULY 2014 - 10:00AM



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

**APOLOGIES:** Councillor F H Yeulett

## **S3/14 TO SIGN AND CONFIRM THE MINUTES OF THE MEETING OF 24 JUNE 2014**

The minutes of the meeting of 24 June 2014 we confirmed and signed.

## **S4/14 CORPORATE HEALTH & SAFETY ANNUAL REPORT 2013/14**

David Vincent, Health and Safety Advisor, presented the Corporate Health & Safety Annual Report 2013/14 and informed Members that through proactive and robust health and safety codes of practice and procedures, the Council has seen continued performance in health and safety, with key areas such as:

- The total number of work- related injuries remains low with 33 recorded, and with just two 'reportable accidents' to the HSE;
- The total number of lost days through work-related injuries was 174;
- The ongoing delivery of the Council's comprehensive health and safety training programme, with a total of 124 staff having received corporate health and safety training;
- Six services/teams were audited in this period, with recommendations made where improvements are required. Six monthly follow up meetings are then conducted to assess progress with implementation of the required recommendations;
- A programme continues to review and convert all existing Health and Safety Policies into Codes of Practice, which will improve the process to implement any required changes;
- All of the objectives within the Health and Safety Action Plan 2013/14 are "Green" and have been completed within the required timescales, with the exception of reviewing/converting policies into codes of practice, which will be carried forward into 2014/15.

Councillor Humphrey stated this was a very pleasing report.

Councillor Seaton asked if any of the assessments had showed any cause for concern to which David Vincent replied stating that it had raised nothing of concern and had just recommended an eye test for one or two members of staff.

Councillor Booth asked if all staff had received health and safety training, as it would be normal for all to know the basics and their responsibilities and had the Council considered computer based training. David Vincent responded stating that all staff receives training at their induction, handbook and details of codes of practice which includes safe manual handling; this is recorded and Managers ensure all staff understand their training and receive a refresher every three years (2 years for those considered high risk). With regard to computer based training; this was being looked into.

Councillor Gavin Booth asked if any of the RIDDOR reports were investigated by HSE to which David Vincent replied that this information had not been included in the report as there were none but it would be included in future reports.

Councillor Booth questioned why the first point on the action plan was coloured amber yet it was still in progress, this should be coloured red. David Vincent explained that there were a significant number of policies to convert which will run into this year; the target has been 31 March 2014 but this has not been possible.

Councillor Booth questioned the third point regarding being completed being optimistic if the self-assessments had not been rolled out. David Vincent explained that these had been rolled out and were now in use but that the comment would need tweaking as it had rolled into this year.

**It was agreed that the Council's performance with the report be NOTED, which has already been cascaded to Corporate Management Team and the Council's Health and Safety Panel.**

**S5/14      ANGLIAN REVENUES PARTNERSHIP (ARP) - PHASE 2 RESTRUCTURE PROPOSALS**

Geoff Kent presented the Anglian Revenues Partnership (ARP) - Phase 2 restructure proposals report.

**It was AGREED that the recommendations be NOTED and 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.)

11:15am

Chairman