

Public Document Pack

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Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



Our Ref: A.1142/1318

Date: 1 January 2015



NOTICE OF MEETING

Meeting: **Local Joint Committee**Date: **Friday 9 January 2015**Time: **2.00 pm**Venue: **Aldern House, Baslow Road, Bakewell**JOHN SCOTT
ACTING CHIEF EXECUTIVE

AGENDA

1. **Apologies for Absence**
2. **Appointment of Chair of the Committee for the ensuing year (the Chair and Vice Chair are required by the constitution to be from separate sides. The Members held the Chair of the Committee last).**
3. **Appointment of Vice Chair of the Committee for the ensuing year**
4. **Appointment of Secretary of the Committee**
5. **Minutes of last meeting (*Pages 1 - 6*)**
6. **Urgent Business**
7. **Public Participation**
To note any questions or to receive any statements, representations, deputations and petitions which relate to the published reports on Part A of the Agenda.
8. **Members Declarations of Interest**
Members are asked to declare any disclosable pecuniary, personal or prejudicial interests they may have in relation to items on the agenda for this meeting.
9. **Employee Engagement Improvement Action Plan (*Pages 7 - 18*)**

Appendix 1

Appendix 2

Appendix 3

Appendix 4

Appendix 5

10. **Trade Union Recognition and Procedural Agreement** (*Pages 19 - 28*)
Appendix 1
11. **Review of General Statement of Safety Policy** (*Pages 29 - 42*)
Appendix 1
12. **Report on Incident Reporting With Particular Reference to Violence and Aggression Toward Staff and Follow-Up Procedures** (*Pages 43 - 50*)
Appendix 1

Appendix 2
13. **Staff Committee Activity Report : June – October 2014** (*Pages 51 - 52*)
14. **Unison Activity Report** (*Pages 53 - 54*)

Duration of Meeting

In the event of not completing its business within 3 hours of the start of the meeting, in accordance with the Authority's Standing Orders, the Authority will decide whether or not to continue the meeting. If the Authority decides not to continue the meeting it will be adjourned and the remaining business considered at the next scheduled meeting.

If the Authority has not completed its business by 1.00pm and decides to continue the meeting the Chair will exercise discretion to adjourn the meeting at a suitable point for a 30 minute lunch break after which the committee will re-convene.

ACCESS TO INFORMATION - LOCAL GOVERNMENT ACT 1972 (as amended)

Agendas and reports

Copies of the Agenda and Part A reports are available for members of the public before and during the meeting. These are also available on the website www.peakdistrict.gov.uk.

Background Papers

The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports. The Background Papers referred to in each report, PART A, excluding those papers that contain Exempt or Confidential Information, PART B, can be inspected by appointment at the National Park Office, Bakewell. Contact Democratic Services on 01629 816200, ext 362/382. E-mail address: democraticservices@peakdistrict.gov.uk.

Public Participation and Other Representations from third parties

Anyone wishing to participate at the meeting under the Authority's Public Participation Scheme is required to give notice to the Director of Corporate Resources to be received not later than 12.00 noon on the Wednesday preceding the Friday meeting. The Scheme is available on the website

www.peakdistrict.gov.uk or on request from Democratic Services 01629 816362, email address: democraticservices@peakdistrict.gov.uk, fax number: 01629 816310.

Written Representations

Other written representations on items on the agenda, except those from formal consultees, will not be reported to the meeting if received after 12noon on the Wednesday preceding the Friday meeting.

Recording of Meetings

In accordance with the Local Audit and Accountability Act 2014 members of the public may record and report on our open meetings using sound, video, film, photograph or any other means this includes blogging or tweeting, posts on social media sites such as publishing on video sharing sites. If you intend to record or report on one of our meetings you are asked to contact the Democratic and Legal Support Team in advance of the meeting so we can make sure it will not disrupt the meeting and is carried out in accordance with any published protocols and guidance.

The Authority uses an audio sound system to make it easier to hear public speakers and discussions during the meeting and to make a digital sound recording available after the meeting. The recordings will usually be retained only until the minutes of this meeting have been confirmed.

General Information for Members of the Public Attending Meetings

Aldern House is situated on the A619 Bakewell to Baslow Road, the entrance to the drive is opposite the Ambulance Station. Car parking is available. Local Bus Services from Bakewell centre and from Chesterfield and Sheffield pick up and set down near Aldern House. Further information on Public transport from surrounding areas can be obtained from Traveline on 0871 200 2233 or on the Traveline website at www.travelineeastmidlands.co.uk.

Please note that there is no catering provision for members of the public during meal breaks. However, there are cafes, pubs and shops in Bakewell town centre, approximately 15 minutes walk away.

Members of Local Joint Committee:

To: National Park Authority Representatives

Cllr D Birkinshaw
Cllr D Chapman
Mr Z Hamid
Cllr Mrs K Potter

Cllr C Carr
Cllr C Furness
Cllr P Harrison
Cllr Mrs J A Twigg

To: Employee Representatives

Wendy Amis
Jorge Auñón
Tim Nicholson
2 Unison Representatives

Penny Aitken
Zoe Buswell
Chris Pownall

Copies for information to:

All other Authority Members
Chief Executive
Directors
Safety Officer

Chief Finance Officer
Heads of Service
Assistant Directors

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AGENDA ITEM No. 5

MINUTES

Meeting: **Local Joint Committee**

Date: 6 June 2014 at 1.00pm

Venue: The Board Room, Aldern House, Baslow Road, Bakewell

Chair: Cllr C Furness

Present: Authority Members: Cllr C Carr
 Mr Z Hamid
 Cllr P Harrison
 Cllr Mrs K Potter

Employees: Penny Aitken
 Josie Allen
 Wendy Amis
 Zoe Buswell
 Joanne Crutchley
 Neal Richmond

Apologies for Absence: Mrs F Beatty, Cllr D Birkinshaw, Cllr G Claff, Belinda Wybrow (Vice Chair and Employee)

Officers present Jane Chapman
 Andrea McCaskie
 Theresa Reid

Di Walmsley
 Jon Wayte (joined the meeting at 1.28pm)

1/14 MINUTES OF THE LOCAL JOINT COMMITTEE

The minutes of the meeting of the Local Joint Committee held on 8 November 2013 were approved as a correct record with the following amendments:

- Present: delete the word UNISON from names in the list of staff who were present
- Minute 11/13: Replace staff name with "Chair of Staff Committee" and "3 December 2014" with "3 December 2013"
- Minute 12/13: Replace staff name with "UNISON representative"

The Chair announced that there would be a verbal report from UNISON representatives which would be taken as Item 9 on the agenda, this was moved and seconded and approved by majority vote.

2/14 PUBLIC PARTICIPATION

The Chair confirmed that no member of the public had asked to make a representation to the meeting.

3/14 DECLARATIONS OF INTEREST

There were no declarations of Interest.

4/14 6. EMPLOYEE ENGAGEMENT IMPROVEMENT ACTION PLAN (JUNE 2014/TR)

The Head of Human Resources (HR) outlined the progress that had been made on the Action Plan since the last meeting of the Local Joint Committee. Following full consultation with Staff Committee, UNISON, Strategic Management Team and members of the Local Joint Committee, the Action Plan had been finalised and an Action Owner identified for each of the 10 Themes arising out of the 2012 Staff Survey and the Staff Focus Groups of 2013.

It was noted that the Local Joint Committee had a scrutiny role in respect of the progress of the EEIAP (Min 10/13).

Work on Theme numbers 3, 6, 8 and 9 remained to be completed as there were other pressing priorities for the allocated members of management team that would have to take precedence until later in the year.

The next Staff Survey was scheduled for October 2014 and would be followed in November by the Investors in People review. This would enable the results of the Survey to be taken into account by the consultants conducting the review, which was welcomed by the UNISON representatives. The officer acknowledged that the level of staff engagement suggested by the Staff Survey and Focus Groups was slightly less than ideal but not unusual in the current financial circumstances within the Public Sector.

Under 'Theme 4: Giving Employees Meaningful Voice', quarterly meetings had been set up between the Chair of Staff Committee, UNISON and the Head of HR. The Memorandum of Understanding (4.1) was being finalised.

The Head of HR highlighted 'Theme 5: Integration of JPAR (Joint Performance Annual Review) into core processes' as a key area of concern following the Staff Survey of 2012. A working group was being created across all directorates to consider how JPARs could be better used.

A Well being at Work policy has been drafted under 'Theme 8: Stress Management/Well Being at Work'. A process for completing individual Stress Risk Assessments is being trialled, and a process to formally request reasonable adjustments in the workplace has been introduced.

The officer expressed appreciation for the support received from Staff Committee and the UNISON representative acknowledged the problems experienced by the HR team in particular at a time of diminishing resources.

Staff members stated that whilst commitment to the National Park and enthusiasm for its work was high among employees, there was a query over whether staff felt valued. A request was made for the leadership team to keep staff up to date about the Leadership Team development programme and the resulting outcomes. The Head of HR had requested a written update from the Chief Executive on the Leadership theme.

A communication plan for the EEIAP had been developed including a number of colourful posters entitled 'You said....we did!', which were shown to the meeting. The posters would be revealed to staff at the forthcoming Staff Road Shows. Documents on each Theme plus related reports and summaries were available to staff in the HR section of the Intranet, which can be accessed via the Employee Engagement banner

The Chair invited questions on each Theme in turn with opportunities for the Head of HR to respond. Several points arose from this discussion, including:

- Members' concern about staff well-being
- Members' role in ensuring that the Action Plan is delivered
- The Action Plan as evidence of the Authority's commitment to respond to staff concerns
- The need for excellent communication between the leadership team and staff
- The raised profile of stress in the work place
- A request from UNISON for an Anti-Bullying Policy

Members expressed a particular concern about the support available to Rangers working on Stanton Moor during the summer solstice celebrations. The Safety Officer was identified as the officer to advise members about this.

The Head of HR responded to further questions from staff and members across all of the Themes, making the following main points:

- The difficulty of demanding timescales for delivery by action owners on Themes which is over and above their day job when they are faced with urgent casework.
- Good communication to staff recognised as essential
- Staff representatives should be able to offer their (voluntary) support across the organisation during their work (duty) time
- Apologies given for the delay in taking action following the Staff Survey of 2012 and subsequent Focus Groups in 2013 – the HR department had experienced restructuring and change in Head of Service
- Shared concern over causes of stress in the organisation and explanation of the steps being taken to analyse and address this since her recent appointment
- A bullying statement was in place and would be incorporated into in-house mediation guidelines
- Stress in the workplace was difficult to measure because of the reluctance of employees to identify themselves as experiencing it. At present without a baseline assessment it is no more than a perception that staff were suffering more stress because of the impact of reduced resources. It is proposed a question about stress would be included in the next staff survey. The UNISON representative suggested that there was scope to widen that question to identify sources of stress and thereby enable meaningful analysis. Staff committee suggested taking examples from other organisations and putting together a series of questions.
- The Discipline policy on how to manage unsatisfactory performance to be reviewed at the end of the year.
- The Mindful Employer Charter status would be achieved by the HR Service Plan later in 2014

A member advised caution in the use of words that had negative connotations, especially as suffering from stress was quickly linked to factors such as mental health and toughness. The UNISON representative endorsed this view and reiterated the duty of care that the Authority has towards its employees.

The Safety Officer joined the meeting at 1.28pm.

RESOLVED:

That work to progress on the Employee Engagement Improvement Action Plan is endorsed.

Mr Hamid left the meeting at 1.58pm.

5/14 7. SAFETY OFFICERS ANNUAL REPORT (2013) (JW)

The Safety Officer introduced the report, referring to the Internal Audit Report Block 2 2013/14 and its specific health and safety recommendations to the Audit, Resources and Performance Committee of 21 March 2014.

Although the minutes of the most recent meeting of the Health and Safety Committee had not been finalised, the officer was able to confirm that PAT testing had been discussed. It had been recognised that some items of equipment did not need more than a visual inspection. The final minutes would be circulated by the Safety Officer as soon as possible.

The officer reported that work to determine the need for the provision of first aid training for staff in some operational areas was ongoing. He confirmed that incident data would be expanded to include visitor incidents and accidents as recommended by the Internal Auditor.

From 2014, data for staff and visitors would be compared across other National Parks to enable easier benchmarking of the results. Specific priorities for the year included the measurement and appraisal of managers' direct involvement in the management of Health and Safety, beginning with Heads of Service.

The recommendation was moved, seconded, voted upon and carried.

RESOLVED:

That the Safety Officer's Annual Report for 2013 be approved.

6/14 8. STAFF COMMITTEE ACTIVITY REPORT – OCTOBER 2013 – MAY 2014 (BW)

The Deputy Chair of Staff Committee presented the report which provided an update on:

- Topics discussed with Management Team
- Changes to the membership of Staff Committee
- The programme of events for 2014

Following the departure of Lindsay Allen, Belinda Wybrow had taken on the role of Chair of Staff Committee with Wendy Amis appointed as the new Deputy Chair.

The Chair of Local Joint Committee welcomed the following new members of the Staff Committee, including a representative of the Moors for the Future Partnership:

- Penny Aitken
- Zoe Buswell
- Jorge Aunon (MFF)

Members were keen to be included in the staff Christmas Fayre and the team building event (likely to be held in September). Staff Committee would consider and send invitations to members if agreed.

The recommendation was moved, seconded, voted upon and carried.

RESOLVED:

That the report be noted.

7/14 9. UNISON ACTIVITY REPORT (verbal)

The UNISON representative apologised for the absence of a written report and gave a verbal update on the union's activities since the last meeting.

UNISON were not convinced that sufficient progress had been made re the reporting of incidents, some of which involved abuse and violence towards staff. Concern was expressed that insufficient progress had been made in the preparation of a list of "Dangerous Individuals" and a recent incident had revealed that it was not easy to record such occurrences. It was asked whether the Authority had a good practice note on this issue and the importance of keeping staff fully informed was emphasised.

Issues directly and indirectly affecting staff in the Property and Field Services Teams following recent appointments were to be addressed at a meeting arranged for UNISON members. Support was being given to the staff involved.

UNISON had challenged a proposed internship and had halted an appointment on the basis that the terms and conditions were similar to those for an employed person.

In response to the points made, the Head of HR confirmed that the necessary processes for the reporting of incidents were in place and a meeting had been held on 12 May to ensure that all managers were aware of them. Details would be provided in the minutes of the last Health and Safety Committee meeting. A member suggested that members be included in the guidance on the reporting of incidents.

A report from the Safety Officer on the progress being made re incident reporting would be submitted to the next meeting of the Local Joint Committee.

RESOLVED:

- 1. That the verbal report be noted**
- 2. That a report on progress being made re incident reporting would be submitted by the Safety Officer to the next meeting of the Local Joint Committee on Friday 7 November 2104.**

The meeting finished at 2.35pm.

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9. EMPLOYEE ENGAGEMENT IMPROVEMENT ACTION PLAN (NOV 2014 / TR)

1. Purpose of the report

To inform members in their scrutiny role on progress of the Employee Engagement Improvement Action Plan (EEIAP)

Key issues

- The Action Plan has been monitored at the Staff Committee Management Team meeting on 9 October
- Progress on some of the Themes has been slower than would have been liked however, some have progressed further than anticipated.
- To generate a baseline assessment on Stress in the workplace, a Well Being at Work Survey was undertaken in August
- The Authority signed the Mindful Employer Charter on 10 October (World Mental Health Day)
- Questions for the next Staff Survey have been drafted; the number of questions have been shortened.
- The Staff Survey 2014 will run from 30 October for 3 weeks
- The Investors in People 18 month review is planned for 3 December.

2. Recommendations

That work to progress on the Employee Engagement Improvement Action Plan is endorsed

3.

How does this contribute to our policies and legal obligations?

The Action Plan to improve the level of employee engagement positively contributes to Corporate Objective 11 – Be a well-run public body with proportionate and effective ways of working, delivering excellent customer service and living our values.

4. Background

The outcomes of the 2012 Staff Survey and Staff focus groups held in 2013 gave rise to the Employee Engagement Improvement Action Plan. The Action Plan identified 10 themes of work and aspirations to which the Senior Management Team (SMT) made a commitment. Each member of the SMT taking on the role of Action Owner or Advocate for a theme.

Vision, Mission and Corporate Direction – Rachel Gillis

Leadership Team Development – Jim Dixon

Internal Communications Strategy – Ruth Marchington

Give Employees Meaningful Voice – Theresa Reid

Integrate the JPAR scheme with core processes – Mary Bagley

Manage Unsatisfactory Performance – John Scott

Well Being at Work – Jane Chapman

Enhance Competence in People Management and Communication Skills – Theresa Reid

Manage Change Effectively – Ruth Marchington

Manage Information – Jeff Winston

It was agreed that progress against the Action Plan would be monitored at the regular Staff Committee/Management Team meetings and the Local Joint Committee would undertake the scrutiny role at their biannual meetings.

The Authority undertakes a Staff Survey every two years as a means to measure employee engagement. Whilst the Action Plan was developed as an outcome from the last Staff Survey, the SMT believe it is an ongoing process and anticipate the findings from the 2014 Staff Survey will be used to inform and refine the Action Plan.

5. **Proposals**

LJC is invited to consider the information provided and to comment on any matter it sees fit.

6. **Are there any corporate implications members should be concerned about?**

Financial: CIPD research has shown that a sustained low level of employee engagement can lead to lower productivity, higher absenteeism, and high staff turnover. These all have associated costs.

Risk Management: Evidence of disengaged employees can have a negative impact on reputation as an Employer of Choice. Where staff perceive no action from the Staff Survey has been taken, there is a high probability of further staff disengagement.

Sustainability: Improving levels of employee engagement is closely linked to levels of trust in management and perceived fairness of processes

Background papers -

Staff Survey 2012

Executive Summary: Staff Focus Groups 2013

Employee Engagement Improvement Action Plan

Appendices –

Employee Engagement Improvement Action Plan – Quart 2 progress

Well Being at Work Survey results

2014 Staff Survey Questionnaire

2014 Staff Survey covering letter

Mindful Employer Charter

Report Author, Job Title and Publication Date

Theresa Reid, Head of Human Resources, 30 October 2014

Employee Engagement Improvement Action Plan 2014 - Quart 2 Update

Theme 1 - Vision, Mission and Corporate Direction (Action Owner - Rachel Gillis)	
Ambition - to create a shared sense of purpose to act as a true enabler of sustainable performance	
No.	Action
1.1	To ensure understanding, take the opportunity provided by the next round of service planning and the run up to a new corporate plan in April 2015 to talk to all staff about the vision for the national park, how the authority is responding through its Moving Forward in Time of Change Strategy
1.2	Enlist the help of staff with updating the operational plan for 2015 onwards. The Chief Executive, assisted by Assistant Director Policy & Partnerships and members of management team, to meet with and present the vision and strategy (and brand) and talk with staff about the detail of the operational plan from 2015 onwards during the first half of 2014
	Quart 1 Update 'Since committing to the plan we have organised a series of meetings with practically all teams (as part of their regular meetings). So far we have managed to meet practically all staff, the main exceptions are visitor centres and cycle hire where we will find another way to involve these staff as it hasn't been possible to meet them before the season started. It has been a very rewarding and stimulating series of meetings, with a high level of engagement and interest from staff. The sessions have yielded many suggestions for refinement to the mission statement, plus lots of practical ideas for taking it forward. A number of staff have kept the thinking going after the meeting and continued to feedback ideas to me and to Jim – which has been great. We have recorded all the comments and they have all now been transcribed; we will start to sort, review and respond to them shortly. This is likely to include a re-worked version of the mission but it we will also be giving thought to other materials to help us deliver the mission as well as how it connects with our new corporate plan. The conversations we have had with lots of staff have been a brilliant way of starting off our refresh of our corporate plan, I know that Jim has found them very rewarding too. We will be able to give our next update to staff at the roadshows in June, although this probably won't be a launch of the actual mission. But we will be able to update on the next steps for the corporate plan refresh too. We had a few really good suggestions to hold a launch 'party', which is a great idea so we'll be giving more thought to how and when we could respond to this suggestion. Any thoughts and suggestions from Staff Committee would be welcome'. Rachel Gillis
	Quart 2 Update 'Since concluding discussions with staff we have had a couple of processes to finally craft a mission statement for the organisation so that it reflects the big opportunity for the park and to carefully listen to what staff told us. We're also trying to reflect the thread of the mission throughout the new corporate strategy, which will shape our corporate business and service plans. We're giving thought to how we present and bring it to life and we will be able to share and discuss our mission statement with staff in November.' Rachel Gillis Staff roadshows: 6 November and 17 November 2014 programme includes Launch of Mission statement – Jim Dixon and Corporate strategy: asking for your views/participation - Rachel Gillis
Theme 2 - Leadership Team Development (Action Owner - Jim Dixon)	
Ambition - develop a cohesive leadership team, who understand their role and purpose in leading the organisational culture in time of change	
No.	Action
2.1	Build cohesive leadership team, comfortable working together, in an asymmetric structure where each colleague has a vital role to play in leading the organisation
2.2	Lead the organisational culture and the 'way we do business', ie greater delegation and accountability, emerging commercialism, continuing excellence in partnership working.
2.3	Ensure the leadership team to have clarity of role and purpose (for themselves but also in communicating the way forward to their own teams lead on the whole by competent and engaged Team Managers) but also the behaviours required so that they can lead the change across the organisation
	Quart 1 Update Awaiting evaluation of current Leadership Development Programme with Bluegrain.

<p>Quart 2 Update - The leadership team, which has been in place fully since September 2013, has completed 4 modules over the period October 2013 to September 2014.</p> <ul style="list-style-type: none"> Module 1: 15th October 2013 (CEO, Ds, ADs, SHs) Module 2: 28th January 2014 (Ditto AM. PM: CEO, Ds & ADs) Module 3: 11th March 2014 (CEO, Ds & ADs) Module 4: 23rd September 2014 (CEO, Ds & ADs) <p>The modules are based upon three 'learning blocks':</p> <p>Collaborative Working covering</p> <ul style="list-style-type: none"> Working together as leaders across the Authority Understanding each other's roles and how they each contribute to the leadership agenda. <p>Personal Leadership covering</p> <ul style="list-style-type: none"> Exploring "You As A Leader" - personal leadership styles and preferences Leadership beliefs and choices: creating a personal leadership agenda for 2013/14 and beyond <p>Leading Change covering</p> <ul style="list-style-type: none"> Exploring the leadership behaviours required to engage others and lead change across the organisation The role of leadership in building capability and challenging underperformance <p>Over the period the leadership team has focused on:</p> <ul style="list-style-type: none"> working together better as a new team of leaders at the Authority growing and developing personally in the above three 'learning blocks' challenging our own thinking and developing new leadership behaviours and skills. the tools and models to help us address emerging issues and strategic challenges, which the Authority needs to respond to during the course of the year 2013/14 and beyond <p>The team will continue the leadership development work into the New Year – this was requested to support the team during the period whilst a new chief executive is appointed.</p>	
<p>Theme 3 - Internal Communication Strategy (Action Owner - Ruth Marchington)</p> <p><i>Ambition - to create open and authentic communications so that staff feel well informed about what's happening in the PDNPA</i></p>	
No.	Action
3.1	Outline senior management intent and commitment to communication (what, how, by when?)
3.2	Create a menu of communication methods/tools to be used to ensure key messages are delivered and understood by all staff, casual workers and
3.3	Develop guidance on style and tone of 'all staff' emails
	<p>Quart 1 Update 1. The current priority corporately is to communicate and engage staff on developing the mission for the new corporate plan – this will be followed by staff roadshows</p> <p>2. Newly established programmes and boards will be developing communication plans as a matter of course (integrated property board, enterprise + board and the business process review implementation programme)</p> <p>3. The Director of Corporate Resources has been researching different communication models externally and has spoken to staff committee about ideas</p> <p>4. UNISON has nominated Dianne Jackson for the Director of Corporate Resources to also discuss with – this has not yet been done</p> <p>5. Different ways of communicating and engaging with staff have been piloted over the last 6 months e.g. integrated support service project: workshop and newsletter; property review: face to face briefing</p> <p>6. In terms of the Director's current priorities this is a medium priority and Ruth hopes to return to focus more intensely on it in August.</p>
	<p>Quart 2 Update " Ruth Marchington has met with Diane Jackson to discuss ideas as agreed with UNISON and Staff Committee. She has subsequently produced a draft discussion paper on tangible actions to put in place to improve performance using the competency levels as the framework for proposals. This recognises that we will achieve our ambition of 'creating open and authentic communications so that staff feel well informed about what's happening in the PDNPA' through having competent staff and managers. Everybody has a responsibility to communicate well and our competency framework outlines the expected levels of competency in communicating with others verbally and in writing depending on the nature of an employee's role. Once the draft paper has been agreed with the Head of HR, Head of Communication and Marketing and Head of Information Management it will be circulated to staff committee and UNISON and will be considered by SMT in September or October depending on the timing of the next SMT meeting. A more detailed action plan will be developed after the management team have confirmed their agreement to the proposed draft statement of commitment". RMM 15.08.14. The discussion paper was considered at the SMT meeting in September. The outcomes and priorities identified will inform forthcoming supervisor briefings over the winter months contributing to Theme 8 - Enhance Competence in People Management and Communications Skills.</p>
<p>Theme 4 - Giving Employees Meaningful Voice (Action Owner - Theresa Reid)</p> <p><i>Ambition - open channels to enable staff to 'have a say' about what is going on in the PDNPA</i></p>	
No.	Action
4.1	Develop a Memorandum of Understanding between CE and Staff Committee and UNISON relating their abstraction from duty to enable meaningful contribution towards development of policies and operational strategies, and provision of support to staff
4.2	<p>Revisit and refresh the Terms of Reference of key engagement forums (complete)</p> <p>i) HR/UNISON/Staff Committee - informal; ii) Staff Committee/Management - formal monitoring ; iii) Local Joint Committee - scrutiny role</p>

4.3	Staff Committee and UNISON ensure representation of all staff groups (employees, workers, volunteers) across all the services and depts of the PDNPA
4.4	Revisit schedule of consultation on RMT papers to ensure informed decision making (complete)
	<p>Quart 1 Update Quarterly meetings between Chair of Staff Committee, UNISON representatives and Head of HR have been set up for informal discussions on concerns raised by staff and issues identified by management requiring action. A Trade Union Recognition Agreement has been drafted and circulated to UNISON for comment - this will help formalise and improve understanding of the role and responsibilities of UNISON representatives across the PDNPA. Once the Trade Union agreement is finalised, a memorandum of understanding will be drafted for non-union representation in the workplace (ie Staff Committee). It has been agreed at both the Staff Committee/Management meeting and Local Joint Committee to act in monitoring and scrutiny role respectively. Democratic Services have added an additional column to the RMT timetable giving the draft report deadline for consultation to ensure there is adequate time and opportunity for Staff Committee and UNISON to respond to reports submitted to RMT.</p>
	<p>Quart 2 Update 4.1 A draft Recognition and Procedural Agreement was presented at the SMT in October. The document was to formalise the existing trade union recognition practice and to ensure procedural consistency for consultation and negotiation. The agreement was based on a template provided by UNISON and although SMT felt the style of language did not reflect the PDNPA culture of progressive joint working, the recognition is agreed in principle and the procedure accepted. Paper submitted to the LIC in November for adoption. 4.3 To ensure UNISON representatives are supported and assisted in their duties to communicate across all the services, the UNISON representatives have been provided with a mobile telephone, they are now able to send emails to all staff on behalf of UNISON, and they have been provided with a secure electronic folder accessible by the three UNISON representatives only. Staff Committee have not identified a new chair as a result of Belinda Wybrow stepping down in July. In this period there has been one Staff Committee/Management meeting (Oct 9) and two Staff Committee/UNISON/HR meetings (July 14 and October 13). The HR Service has purchased Survey Monkey to enable low cost employee feedback on specific issues as well as the biennial staff survey, and endeavour to move from transactional to transformational engagement. A Well Being at Work survey was held in August, and the Staff Survey will commence at the end of October.</p>
<p align="center">Theme 5 - Integration of JPAR into core processes (Advocate - Mary Bagley) Ambition - staff understand the benefits and see the outcomes from an effective JPAR process</p>	
No.	Action
5.1	Revisit JPAR process to ensure fit for meaningful purpose incorporating Service Plans and Competency Framework
5.2	Develop 'how to' guidance on JPAR process (complete)
5.3	Utilise JPAR process as audit opportunity on attendance, reasonable adjustments, flexible working arrangements, secondments, Annual Leave taken, DBS (CRB) checks (complete)
5.4	Incorporate requirement of JPAR completion into internal vacancy and secondment recruitment, inclusion in selection for redundancy matrix, and vocational training applications.
5.5	Develop JPAR process as a means to undertake a training needs analysis and contributing to Corporate Training Plan
	<p>Quart 1 Update After a brief review of the JPAR scheme, the Head of HR developed a 'how to' guidance which was circulated for consultation and published on the intranet - managers have been encouraged to focus on underpinning the JPAR process with the Job Profile, the Competency Profile and Service Plan to assess satisfactory performance. A JPAR working group will be formed to undertake a more comprehensive review of the existing JPAR process. The HSE management competences will be integrated into the existing competency framework and become part of management appraisal. Two</p>
	<p>Quart 2 Update 5.1 A JPAR focus group with staff from all directorates was held on 3 July to consider i) the key benefits of, or outcomes from an effective appraisal scheme. ii) How does our current JPAR scheme compare to your ideal above iii) How can we improve our existing scheme to make it more effective. Areas identified to focus on going forward include Line Management engagement and competence in process; better understanding of Competency Framework, Timing - when to hold the reviews, and to keep it simple. At 11 September 78% of staff had completed a JPAR. This quarter, the HR team have undertaken an audit of the Competency Framework to ensure every post has a competency profile. 5.4 A satisfactory JPAR was required to accompany every bid by staff for a Vocational Study Grant award. 5.5 The Learning & Development Officer is researching the ability of the new HR computer system to capture training requests to enable organisational training needs analysis.</p>
<p align="center">Theme 6 - Management of Unsatisfactory Performance (Advocate - John Scott) Ambition - line managers are enabled to manage any perceived failures to meet acceptable performance in an objective and systematic way</p>	
No.	Action
6.1	Refresh JPAR and with Competency Framework and highlight its purpose in management of unsatisfactory performance
6.2	Provide guidance and briefings on development and completion of Specific Improvement Plans
6.3	Develop unsatisfactory performance procedures to complement the Disciplinary Policy
	Quart 1 Update Work commencing later in the year
	Quart 2 Update - this theme was discussed at the recent Staff Committee/Management meeting and it was acknowledged that progress in a number of other themes must be completed before this theme can be progressed including JPAR, Wellbeing and Line Management Competence.
<p align="center">Theme 7 - Line Management Competence in People and Communication Skills (Action Owners - Theresa Reid/John Stannard) Ambition - Line managers are able to bring HR policies to life and are effective communicators</p>	
No.	Action

7.1	In conjunction with Staff committee and UNISON, develop a schedule to systematically review all HR policies - key policies identified to start: Disciplinary (performance), Attendance Management, and Flexible Working.
7.2	Develop and deliver supervisor briefings following review of HR policy and procedures
7.3	As part of 3. Internal Communications Strategy, develop guidance and briefings to managers on the method of team briefings
7.4	Build upon the 'Communicating' competency, develop guidance and briefings to support managers on giving feedback and having difficult
	Quart 1 Update Work commencing later in the year once development and review of identified policies complete
	Quart 2 Update - 7.1 As outlined in the HR Service Plan, policies identified to be reviewed are Attendance Management, Management of Change, Disciplinary, Appeals, CRB and Grievance policies as well as creation of Well Being at Work, Mediation, and MOD Reservist policies. 7.2 The Learning and Development Officer has developed a three phase model for delivery of competence based modules. HR policy and procedures identified for first phase include Well Being at Work, JPAR, and Attendance. 7.3 Internal Communications Strategy can be delivered in the same three phase model.
Theme 8 - Stress Management/Well Being at Work (Advocate - Jane Chapman) Ambition - facilitation and promotion of psychological well being of PDNPA staff	
No.	Action
8.1	As part of Well being at Work initiative, develop Stress policy, procedures and guidance.
8.2	Develop Stress Risk Assessments utilising HSE categories
8.3	Revisit support mechanisms available (1-2-1 coaching, Derwent Rural Counselling, and OHU provision)
	<p>Quart 1 Update We have a legal duty of care for all our staff but we also want to promote wellbeing at work.</p> <p>We have a number of existing mechanisms to support wellbeing at work such as our work life balance opportunities.</p> <p>We provide confidential counselling and/or one to one coaching as appropriate for staff affected and HR provide guidance.</p> <p>We have recently developed and consulted staff on a stress policy, procedures and guidance and are trialling a new stress risk assessment template.</p> <p>Staff Committee has broadly welcomed this work.</p> <p>Staff perceptions seem to be that there are high expectations from the top in terms of workload.</p> <p>Staff need to feel comfortable about being able to raise concerns such as heavy workloads and stress and feel comfortable about accepting support and confident that their manager will provide a solution.</p> <p>In terms of future plans and priorities there are potential actions which are cross cutting across the 10 themes of the Employee Engagement Action Plan:</p> <ul style="list-style-type: none"> • Corporate Training Plan to include training for all managers and supervisory staff (theme 5) • Provision of training to support change eg the move to electronic systems from paper so that staff are competent to carry out their duties (theme 10) • Cultural Change - Leadership Team leading the organisational culture in the way we do business(theme 2) • Ensure good communication between management and staff and particularly to ensure that all staff are aware of the new policy(theme3) • Monitor and review through the next staff survey
	<p>Quart 2 Update The Employee Engagement Improvement Action Plan went to LJC in June and members were particularly concerned that reducing resources did not have implications for higher levels of stress amongst the workforce.</p> <p>We are currently carrying out a baseline electronic survey on stress levels based on an HSE standard questionnaire. Members at LJC were keen for us to progress this. Survey results should be available in September and this will be used to benchmark our progress so that we can build up a picture of organisational stress and monitor that.</p> <p>We intend to carry out a staff focus group workshop on the draft Well Being at Work Policy in late August before it goes to Committee for approval by Members in the Autumn'. Jane Chapman. In order to obtain a baseline assessment on levels of stress in the workplace a Well Being at Work Survey (using the HSE stress indicator tool) was held 6-20 August. There was 75% response rate. The results overall were positive. Areas identified for better understanding are Demands – this includes issues such as workload, work patterns and the work environment; Managers' Support – this includes line management and encouragement; and Change – how organisational change (large or small) is managed and communicated in the organisation. A focus group with representatives from all directorates is arranged for 28 October to find out the qualitative meaning to the quantitative results. As part of the Authority's commitment to enhance and promote wellbeing at work, on Friday 10 October (World Mental Health Day) the CEO signed the 'Mindful Employer' charter for employers who are positive about mental health.</p>
Theme 9 - Effective Change Management (Advocate - Ruth Marchington) Ambition - to introduce and manage change to ensure the objectives of change are met, whilst gaining the understanding and commitment of staff, both	
No.	Action
9.1	In consultation with Staff Committee and UNISON review the Management of Change Policy
9.2	Develop a consultation timescale template
	Quart 1 Update Review of Management of Change Policy scheduled in 1st quarter 2014-15
	Quart 2 Update 9.1 Revision has been made to the Management of Change procedures to comply with the Fixed Term Regulations, and benchmarking and research has begun on the review of the policy. The policy review has been delayed due to high demands on the HR Service. 9.2 The consultation template will be developed as part of policy review and work on the Trade Union Recognition and Procedural Agreement has outline the mechanism for consultation and negotiation.
Theme 10 - Information Management Action Owner - Jeff Winston) Ambition - to have clean, accurate data sets accessible through IT network to all staff across the properties of the Authority	

No.	Action
10.1	Through development of a communication plan, give regular feedback to staff on the work of the information management steering group and on the
10.2	Obtain feedback from staff and customers on the effectiveness of action to deliver the above
	<p>Quart 1 Update In the early summer a new IT network, with improved links between the Authority's properties, will go live. This will provide faster and more reliable connections and, for the first time, make it possible for field staff* and their Aldern House colleagues to have access to shared data. At the same time work to make sure information is accurate and up to date is pressing ahead. A 12 month project, to cleanse GIS (electronic mapping) data has been extended for a further 9 months (until Nov 2014). As data sets are completed they are being made available using Earthlight, a new mapping tool which is currently being rolled out to all staff. Work is also about to start on a new project called The Hub. This will eventually replace the current intranet and PAM and DAM (on-line planning information). In time all business critical documents will be stored in The Hub and, again, they will be available to all staff wherever they are working - in Aldern House, at a remote office or from home. *Note: line speed and quality is dependent on BT and there may be one or two locations where improvements to service will be limited because the locations are too far from the exchange.</p>
	<p>Quart 2 Update</p> <ol style="list-style-type: none"> 1. Spatial data cleansing project is work in progress linked to new mapping Apps – Earthlight (deployed) and Aurora (interactive web maps for the public, which is about to be deployed). A number of GIS datasets (including all those related to Planning) are available on the new systems and work continues cleansing data from other departments. 2. The HUB is the Authority's new intranet where all essential business records and data will be stored. It is a one stop portal with a search facility that shows all documents related to a text or spatial request for information. It will replace PAM and DAM and include records from all other departments, contacts (internal and external), workflows and notifications. The application is completed and currently being tested by a pilot group. Wider testing will follow with training for staff. Over the coming year ICT will work with departments to cleanse and transfer essential business records to the HUB. 3. In association with the new WAN (wide area network) the above will give all staff (including those working remotely) access to essential data and business systems. (Note: completion of the WAN should have been finished in the spring but was delayed because of supplier problems. The majority of sites are now on the new system and the project should be completed by early autumn.)

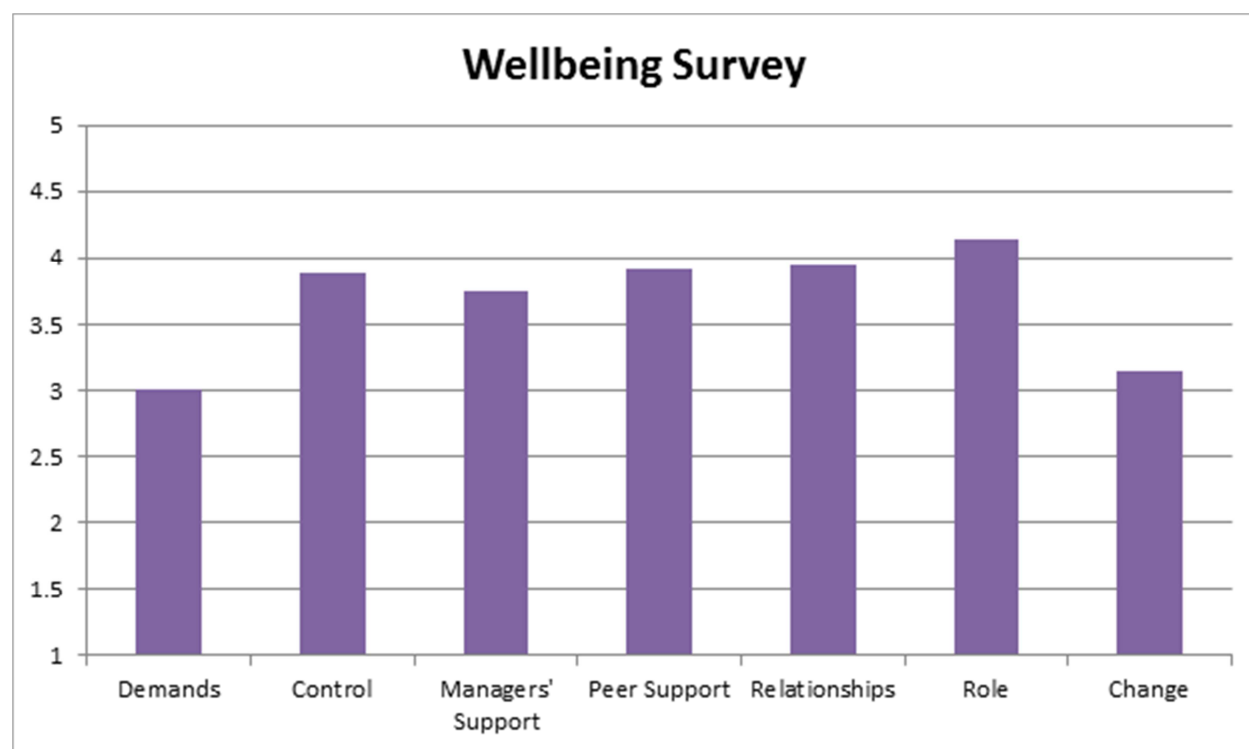
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Dear Colleagues

Thank you for the fantastic response to the Wellbeing survey. We had a response rate of over 75%. The survey was designed by the Health and Safety Executive (HSE). It combines the questions answered into seven categories which are shown below. These categories cover the primary causes of stress at work. The scale

goes from 1 which is high risk, to 5 which is low risk. As you can see our results in each category are all above 3. If you would like to see the results from the individual questions these will be available on the [Wellbeing at Work](#) section of the intranet later this week.



The results of the survey are very positive and provide us with a great starting point from which to improve on.

The next step is for us to get your help to understand the results better and help us understand how we can make improvements. We are going to specifically concentrate on the three lowest scoring areas:

- Demands – this includes issues such as workload, work patterns and the work environment
- Managers' Support – this includes line management and encouragement
- Change – how organisational change (large or small) is managed and communicated in the organisation

We're looking for two volunteers from each directorate to attend a focus group on the 28th October (9.15am to 13.30pm). If you would be interested in attending please email the hr inbox (hr@peakdistrict.gov.uk). If we get more than 2 volunteers per directorate then directors will decide who should attend.

For those of you who attended the previous Wellbeing at Work focus group, thanks for your time already, it's appreciated. If you would like to continue your contribution, please put your name forward again.

Kind regards

Jane Chapman

Ps Please could line managers pass this email on to any contract staff who do not have access to email.

Peak District National Park Authority
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Aldern House . Baslow Road . Bakewell . Derbyshire . DE45 1AE



Dear Colleague

Anonymous – Influential – Beneficial

That time already? Yes, it really is two years since our last staff survey, so make a drink, grab a biscuit and take some time out to tell us your views.

What you say matters – your answers will help us make decisions about the way we work. Your comments in the 2012 survey helped us to shape the Employee Engagement Improvement Action Plan. We're continuing to work on the plan and here are some examples of what we've done so far

- We've introduced a Wellbeing at work policy
- Senior Management have undertaken leadership development
- The Authority has signed up to Mindful Employer committing to have a positive attitude towards mental health issues
- We've introduced mediation to support employees in their working relationships

Don't hold back – your answers are anonymous. We want you to feel able to be completely honest in answering the questions and know that individuals will not be identified.

We consulted UNISON and staff committee representatives on the questions beforehand to help us make sure that what we are asking is relevant.

We're also saving money by using survey monkey this time rather than paying external researchers.

The survey is quick and easy to fill out so please do take the time in your normal working day to complete it. We can make better decisions on the areas that most affect you if we know how everybody feels.

In 2010 almost 60% of staff responded. In 2012, 57% responded. Can we beat our own record?

Please complete the survey by 21 November and return it in the prepaid envelope provided. If you would prefer to complete the survey online instead then you can access it at

<https://www.surveymonkey.com/s/PDNPA2014StaffSurvey>

If you have any queries about the survey please contact HR.

We will publish the full results from the survey to everyone in the New Year.

Thank you for your help and contribution.

Ruth Marchington
Director of Corporate Resources

Lesley Roberts
Chair, Peak District National Park Authority



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10. TRADE UNION RECOGNITION & PROCEDURAL AGREEMENT (NOV 2014 / TR)

1. Purpose of the report

To approval from the Local Joint Committee on the proposed Recognition and Procedural Agreement

Key issues

- The Authority has acted in recognition of the trade union UNISON in working practice.
- No written 'Agreement' has been located, probably as the result of UNISON evolving from NALGO and NUPE with whom it is suspected the original Agreement was set.
- The 'Agreement' (attached) sets out the rules and procedures to be used in consultation, collective bargaining and representation in relation to the conditions of employment of staff at the Authority.

2. Recommendations

That the Recognition and Procedural Agreement is endorsed

3.

How does this contribute to our policies and legal obligations?

The Action Plan to improve the level of employee engagement positively contributes to Corporate Objective 11 – Be a well-run public body with proportionate and effective ways of working, delivering excellent customer service and living our values.

4. Background

As part of Theme 4 of the Employee Engagement Action Plan – Giving Employees Meaningful Voice clarity was sought on the relationship between management (as the employer) and UNISON (as the union). Although the Authority has in practice worked in recognition of UNISON no written agreement has been located. As the result of the relatively recent appointment of the Head of HR coinciding with the election of three new UNISON representatives it was considered timely to review of the facilities for union representatives and joint arrangements for consultation and negotiation.

The Senior Management Team acknowledge that trade union recognition is the best way to promote employer and employee partnership at work. One of the reasons that an employer recognises a trade union is for the purpose of collective bargaining on core topics such as pay and conditions.

This Agreement sets out explicitly the Authority recognition of UNISON as a trade union voluntarily. Such voluntary recognition provides maximum flexibility to the parties and avoids the alternative complex statutory recognition procedures under Schedule A1 of the Trade Union and Labour Relations (Consolidation) Act 1992.

On recognition, it is usual for the employer and the union to draw up an agreement which specifies how the recognition agreements and procedural arrangements will work. The formal written agreement prevents misunderstanding and helps achieve consistency. It is advised that once agreed the document should be subject to regular review and revision.

The attached 'Agreement' has been drawn up in conjunction with local representatives and the full time officer at Derbyshire Branch UNISON, and has taken into account the Staff Committee and their role in PDNPA arrangements to inform and consult employees on employment issues. The Management team and Heads of Service have been consulted and their comments considered and where appropriate adopted.

The PDNPA acknowledges that having a single body for negotiating terms and conditions for workers is simpler than dealing with employees individually and prevents the need for statutory recognition. This document formalises the current practice of trade union recognition. It is timely to set out clear procedural process for consultation and negotiation to enable future review and potential revision of employment policies which are contractual.

5. **Proposals**

LJC is invited to consider the information provided and to comment on any matter it sees fit.

6. **Are there any corporate implications members should be concerned about?**

Financial: There is hidden cost of abstraction time for UNISON representatives from their substantive roles. This cost is now shared between three posts where it was previously from only one.

Risk Management: Under the Information and Consultation of Employees Regulations which were introduced on 6 April 2005 and apply to businesses with 50 or more employees. The regulations give employees the right subject to certain conditions, to request that their employer sets up or changes arrangements to inform and consult them about issues in the organisation. Similarly under Redundancy and Transfer of Undertakings Regulations failure to consult collectively with employees in a redundancy situation or a transfer of the business, employees affected (or their representatives) can apply to an Employment Tribunal for compensation which is known as a 'protective award'.

Sustainability: Improving levels of employee engagement by giving employees 'meaningful voice' is closely linked to levels of trust in management and perceived fairness of processes

Background papers -

Appendices –

Recognition and Procedural Agreement

Report Author, Job Title and Publication Date

Theresa Reid, Head of Human Resources, 30 October 2014



**PEAK
DISTRICT
NATIONAL
PARK**

RECOGNITION and PROCEDURAL AGREEMENT

between

The Peak District National Park Authority (the 'Employer') and UNISON (the 'Union')

1. DEFINITION OF TERMS

In this Agreement:-

The Employer refers to the Peak District National Park Authority

The Union refers to the Derbyshire County Branch of UNISON

Staff Committee refers to local non unionised representatives of Staff at the PDNPA including UNISON members

Staff refers to all employees of the Authority

2. COMMENCEMENT DATE

The Employer has worked in recognition of the Union since it emerged as a Local Authority in 1963.

3. PURPOSE AND AIMS

- 3.1 The purpose of this Recognition and Procedure Agreement is to clarify the formal relationship between the Authority (the Employer) and UNISON (the Union) in order to promote a progressive environment in which to create and maintain good employment relations between the Authority and its staff. It sets out the rules and procedures to be used by the Union and the Employer in carrying out consultation, collective bargaining and representation in relation to the conditions of employment of Staff at the Authority.
- 3.2 In signing up to this agreement both the Union and the Employer recognise that it is in the joint interest of both parties to recognise each other as partners in the workplace and to create a positive climate of employment relations.
- 3.3 With cognisance of the Authority's Values (Appendix 1), both parties wish to pursue and achieve the following objectives to
- ensure employment practices in the Authority are conducted to the highest possible standards
 - enhance effective communication with all Staff throughout the Authority;

- achieve greater contribution and involvement of staff on the issues to be faced in running and developing the Authority
- ensure that equal opportunities are offered to staff or prospective staff and that the treatment of staff will be fair and equitable in all matters of dispute.

4. GENERAL PRINCIPLES

The Union and the Employer:

- recognise their common interest and joint purpose in furthering the vision, strategy and objectives of the Peak District National Park Authority.
- recognise the importance of, and declare their commitment to, good employment relations
- accept the need for joint consultation and collective bargaining
- accept the need for both formal and informal channels of communication and problem solving
- accept the need to make information available on issues affecting the staff or business of the Authority
- recognise that it is managements' responsibility to plan, organise and manage the activities of the Authority in order to achieve the best possible results in pursuing its overall aims and objectives.
- recognise that it is the Union's responsibility to represent the interests of its members and work to improve their conditions of employment.
- Accept that this Agreement is intended to reinforce the direct and positive relationships that exist between individual employees and the Authority rather than replace or detract from them.

5. RECOGNITION AND REPRESENTATION

- 5.1 The Employer recognises the Union as the trade union with which it will consult and negotiate with in all matters set out in Clause 10.6 of this agreement.
- 5.2 The Employer recognises the Union and members of Staff Committee as the representatives of Staff for the purposes of informing and consulting the workforce. Informing and consulting employees will take place through UNISON representatives and Staff Committee members
- 5.3 The Employer accepts that the Union's members will elect representatives in accordance with their Union rules to act as their spokespersons in representing their interests.
- 5.4 The Union agrees to inform the Employer of the names of all elected representatives in writing within five working days of their election and to inform the Employer in writing of any subsequent changes, each time within five working days of the change having taken place. Persons whose names have been notified to the Employer shall be the sole representatives of the UNISON membership and, with members of the Staff Committee, be the representatives of Staff for the purposes of information and consultation.

- 5.5 The Employer recognises that Union representatives fulfil an important role and that the discharge of their duties as Union representatives will in no way prejudice their career prospects or employment with the Authority.
- 5.6 The Employer will inform all new employees of this agreement; providing details about the union and with their prior consent arrange for them to talk to a workplace representative as part of their induction procedure. The Employer will supply Union Representatives with new starter details to enable them to contact new employees.
- 5.7 Arrangements for the deductions of Union subscriptions via the payroll are already in place. The procedures may be subject to review according to legislative requirements. Information on starters and leavers will be provided to the Union.

6. UNION MEETINGS AND OTHER FACILITIES

- 6.1 Meetings of Union members may be held on the Authority's premises outside working hours and there will be no restriction on the frequency or duration of such meetings. Such meetings will be open to all staff members who are members of UNISON.
- 6.2 Union meetings may be held on the Authority's premises inside working hours provided that prior consent for such meetings shall be obtained from the Employer by the Union. Such consent will not be unreasonably withheld. The Union will provide the Employer with a timetable of regular Union meetings or give at least three working days notice of the intention to hold a meeting.
- 6.3 The Employer agrees to provide defined facilities to the Union representatives to enable them to discharge their duties including:
- provision of secure office cabinet;
 - a dedicated UNISON notice board;
 - access to confidential telephone,
 - internal mail and email (within the governance of the Authority's E-Policy);
 - reasonable use of equipment such as telephones, photocopiers, PCs; and paper
 - reasonable accommodation for meetings and trade union education.
- 6.4 Subject to the agreement of the Employer, Union representatives will be granted special leave without loss of pay to attend training courses of mutual benefit to the Authority and UNISON run by the Union or other appropriate bodies which are relevant to the discharge of their Union duties. The request and justification for training must be submitted for approval to the Head of HR in consultation with the respective line manager.
- 6.5 Subject to reasonable prior notice and/or discussion with line management, Union representatives will be permitted to take reasonable paid time off during

working hours to enable them to carry out their duties under this agreement. Where such duties cannot be carried out as part of the normal working day as much notice as possible will be given of the need to take time off. Any dispute and question of 'reasonableness' by representatives or line management shall be referred to the LNCC for agreement.

7. JOINT ARRANGEMENTS

The Employer and the Union recognise that it is in the joint interests of both parties to recognise each other as partners in the workplace and to create a positive climate of employment relations. The primary focus of the agreement is to ensure timely and meaningful consultation and negotiation between the Union and the Employer.

8. LIAISON MEETINGS

There will be regular meetings between the Union representatives, Staff Committee executive, and the Head of HR or nominated representative in order that any issues for consultation or negotiation may be discussed informally.

9. RESOURCE MANAGEMENT TEAM

- 9.1 Any resourcing issue on which there is to be formal consultation or negotiation will be highlighted by report to the Resource Management Team (RMT) for scrutiny and decision.
- 9.2 For the purposes of this Agreement, consultation is the process by which the Authority management and the Union jointly examine and discuss issues of mutual interest. It involves seeking acceptable solutions to issues through a genuine exchange of views and information. Negotiation is the process of discussion between members of the Authority RMT and Union with a view to reaching agreement and avoiding disputes. Negotiation commits both parties to reaching agreement, whereas consultation is a commitment to exchange views.

10. LOCAL NEGOTIATING AND CONSULTATION COMMITTEE (LNCC)

- 10.1 The Employer and the Union agree to set up a Local Negotiating and Consultation Committee **LNCC** consisting of representatives of the employers side and the staff side. On the employers side there will be up to four members of management including the Head of HR. On the staff side there will be up to three UNISON representatives including, if available, the UNISON full time officer and a member of Staff Committee. Other individuals may attend as necessary and with the agreement of both sides.
- 10.2 Following an RMT meeting, the relevant issues on which there is to be consultation or negotiation will be brought to a meeting of the LNCC. The LNCC will meet only as required and can be requested by staff side. A

prepared agenda shall normally be issued 7 working days before each meeting.

10.3 Meetings shall be judged to be quorate if two members of both sides are present.

10.4 The object of the LNCC is to establish a workable and effective arrangement for good employment relations, for the avoidance of any misunderstanding and for the promotion of joint participation in all matters of common interest and concern on a genuine consultative and negotiating basis at organisational level.

10.5 The functions of the **LNCC** shall include:-

Information

The Employer undertakes to supply the Union and Staff Committee with the necessary information for it to carry out effective consultation and negotiation.

Consultation

To have proper consultation with Staff to enable feedback and discussion before decisions are taken concerning matters directly affecting the interests of the Staff as set out under Clause 10.6 below.

The organisation will additionally consult on the current situation, structure and probable development of employment in the undertaking, especially any threat to employment, and on changes in work organisation or contractual relations, including redundancies and transfers.

Negotiation

To negotiate and reach agreement on all issues pertaining to the matters set out under Clause 10.6 below.

10.6 The following matters shall be the subject of consultation and negotiation:-

- Terms and conditions of employment
- New and substantial revision of employment policies and procedures, including equality and health & safety policies .
- Legislative changes affecting employment
- New working practices, new equipment and techniques
- Staff recruitment procedures
- Job evaluation
- Staff benefits and amenities
- Redundancy and redeployment
- Contracting out
- Organisational change and relocation of offices
- Any other item which both sides agree to refer

10.7 STATUS OF RESOLUTIONS

Resolutions of the LNCC shall not be binding on either side but shall be recommendations only to the respective parties (the Employer and the Union) whose ratification will be required before an agreement is deemed to be reached.

11 AVOIDANCE OF INDUSTRIAL ACTION PROCEDURE

When normal negotiating arrangements fail to reach an agreement, the following procedure will apply as a means of resolving the matter at the earliest opportunity, Both parties agree that no provocative action will be taken by either side, until such time as the procedure is exhausted. Both the Employer and the Union will be entitled to have advisors at any relevant meeting, subject to the agreement of both sides.

Stage 1

The local UNISON representative and the UNISON full time officer will meet with the Head of HR and the Director of Corporate Resources

Stage 2

If the issue remains unresolved, the local UNISON representative and the UNISON full time officer will meet the Chair of the Local Joint Committee and the Director of Corporate Resources.

Stages 1 and 2 will be held after the respective RMT and LNCC meetings and before the next Audit, Resources and Performance Committee.

Stage 3

Finally if not resolved the issue will be submitted by report to the Audit, Resources and Performance Committee. If the dispute has not been settled, the issue may, with the agreement of both sides, be referred to ACAS for conciliation.

12. GRIEVANCES AND DISCIPLINE

- 12.1 The Employer recognises the Union's right to represent the interests of all or any of its members at all stages during grievance and disciplinary procedures and to call in Union representatives who are not employees of the Authority wherever this is considered appropriate.
- 12.2 The Employer undertakes to inform the Union representatives immediately of the name of any UNISON staff member (with their consent) faced with disciplinary action to enable the Union to make appropriate arrangements for representation. This information will be limited to the name of the member only.
- 12.3 Union representatives will be permitted to spend reasonable paid time inside working hours to discuss grievance or disciplinary matters with affected employees, and to prepare their case

13. VARIATIONS

This Agreement may be amended at any time with the consent of both parties. Any variations to the agreement are to be made in writing and submitted to the **LNCC**

14. TERMINATION

14.1 The Agreement will not terminate except by mutual consent.

SIGNED for the Authority(the Employer)

DATE

SIGNED for UNISON

DATE



11. REVIEW OF GENERAL STATEMENT OF SAFETY POLICY (2015)

Purpose of the report

1. The Authority's General Statement of Safety Policy, a document required by law, is reviewed annually so that changed circumstances are taken into account and improvements made wherever possible. Members are asked to approve the new General Statement for 2015.

Recommendation

2. **That revised General Statement of Safety Policy (2015) be approved as Authority policy from 1 January 2015.**

How does this contribute to our policies and legal obligations?

3. A more explicit General Statement that is fully consistent with other policies, will accurately describe how the Authority meets our statutory obligations as required by the Health and Safety at Work Act and supporting Regulations. The General Statement is a key document in demonstrating fulfilment of Corporate Objective 11. *Be a well run public body with proportionate and effective ways of working, delivering excellent customer service and living our values.*

Background

4. The Authority is required to produce a General Statement of Safety Policy and keep it up to date. As a matter of good practice we review this document annually.
5. This document has been prepared by the Safety Officer. The Health and Safety Committee, Management Team and relevant Heads of Service are consulted with.

Proposals

6. This document clearly and accurately reflects the way in which safety is routinely managed by the Authority.

No significant changes have been made for 2015.

The revised Policy should be ratified for adoption from 1 January 2015.

7. **Financial:** There are no obvious additional costs involved.

8. **Background papers** (not previously published)

Minutes of the Health and Safety Committee 7 April 2014

9. **Appendices**

General Statement of Safety Policy Draft 2015

10. **Report Author, Job Title and Publication Date**

Jon Wayte, Safety Officer, Human Resources, 30 October 2014

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GENERAL STATEMENT OF SAFETY POLICY

This is the Statement of Safety Policy of the Peak District National Park Authority, required by the Health and Safety at Work Act 1974 (the H&SWA). It has been agreed by both employer and employee representatives and formally adopted by the Authority as its policy statement. It will be reviewed annually by management, Members and staff representatives. A summary will be issued to all new employees at the time of appointment and be issued with induction material. The latest version is available to all staff on the Intranet or from Human Resources (HR).

General Statement

1. The Peak District National Park Authority recognises its statutory duties as an employer under the H&SWA. It therefore seeks, with the advice and assistance of the Chief Executive and staff, to conduct its operations in such a way as to ensure the health, safety and welfare of all employees and volunteers so far as reasonably practicable. Regard shall also be had to the health and safety of others who may be affected by its operations.
2. On the advice of the Chief Executive the Authority will devote appropriate resources and approve policies to achieve these objectives.
3. This health and safety policy will be managed fairly and free from discrimination. Those involved in providing a healthy and safe working environment will manage the tension that can arise between organisational and individual needs although statutory provisions will always take precedence.

Organisation and arrangements for carrying out the Authority's objectives

AUTHORITY MEMBERS

4. Authority Members have a duty to ensure that health and safety is effectively managed through the organisation. In practice this is achieved through the scrutiny of reports at the Local Joint Committee. Having delegated authority to deal with health and safety matters to the Management Team and Heads of Service, Members ensure that there are in place comprehensive corporate health and safety policies and that their effective implementation is achieved.

MANAGEMENT TEAM

5. The Management Team, consisting of the Chief Executive, Directors and Assistant Directors will be corporately responsible for the strategic direction of health and safety management, ensuring delivery and for monitoring and reviewing health and safety arrangements. They will receive an annual report on safety performance from the Safety Officer and conduct an annual review of this Statement.
6. The Chief Executive, Directors and Assistant Directors will:
 - (a) make recommendations to the Authority in respect of safety policy and the level of resources required and, :
 - (b) allocate appropriate resources to enable Heads of Services and Managers to discharge their health and safety responsibilities.
7. The Chief Executive, Directors and Assistant Directors will interpret and oversee the implementation of Authority policy for the Services within their control.

8. The Director of Corporate Resources, with the assistance of the Head of Human Resources, will act as Management Team lead on health and safety, prepare reports to the Management Team and co-ordinate action in the following areas:
- (a) representation from and to the Health and Safety Committee;
 - (b) conduct investigations in the case of work-related accidents which involve a fatality or major injury as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ('RIDDOR');
 - (c) arranging for the representation of the Authority at Major Accident Enquiries;
 - (d) making recommendations for safety initiatives and training

HEADS OF SERVICE and MANAGERS

9. Heads of Service and Managers will be responsible for the functions listed at Appendix A, and for:
- (a) putting the Authority's policy arrangements into practical effect to properly manage workplace risks. Though this may in practice be devolved to other Staff and Services, the responsibility will remain with the Head of Service or Manager;
 - (b) the production and maintenance of suitable and sufficient risk assessments for their Service(s). To include, where necessary assessments for, children and young persons in the workplace, employment of those with English as a second language, pregnant employees and those with special needs;
 - (c) ensuring that all employees and particularly those engaged in high risk activities, (e.g. fire fighting, water or land rescue and working with or flying in aircraft, including helicopters) are appropriately trained and briefed before any hazardous activities are undertaken;
 - (d) ensuring that employees (including 'Annual Certificate of Authority' holders with Field Services) are acceptable for and included under the Authority's insurance arrangements;
 - (e) co-operating with appointed Safety Representatives in their formal inspections of workplaces;
 - (f) consulting and advising staff and Safety Representatives on changes which may affect safety;
 - (g) appointing only trained, competent and appropriately qualified persons where identified in Codes of Practice and for statutorily restricted activities (e.g. changing abrasive wheels, use of pesticides);
 - (h) ensuring that adequate safety arrangements are made for employees based at properties not operationally-controlled by the Authority;
 - (i) ensuring that work to be carried out by contractors is organised and managed so that risks to the Authority's staff, contractors' personnel, customers and members of the public are reduced to the lowest practicable level. In accordance with the code of practice for the control of contractors and compliance with Construction, Design and Management (CDM) regulations;
 - (j) ensuring appropriate arrangements are put in place for dealing with emergencies;

- (k) ensuring that an appropriate record is kept of any incident of violence, abuse or threat to any member of staff in their service identifying personal details of the perpetrator where this information may be important in identifying any future threat to staff and of action taken (see further guidance on the rules of confidentiality for such records).

*Note: Where no Head of Service or Manager is in post the relevant Director or Assistant Director will assume these responsibilities

GOVERNANCE ARRANGEMENTS

10. A Health and Safety Committee is constituted under the Safety Representatives and Safety Committees Regulations 1977. It comprises:

Director of Corporate Resources	
1 (min) UNISON Representative(s)	Staff Committee Representative(s)
Head of Human Resources	Safety Officer

The Committee, which primarily has both consultative and performance management roles, shall routinely meet twice a year in Spring and Autumn. At the Spring meeting the Committee will:

- (a) Receive and review the health and safety annual report from the previous year. This report shall include performance information;
- (b) Agree and set strategic objectives for the following year. This to include health and safety training and system developments including new documentation such as policies, procedures, codes of practice, briefing notes and other guidance.;
- (c) Consider any further safety matters raised by Union and Staff Committee Representatives.

At the Autumn meeting the Committee will:

- (a) Receive, review and agree the General Statement to be implemented the following year;
- (b) Receive an update on progress with meeting strategic objectives (see above);
- (c) Consider any further safety matters raised by Union and Staff Committee Representatives.

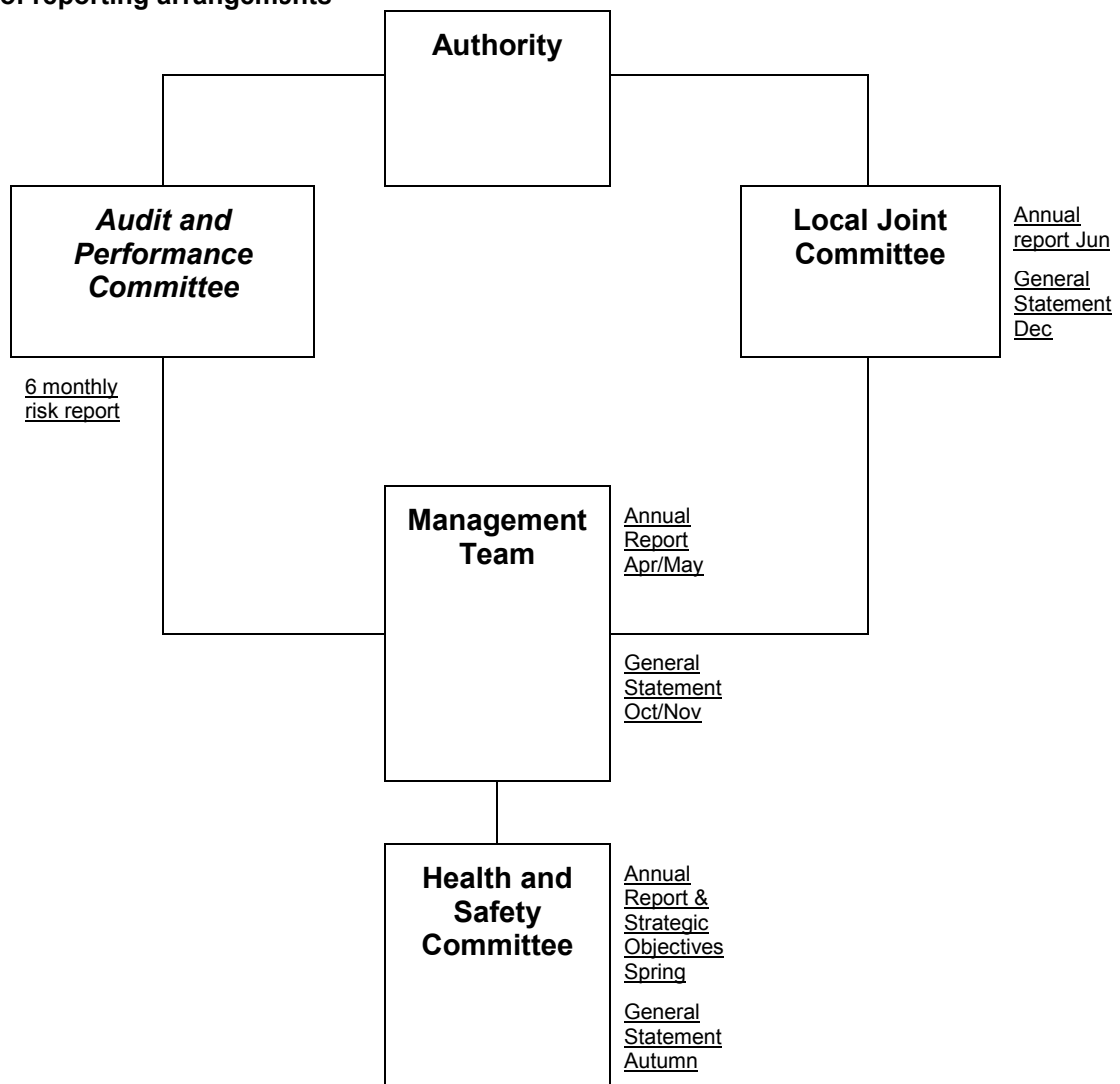
The constitution of the Committee allows for the co-option of other members of staff and specialists as necessary.

The Committee may convene a meeting at any other time, as necessary, to be arranged by mutual consensus.

11. SMT receives reviews and approves the annual report in April/May and the General Statement in October/November for implementation the following year. SMT also receive, reviews and approves specific Codes of Practice defining PDNPA policy for dealing with particular safety matters in accordance with agreed strategic objectives.
12. LJC receives, for consultation and endorsement, the annual report in May/June and the revised General Statement in November/December for implementation the following year.

The Audit and Performance Committee receives a half yearly performance exception and risk report which includes health and safety issues where appropriate.

Schematic of reporting arrangements



ROLE OF THE SAFETY OFFICER

13. The Authority has one professional, part-time (18.5 hs/week) Safety Officer who is responsible to the Head of Human Resources. The role and responsibilities of the Safety Officer include:
 - (a) the provision of competent advice in respect of health and safety at work (HSW) to the Authority, its officers and staff. In particular, the provision of competent advice to satisfy the general requirements of the Management of Health, Safety at Work Regulations 1999 (MHSWR), Section 7 and the provision of competent advice in respect of Fire Safety to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) Article 18.
 - (b) the maintenance and continuous development of suitable corporate systems and processes to ensure all statutory obligations are met in respect of HSW;
 - (c) the production of an annual HSW report providing evidence of the Authority meeting it's statutory obligations and planning for further improvements;

- (d) pursuing a rolling programme of premise and service HSW inspections and audits, providing reports of findings and proposed follow-up actions as necessary;
- (e) assisting line managers in the preparation and review of risk assessments, on request;
- (f) supporting the provision of HSW training as necessary;
- (g) conducting incident/accident investigations as directed by the Authority and its officers.

ACCREDITED SAFETY REPRESENTATIVES

14. Trade Unions and the Safety Representatives they appoint have an important and independent contribution to make to health and safety.

The main functions of Safety Representatives are described in full in the Safety Representatives and Safety Committees Regulations 1977. They include:

- (a) carrying out safety inspections and reporting their findings;
- (b) investigating potential hazards and dangerous occurrences and examining the causes of accidents;
- (c) representing the workforce on health and safety generally.

Additionally, the Management of Health and Safety at Work Regulations 1992 require the Safety Representatives to be consulted in good time on

- (a) the introduction of new measures, including new technology, which may substantially affect health and safety;
- (b) the appointment of 'competent persons';
- (c) any planning or organisational changes or the issue of information required under a statutory provision;
- (d) planning and organisation of any health & safety training.

STAFF COMMITTEE REPRESENTATION

15. Staff Committee may also nominate representatives to join the Committee. Any such representatives will be afforded the same privileges as union appointed representatives.

RESPONSIBILITIES OF EMPLOYEES AND AUTHORITY MEMBERS

16. The H&SWA requires those at work to work safely, so that neither they nor anyone else is put at risk. The law requires in particular:
- (a) that employees co-operate with managers so that the Authority is not prevented from carrying out its legal obligations on health and safety;
 - (b) that anything provided for safety reasons isn't misused or wilfully damaged;
 - (c) that any hazardous circumstances, not properly controlled are reported;
 - (d) that any personal protective equipment we provide is worn when appropriate.

In addition, the Authority has its own rules:

- (e) if tasked to do so, routine and regular checks of safety-critical equipment and premises must be carried out and records kept of the checks made;
- (f) those responsible for engaging a contractor to do work for the Authority must tell them about any particular hazards they may encounter and any rules we expect them to follow (see Code of Practice for the Control of Contractors and Compliance with CDM);
- (g) if an accident or near-miss happens it must be reported promptly on an official accident report form. If there's a work-related fatality, major injury or serious dangerous occurrence the Safety Officer or Head of Human Resources or Duty Manager must be informed by telephone immediately, so that they can report the incident to HSE and arrange for the matter to be investigated;
- (h) any incident of violence, abuse or threat against any member of staff in respect of their carrying out their official duties must be reported using the official incident report form and to the appropriate line manager.

NB See also PDNPA Emergency Procedures and Contacts document.

As to Authority Members:

- (i) Authority Members, on an individual basis, will co-operate with managers so that the Authority is not prevented from carrying out its HSW legal obligations;
- (j) that any personal protective equipment provided for site visits is worn when appropriate and that any reasonable safety instructions given by the officer in charge are followed;
- (k) if a Member is involved in an accident or near-miss this must be reported promptly on an official incident report form.

GUIDANCE AND TRAINING ARRANGEMENTS

17. (a) Induction/new starter training:

All members of staff will receive appropriate, general safety guidance and training by their line manager on appointment. In addition specific training and/or information will be given to staff before any hazardous activity is undertaken.

Special attention will be paid by line managers to the needs of young people, to staff with learning difficulties, and to those with a different first language or disabilities.

Where specific safety training and/or qualifications are required, this will be identified in job descriptions.

(b) In-Service Training:

A range of in-service training courses can be provided, as necessary.

The annual Joint Performance and Achievement review process enables established staff and their line managers to raise matters of health and safety and to suggest and discuss training needs.

(c) Corporate Training

Each year consideration is given to delivering HSW training through the annual corporate learning and development programme, depending on priorities identified.

A Corporate Risk Awareness course will be provided at least annually, open to all staff and targeting in particular new starters. A similar course, directed specifically at senior managers and team leaders will be provided every two to three years.

(d) Training effectiveness:

In line with the Learning and Development Policy, it will be for line managers to agree learning outcomes prior to a learning event and to ensure that any training or guidance which has been given has met its outcomes. Advice on evaluating the effectiveness of training can be sought from the Learning and Development Officer.

(e) Training Records:

The Head of Human Resources will maintain a record for each member of staff, giving details of health and safety training provided after induction. The record is available for inspection by the employee at reasonable notice.

VOLUNTEERS AND WORK EXPERIENCE PLACEMENTS

18. All volunteers, 'annual certificate holders', and anyone on a work experience placement will be treated no less favourably than a member of staff for health and safety purposes. Volunteer managers (or the Authority officer supervising the volunteer if not part of a volunteer programme) should keep a written record of volunteers. This can be done via a booking system, rota or register. The type of activity to be undertaken will be clearly identified. The line manager responsible for the activity will brief the volunteer and confirm, where applicable, that insurance cover is in place before the voluntary work or work experience placement commences.

In the case of volunteers and work experience placements under school leaving age, the parent or guardian will be notified in writing of workplace hazards and the steps we have taken to remove or reduce the chances of an accident before the placement begins.

SUPPORTING DOCUMENTS

19. 1. A number of new Codes of Practice, giving mandatory systems of work for certain activities and safety briefing notes, giving general information on safety matters have been produced and are available to all staff. The following titles are currently available:

Codes of Practice

Fire Safety Management

Management of Asbestos in PDNPA Buildings

Control of Legionella in PDNPA Buildings

First Aid at Work

Electrical Safety

Driving at Work

Working Alone in Safety

Briefing Notes

Hand/Arm Vibration Syndrome

Policy on Smoking in the Workplace (Jun 07)

Contractors and Safety (Oct 00)

Display Screen Equipment (Aug 06)

Driving Safely (Nov 07)

Field and Site Visit Safety (Mar 04)

Handling Aggression (Jul 04)

Hard Hats (Jul 03)

Hepatitis B (Apr 97)

Hot work

Leptospirosis, Lyme Disease & Tetanus (Sep 99)

Note: Many older briefing notes are in the process of being updated and replaced

2. A centralised accident book (also comprising the BI510 record for Social Security regulation purposes) is maintained by the Safety Officer at Aldern House. For reasons of data protection this is not available for general inspection. Separate accident books are not maintained at other properties.
3. Ashford Workshop is registered with the Health and Safety Executive as a non-certificated factory under the Factories Act 1961.

1 January 2015

Jim Dixon
Chief Executive

Appendix A

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Property Services	Head of Service/Manager*	Notes
Accident Book (maintenance and security)	Routine administration			A central accident book is maintained at Aldern House
Accident etc reporting	To HSE/LA		Routine to Aldern House	Fatality, Major Accident, Dangerous Occurrence to be reported immediately.
Accident investigation (major)	As directed		Routine responsibility	As required by Director of Corporate Resources and with H&S Rep where requested
Accident investigation (minor)	(Discretionary)		Routine responsibility	<i>Pro forma</i> questionnaire in use
Asbestos (buildings)	Audit role	Asbestos Co-ordinator role	To appoint Duty Holder for each property	See Asbestos Management Code of Practice
Construction, Design and Management (CDM Regulations)	Support to internal CDM Coordinator Audit role	Major projects	Routine works	Major building works delegated to Property Service. (Includes all demolition work).
COSHH	Audit & Assist		Routine responsibility	--
Display Screen Assessments (DSE)	Carried out on request. Audit & Assist		Routine responsibility	--
Electricity at Work (Portable appliances)	Audit & Assist	Aldern House	Routine responsibility	Safety Officer carries out routine PAT for all Field Services properties (See Electrical Safety CoP)
Electricity at Work (Electrical Supply and Systems)	Audit role. Audit other property	Routine responsibility for all property		Delegated to Property Service
Exhibitions and Shows				One Head of Service/Manager to take the lead role where several Services exhibiting
Fire alarm testing	Weekly tests AH only. Audit other property	Six monthly test/ maintenance AH only	Routine responsibility all other property	See Fire Safety Management Code of Practice
Fire Drills	Aldern House only. Audit other property		Routine responsibility all other property	See Fire Safety Management Code of Practice

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Property Services	Head of Service/Manager*	Notes
Fire extinguisher servicing	Contract arrangement			Annually
First Aid provision First Aid provision (cont'd)	Corporate provision (AH) Audit other Services.		Routine responsibility all other property/ services	See First Aid Code of Practice
Homeworking assessment	Advice on request.		Routine responsibility	Self-assessment for regular and permanent Work-Life Balance Agreements. Safety Officer visit only in exceptional circumstances.
Inspections and Audits	Routine responsibility for OHS all property and services.	Landlord responsibilities	Routine responsibility	Safety Officer may also assist with inspections by UNISON Safety Rep(s) as requested
Legionnaire's Disease (Legionellosis)	Audit & Assist	Coordinator Role	Routine responsibility	See Code of Practice for further details
Manual Handling Assessments	Audit & Assist		Routine responsibility	--
New Workplace and Fire Risk Assessments	Carry out and review/audit		Routine responsibility	Usually delegated to the Safety Officer
Pregnant Women, safety assessments	Audit & Assist		Routine responsibility	Checklist sent to Service Head/Line Manager by HR when advised of pregnancy.
Radon		Lead Role	Routine responsibility	Delegated to Property Service
Registration of new workplaces	Assist as required		Routine responsibility	At request of Head of Service/Manager
Risk Assessments (Management Regs)	Audit & Assist		Routine responsibility	
Structural Safety		Lead Role	Routine responsibility	Delegated to Property Service
Trees at work bases			Routine responsibility	Tree and Woodland Conservation Officers (shared responsibility)
Vehicle safety	Audit & Assist		Routine responsibility	Also Vehicle Management Group
Violence and aggression	Audit arrangements assist in		Maintain records of incidents identifying actions	See guidance on rules for record keeping and risk assessment for

SPECIFIC SAFETY RESPONSIBILITIES SUMMARY	PDNPA Safety Officer	Property Services	Head of Service/Manager*	Notes
	training and risk assessment		and future threats	personal safety
Volunteers	Audit of suitable arrangements		Routine responsibility	See also Volunteering Policy
Work Equipment Regs Work Equipment (cont'd)	Audit & Assist		Routine responsibility	
Young Persons Regs	Audit & Assist		Routine responsibility	Advice note for parent(s)/carer(s) available from Safety Officer/HR

*Note: Where no Head of Service/Manager is in place the relevant Director/Assistant Director will assume these responsibilities.

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12. REPORT ON INCIDENT REPORTING WITH PARTICULAR REFERENCE TO VIOLENCE AND AGGRESSION TOWARD STAFF AND FOLLOW-UP PROCEDURES (JW)

Purpose of the report

1. This report was requested at the previous LJC. The report describes the Policy and systems in place for incident reporting and the specific arrangements for dealing with incidents of violence and aggression.

Recommendation

2. **That LJC recognises that suitable systems are in place for incident reporting and that arrangements for following-up violent incidents and for maintaining a list of perpetrators have been made. LJC to endorse the proposal for incident reporting, including for violent incidents, to be specifically referred to in management competencies and at JPAR.**

How does this contribute to our policies and legal obligations?

3. A suitable and sufficient system for incident reporting, including for violent incidents, is a legal obligation required by the Health and Safety at Work Act and supporting Regulations. The system and process for reporting incidents and for follow-up action is key to demonstrating fulfilment of Corporate Objective 11. *Be a well run public body with proportionate and effective ways of working, delivering excellent customer service and living our values.*

Background

4. A guidance note on the procedure for incident reporting and follow-up action in respect of violent incidents was approved by SMT (22 November 2011) and disseminated to Heads of Service in December 2011. This guidance was revisited and redistributed in May 2014 and is available on the intranet. (Copy attached as Appendix).

The General Statement of Safety Policy at Section 9.(k) tasks Heads of Service and Managers with: *ensuring that an appropriate record is kept of any incident of violence, abuse or threat to any member of staff in their service identifying personal details of the perpetrator where this information may be important in identifying any future threat to staff and of action taken (see further guidance on the rules of confidentiality for such records).*

Section 15. Responsibilities of Employees and Members, includes: *(h) any incident of violence, abuse or threat against any member of staff in respect of their carrying out their official duties must be reported using the official incident report form and to the appropriate line manager.*

These clauses added 1 January 2013.

An incident report form (for all types of incident and near-misses) is available to all staff on the intranet. (Copy attached as Appendix).

5. This document has been prepared by the Safety Officer. The Health and Safety Committee, Management Team and relevant Heads of Service are consulted with.

Proposals

6. The documents referred to in **Background**, describe and form parts of the system for incident reporting. No principle changes in the system are proposed.

It is proposed that management competencies, currently being designed, include key safety management activities such as incident reporting and appropriate follow-up action. These will be routinely audited once implemented.

From 2014 the Annual Safety report produced by the Safety Officer will benchmark incident reporting, including for violent incidents, with other NPAs.

7. **Financial:** There are no obvious additional costs involved with these proposals.

8. **Background papers** (not previously published)

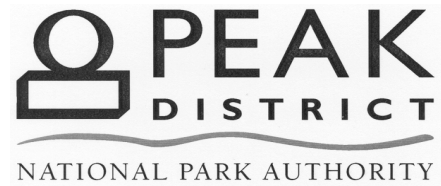
Minutes of the Health and Safety Committee 7 April 2014
General Statement of Safety Policy Draft 2015

9. **Appendices**

Guidance – Report violent incidents, May 2014
Incident report form, Nov 2011

10. **Report Author, Job Title and Publication Date**

Jon Wayte Safety Officer, HR - 30 October 2014



Approved procedure for reporting and recording details of contacts where a threat to personal safety has been recognised

Procedure to be followed in case of any employee experiencing a violent incident

1. An incident form¹ is to be completed by any member of staff following any 'violent'² incident and submitted via the employees Line Manager in the normal way.
2. Line Managers shall refer all such incidents to their Head of Service (HoS). The HoS shall, in collaboration with those involved in the incident and others as necessary, determine if the incident warrants an individual (or individuals) being added to a register of potentially violent contacts³.
3. HoS shall forward the incident report complete with a recommendation as to whether any individual(s) should be added to a register of potentially violent contacts to the Safety Officer (SO).
4. The SO shall, if recommended, add the individual(s) details to a register and file the incident report in the normal way.
5. The register of potentially violent contacts shall be kept centrally by the SO and made available to HoS each time the register is updated and/or reviewed. HoS shall then make details available within their Service as operationally necessary. The Register will also be made available to the Records and Information Officer (re: FOI/Data Protection).
6. A letter should normally be sent to any individual that is added to the register⁴ advising that they have been added to the list, giving details of the incident, including a date by which the entry will be reviewed and the process of appeal. The letter shall normally be signed by the Chief Executive. A letter template is available.

Notes

1. Incident Report Forms are available to download from the intranet. Follow: *Useful documents, Health and Safety, Incident Reporting*. Forms may be completed and forwarded by hard copy or electronic version. Please ensure that these are marked as 'confidential' when they include personal details.
2. A 'violent incident' is, for the purposes of this process, any incident that involves violence, the threat of violence, abuse, harassment or intimidation that is perceived by the member(s) of staff concerned to be unacceptable.
3. Following any violent incident HoS together with Line Managers and others involved, have a duty to perform a risk assessment that is suitable and sufficient in the circumstances to control the risks associated with any further contact with a potentially violent person(s). The SO can provide guidance and assistance in the preparation of this risk assessment. A generic model assessment is available.
4. Where, in the opinion of the HoS and those others involved believe that the sending of this letter would exacerbate the situation, the letter may be withheld. A decision to withhold this letter should be documented.

If you have any questions please contact the Safety Officer for assistance.

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INCIDENT REPORT FORM **(confidential when complete)**



This form should be used to report all incidents including: near misses, accidents (whether significant injury is caused or not), dangerous occurrences, damage to authority or third party property, significant loss of authority equipment, any violence/aggression/ abuse/harassment in connected with work activities.

Line Managers/Supervisors are required to investigate all reported incidents and to complete the follow-up investigation form where necessary. (For guidance see Incident Investigation Form).

This form should, wherever possible, be completed by the person affected. If more than one person is affected a separate form should be completed for each individual.

Personal details

Surname

Forename

Occupation/status

Contact address & telephone number

Service/organisation

Team

Incident Details

Date & time

Location

Work/visit being undertaken

Description of events (attach witness statements/additional information if available) *continue overleaf*

Details of injuries/damage/loss

Witness details

Signature **Time & date**

Name (if not as above) **Contact number**

Line Manager signature **Time & date**

Line Manager Name & Job Title (Please print)

Follow-up investigation form to be completed? (please circle) yes no

Description of events etc continuation

Guidance notes for completing an accident/incident report form

GENERAL

- Use this form to record all incidents and near misses that involve/affect a member of staff, volunteer or other worker such as the employee of another organisation, a person on work experience, or contractor
- This form should be completed where the incident happened or as soon after as possible, by the person effected. Where this is not possible the form should be completed by a member of staff with first-hand knowledge of the incident
- Record only known facts – not opinions
- Complete a separate form for each person directly affected by the incident, i.e. any person who suffers or could have suffered injury, ill health, or loss
- Completing the form does not constitute an admission of liability of any kind on any person
- Any equipment/substance etc involved in the incident should be retained untouched and in safe keeping for examination wherever practicable
- Please use a black ball point pen to write clearly, using block capitals where possible
- **WHERE DEATH OR SERIOUS INJURY HAS OCCURRED THIS MUST BE REPORTED IMMEDIATELY TO YOUR LINE MANAGER AND TO THE SAFETY OFFICER (01629 816392) OR HR&P (01629 816359/360) AT ALDERN HOUSE**

REPORT TO

- Send the completed form to the effected party's line manager or supervisor
- Send a copy to the Safety Officer at Aldern House

FOLLOW UP ACTION

- The effected party's line manager or works supervisor should carry out a follow up investigation and where necessary complete an investigation report. A copy of the investigation report should be sent to the Safety Officer at Aldern House

- All accident/incident report forms are available on the intranet and by following this link [accident report forms](#)

DATA PROTECTION

- The information in this accident report is confidential (when completed) and will be kept securely in accordance with Data Protection regulations

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13. STAFF COMMITTEE ACTIVITY REPORT : JUNE – OCTOBER 2014 (WA)

Purpose of the report

Key issues

- Issues that Staff Committee have been involved in, 6 monthly

1. Recommendations

2. 1. That the report be noted

How does this contribute to our policies and legal obligations?

3. N/A

Background

- 4.** To provide an update to Members of the work of Staff Committee and forge a meaningful dialogue through this Committee. This contact is seen as valuable to share the views of staff with Members.

5. Proposals

Consultations on reports and staff related consultations that are submitted to RMT, SMT or Management Team continue to be handled, including:

- Accommodation Framework
- Property Review Job Descriptions
- Local Government Pension Scheme changes
- Campsite Warden Post changes (N Lees)
- Chief Executive recruitment
- Mindful Employer
- Extension of contracts for temporary staff
- Staff Survey

- 6.** Staff Committee have supported one member of staff through a grievance process and others through the assimilation process.

- 7.** Regular and informative meetings between Management Team and Staff Committee have continued and items discussed include:

- Property Review
- Aldern House accommodation project
- Employee Engagement
- Internships and Volunteers
- Budget Planning and the new Business Plan

- 8.** Staff are invited to add to the agenda of these meetings. Management Team have suggested that Staff Committee filter these items and direct them to appropriate managers in the Authority for resolution, only referring them to Management Team if a resolution is not found. Staff Committee are in the process of setting this up and the outcome of any items raised on their behalf will reported directly back to them.

- 9.** Members of Staff Committee have attended:

- Wellbeing Focus Group
- Review of a Health and Safety Incident
- Assimilation Panel

- Meeting with the recruitment agency for the new Chief Executive.

10. Regular meetings are now set up between the Head of HR, UNISON and the Chair and Deputy Chair of Staff Committee.

11. Think BIG staff suggestion scheme

There have been 4 entries to this scheme during the year but, with the changes to Staff Committee (see 12 below) they have not yet been progressed. Following discussion with the Head of HR to clarify the role of this scheme, commitment has been made to continue to provide funding for the scheme and these ideas will now be progressed.

12. Staff Committee Membership Changes

Belinda Wybrow resigned as Chair of Staff Committee. The remaining members are currently working as a cooperative to fulfil the work of the Committee pending a review of our Constitution, which is considered to be in need of review.

13. Events Programme 2014

September – A charity cycle ride was organised to raise funds for Helen's Trust (a local charity which helps terminally ill patients stay at home for as long as possible). Staff attempted to cover the distance from John o' Groats to Land's End by cycling/ walking/ running/ horseriding along the Monsal Trail. Over £560 was raised.

A Christmas Fayre is planned for 2 December, in the Boardroom at Aldern House. Last year's was a successful event, well attended and money raised for several charities. The format this year will be similar with tables booked by staff/ members or local businesses, giving an opportunity for some Christmas shopping. Once again we will have the benefit of music performed by our own staff. We are encouraging all staff, members and ex colleagues to come along and enjoy some social time and help raise money for charity.

Are there any corporate implications members should be concerned about?

Financial: N/A

Risk Management: N/A

Sustainability: N/A

Other relevant implication: N/A

Background papers: N/A

Appendices - None

Report Author, Job Title and Publication Date

Wendy Amis, on behalf of Staff Committee, 30 October 2014

14. UNISON ACTIVITY REPORT –UNISON REPS

Purpose of the report

To update LJC on the activities of UNISON in the Authority

Key issues

1. Issues that UNISON has been involved with since the last meeting of the LJC

Recommendations

2.
 1. **That the report be noted**

How does this contribute to our policies and legal obligations?

3. UNISON is the Trade Union which is recognised by the Authority

Background

The following is a description of the activities the UNISON Reps have been involved in since the last meeting of this committee.

4. **Strike:**
There was a National Public Sector strike on the 27th June 2014 over pay. The UNISON reps coordinated picketing activity outside Aldern House. Further strike action was proposed for the 14th October but was called off pending consideration of a revised pay offer from the employers.
5. **Recognition agreement**
The UNISON reps have been involved in negotiations with Management to develop a Trade Union Recognition agreement. We have largely referred this issue to the local UNISON branch officer. This matter is currently still ongoing but is reaching its final stages.
6. The Reps have assisted UNISON members with various confidential issues
7. The Reps have attended meetings with Management Team and the Head of HR and this has enabled many issues to be resolved on an informal basis.
8. **Zero Hours Contracts:**
One issue which has been of particular concern is that two jobs have recently been taken off the establishment and subsequently staff have been recruited in these areas under casual/ zero hours contracts. Whilst recognising that this is not a wholly new approach, UNISON has concerns about this in terms of both the pay and conditions of the employees and the effect on the quality of service that the authority will be able to offer as a result.
The reps have received reassurance from the Head of HR which has allayed some concerns but will continue to monitor the situation.
9. **Policy Development**
UNISON reps have continued to be involved in the development of policies such as those relating to wellbeing and stress management.

Proposals

Over the period between now and the next meeting the UNISON reps will have the following priorities:

10. Re-explore relationship with Staff Committee.
11. Monitor the use of Zero Hours Contracts.
12. Focus on recruitment, particularly of casual staff.

Are there any corporate implications members should be concerned about?

13. **Financial:**

The UNISON reps will need to undertake further training in the next year but the cost of the training is met by UNISON.

14. **Risk Management:**

The UNISON reps look forward to hearing the report from the Health and Safety Officer regarding the progress being made in incident reporting.

15. **Background papers**

None

Appendices - None

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