

Public Document Pack

Peak District National Park Authority

Tel: 01629 816200

E-mail: customer.service@peakdistrict.gov.uk

Web: www.peakdistrict.gov.uk

Minicom: 01629 816319

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



Our Ref: A.1142/1440

Date: 8 December 2016



NOTICE OF MEETING



Meeting: **Local Joint Committee**

Date: **Friday 16 December 2016**

Time: **10.00 am**

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

SARAH FOWLER
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 previous meeting 10 June 2016 (Pages 1 - 4)**
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. **Health and Safety Policy 2017 (JW)** (Pages 5 - 16)
Appendix 1

Appendix 2
10. **Staff Committee Activity Report : June 2016 - December 2016** (Pages 17 - 20)
11. **UNISON Activity Report** (Pages 21 - 22)

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 Strategy and Development 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 or 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 C Howe
Cllr J Macrae

Cllr C Carr
Cllr A R Favell
Cllr C Furness
Cllr Mrs K Potter

To: Employee Representatives

Penny Aitken
Tim Nicholson
Rosie Olle
Dave Frost
2 Unison Representatives

Zoe Buswell
Chris Pownall
Steve Coombes
Nicola Howarth

This page is intentionally left blank

Peak District National Park Authority
Tel: 01629 816200
E-mail: customer.service@peakdistrict.gov.uk
Web: www.peakdistrict.gov.uk
Minicom: 01629 816319
Aldern House, Baslow Road, Bakewell, Derbyshire. DE45 1AE



MINUTES

Meeting: Local Joint Committee

Date: Friday 10 June 2016 at 10.00 am

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

Chair:

Present: Cllr C Carr, Cllr A R Favell, Cllr C Furness, Cllr Mrs K Potter, Cllr Mrs J A Twigg, Jorge Auñón, 2 Unison Representatives, Howarth and Jon Wayte

Apologies for absence: Cllr D Chapman, Mr Z Hamid, Cllr Mrs C Howe, Wendy Amis, Penny Aitken, Zoe Buswell, Tim Nicholson and Chris Pownall

27/16 CHAIR'S ANNOUNCEMENTS

The Chair informed the meeting that Items 2, 3 and 4 were withdrawn from the agenda as they had been added in error and would instead be considered by the Local Joint Committee on 2 December 2016.

28/16 MINUTES OF PREVIOUS MEETING 27 NOVEMBER 2015

The minutes of the last meeting of the Local Joint Committee on Friday 15 December 2015 were approved as a correct record subject to the following amendment:

Cllr A Favell was present at the meeting. A check would also be made as to whether staff members of the committee should be recorded as present in the minutes along with any apologies given

29/16 URGENT BUSINESS

There was no urgent business to consider.

30/16 MEMBERS DECLARATIONS OF INTEREST

There were no Members' declarations of interest.

31/16 SAFETY OFFICERS ANNUAL REPORT (2015)

The Safety Officer's Annual Report for 2015 had already been considered by the Health and Safety Committee and the Leadership Team and amended in line with their suggestions.

It was noted that there is a downward trend in staff accidents and that the reporting of near-miss incidents has improved.

The Leadership Team and managers will receive training in the achievement of strategic health and safety targets linked to the new Health and Safety Policy and the use of performance data.

It was agreed that there should be another practice emergency evacuation of Aldern House on a day when Members were in the building and for the benefit of new tenants. The Safety Officer stated that all new tenants had been made fully aware of the evacuation procedure.

The Chair thanked the officer on behalf of Members, acknowledging the importance of his work and recognising the value of his continuing advisory role at the Northumberland and South Downs National Park Authorities.

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

RESOLVED:

That the Safety Officer's Annual Report for 2015 be approved.

32/16 STAFF COMMITTEE ACTIVITY REPORT

Staff member Nicola Howarth gave a verbal update to Members on the activities of Staff Committee between December 2015 and June 2016. Nicola reported that Staff Committee met regularly with the Leadership Team and continued to support staff during the redesign of the organisation.

In March 2016, five staff had signed up to the Cycle to Work Scheme and further opportunities to do this would be available in September 2016 and January 2017. Nicola thanked Human Resources, Legal and Finance Teams for their support in enabling the Scheme to operate successfully.

The Christmas Fayre in 2015 had been well attended and Cllr Mrs K Potter was thanked for providing home made mince pies.

Several events were planned for 2016 including a visit to Ecton mine and another Christmas Fayre. In response to Members' interest in joining staff at these events, staff committee confirmed that members would be invited in the future. The Director of Corporate Strategy and Development said that she would also advise the Leadership Team of the discussion and arrangement.

33/16 UNISON REPRESENTATIVES REPORT

UNISON representative Josie Allen reported that discussions with the Leadership Team were ongoing during the period of organisational change.

UNISON's concern that there would be redundancies in the Support Services was addressed by the Director of Corporate Strategy and Development who explained that the previously planned savings in years two and three would not be made, as detailed in the Authority report of 27 May 2016 (Item 8). Instead, money available as a result of a more favourable settlement from Defra would be reinvested according to need to support delivery of the Authority's Corporate Strategy 2016-2019. However, it was acknowledged that some staff roles could significantly change in order to ensure that the necessary skills were in place to effect this delivery.

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

RESOLVED:

That the report be noted.

The meeting ended at 10.50 am

This page is intentionally left blank

9. **REVIEW OF HEALTH AND SAFETY POLICY FOR 2017 (JW)**

Purpose of the report

1. The Authority's Health and Safety Policy (previously known as 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 Health and Safety Policy for 2016.

In this transitional year, with significant organisational changes ongoing, it is timely to consider a more thorough overhaul of our health and safety policy statements and associated systems and processes. Accordingly, a new model policy is offered for consideration. This new policy offers the opportunity to clearly reference our intentions to:

- Promote a more positive safety culture involving all of our people and partners
- Commit to becoming a role model and for sustainability
- Adopt a solid performance management approach for health and safety

Recommendations

2. **That the revised *Health and Safety Policy (2017)* be approved as Authority policy from 1 January 2017.**

How does this contribute to our policies and legal obligations?

3. It is a legal requirement to have a suitable health and safety policy. The proposed document satisfies that requirement.

Background

4. The Authority's existing health and safety policy (up to 2016, known as *General Statement of Safety Policy*), a document required by law, is reviewed annually to ensure it is up-to-date with both the Authority and with Legislation.

The existing document has been reviewed and modified annually to ensure this consistency and the current version is suitable and 'fit for purpose'.

However, the current older format now contains quite dated statements of the general intentions and commitment for safety management and also includes (exclusively) much of the detail of roles and responsibilities. It is timely to more fully refresh the overall statements of good intent and commitment making them more contemporary and through this change give an opportunity to 'reset' our stated approach to safety management.

There are also a number of good reasons to separate the more detailed arrangements for safety management, including the designation and performance of specific roles and responsibilities from the general statement.

- The older *General Statement* is typically only referred to as a higher level policy document and is not used as a guide to the practical application of safety management
- The *General Statement* is overarching and not specifically relevant to any particular work group
- To achieve a more performance driven application of specific safety management activities they should be included elsewhere, including in: job

descriptions, service plans (and thus routinely audited during personal reviews (JPAs))

- An opportunity exists to embed these developments with concurrent changes to the organisation's structure and individual roles and responsibilities

5. This document has been prepared by the Safety Officer. The Health and Safety Committee (11/10/2016) and Senior Leadership Team (20/10/2016) have been consulted with and agreed changes incorporated.

Proposals

6. The new format *Health and Safety Policy* should be ratified as Authority policy for adoption from 1 January 2017.

7. Financial

There are no obvious additional costs involved. By adopting similar policies at other National Parks development and implementation costs may be reduced.

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

None

9. Appendices

- i. Minutes (draft) of the Health and Safety Committee 11 October 2016.
- ii. Final DRAFT Health and Safety Policy 2017

10. Report Author, Job Title

Jon Wayte, Safety Officer, Human Resources, 8 December 2016

Ruth Marchington; Theresa Reid; Jon Wayte; Rosie Olle; Neal Richmond; Jo Allen;
Joanne Cooper; Andrew Shaw

HEALTH AND SAFETY COMMITTEE

Tuesday, 11 October 2016 1500hs – 1630hs

Conference Room Aldern House

MINUTES (Draft)

1. Apologies for absence – Jo Allen
2. Minutes of the Meeting of 19 April 2016 – Agreed and approved
3. Matters arising
 - i. AH Emergency Evacuation procedures

An emergency evacuation practice was carried out before today's meeting. This was successful, with a full evacuation completed in approximately 3 minutes. Some Fire Marshal appointments and fire routes remain to be confirmed due to office moves.

- ii. Lone Working arrangements – Planning

A final version of the lone working arrangements for Planning has been agreed and disseminated. A forward monitoring programme to ensure these arrangements are being followed was discussed.

Post meeting note: On further inspection, personal contact details have not been updated for all of planning despite requests from the Manager, Enforcement Team. Issue escalated to John Scott, Director of Land Use Policy and Planning for action.

4. Draft Health & Safety Policy for 2017

A final version of the proposed new Health and Safety Policy for adoption from 1 January 2017 was discussed and agreed.

5. Safety Officer's report and safety update
 - i. Incident reporting – Centaur Incident May 2016

A second report on the Centaur incident of 9th May 2016 was discussed. This report used a new, revised format of incident investigation form, to more explicitly answer questions previously raised in connection with identifying control failures (breaches) and further actions.

Post meeting note: the HSE has since written to the Authority with its findings in respect of this incident (28th October 2016). Health and Safety contraventions were identified in three distinct areas. These are now specifically identified and addressed in a comprehensive action plan, which had already addressed several issues included. Future of use of the Centaur vehicles is uncertain.

ii. Radon levels at AH (Julie Green, Property Services)

Higher than normal levels of radon were detected in part of AH by the normal use and monitoring of radon detectors. This was traced to failures of two fans and these matters addressed. Action trigger levels of 400Bq were not reached.

iii. Legislation and guidance updates – H&S Penalties

The Safety Officer discussed the effect of new legislation on health and safety penalties introduced in February 2016. A very significant rise in typical penalty levels has been identified. Small organisations (by budget/turnover) will typically suffer penalties for breaches prosecuted of up to £1.6m (according to potential severity).

iv. Learning from other NPAs – ticks and Lyme disease

Latest guidance from other NPAs on the advice for recognising and dealing with the threat and aftermath of tick related ill-health was discussed. The latest Health Protection Agency advice leaflet is identified as our principal source of advice.

6. Safety Representative's/Staff Committee reports

None

7. Any other business

The Safety Officer referred to a number of workshop events completed under the 'How We Work Around Here' banner in respect of occupational health and safety. Forty line managers have attended the briefings which have focussed particularly on issues introduced with the new health and safety policy. A mop-up session is planned for those areas underrepresented at the briefings.

JW Nov 2016



“Through the way we work and behave, all our people and working partners will be protected from risks of occupational injury or ill health.”

PART I

Our Health and Safety Policy: Statement of intent

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation.

We will aim for excellence in health and safety by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to our purpose, and that effective health and safety actively contributes to our success.

1. AWARENESS: “All our people and the people we work with, have an awareness and understanding of health and safety hazards and risks that affect our business.”

1.1 Health and Safety Policy statement.

Adequate resources will be provided to ensure all our people, contractors and working partners are aware of this policy and committed to its effective implementation.

1.2 Communication and consultation.

There will be active open communication and consultation between all our people, contractors and working partners. Health and safety will be integrated into our communications, wherever appropriate.

1.3 Management roles and responsibilities.

Roles and responsibilities for health and safety will be defined, as necessary, within job descriptions and routinely included in service plans. Management will ensure that:

- adequate resources are provided for health and safety;
- health and safety is adequately assessed, controlled and monitored; and
- our people are actively involved on matters that affect health and safety.

1.4 Hazard identification.

We will identify our workplace health and safety hazards. We will inform our people, contractors and working partners, as appropriate, of these workplace hazards.

We will require our contractors and working partners to identify health and safety hazards that may impact on our work activities.

2. COMPETENCE: “All our people and working partners have the competence to undertake their work with minimum risks to health and safety.”

2.1 Health and safety training.

All our people will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed.

We will ensure the health and safety competence of our contractors and working partners.

2.2 Behaviour and culture.

The Senior Leadership Team (SLT) will demonstrate leadership in health and safety, including undertaking tours to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with all levels of management.

2.3 Risk assessment and management.

We will assess the risks associated with health and safety hazards in the workplace. All our people will be informed of the health and safety hazards and risks that affect their work. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents. We will require our contractors and working partners to identify health and safety risks that may impact on our work activities.

3. COMPLIANCE: “Our work activities achieve compliance with legislation, and our people are empowered to take action to minimise health and safety risks.”

3.1 Incident investigation.

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective action to prevent recurrences.

3.2 Measuring performance.

We will actively and openly, review and report on our health and safety performance against agreed objectives and targets. Action plans will be developed to support the delivery of these objectives and targets.

3.3 Health and safety management system.

We will implement management systems to ensure we:

- comply with health and safety legislation; and
- continually improve our health and safety performance.

3.4 Contractor improvement.

We will engage and collaborate with our contractors to ensure their:

- health and safety capability and competence fulfil our expectations;
- health and safety performance is monitored and reviewed; and
- work activities have minimal health and safety impacts on our activities.

4. EXCELLENCE: “PDNPA is recognised for excellence in the way it manages health and safety.”

4.1 Developing innovative practices.

We will constantly encourage, develop, review and share “health and safety good practice” both internally and externally.

4.2 Influencing working partners.

We will only work with others who are willing to meet and achieve our health and safety expectations. We will engage and influence working partners to drive improvements in health and safety.

4.3 Work-related health.

We will assess our occupational health risks. All our people will be informed of the occupational health risks that affect their work. We will take action to prevent, reduce or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people’s fitness for work. Health surveillance will be conducted, as necessary.

PART II

5. Delivering our policy

Our policy will be delivered by:

- generating a culture that does not tolerate threats to health and safety
- ensuring the real involvement of all our people, contractors and working partners
- all Directorates, Services and Teams implementing management systems and processes that fully explain how this policy will be delivered in the workplace

5.1 Organisation and arrangements for implementing the Authority's Health and Safety Policy

Roles and responsibilities for Authority Members, all tiers of management, those with special responsibilities for occupational health and safety and for all staff are clearly stated in job descriptions.

5.1.1 Authority Members

Authority Members have a duty to ensure that health and safety is effectively managed through the organisation. Having delegated authority to deal with health and safety matters to the Strategic Leadership Team and Heads of Service, Members ensure that there are in place comprehensive corporate health and safety arrangements through the scrutiny of reports at the Local Joint Committee.

5.1.2 Chief Executive Officer and the Strategic Leadership Team

The Chief Executive Officer (CEO) is responsible for providing leadership to SLT. SLT is responsible for setting the strategic direction of health and safety management, ensuring delivery and for monitoring and reviewing health and safety performance. SLT shall receive an annual report on safety performance from the Safety Officer and conduct an annual review of this Policy.

5.1.3 Directors

Directors shall:

- (a) allocate appropriate resources to enable Heads of Services and Team Managers to discharge their health and safety responsibilities;
- (b) commission investigations in the case of work-related accidents which involve a fatality, specified injury, occupational disease or dangerous occurrence, as

defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

5.1.4 Director of Corporate Strategy and Development

With the assistance of the Head of Human Resources, will act as SLT lead on health and safety, including: representation from and to the Health and Safety Committee.

5.1.5 Heads of Service

Heads of Service shall be responsible for putting the Authority's policy arrangements into practical effect to properly manage workplace risks for their service(s). Though this may in practice be devolved to other staff and services, the responsibility will remain with the Head of Service.

5.1.6 Team Managers

Team Managers are responsible for the day-to-day operational safety management of their team members and others working with or for them, for risks which they create or have control over. Key safety management tasks include:

- (a) ensuring that all employees (and particularly those engaged in high risk activities) are given sufficient information, appropriately supervised and/or trained and are suitably competent, for the tasks they are expected to undertake;
- (b) where necessary, the production, maintenance and use of suitable and sufficient risk assessments;
- (c) ensuring that all safeguards and safety procedures identified by risk assessments and by other relevant documents, such as manufacturers operating instructions, are properly used and followed;
- (d) ensuring that an incident report form is completed and received for any significant incident, including: accidents, near-misses and incidents of violence;
- (e) consider, for all reported incidents received, whether any further action is necessary and for these incidents complete an incident investigation report. Completed reports are sent to a Director/Head of Service for comment;

- (f) ensuring appropriate arrangements are put in place for dealing with emergencies;
- (g) ensuring that work to be carried out by contractors is organised and managed so that risks to Authority staff, contractors and members of the public are reduced to the lowest practicable level.

5.1.7 Employees and Authority Members

There is a general legal requirement for all those at work to work safely, so that neither they nor anyone else is put at risk. This means that:

- (a) employees and Members shall co-operate with managers so that the Authority is not prevented from carrying out its legal obligations;
- (b) all safeguards, safety procedures and other controls identified by risk assessments shall be complied with;
- (c) any accident, near-miss or violent incident shall be reported promptly to the appropriate line manager using an official accident report form.

PART III

6. Governance arrangements

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

- Director of Corporate Strategy and Development
- Head of Human Resources
- UNISON Accredited H&S Representative
- A Staff Committee Representative
- 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 UNISON and Staff Committee Representatives.

At the Autumn meeting the Committee will:

- (d) Receive, review and agree the Health and Safety Policy to be implemented the following year;
- (e) Receive an update on progress with meeting strategic objectives (see above);
- (f) Consider any further safety matters raised by UNISON 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.

- 6.2 Strategic Leadership Team (SLT) receives reviews and approves the Annual Report in April/May and the Health and Safety Policy 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. SLT may also receive reports of safety matters escalated to executive level for action and incident investigations sponsored by its' members.
- 6.3 Local Joint Committee (LJC) receives, for consultation and endorsement, the annual report in May/June and the revised Health and Safety Policy in November/December for implementation the following year. LJC receives such reports on behalf of the Authority.

10. STAFF COMMITTEE ACTIVITY REPORT : JUNE 2016 – DECEMBER 2016

1. Purpose of the report

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.

2. Key issues

Staff Committee has a role as a staff voice to management, to provide support and assistance to staff going through disciplinary or grievance processes, to provide independent advice on HR issues and to organise social events for staff.

3. Recommendations

1. That the report be noted

4. How does this contribute to our policies and legal obligations?

N/A

Background

5. Structural Reorganisation

Leadership Team held regular meetings with Staff Committee and Unison in regard to the Structural Reorganisation during the Summer. This was very useful, allowing ongoing feedback from staff to be fed back to the Leadership Team during the reorganisation consultation period.

Staff Committee were called on to attend Directorate Briefing Sessions, during which the details of the reorganisation proposals were given to affected staff. Staff Committee were also called on to represent individual affected staff at a number of 1-2-1 meetings with their Directors or Line Managers.

Staff Committee compiled a response based on staff comments to the reorganisation proposals and submitted it to the Leadership Team on Friday 16th September.

Since the end of the consultation period and into the implementation period, Staff Committee have met with Leadership Team and HR to receive updates on the progress of the reorganisation.

Staff Committee would like to thank Leadership Team for ensuring that information has been shared with staff through Staff Committee and Unison, and also for taking on board our concerns when for various reasons, there have been issues with the implementation process. We would also like to thank Unison for their ongoing support during the reorganisation process.

6. Managing Change Consultation

Leadership Team held regular meetings with Staff Committee and Unison regarding the Managing Change Policy consultation. The issues for consultation were:

- the proposal to run notice and redeployment periods concurrently
- an update to the terms and conditions

Staff Committee compiled a response based on staff comments to the proposal and update. The response was submitted to the Leadership Team on 14 September 2016. After the end of the consultation period, Staff Committee met with Leadership Team and HR to learn of the decisions made.

Staff Committee were also included in the negotiations with Leadership Team on the change to the period of pay protection.

Staff Committee would again like to thank Unison for their work and support.

7. Cycle to work scheme

Following a successful launch for the 'cycle to work scheme' resulting in rewarding levels of interest and an initial six applications, the first window closed at the end of May, with four confirmed applications.

All of these applicants received their bikes over the summer, although there were some delays owing to the fairly complicated process of sign-off. As this was the first round of applications, it was a learning process for all involved, and the hard work and patience of our Finance Team at this time is greatly appreciated.

It had been intended to run the second window during the Autumn period; however, an article in the e-zine asking for preliminary expressions of interest, elicited no responses. Because of the overall uncertainty currently experienced by some members of staff, it was decided to delay reopening the window until the New Year.

8. Events Programme

Events that have taken place include the staff visit to the Warslow Moors Estate in August and the Christmas cheese and wine event for staff and members in early December.

Staff Committee would like to thank Chris Manby for organising the Warslow visit and Kath Potter for her help in selling raffle tickets and donating prizes at the Christmas event. £227 was raised for the charity 'Crisis'. Both events have had good feedback and it has been suggested to run the cheese and wine event at other times in the year also.

Discussions are underway for an events programme for 2017 to possibly include an Ecton Mine tour.

9. **Proposals**

That the report be noted

Are there any corporate implications members should be concerned about?

10. **Financial:** N/A

11. **Risk Management:** N/A

12. **Sustainability:** N/A

13. **Other relevant implication –** N/A

14. **Background papers** N/A

Appendices

None

Staff Committee

8 December 2016

This page is intentionally left blank

11. UNISON UPDATE REPORT (JC/JBSA)

The Unison Reps have worked with the Leadership Team and Staff Committee to reach agreement on the proposed changes to some of our terms and conditions of employment.

The good news is that changes to the period of pay protection, will now not come into force until 1 April 2018 when the majority of the current restructure should be completed.

The contribution of staff who provided feedback to Unison during the consultation process enabled us to negotiate an outcome which we felt we could recommend to our members.

This process clearly illustrates the benefit of working for an organisation that recognises the benefit of a Trade Union and where the voices of staff can be heard.

We expect the continuation of the authority re-structuring process will bring forward further issues where staff will need support of the Unison reps. but we anticipate the experience gained from the occurrences this year will stand us in good stead for the future.

1. Purpose of the report

To inform members of the committee of current activities and issues which Unison representatives have been dealing with since the last meeting and be following up in the months to come.

2. Key issues

Relationship with staff during this period of structural change.

3.

Recommendations

That the report be accepted.

4.

How does this contribute to our policies and legal obligations?

Contributes to staff working at the authority as Unison is the recognised trade union.

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

The morale of staff as a result of the restructure process and the uncertainty it brings.

Background papers (not previously published)

None

Appendices

None

Report Author, Job Title and Publication Date

Josephine Allen, Finance Officer, 8 December 2016

This page is intentionally left blank