

# Public Document Pack

**Peak District National Park Authority****Tel: 01629 816200**E-mail: [customer.service@peakdistrict.gov.uk](mailto:customer.service@peakdistrict.gov.uk)Web: [www.peakdistrict.gov.uk](http://www.peakdistrict.gov.uk)

Minicom: 01629 816319

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



Our Ref: A.1142/1595

Date: 25 January 2018

**NOTICE OF MEETING**Meeting: **Local Joint Committee**Date: **Friday 2 February 2018**Time: **9.00 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 Staff 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 held on 29 June 2017 (Pages 5 - 8)**
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. **Local Joint Committee - Constitution and Functions** (*Pages 9 - 18*)
10. **Health and Safety Policy 2018** (*Pages 19 - 38*)  
Appendix  
  
Appendix 2
11. **Staff Committee Activity Report : July– December 2017** (*Pages 39 - 42*)
12. **Unison Activity Report** (*Pages 43 - 46*)

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### **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](http://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](mailto: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](http://www.peakdistrict.gov.uk) or on request from Democratic Services 01629 816362, email address: [democraticservices@peakdistrict.gov.uk](mailto: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](http://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  
Cllr C Furness  
Cllr Mrs C Howe  
Cllr Mrs K Potter  
Simon Malcolm

Cllr C Carr  
Cllr A R Favell  
Mr Z Hamid  
Cllr J Macrae  
Sarah Fowler  
John Scott

#### **To: Employee Representatives**

Steve Coombes  
Tim Nicholson  
2 Unison Representatives

Penny Aitken  
Chris Pownall

### **Copies for information to:**

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



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## MINUTES

Meeting: **Local Joint Committee**

Date: Thursday 29 June 2017 at 10.00 am

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

Chair: Cllr C Carr

Present: Steve Coombes, Cllr D Birkinshaw, Cllr C Carr, Cllr A R Favell, Cllr Mrs K Potter, Nicola Howarth, David Hickman, Neal Richmond and Josephine Allen

Apologies for absence: Rosie Olle, Cllr D Chapman, Cllr C Furness, Mr Z Hamid, Cllr Mrs C Howe, Cllr J Macrae, Penny Aitken, Tim Nicholson, Chris Pownall, Sarah Fowler, John Scott, Theresa Reid and Joanne Cooper

### 1/17 MINUTES OF PREVIOUS MEETING 16/12/16

The minutes of the meeting held on Friday 16 December 2016 were approved as a correct record.

### 2/17 URGENT BUSINESS

There was no urgent business to report.

### 3/17 PUBLIC PARTICIPATION

No members of the public were present to make representations to the Committee.

### 4/17 MEMBERS DECLARATIONS OF INTEREST

There were no Member declarations of interest.

### 5/17 APPOINTMENT OF SECRETARY OF THE COMMITTEE

A proposal to appoint David Hickman, Director of Corporate Strategy and Development, as Secretary to the Local Joint Committee was moved, seconded and agreed by all present.

#### RESOLVED:

**That David Hickman be appointed as Secretary to the Local Joint Committee.**

## **6/17 SAFETY OFFICERS ANNUAL REPORT (2016)**

The Safety Officer introduced the report which asked the committee to recognise the improvements made to the overall management of safety by the Authority and to endorse the recommended priorities and actions for 2017.

He noted that the new Health and Safety Policy had come into operation in January 2017, replacing the General Statement of Safety Policy which had been used for many years.

The officer drew attention to the independent internal audit report findings, noting that the full audit report had been presented separately to the Audit, Resources and Performance Committee (19 May 2017 Item 11 Appx 6). The auditor's report gave the overall opinion that the Authority's health and safety controls in place at the time of the audit provided "High Assurance".

Analysis of data relating to staff accidents and incidents in 2016 revealed a continuing average downward trend despite indications of a slight increase over the year. Members asked that a trend graph also be included for visitor accidents and incidents in the next report.

The officer referred to an incident that had occurred in May 2016 involving a Centaur vehicle being driven by one of the Authority's rangers. As both the driver and the passenger were injured, and the passenger was a volunteer ranger, the Health & Safety Executive (HSE) was notified of the incident by the Safety Officer on the day it happened. Both injured persons made a full and speedy recovery.

As a result of its investigation into the incident, the HSE served a Notice of Contravention on the Authority which was consequently required to pay the HSE's investigation costs in excess of £45,000. This figure included laboratory costs incurred during examination of the vehicle.

The minutes of the Health and Safety Committee held on 8 May 2017 were received.

The recommendation was moved, seconded and agreed.

### **RESOLVED:**

**That the Safety Officer's Annual Report for 2016 be approved.**

## **7/17 STAFF COMMITTEE ACTIVITY REPORT : JANUARY TO JUNE 2017**

A member of the Staff Committee presented the report and thanked the Authority's Leadership Team for sharing information about the structural reorganisation with staff via Staff Committee and UNISON. These meetings had enabled feedback from staff to reach the Leadership Team quickly, particularly during the on-going period of change in the Outreach and Visitor Experience service.

### **RESOLVED:**

**That the report be noted.**

## **8/17 UNISON ACTIVITY REPORT**

This report gave an update on UNISON activity in the first 6 months of 2017.

A ten minute break was taken during which the UNISON representative copied and tabled the report and members of the committee read it.

The work of UNISON representatives and members of Staff Committee had continued throughout the on-going structural reorganisation, particularly of the Commercial Development and Outreach Directorate. Following the end of the staff consultation on this process on 28 June 2017, UNISON representatives had submitted a response from its members to the Authority's Leadership Team.

The UNISON representative thanked Leadership Team and the Head of Human Resources for continuing good relations and useful meetings during this process.

The Director of Corporate Strategy and Development acknowledged receipt of the response on behalf of Leadership Team and confirmed that Leadership Team intended to issue their response on 12 July 2017. He thanked Staff Committee and UNISON representatives for their active role during the consultation period.

The Chair thanked everyone involved in the staff consultation.

**RESOLVED:**

**That the report is noted.**

The meeting ended at 10.55 am

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## **LOCAL JOINT COMMITTEE (LJC) - CONSTITUTION AND FUNCTIONS**

### **1. Purpose of the report**

To review the constitution of the Local Joint Committee.

#### **Key Issues**

- **The LJC is a consultative meeting involving Authority Members and employees.**
- **Meetings of the LJC currently take place twice a year in June and November. Recently there have been difficulties in having enough members from both sides to convene a quorate meeting so the scheduled dates need to be changed at short notice.**
- **The constitution of the LJC has not been the subject of a review since May 2001 so this report encourages the Committee to provide feedback on whether any changes are needed and if more could be done to promote the Committee and encourage attendance.**

### **2. Recommendations(s)**

- 1. To discuss the issues raised in this report and provide suggestions on how the LJC constitution could be amended to encourage attendance.**
- 2. To ask the Secretary to prepare a draft revised constitution taking into account the issues raised at the meeting.**

#### **How does this contribute to our policies and legal obligations?**

3. Under the Information and Consultation Regulations 2005 (ICE) the Authority must have arrangements in place to make sure that employees are consulted on work place changes that may impact upon them. The LJC is just one element in this consultation but it is an important opportunity for employees and Members to meet to discuss employment issues and this is reflected in the fact that most local authorities have some type of joint consultative committee in place.

#### **Background Information**

4. Subject to minor amendments the current Local Joint Committee Constitution has not changed significantly since May 2001. In light of recent structural changes in the Authority and recent problems in arranging quorate meetings this report has been prepared to facilitate the Committee in having a discussion on whether the Constitution needs to be amended. Any proposals to introduce changes will be in the form of a recommendation to a meeting of the Authority which must be agreed by a majority of the Committee members on each side.
5. This report has been drafted to highlight a number of areas to look at and suggestions on how the text could be amended to address the issues identified. These suggestions have been put forward by the Committee's Secretary but Committee members from either side are able to suggest alternatives.
6. In developing these proposals the Secretary has considered examples of best practice and guidance issued by the Advisory, Conciliation and Arbitration Service (ACAS). The ACAS guidance identifies the establishment of a joint Committee as being an essential element of meeting the requirements of the ICE.

## Proposals

7. A copy of the current LJC Constitution is attached as Appendix 1. Any suggested changes or areas for discussion are highlighted in bold red. The areas covered include:

- Size and composition of the Committee
- Organisation of Committee meetings
- Subjects to be discussed
- Facilities for Committee members
- Arrangements for reporting back

### a) Size and composition

8. The current composition of the Committee is set out in paragraph 2 of the current constitution. This states that the size of the Committee should be 18 Members made up of 9 Authority Members and 9 Employee representatives at least two of which are accredited shop stewards of the Derbyshire Branch of Unison. At present it appears that three Members are representatives of Unison and the remaining six are Staff Committee Representatives.

Question 1 – Is the current size and composition of the Committee right?

9. With a combined total of 18 members the LJC is the largest Committee established by the Authority. In reality it is rare that all 18 representatives are present with most meetings just reaching the quorum of 8 (four from each side). Does the current size of the Committee help to ensure that a quorum is achieved by having a larger pool to be drawn on or does it contribute to the problem by members assuming that someone else will attend?

Question 2 – Is the current allocation of places between trade union representatives and Staff Committee right?

10. Feedback would also be welcomed on whether the current split between drawing members from Unison and Staff Committee is right or is there scope for a formal mechanism to appoint other Employee Representatives to the Committee. The following paragraph provides an extract from the ACAS guidance:

*“Employee representatives on the Committee should be elected by the employees they represent. Where the organisation has an established trade union structure it is sensible to invite one or more senior shop stewards to sit on the Committee – they have already been elected by their fellow employees and ignoring their status could undermine the existing framework for joint union/management work.”*

11. This does not propose that the Committee should only be made up of trade union stewards but it does suggest that the Committee should make sure that its non-union members represent the views of employees and those appointed are enthusiastic and willing to contribute to the work of the Committee.

Question 3 – Is the current quorum for the Committee right?

12. In recent years meetings of the Committee have been rearranged or cancelled often at short notice because the 8 member quorum cannot be reached. Feedback on whether the quorum should be reduced would be welcome. The quorum for the Authority's other two standing committees is 3 Members. While this would be too low for effective consultation could there be some scope for reducing the LJC quorum to 3 from each side?

## **b) Organisation of Committee Meetings**

13. Currently the LJC meets twice a year with the dates set at the Authority's Annual Meeting in July. Although the dates for them were agreed at the Annual meeting held in July 2016 both of the programmed dates in 2017 had to be rearranged because the quorum could not be established. In the context of making the best use of the resources available to the Authority it takes up a significant amount of time for the Democratic and Legal Support Team to establish whether a meeting will be quorate if it goes ahead and then finding an alternative date if the quorum cannot be reached, so it would be good to receive feedback about some of the factors that may improve and encourage attendance.

Question 4 – Is the current 6 month frequency of meetings working?

14. The current constitution states that the Committee should meet as required but not less than twice a year. In reality in most years more than 2 meetings are held. (There were three in 2015 but one of those was because the November meeting in 2014 was cancelled) It has been suggested that the six month frequency may contribute to low attendance as the Committee does not gain momentum or generate a feeling of belonging. If this is a factor it may be exacerbated by the attempts to arrange meeting dates around having a quorum as this does not necessarily achieve or encourage a consistent membership.

Question 5 – Should the current arrangement for rotating the Chair annually continue?

15. The current arrangement of rotating the Chair of the Committee each year is an option included in the ACAS guidance but with the current frequency of meetings this does not contribute to a consistent approach as, once appointed, the Chair usually only takes the role for the meeting at which they are appointed and one other meeting before being replaced. Views on using this approach to appointing the Chair are welcomed along with a discussion on whether there are models of chairing meetings such as appointing Joint Chairs or other ways to engage both the Chair and Vice-Chair between meetings.

Question 6 – Should the current arrangements for appointing the Committee Secretary continue?

16. In accordance with the Constitution each year the Committee appoints the Committee Secretary. This is usually the Director of Corporate Strategy and Development. This approach seems to work well, with the Democratic and Legal Support Team based in this Directorate supporting the Secretary in arranging meetings, publishing agendas and preparing minutes. Although no changes to this arrangement are currently proposed an amendment to the Constitution is suggested in Appendix 1 based on the ACAS guidance that aims to clarify the role of the Secretary.

## **c) Subjects to be discussed.**

17. Another factor identified as having an impact on engagement relates to the business conducted by the Committee. Looking back over the past 6 years of meetings the following have been discussed (The figures in brackets indicate the number of times an item has been considered by the Committee and items are ranked accordingly):
- Staff Committee Activity Report (10)
  - Unison Activity Report (6)
  - Safety Officers Annual Report (6)
  - Review of General Statement of Health and Safety Policy (3)

- Employee Engagement Improvement Action Plan (3)
- Health and Safety Policy (1)
- Trade Union Recognition and Procedural Agreement (1)
- Report on Incident Reporting (1)
- Findings from Staff Focus Groups (1)

Question 7 – To what extent does agenda content impact on attendance and how could the agenda be structured to encourage participation?

18. The list above shows that in recent years the main agenda topics for the LJC have been around activity reports from Staff Committee and Unison and reports on Health and Safety. LJC members are asked to consider whether the agenda items impact on attendance and consider whether there are other topics that could be brought to the Committee to encourage engagement.
19. In the ACAS guidance the following areas for discussion are suggested:
- Working conditions
  - New ways of working
  - Output and quality
  - Training
  - Health and safety
  - New equipment
  - Staffing levels
  - Sickness absence and employee welfare

Question 8 – Could the process for setting the agenda be improved?

20. As the list in paragraph 18 shows apart from the activity reports most of the agenda items have been added by the management side. While this is quite normal there may be some scope for widening the topics brought to the LJC which in turn may encourage participation.

#### **d) Facilities for Committee Members**

Question 9 – Is it clear what “facilities” are available to LJC Members?

21. As mentioned previously one of the challenges relating to recent LJC meetings has been the ability to establish a quorum. While this has been a problem on both sides it would be good to explore if there is more the Authority could do to encourage attendance. Meetings of the LJC are usually arranged for a Friday on the same day as an existing meeting involving Members. For all meetings of the Authority and its Committees a Friday is the preferred day, this is in recognition that, as most of our Members are actively involved in other local authorities or organisations, experience has shown that we tend to get better attendance. It is usual for meetings of the LJC to be held on the same day as other Members meetings to avoid additional journeys to and from Bakewell and again maximise attendance.
22. Unfortunately the flip side of this is that some employees have been unable to attend meetings because Friday is not a normal working day or on the day of the meeting they are not scheduled to work. LJC are asked to explore whether more could be done to help Committee members who are employees attend meetings by, for example, clarifying the level of facility time available or encouraging managers to set team schedules according to LJC dates or allowing team members to swap working days to accommodate attendance.

### **e) Reporting back**

Question 10 - Suggestions on what more could be done to promote the work of the Committee and provide feedback on discussions?

23. Although this has not been tested it is not believed that many employees will be aware of the LJC or the work it does. It would be useful to get feedback on whether it would help if the profile of the LJC was raised and if so how this could be achieved.

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

#### **Financial:**

24. None directly – Any changes to the frequency of meetings would have an impact on Members' claims for travel and subsistence and the facility time given to employees.

#### **Risk Management:**

25. The Authority needs to make sure that it has adequate and effective consultation mechanisms in place.

#### **Sustainability:**

26. None

#### **Equality:**

27. The Authority regularly considers the arrangements for all its meetings so that it does not unintentionally prevent or put off specific groups or individuals from participating.

### **28. Background papers (not previously published)**

None

### **29. Appendices**

Appendix 1 - Local Joint Committee Constitution

### **Report Author, Job Title and Publication Date**

David Hickman, Director of Corporate Strategy and Development and Secretary to the Committee, 25 January 2018  
david.hickman@peakdistrict.gov.uk

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Local Joint Committee Constitution – Last Amended 18 May 2001, Minute No 6/01

## PEAK DISTRICT NATIONAL PARK AUTHORITY

### LOCAL JOINT COMMITTEE

#### 1. CONSTITUTION AND FUNCTIONS

##### 1. Title

The Committee shall be called “The Peak District National Park Authority and Employees Local Joint Committee” hereinafter called the “Local Joint Committee”.

##### 2. Representation

The Local Joint Committee shall comprise nine members of the Authority to be appointed annually and an equal number of its employees. At least two of the employees shall be accredited shop stewards of the Derbyshire Branch of UNISON. All the members of the Local Joint Committee shall retire on **31st July each year 31st July 1979 and annually thereafter**, and shall be eligible for re-appointment.

If a member of the Local Joint Committee ceases to be a member or employee of the Peak District National Park Authority he shall cease to be a member of the Local Joint Committee; any vacancy shall be filled by the Authority or by the employees as the case may be.

Any employee member who is one of the accredited shop stewards of the Derbyshire Branch of UNISON shall cease to be a member after the election of his successor, who shall automatically replace him on the Local Joint Committee.

An Amendment may be made to the representation of the Local Joint Committee at any time on the majority vote of the Committee and subsequent approval of the Authority so long as there is equal representation from both the Authority and the Employees.

##### Chair:

A Chair and Vice-Chair shall be appointed by the Local Joint Committee at its first meeting after the Authority’s Annual Meeting in each year. If the Chair appointed **be is** a member of the Peak District National Park Authority, the Vice-Chair shall be appointed from the employees’ side, and vice-versa. The Chair of a meeting may vote with the meeting but shall not have a casting vote.

##### Officers

In addition the following will be entitled to attend all meetings of the Local Joint Committee. They will not be entitled to vote but may speak at the invitation of the Committee.

- (a) A Secretary to be appointed by the Committee on an annual basis. The Secretary shall attend all meetings if possible, but a deputy may be appointed to convene and attend meetings in the Secretary’s absence.
- (b) **~~The National Park Officer or his/her Assistants~~ The Head of Paid Service or their representative.**

- (c) The Head of Human Resources.
- (d) The Safety Officer.
- (e) Full-time Trade Union Officers.
- (f) Employer representatives
- (g) Other employees or members at the invitation of the Committee if a particular matter affecting them is on the agenda.

### The Role of the Secretary

- (a) **Setting the dates of meetings and arranging accommodation**
- (b) **Gathering items and papers for the agenda**
- (c) **Circulating meeting notices and agendas**
- (d) **Providing procedural guidance and support to the Chair and Committee during and outside meetings**
- (e) **Producing and publishing minutes of meetings**
- (f) **Dealing with correspondence concerning the Committee**
- (g) **Taking action on matters as instructed by the Committee**

### 3. Functions

The functions of the Local Joint Committee shall be:

- (a) To establish regular methods of negotiation and discussion between the Authority and its employees, in order to prevent differences and to resolve them should they arise. No question of an individual's grading shall be within the scope of the Local Joint Committee.
- (b) To consider any relevant matter referred to it by a Committee of the Authority, or by any representative meeting of the Employees.
- (c) To consider matters relating to the application of the terms and conditions of service and to the education and training of Employees of the Authority.
- ~~(d) To receive and seek to settle grievances referred to the Local Joint Committee under the Authority's staff grievance procedure. (It is suggested that this is deleted as this is no longer an option in the current grievance policy (approved in February 2011))~~
- (e) To consider any matters referred to the Local Joint Committee by the Health and Safety Committee set up under Safety Representatives and Safety Committee's Regulations 1978 by S.2(7) of the Health and Safety at Work etc. Act 1974. The constitution and functions of the Health & Safety Committee are shown in the Schedule attached to this Committee's Constitution and Functions.
- (f) The Local Joint Committee may refer any question coming before it for consideration by, or for the advice of, the East Midlands Regional Joint Council. It shall inform the East Midlands Regional Joint Council of any decision or



recommendation of the Local Joint Committee which appears to the Local Joint Committee to be of more than local interest. Any recommendation to be referred to the East Midlands Regional Joint Council shall be approved by the Authority and by a representative meeting of the appropriate Trade Union, prior to its submission.

- (g) Some matters must be referred to the East Midlands Regional Joint Council under the provisions of the Scheme of Conditions of Service. These matters will be excluded from the functions of the Local Joint Committee.
- (h) To discharge such other functions as may, from time to time, be specifically assigned to the Local Joint Committee.

## 2. RULES AND REGULATIONS

1. The Local Joint Committee shall meet as required but not less than twice a year. The Chair or Vice-Chair may direct the Secretary to call a meeting at any time. A meeting shall be called within ten days of the receipt of a request signed by not less than four members of either side. The matters to be discussed at any meeting of the Local Joint Committee shall be stated in the notice summoning the meeting. Any other business may be considered if admitted by a majority vote of those present at the meeting.
2. The quorum of the Local Joint Committee shall be four representatives of each side, subject to para 8 below.
3. No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the Local Joint Committee.
4. Normally decisions of the Local Joint Committee shall be binding on the Authority and on the employees of the Authority. In some cases, however, either side may determine a matter to be a "major issue" while the matter is under discussion. A "major issue" shall be the subject of a recommendation to the Authority and/or the Branches of the appropriate Trade Union. If this recommendation is approved it shall be binding on both the Authority and its employees.
5. In the event of either (a) the Local Joint Committee being unable to arrive at an agreement, or (b) the Authority or the appropriate Trade Union disagreeing with a recommendation of the Local Joint Committee, the matter in dispute shall be referred to the East Midlands Regional Joint Council. This complies with the constitution of the East Midlands Regional Joint Council.
6. The proceedings of any meeting of the Local Joint Committee shall be reported to the appropriate Committee of the Authority and to the Trade Unions concerned. This report shall be signed by both the Chair and Vice-Chair of the Local Joint Committee.
7. The Local Joint Committee shall not arrive at any agreement which conflicts with the policy or recommendations of the East Midlands Regional Joint Council.

**~~8. Grievances referred to the Local Joint Committee shall be heard in the following manner:~~**

- ~~1. The Committee shall convene a panel consisting of at least 3 members of each side, including the Chair and Vice-Chair.~~
- ~~2. The Panel appointed shall follow the rules of natural justice in hearing the grievance, but its proceedings shall be private.~~
- ~~3. The decision of the Panel shall be reduced to writing and served on both parties.~~

**(It is suggested that this is deleted as this is no longer an option in the current grievance policy (approved in February 2011))**

## **10. REVIEW OF HEALTH AND SAFETY POLICY FOR 2018**

### **Purpose of the report**

1. The Authority's Health and 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 2018.

Significant organisational changes have continued through 2017. As the final structure emerges it is timely to consider how the new arrangements will deliver further improvement of our health and safety systems and processes. This policy supports our intentions to:

- Promote a continuously improving safety culture involving all of our people and partners
- Become a role model for good occupational safety and health (OSH) and for sustainability
- Adopt a solid performance management approach for health and safety

### **Recommendations**

2. **That the revised Health and Safety Policy (2018) be approved as Authority policy from 1 January 2018.**

### **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, a document required by law, is reviewed annually to ensure it is up-to-date with both the Authority arrangements and with current legislation.

The current document (2017) was introduced one year ago to substantially 'refresh' our commitment to and arrangements for managing OSH. The revised version for 2018 consolidates this approach and includes further changes and additions to reflect new structures.

More specific guidance on roles and responsibilities for specific OSH matters will support developing performance management arrangements.

5. This document has been prepared by the Safety Officer. The Health and Safety Committee (9/10/2017) and Senior Leadership Team (17/10/2016) have been consulted with and agreed changes incorporated.

### **Proposals**

6. The new Health and Safety Policy (2018) should be ratified as Authority policy for adoption from 1 January 2018.

7. **Financial**

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

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

9. **Appendices**

- i. Minutes (draft) of the Health and Safety Committee 9 October 2017.
- ii. Final DRAFT Health and Safety Policy 2018

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

Jon Wayte, Safety Officer, HR, 23 November 2017

**PEAK DISTRICT NATIONAL PARK AUTHORITY**

**MINUTES OF THE HEALTH AND SAFETY COMMITTEE  
MEETING HELD AT 9.30 AM ON MONDAY 9 OCTOBER 2017**

<b>Present:</b>	Jon Wayte, Chair, David Hickman, Theresa Reid and Joanne Cooper	
<b>Apologies:</b>	Rosie Olle, Jo Allen and Andrew Shaw	
<b>Secretary:</b>	Ruth Crowder	
<b>Venue:</b>	The Garden Room - Aldern House	
		<b>Action</b>
<b>1</b>	<b>Minutes of the meeting held on 8 May 2017</b>	
	<p>The minutes of the meeting held on 8<sup>th</sup> May 2017 were approved as a correct record.</p> <p>Jon Wayte reported that since the meeting Andrew Shaw had resigned from the Health and Safety Committee due to pressure of his work commitments. Jon had thanked him for all his work for the Committee.</p>	
<b>2</b>	<b>Matters Arising</b>	
<b>2a</b>	<b>Aldern House Fire Alarm System and Emergency Evacuation Procedures</b>	
	<p>It was noted that the current fire alarm system was being replaced but Jon Wayte didn't anticipate any changes to the evacuation procedures, but this will be checked once the new system is operational.</p> <p>It was noted that John Wayte needed to brief new Heads of Service on their roles in the evacuation procedures.</p> <p>The Committee discussed the use of route cards and fire marshals as part of the fire evacuation procedure. Jon Wayte stated this was a necessary part of the procedure that he would like to keep. The use of the route cards has been in partial abeyance while office moves are ongoing. The Committee agreed that it may not be possible to postpone the review of the card routes until after all Aldern House Office moves are complete as they still appear to be ongoing.</p> <p><b>It was agreed that Jon Wayte will check with the Property Team for the date the new fire alarm system will become operational. Jon will then check if how the system works will mean making any changes to the current fire evacuation procedures or not and then check the evacuation routes. Jon will also arrange training for all fire marshals.</b></p>	<p align="center"><b>JW</b></p> <p align="center"><b>JW</b></p>

<b>2b</b>	<b>Review of Staff Security Arrangements at Aldern House Reception</b>	
	<p>There are currently 2 alarm systems in operation in the Reception area at Aldern House and the Committee were asked to consider if both were still needed:</p> <ol style="list-style-type: none"> <li>1. Push strips in the interview rooms which sound in some offices</li> <li>2. A 2 switch alarm under the reception desk which connects to the alarm system monitoring station</li> </ol> <p>It was noted that the only instances of the push strips being used had all been false alarms by people accidentally pressing them. There was concern over which offices the alarms from these sound in and that untrained officers may respond. Also concern was expressed that the switch alarm under the reception desk had not been tested or staff trained in using it. It was also unclear what response would be made by the monitoring station.</p> <p><b>It was agreed that Jon Wayte will review the current risk assessment for the reception area and send the revised version to relevant staff for consultation. This will include checking what response the monitoring station would make if the under desk alarm was activated. Jon will also liaise with Darren Butler and Lisa Walker to ensure that all the Customer and Business Support team are trained in the use of the under desk alarm and that a regular test of the system is conducted twice per year.</b></p> <p><b>It was also agreed that if, following the review of the risk assessment, the push strip alarms are deactivated Jon Wayte will liaise with the Property Team regarding removal of the strips.</b></p>	<p><b>JW</b></p> <p><b>JW/DB/LW</b></p> <p><b>JW/Property Team</b></p>
<b>3</b>	<b>Draft Health &amp; Safety Policy for 2018</b>	
	<p>Jon Wayte tabled a copy of the draft Health and Safety Policy for 2018. The policy covered 3 parts: intent, delivery and governance. If the Committee agreed the policy it would then be reported to Strategic Leadership Team at the Strategic Development meeting on 17 October 2017 and then to the Local Joint Committee on 1 December.</p> <p>Jon reported that there were no amendments to Part I but he had amended Part II of the policy to include the role of the Safety Officer and the role of the Safety Representatives and Part III to include a change to the Health and Safety Committee to incorporate representatives from all Services.</p> <p>The Committee discussed the changes to the policy. It was noted that the role of the Safety Representatives would include training. With regard to the expansion of the Committee membership it was noted that all Heads of Service should be contacted first and be asked to nominate a relevant representative from their Service. There would still be UNISON and Staff Committee representatives on the new Committee and who these representatives were needed to be clarified.</p> <p><b>The following was agreed:</b></p> <ol style="list-style-type: none"> <li><b>Jon Wayte will contact Heads of Service to request them to nominate a Service representative for the Health and</b></li> </ol>	<p><b>JW</b></p>

	<p><b>Safety Committee.</b></p> <p>ii. Theresa Reid and Joanne Cooper will clarify who will be representing UNISON and Staff Committee.</p> <p>iii. It was agreed to support the nominated Unison representative to undertake the appropriate H&amp;S training</p> <p>iv. David Hickman will inform Strategic Leadership Team of the proposed changes. Also the proposals will be mentioned at the Performance and Business Plan quarterly meeting on 9 October.</p> <p>v. Jon Wayte will add an appendix to the Policy listing all current health and safety policies, the dates they were last reviewed and the dates they are due to be next reviewed. A designated lead officer for each policy will also be recorded.</p>	<p>TR/JC</p> <p>TR/JW</p> <p>DH</p> <p>JW</p>
<b>4</b>	<b>Safety Officer's Report and Safety Legislation Update</b>	
	<p>Jon Wayte reported on the following:</p> <p>i. EU Legislation changes for ladders – all new ladders will need to comply with the new EU standards. <b>Jon will ensure all relevant staff are made aware.</b></p> <p>ii. Hand/Arm Vibration health issues – the Authority was already aware of this and had a system of grading effects of machinery used, eg chainsaw, brush cutters etc., by using coloured 'flags' attached to each machine. These work on a traffic light system so green is low effect, red is high effect. However the system was based on information from manufacturers and other independent data is now available meaning the marking of machines needed to be revisited <b>Jon Wayte will review the current information and change the timers as necessary.</b></p>	<p>JW</p> <p>JW</p>
<b>5</b>	<b>Safety Representative's/Staff Committee Reports</b>	
	There were no reports.	
<b>6</b>	<b>Any Other Business</b>	
	<p>Future Committee Meetings - Ruth Crowder asked that dates for the 2018 meetings be set in advance and as soon as possible.</p> <p>It was noted that health and safety issues should be included in Service Plans. David Hickman and Theresa Reid will ensure Heads of Service are reminded. It was suggested that at least 2 Committee meetings will be needed in 2018; by the end of March and in early September.</p>	<p>JW/RC</p> <p>DH/TR</p>

Meeting Close 10.35 am

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“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. (See Appendix A).

#### 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.

(See also Appendix A).

#### 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.

#### 5.1.8 Role of the Safety Officer

The Authority has one professional, part-time (18.5 hs/week) Safety Officer (SO) who is responsible to the Head of Human Resources. The role of the SO includes:

- a) The provision of competent advice in respect of Occupational Health and Safety (OHS) to the Authority, its officers and staff.
- b) The introduction, maintenance and continuous development/improvement of suitable corporate systems and processes to ensure key statutory obligations are met in respect of OHS.
- c) The production, presentation and ratification of an annual OHS report providing evidence of the Authority meeting its statutory obligations, making continuous improvements in OHS management, identifying incidents and actions taken in the previous year and planning for further improvements.
- d) Carrying out premise and service OHS inspections and audits identifying any matters requiring attention, giving advice and assisting in the completion of those actions where appropriate.
- e) Assisting line managers in the preparation and review of specific risk assessments, on request.
- f) Supporting the provision of OHS training as necessary/appropriate.
- g) Conducting incident/accident investigations as directed by the Authority and its officers.

#### 5.1.9 Role of Safety Representatives

Safety Representatives play a key role in promoting and supporting good health and safety management. Safety Representatives are all members of the Health and Safety Committee and represent all areas of the Authority and its staff. The role of Health and Safety Representatives includes:

- a) Participating as a member of the Health, Safety Committee and attending meetings of the committee as required;
- b) Promoting good health and safety practice;
- c) Acting as a point of contact for all staff, volunteers and members for all matters concerning occupational health and safety;
- d) Encouraging and monitoring incident and near-miss reporting and initiating further incident investigation, where necessary;
- e) Monitoring and reporting on working practices to line managers in accordance with a forward work programme agreed by the Health and Safety Committee;
- f) Reporting all activity performed and findings to the Health and Safety Committee.

## 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
- Representatives from all Services

The Committee, which 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 and the Health and Safety Policy following the respective Health &



Safety Committee meetings for implementation the following year. SMT also receives reviews and approves specific Codes of Practice and Guidance 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 and the revised Health and Safety Policy following SLT approval for implementation the following year. LJC receives such reports on behalf of the Authority.

## Appendix A

### A guide to OSH responsibilities for specific matters

<b>SPECIFIC SAFETY RESPONSIBILITIES SUMMARY</b>	<b>PDNPA Safety Officer</b>	<b>Line/Team Manager or other nominated person</b>	<b>Head of Service (HoS) or other nominated person</b>	<b>Notes/further guidance</b>
Accident records (central record maintenance and security)	Routine administration		Head of HR has overall responsibility	From 2018 electronic records only are kept
Accident Incident and Near-Miss reporting	For advice reporting to HSE/LA	For all routine reporting	Head of HR for RIDDOR reporting	Fatality, Major Accident, Dangerous Occurrence to be reported immediately
Accident and Incident investigation	As directed by Senior Management	For all routine incidents	All HoS for incidents in their Service	
Asbestos (buildings)	Audit role	Property Services Team Manager is Asbestos Co-ordinator	To appoint Duty Holder for each property	<a href="U:\Document\CoP\Ratified versions\Current versions\Management of Asbestos 2012.doc">U:\Document\CoP\Ratified versions\Current versions\Management of Asbestos 2012.doc</a>
Construction, Design and Management (CDM Regulations)	Support for Client and internal Principal Designer, Designer roles	For Control of Contractors appointed	Property Services Team Manager has overall responsibility	
COSHH	Audit & assist on request Completion and review of generic assessments	Routine completion of specific COSHH assessments	All HoS for hazardous substances in their Service	
Display Screen Assessments (DSE)	Carried out on request. Audit & Assist Provision and review of guidance	Routine completion of self-assessments	All HoS for DSE in their Service	Self-assessment to be supported by Learning Pool online resource from 2018
Electricity at Work (Portable appliances) Electricity at Work (Portable appliances) cont'd	Audit & assist on request Provision and review of	Routine for electrical safety (equipment)	All HoS for electrical equipment in their Service	<a href="U:\Document\CoP\Ratified versions\Current versions\Electrical Safety 2014.doc">U:\Document\CoP\Ratified versions\Current versions\Electrical Safety 2014.doc</a>

<b>SPECIFIC SAFETY RESPONSIBILITIES SUMMARY</b>	<b>PDNPA Safety Officer</b>	<b>Line/Team Manager or other nominated person</b>	<b>Head of Service (HoS) or other nominated person</b>	<b>Notes/further guidance</b>
	guidance			
Electricity at Work (Electrical Supply and Systems)	Audit & assist on request  Provision and review of guidance	Routine for electrical safety (installations)	Property Services Team Manager has overall responsibility	<a href="U:\Document\CoP\Ratified versions\Current versions\Electrical Safety 2014.doc">U:\Document\CoP\Ratified versions\Current versions\Electrical Safety 2014.doc</a>
Exhibitions and Shows	Audit & assist on request			
Fire Risk Assessment	Completion and review	Routine for all Fire Safety as Duty Holder	Property Services Team Manager has overall responsibility	<a href="U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc">U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc</a>
Fire alarm testing	Weekly tests AH only. Audit other property	Routine for all Fire Safety as Duty Holder	Property Services Team Manager has overall responsibility	<a href="U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc">U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc</a>
Fire Drills	Aldern House only. Audit other property	Routine for all Fire Safety as Duty Holder	All HoS for properties/premises in their Service	<a href="U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc">U:\Document\CoP\Ratified versions\Current versions\Fire Safety Management 2.doc</a>
Fire extinguisher servicing	Contract arrangement	Property Services Team Manager	Property Services Team Manager has overall responsibility	Annually
First Aid provision	Corporate provision (AH) Audit other Services.	For first aid risk assessment	All HoS for their Service	<a href="U:\Document\CoP\Ratified versions\Current versions\First Aid at Work 2.doc">U:\Document\CoP\Ratified versions\Current versions\First Aid at Work 2.doc</a>
Homeworking assessment	Provision and review of guidance  Advice on request.	For homeworking self-assessment	All HoS for their Service	Self-assessment for regular and permanent Work-Life Balance Agreements. Safety Officer visit only in exceptional circumstances.
Inspections and Audits	For OSH sample audit and inspection across the organisation	Routine for all OSH matters as required	All HoS for their Service	Safety Officer may also assist with inspections by UNISON Safety Rep(s) as requested

<b>SPECIFIC SAFETY RESPONSIBILITIES SUMMARY</b>	<b>PDNPA Safety Officer</b>	<b>Line/Team Manager or other nominated person</b>	<b>Head of Service (HoS) or other nominated person</b>	<b>Notes/further guidance</b>
	Reports to HSC, SLT and LJC			
Legionnaire's Disease (Legionellosis)	Provide and review guidance  Audit arrangements & assist	Property Services Team Manager	Property Services Team Manager has overall responsibility	<a href="U:\Document\CoP\Ratified versions\Current versions\Control of Legionella 2.doc">U:\Document\CoP\Ratified versions\Current versions\Control of Legionella 2.doc</a>
Manual Handling Assessments	Provide and review guidance  Provide and review generic assessments  Audit & Assist	Routine for all manual handling activities	All HoS for their Service	Manual Handling assessors/trainers additional resource identified for 2018
Pregnant Women, safety assessments	Provide and review guidance  Provide and review generic assessments  Audit & Assist	Routine risk assessment and provision of reasonable adjustments	All HoS for their Service	Checklist sent to Service Head/Line Manager by HR when advised of pregnancy  (For review 2018)
Radon		Property Services Team Manager	Property Services Team Manager has overall responsibility	
Trees at work bases		Designated persons	Property Services Team Manager has overall responsibility	Tree and Woodland Conservation Officers (shared responsibility)
Vehicle safety	Provide and review guidance  Provide and review generic assessments	Routine for all vehicle use	All HoS for their Service	<a href="U:\Document\CoP\Ratified versions\Current versions\Driving at Work 4.doc">U:\Document\CoP\Ratified versions\Current versions\Driving at Work 4.doc</a>

<b>SPECIFIC SAFETY RESPONSIBILITIES SUMMARY</b>	<b>PDNPA Safety Officer</b>	<b>Line/Team Manager or other nominated person</b>	<b>Head of Service (HoS) or other nominated person</b>	<b>Notes/further guidance</b>
	Audit & Assist			
Violence and aggression	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine for all threats of violence and aggression	All HoS for their Service	See guidance on rules for record keeping and risk assessment for personal safety
Volunteers	Provide and review guidance Provide and review generic assessments Audit & Assist	Designated persons for Volunteers	All HoS for their Service	See also Volunteering Policy
Work Equipment Regs	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine for all use of work equipment	All HoS for their Service	
Young Persons Regs	Provide and review guidance Provide and review generic assessments Audit & Assist	Routine for all young persons under their line management	All HoS for their Service	Advice note for parent(s)/carer(s) available from Safety Officer/HR

## Notes:

1. In the context of this table of responsibilities the word *routine* is given to mean: the normal day to day responsibility for ensuring those specific OSH matters are suitably and sufficiently attended to for those persons under their control. Line Managers will generally be expected to perform or oversee many of the *routine* OSH tasks such as: incident reporting, risk

assessments, provision of adequate supervision/instruction and training, inspection of premises and equipment.

2. In general, Heads of Service shall be responsible for all OSH matters within their service except for those specific matters as listed above.

3. The Safety Officer (SO) is responsible for ensuring corporate policies, procedures, generic risk assessments and other guidance is up-to-date and for providing advice and support as requested.

1.

<b>COMMITTEE:</b>	<b>Local Joint</b>
<b>CONSULTEES:</b>	<i>Democratic Services</i>
<b>DIRECTORATE:</b>	

**PART A****STAFF COMMITTEE ACTIVITY REPORT: JULY 2017 – DECEMBER 2017 (TN)**1. **Purpose of the report**

To provide Members with an update on the work of Staff Committee since the last meeting of LJC and to forge a meaningful dialogue with members of the LJC through this report. This contact is seen as a valuable means by which 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****How does this contribute to our policies and legal obligations?**

The work of Staff Committee contributes to the People Matter Action Plan

**Background**4. Structural Reorganisation

Staff Committee also provided responded to the Outreach and Visitor Experience Services reorganisation consultation. The response was based on comments received from members of staff, affected by the proposed reorganisation.

Staff Committee has supported a number of staff at 1-2-1 meetings with their Director or Line Manager and Human Resources during the initial stages of the reorganisation of the Outreach and Visitor Experience Services.

5. Cycle to work scheme

The Autumn window of the Cycle to Work scheme was open for six weeks from September to October 2017. After a large amount of initial interest, there were four successful applications to participate. It is anticipated that the four applicants will have each received their cycle to work scheme certificate for use in obtaining their cycle prior to this meeting.

6. Events Programmea) Christmas Wine and Cheese Event

The 2017 Christmas Event was a wine and cheese event held on Tuesday 5<sup>th</sup> December between 12 noon and 2pm. The event was attended by staff from all parts of the organisation, with music supplied by a band comprised of current and former members of staff (Staff Committee would like to extend a thanks to all those involved). In the run-up to the event and on the day, Staff Committee held a raffle with the proceeds going to Helen's Trust, a local charity helping terminally ill patients to remain at home during their illness. The raffle raised £319.00, with an additional raffle currently being run by Democratic Services expected to boost this amount.

Staff Committee would like to thank Kath Potter for her help and support with providing prizes for the raffle and selling raffle tickets, and all staff and members who took part.

b) Yoga Classes

Staff Committee have been involved in the coordination of free trial Yoga Classes for staff. The classes have been funded by HR as part of the People Matter Action Plan; the classes are taught by Yoga Panacea. The programme runs through until the end of February, with classes twice weekly. So far the programme has proved very successful with positive feedback from those attending.

This very positive staff feedback has been shared with HR.

c) University Challenge

To be held in the New Year, this event has been prompted by discussions with Leadership Team. The idea behind the event is to help to build relationships and morale across the organisation with an element of competition, helping new teams to build trust and friendships.

7. Memorial to Dave Frost

Staff Committee wish to record their sorrow at the loss of Dave Frost, a valued colleague and member of staff committee. We would also wish that his contribution to the well-being of staff through his work with staff committee be noted.

A memorial to the memory of Dave has been agreed with Leadership Team with the final location yet to be agreed. The memorial is to be comprised of a carved wooden bench and a newly planted oak tree. It is a sign of the regard with which Dave was held that friends and colleagues have donated both the tree and wood for the bench.

Staff Committee have been seeking ideas from staff for carvings for the bench to ensure it reflects Dave's personality.

We would like to thank Geoff Smith, Julie Green and Matt Freestone for their support in this along with Strategic Leadership Team.

**Proposals**

8. That the report be noted.

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



- 9. **Financial:** N/A
- 10. **Risk Management:** N/A
- 11. **Sustainability:** N/A
- 12. **Other relevant implication** N/A
- 13. **Background papers** (not previously published) - None

**Appendices** - None

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

Staff Committee

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1.

<b>COMMITTEE:</b>	<b>Local Joint</b>
<b>CONSULTEES:</b>	N/A
<b>DIRECTORATE:</b>	N/A

## **UNISON ACTIVITY REPORT - UNISON STEWARDS**

### **1. Purpose of the report**

To update members with the work of the UNISON representatives for the period since the members of this committee last met. As UNISON is the trade union recognised by the Authority for consultation and negotiation purposes on matters pertaining to employees and their conditions of employment UNISON Reps consider that it is important to retain and build on this relationship by continually forging stronger links with Members through the forum of the Local Joint Committee.

### **2. Recommendations**

That the report be noted.

#### **How does this contribute to our policies and legal obligations?**

Unison is the Trade Union that is recognised by the Peak District National Park Authority.

### **3. Background Information**

#### **1. Unison / PDNPA Partnership Agreement**

Unison have been under some pressure from PDNPA Leadership Team to formulate and sign a formal agreement setting out the procedures for Unison's activity in the Authority

Due to a variety of factors Unison and Leadership Team have yet to meet to discuss this in any detail. Unison Branch remain unconvinced of the necessity for such a document, bearing in mind the existence of long standing custom and practice. In order for the role of Unison not to be significantly curtailed, very significant amendments will have to be made to the first draft that has been circulated by Human Resources, before it could be seriously considered.

We anticipate further discussions will have taken place in this regard by the time this committee next meets.

#### **2. Vehicle Use at the Authority**

Following the Commercial Development and Outreach Directorate Restructure, the receipt of advice to the Authority from HMRC, and the purchase of a new fleet of pool cars, Unison have been advised by Leadership Team of changes in relation to staff vehicle use.

The main concern from affected staff was that the changes might result in them being expected to have their own vehicle available for work use, and incurring expense and inconvenience as a result. There was also a concern that this would effectively be a change to their terms and conditions.

Unison are pleased that this does not appear to be the case based on the current proposals, but will continue to monitor the situation as the recent restructure beds down.

### **3. Commercial Development and Outreach Directorate Restructure**

Unison have continued to support staff affected by the restructure in this Directorate.

Several of the staff concerned have had concerns relating to the new contracts that have been issued for their new roles. This matter is currently ongoing and several staff have felt unable to sign said contracts.

These staff have started work in their new roles on a good will basis, but further discussion will need to take place, and the contracts will probably have to be amended and reissued before the staff are in a position to sign.

In particular Unison are currently supporting the new Countryside Maintenance Team in negotiations regarding the introduction of weekend working and the changes to their work base.

### **4. Apprenticeships**

Unison have recently been advised that the matter of the introduction of new Apprenticeships is now being discussed by Leadership Team.

Unison would expect to be closely involved in these discussions from an early stage. And whilst we fully support the introduction of new opportunities for young people, it is likely that we would oppose Apprenticeships which replaced established, salaried positions.

### **5. Health and Safety**

Unison now has a trained Health and Safety Representative. We will shortly be relaunching Unison's involvement in Health and Safety at the Authority and look forward to closer involvement in development of policies, training and inspections of premises.

### **6. PDNPA Unison presence at Derbyshire County Branch**

A new position of PDNPA Convenor has recently been created on the Derbyshire County Unison Branch Committee. This position will be filled by one of the current PDNPA Unison Stewards. Unison looks forward to developing closer ties with the local branch in order to support our members more effectively.

#### **3. Background Information**

None

#### **4. Proposals**

That the above be noted by members.

#### **5. Background papers**

None

**Appendices** - None

**Report Author:** Unison Stewards

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