

# Public Document Pack

**Peak District National Park Authority**

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



Our Ref: A.1142/1768

Date: 31 May 2018



## NOTICE OF MEETING



Meeting: **Local Joint Committee**

Date: **Friday 8 June 2018**

Time: **10.00 am**

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

SARAH FOWLER  
CHIEF EXECUTIVE

### AGENDA

1. **Apologies for Absence**
2. **Minutes of Previous Meeting held on 2 February 2018** (*Pages 5 - 8*)
3. **Urgent Business**
4. **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.
5. **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.
6. **Future Meetings of the Local Joint Committee** (*Pages 9 - 12*)
7. **Annual Report on Occupational Safety and Health for 2017-18** (*Pages 13 - 24*)  
Appendix 1  
  
Appendix 2
8. **Staff Committee Activity Report : December 2017 - June 2018** (*Pages 25 - 26*)

**9. Unison Activity Report - Unison Stewards (Pages 27 - 36)**  
Appendix 1

Appendix 2

Appendix 3

**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The Local Government Act 1972 requires that the Authority shall list any unpublished Background Papers necessarily used in the preparation of the Reports.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. From 3 February 2017 the recordings will be retained for three years after the date of the meeting.

**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 J Macrae

Anderson

Rosie Olle

2 Unison Representatives

Simon Malcolm

Cllr C Carr

Cllr A R Favell

Mr Z Hamid

Cllr Mrs K Potter

Tim Nicholson

Chris Pownall

Sarah Fowler

John Scott

**To: Employee Representatives**

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## MINUTES

Meeting: **Local Joint Committee**

Date: Friday 2 February 2018 at 9.00 am

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

Chair: Cllr Mrs C Howe

Present: Rosie Olle, Cllr D Birkinshaw, Cllr D Chapman, Cllr A R Favell, Mr Z Hamid (from 09.30), Cllr J Macrae, Cllr Mrs K Potter, Penny Aitken, Tim Nicholson and 2 Unison Representatives: Josephine Allen and Joanne Cooper

Apologies for absence: Cllr C Furness

### **1/18 APPOINTMENT OF CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR**

Cllr Caroline Howe was moved and seconded for the appointment of Chair of the Committee. There were no other nominations so the motion was voted on and carried.

#### **RESOLVED:**

**To appoint Cllr Mrs Caroline Howe as Chair of the Local Joint Committee for the ensuing year.**

### **2/18 APPOINTMENT OF VICE CHAIR OF THE COMMITTEE FOR THE ENSUING YEAR**

Penny Aitken was moved and seconded for the appointment of Vice Chair of the Committee. There were no other nominations so the motion was voted on and carried.

#### **RESOLVED:**

**To appoint Penny Aitken as Vice Chair of the Local Joint Committee for the ensuing year.**

### **3/18 APPOINTMENT OF SECRETARY OF THE COMMITTEE**

David Hickman, Director of Corporate Strategy and Development, was moved and seconded for the appointment of Secretary of the Committee. There were no other nominations so the motion was voted on and carried.

#### **RESOLVED:**

**To appoint David Hickman, Director of Corporate Strategy and Development, as Secretary of the Local Joint Committee for the ensuing year.**

#### **4/18 MINUTES OF PREVIOUS MEETING HELD ON 29 JUNE 2017**

The minutes of the last meeting of the Local Joint Committee held on 29 June 2017 were approved as a correct record.

#### **5/18 URGENT BUSINESS**

There were no items of urgent business.

#### **6/18 PUBLIC PARTICIPATION**

There was no public participation.

#### **7/18 MEMBERS DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **8/18 LOCAL JOINT COMMITTEE - CONSTITUTION AND FUNCTIONS**

Members and Staff representatives considered the report about reviewing the Local Joint Committee constitution which included 10 questions to help decide whether or not to propose changes to the constitution.

It was noted that if changes were proposed then a new constitution would be drafted and consulted on, it would then be reported back to the next scheduled meeting of the Local Joint Committee before being reported to the Authority meeting for final agreement.

The Committee considered the questions raised in the report and the following points were noted:

- Concerns were raised regarding the Committee meeting always being held on Fridays, as although this was usually easier for Members to attend it caused problems for Staff representatives to attend. It was suggested that meetings could possibly be held on Thursdays when Planning Committee site visits are also held and the meeting could be held either before the site visits or after.
- Staff representatives would be happy to accept 2 Staff Committee representatives and 1 UNISON representative as the quorum for the Staff side. The quorum for the Members side was then suggested as 3. However some concern was expressed about whether reducing the quorum would help with attendance at meetings.
- It was suggested that Local Joint Committee should meet more frequently than the current 2 meetings per year. Staff representatives suggested that the Committee meetings could be linked to their quarterly meetings with the Head of HR and there was general support for this to happen.
- The Committee agreed that the current arrangements for rotating the Chair annually and for appointing the Committee Secretary should continue.
- It was noted that linking the Committee meeting cycle to the Staff meetings with the Leadership Team could generate more items for the Committee agendas. It was suggested that all Committee Members could be contacted before the meeting report deadlines to ask if anyone had any items to add to the agenda.
- To raise staff awareness of the Local Joint Committee the Director of Corporate Strategy and Development will include an article in the next edition of the ezine.

*Mr Zahid Hamid joined the meeting at 9.30am, during the discussion of this item.*

**RESOLVED:**

**The Secretary to prepare a draft revised constitution taking into account the issues raised at the meeting.**

**9/18 HEALTH AND SAFETY POLICY 2018**

The Head of Human Resources gave apologies from the Safety Officer, as he was unable to attend the meeting, and introduced the report on the review of the Authority's Health and Safety Policy for 2018 on his behalf. It was noted that the main changes to the Policy were in Part 2 where the responsibilities of the Safety Officer and of the Safety Representatives was now specifically included. Also in Part 3 concerning governance arrangements the Safety Officer was currently consulting with Directors to widen the membership of the Health and Safety Committee to include representatives from all Services. An appendix was now also included with the Policy which gave details of all current Health and Safety Policies, when they were last reviewed and who the responsible officers were.

Members queried how health and safety issues arising are reported to the Local Joint Committee Members. The Head of Human Resources stated that the Health and Safety annual report is provided to the June Committee meeting and she will liaise with the Safety Officer to consider how issues are reported in future.

**RESOLVED:**

**To approve the revised Health and Safety Policy (2018) as Authority policy from 1 January 2018.**

**10/18 STAFF COMMITTEE ACTIVITY REPORT : JULY– DECEMBER 2017**

Tim Nicholson introduced the report on Staff Committee activity since July 2017. This had included being involved in the structural reorganisation, cycle to work scheme, charity Christmas event, provision of yoga classes for staff. Staff Committee were currently working on a possible 'University Challenge' event to help improve morale and relationships across the organisation. They were also organising a memorial to Dave Frost, a valued colleague and member of Staff Committee who died suddenly last year, with help from the Property Service.

The Chair thanked Staff Committee for their excellent charity fund raising work and also thanked Cllr Mrs Potter for her involvement in the Christmas event too.

Members stated that they would have liked to have seen more detail in the report regarding the staff responses to the structural reorganisation. The Head of Human Resources responded to state that as the comments had been made in October last year and the process had moved on. However if Local Joint Committee meetings become more regular then there was scope for more timely information to be supplied on such future consultations.

**RESOLVED:**

**That the report be noted.**

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## **11/18 UNISON ACTIVITY REPORT**

Joanne Cooper introduced the report on UNISON activity by the representatives since June 2017. This included a UNISON/PDNPA Partnership Agreement which was currently being proposed by Management and was still under discussion, changes to the use of Authority vehicles and the impacts on staff, the restructure of the Commercial Development and Outreach Directorate, and just recently being involved in consultation on a possible apprenticeship scheme. It was noted that UNISON now have a trained Health and Safety Representative and are to take up a new position of PDNPA Convenor on the Derbyshire County UNISON Branch Committee.

In response to queries the Head of Human Resources stated that the Authority was currently considering the introduction of an apprenticeship scheme in response to new public sector targets to have 2.3% of workforce as apprentices. A report on options was being considered by the Resource Management meeting next week. There was no intention to save money by using apprentices instead of established staff.

As the meeting needed to close it was requested that a further report on apprenticeships be brought to the next meeting.

### **RESOLVED:**

- 1. That the report be noted.**
- 2. That a further report on apprenticeships be made to the next Local Joint Committee meeting.**

The meeting ended at 10.05 am



## **FUTURE MEETINGS OF THE LOCAL JOINT COMMITTEE**

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

To consider changing the frequency of the Local Joint Committee (LJC) meetings from twice per year to four times per year and to consider holding the meetings on a day other than Friday.

#### **Key Issues**

- The LJC is a consultative meeting involving Authority Members and employees.
- Meetings of the LJC currently take place twice per 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 have needed to be changed at short notice.
- Changing to quarterly meetings would fit in with Unison and staff representatives quarterly meetings with both Human Resources and the Leadership Team and may enable more items for consideration by the LJC to be identified.
- Holding the meetings on a day other than Friday may enable more staff representatives to be able to attend meetings.

### **2. Recommendations**

- 1. The future meetings of the Local Joint Committee are held on a quarterly basis.**
- 2. That the dates proposed for 2019 are agreed, following consideration of paragraph 12 of this report, for inclusion in the calendar of meetings for 2019 which will go to the annual Authority meeting in July 2018 for approval.**
- 3. That two extra meetings are added to the Local Joint Committee meeting schedule for 2018 as proposed in paragraph 13 of this report.**

#### **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. At its last meeting the LJC considered a report on the constitution and functions of the LJC. The report included proposals for the organisation of the Committee meetings and specifically requested the LJC to consider the frequency of its meetings.
5. The current constitution states that the Committee should meet as required but not less than twice per year. In reality in most years more than 2 meetings are held. (There were 3 in 2015 but one of those was because the November meeting in 2014 was cancelled). The report suggested that the 6 month frequency may contribute to low attendance as the Committee does not gain momentum or generate a feeling of belonging. Also if this was 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 consistent membership. The report asked LJC to consider if the current

frequency of meetings was working.

6. On consideration of this issue at the last meeting it was suggested that LJC should meet more frequently than the current 2 meetings per year. Staff representatives suggested that the Committee meetings could be linked to their quarterly meetings with both Human Resources and the Senior Leadership Team and there was general support for this to happen.
7. The report to the last meeting also referred to the challenge relating to recent meetings with regard to establishing a quorum, which has been a problem on both the Member and Staff sides. Currently LJC meetings are arranged for a Friday on the same day as an existing meeting involving Members. Friday is the preferred day for all meetings of the Authority and its Committees as most of our Members are actively involved in other local authorities or organisations and experience has shown that we tend to get better attendance. It is usual for meetings of LJC to be held on the same day as other Member meetings to avoid additional journeys to and from Aldern House and to maximise attendance.
8. However some employees have been unable to attend LJC meetings because Friday is not one of their normal working days or on the day of the meeting they are not scheduled to work. LJC were asked to consider whether more could be done to help Committee members who are employees attend meetings, for example by clarifying the level of facility time available or encouraging managers to set Team schedules according to LJC meeting dates or allowing Team members to swap working days to facilitate their attendance.
9. On consideration of this issue at the last meeting it was suggested that meetings could possibly be held on Thursdays when Planning Committee site visits are also held and the meeting could be held either before the site visits or after.
10. The proposals in this report follow on from the LJC's considerations of these issues, outlined above, at the last meeting.

### **Proposals**

11. It is proposed that future meetings of the LJC are set on a quarterly basis and that where possible, and if both sides are agreeable, meetings are held on Thursdays to maximise attendance from both sides.
12. The dates proposed for LJC meetings in 2019 are Thursday 21 or Friday 22 March, Thursday 13\* or Friday 28 June, Thursday 10\* or Friday 18 October, Thursday 12\* or Friday 20 December. (Thursday dates marked \* are the same dates as proposed for Planning Committee site visits in 2019.) These dates would fit in with the Unison and Staff representatives quarterly meetings with HR and with the Senior Leadership Team schedule. If both sides are agreeable to the first proposal, in paragraph 11, then it is proposed that the Thursday dates are set for the meetings in 2019.
13. If the proposals in paragraphs 11 and 12 are agreed the LJC is also asked to consider if it wishes to add extra meetings to the schedule for 2018. Extra meetings would need to fit around the current scheduled calendar of meetings for the remainder of 2018. If both sides are agreeable to this the currently scheduled meeting for 16 November would be cancelled and rescheduled to Thursday 11\* or Thursday 18 October and an extra meeting held on Thursday 13\* December or Friday 21 December. (Thursday dates marked \* are the same dates as currently scheduled Planning Committee site visits.)

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

**Financial:**

14. The proposed 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:**

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

**Sustainability:**

16. None.

**Equality:**

17. 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.

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

None.

**19. Appendices – None.**

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

Ruth Crowder, Democratic and Legal Support Team Leader, 24 May 2018  
ruth.crowder@peakdistrict.gov.uk

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7. **ANNUAL REPORT ON OCCUPATIONAL SAFETY AND HEALTH FOR 2017-18**

**Purpose of the report**

1. The Authority is expected to receive and endorse an annual performance report for health & safety as a key part of its governance arrangements. This report informs the committee of key aspects of health and safety management performance and of significant improvements made during the previous year.

The report includes

- An overall appraisal of health and safety performance for the PDNPA for the previous year
- Reference to improving awareness, competence and compliance
- Accident and incident data and analysis for the year ending March 2018 for staff and visitors
- A report on services provided to other National Parks and other third parties
- Recommendations for further action through 2018/19

**Recommendations**

2. **That the final Annual Report on Occupational Safety and Health for 2017-18 be approved.**

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

3. Consideration of this report, by this committee, executes a principle governance function of the Authority.

**Background**

4. The Authority is required to produce an annual report of health & safety performance and to have this properly considered by management.
5. This document has been prepared by the Occupational Safety and Health Adviser. The Health and Safety Committee (16/4/2018) have been consulted with and agreed changes now incorporated.

**Proposals**

6. The Final Annual Report on Occupational Safety and Health for 2017-18 is approved by LJC.

7. **Financial**

There are no costs attached to this report. By continuing the development of common resources and approaches to managing OSH issues across the NPA family a significant reduction in resources, including costs, may be expected.

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

9. **Appendices**

1. Minutes (draft) of the Health and Safety Committee 16 April 2018.
2. Final Annual Report on Occupational Safety and Health 2017-18.

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

Jon Wayte, Safety Officer, HR, 31 May 2018



**PEAK DISTRICT NATIONAL PARK AUTHORITY**

**ACTION NOTES OF THE HEALTH AND SAFETY COMMITTEE  
MEETING HELD AT 11.00 AM ON MONDAY 16 APRIL 2018**

<b>Present:</b>	David Hickman (Chair), Chris Bray, Joanne Cooper, Andy Farmer, Matt Freestone, Neil Hanshaw, Theresa Reid and Jon Wayte	
<b>Apologies:</b>	Pete Bush and Rosie Olle	
<b>Secretary:</b>	Ruth Crowder	
<b>Venue:</b>	The Garden Room - Aldern House, Baslow Road, Bakewell	
		<b>Action</b>
<b>1/18</b>	<b>Constitution of the Health and Safety Committee</b>	
	<p>Jon Wayte tabled a new, draft constitution for the Health and Safety Committee for consultation.</p> <p>It was noted that the Health and Safety Committee had usually reported to the Local Joint Committee but it may alternatively report to the Audit, Resources Committee or a full Authority meeting. It was also noted that the membership of the Committee had been expanded and this included representatives from the project group set up following the centaur issue. It was agreed that a representative was needed from the Development Management Service.</p> <p>Ways of communicating health and safety information needed to be considered, including via payslip messages, Inside Peak etc..</p> <p>Jon Wayte also tabled a new role description for Safety Representatives.</p> <p><b>It was agreed that any comments on the draft constitution should be sent to Jon Wayte by two weeks before the next meeting. (Subsequently agreed outside the meeting as by 2 July for meeting on 17 July.) The constitution will then be reported to the next meeting for adoption.</b></p>	
<b>2/18</b>	<b>Minutes of the meeting held on 9 October 2017 (attached)</b>	
	The minutes of the meeting held on 9 October 2017 were approved as a correct record.	
<b>3/18</b>	<b>Matters Arising</b>	

	<p><b>Minute 2.a Aldern House Fire Alarm System and Emergency Evacuation Procedures</b></p> <p>It was noted that the new fire alarm system had been implemented and was working well. <b>Jon Wayte will check the evacuation routes are correct and ensure staff are aware of any changes.</b></p> <p>Jon reported that he would be re-tendering for the fire extinguishers contract in June and this would also include training for Fire Marshalls.</p> <p><b>Jon and Matt Freestone will arrange a fire drill to test the new alarm system.</b></p> <p><b>Minute 2.b Review of Staff Security Arrangements at Aldern House Reception</b></p> <p>Jon Wayte reported that he has met with Customer and Business Support Team (CBST) and Development Management Service to discuss the staff security arrangements. It had been agreed to retain the alarm in Reception so that CBST staff feel less vulnerable. There had been no recent incidents.</p> <p><b>Matt Freestone will check the placing of the alarm within Development Management area and disable the alarm in the Cultural Heritage office (previously CBST office). Matt will also install the alarm in the CBST office which also has the CCTV monitors by the end of May 2018.</b></p> <p><b>Jon Wayte will draft guidance on alarm use and responses and then arrange a practice of the system so that the process can then be reviewed.</b></p>	
4/18	<b>Occupational Safety and Health Advisors Report</b>	
	<p>Jon Wayte tabled the annual Safety Officer report for 2017. This included:</p> <ul style="list-style-type: none"> <li>• an overall appraisal of health and safety performance for the PDNPA for the previous year</li> <li>• reference to improving awareness, competence and compliance</li> <li>• accident and incident data and analysis for the year ending March 2018 for staff and visitors</li> <li>• a report on services provided to other National Parks and other third parties</li> <li>• recommendations for further action through 2018/19</li> </ul> <p>Jon stated that he would be reviewing the report format to make it more consistent with other NPAs to enable benchmarking. It was noted that the annual list of claims for audit purposes, kept by Legal Team, could be incorporated into the report.</p> <p>Theresa Reid stated that the briefings for Managers, previously held 18 months ago, will be re-run for new Managers.</p>	



	<p>It was agreed that Joanne Cooper, as Unison accredited Safety Representative, will attend the next meeting of the CDO project group. Joanne will then decide whether or not it is necessary for her to attend future meetings of the group.</p> <p><b>The following was resolved:</b></p> <ol style="list-style-type: none"> <li><b>1. The value of work summarised in the report in delivering continuing improvements in overall OSH management at PDNPA is recognised.</b></li> <li><b>2. Proposals for continuing/further priorities and actions for 2018/19 as set out in the report are endorsed.</b></li> </ol>	
<b>5/18</b>	<b>Union Accredited Safety Representative Report</b>	
	<p>Joanne Cooper, Unison accredited Health and Safety Representative, gave a verbal report.</p> <p>It was noted that since becoming accredited Joanne was being invited to accompany Jon Wayte on site visits. Joanne will also be exercising her right to view risk assessments on request and will be asking Unison members if they have any items to raise at future Health and Safety Committee meetings.</p> <p>With regard to putting items on the agendas for future Committee meetings it was agreed that Democratic and Legal Support Team will email a request for items at least 2 weeks before an agenda is due to be published.</p>	
<b>6/18</b>	<b>Future Meetings of the Committee</b>	
	<p>It was agreed that an extra meeting of the Committee was needed during the summer and a date will be agreed and circulated to all. (Meeting subsequently agreed outside this meeting as 17 July.)</p> <p>This will be followed by an autumn meeting on 8 October.</p>	
<b>7/18</b>	<b>Any other business</b>	
	<p><b>Defibrillator:</b> David Hickman reported that following a meeting of Strategic Leadership Team it had been agreed to have a defibrillator on site and this will be by lease agreement to ensure maintenance is covered. The defibrillator will be the simplest version to use and training will be given to first aiders. <b>Theresa Reid and Jon Wayte are progressing this issue.</b></p> <p><b>Inside Peak Article:</b> David Hickman stated he would like to put an article in the Inside Peak ezine regarding Health and Safety Policy, constitution, names of Health and Safety representatives and to remind staff of the need to report all incidents including near misses. <b>Jon Wayte will draft the article and include a link to the incident report form.</b></p>	

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<b>8/18</b>	<b>Date of Next Meeting</b>	
	The next meeting will be held on 17 July 2018 at 10.30am in the Garden Room at Aldern House.	

Meeting Close 12.04 pm

## **Occupational Safety and Health Adviser (OSHA) Annual Report for 2017**

### **Context**

This report will be submitted, for consultation, to the Health & Safety Committee and for approval by the Local Joint Committee, in the Spring of 2018.

The purpose of the report is to provide evidence that health and safety performance is satisfactory and continuously improving.

The report includes

- An overall appraisal of health and safety performance for the PDNPA for the previous year
- Reference to improving awareness, competence and compliance
- Accident and incident data and analysis for the year ending March 2018 for staff and visitors
- A report on services provided to other National Parks and other third parties
- Recommendations for further action through 2018/19

### **Health & Safety performance**

The day-to-day routine management of health and safety matters is observed and judged by the OSHA during a continuous, rolling programme of visits to premises and staff 'at work'. During these visits opportunities arise to recognise and endorse good practice, respond to instances where some improvements are necessary and to further coach staff, enhancing their competence, understanding and use of resources and risk management techniques including, in particular, risks assessment.

Workplace visits typically take account of

- Safety related documentation. Good documentation is an essential component part of a safety management system. Use of and compliance with these documented systems is key to our overall success in implementing, maintaining and demonstrating good safety management. Key documents include: safety policies and associated procedures, safe working method statements and risk assessments, incident reports/records and follow-up/action reports. The OSHA continues to review and update existing and develop new, safety related documents. These documents, including risk assessments, associated guidance ('best practice') and core Safety Policy are becoming more consistent across all NPAs allowing much more efficient and timely review, replacement and referral.

- Physical conditions and work activities – including: work space/light/noise/temperature/humidity/ventilation, access and egress, building conditions, work equipment, the use of PPE (personal protective equipment), workstations and waste disposal.
- Risk assessments – an improvement in the completion, use and review of risk assessments continues to build for a wide range of matters. The process of risk assessment review has driven an improvement in the understanding of risk for matters such as the use of work equipment and better familiarity with key control measures. A continuous review process for risk assessment, ensures that these assessments are current, valid and relevant. The OSHA will continue to focus on risk assessments and their improvement, as a key component in managing routine safety matters and for providing evidence that safety is being properly considered and well managed.
- Resources and competencies – closely allied to the production and use of risk assessments is the understanding and use of these resources. Through further training and collaboration, familiarity, confidence and an appreciation of the value of good risk assessments is continually improving. We can be confident that this will lead to enhanced and more reliable adherence to essential controls described within these key documents.

### **The risk/action ‘escalator’**

Where a serious health or safety related matter is identified that requires ‘escalation’ to senior management for further investigation and/or action, this will be identified. There has, for 2017/18, been no such incident.

### **Training, information and supervision**

The provision of safety training and information continues to be a key function provided by the OSHA at all Parks advised. In 2017/18 significant developments include:

- A new Line Manager briefing module for Health and Safety, part of the ‘How We Work Around Here’ series of events for 2016/17 focused on key functions for Line managers in determining, assessing and improving: Awareness, Competence and Compliance. This laid important foundations for the introduction of key themes included in the new Health and Safety Policy for 2017 based on the same principles.
- Work has continued, focusing on these themes, particularly in the Commercial Development and Outreach Directorate. A project group which continues to meet is producing documentation that more clearly identifies the controls for safe operation of equipment including, training, qualification, operation and maintenance.
- During 2017 the OSHA has provided further support to other NPs including reviews and developments of Health and Safety Committees and the role of committee members.

## Health and Safety Policy for 2018

The PDNPA adopted a new Health & Safety Policy in 2017 to replace the General Statement of Safety Policy.

The new Health and Safety Policy offers as a more straight-forward and contemporary document that promotes the importance of developing a positive safety culture through the principles of Awareness, Competence and Compliance.

A new version of the 2017 Policy incorporating a detailed list of responsibilities for specific OSH matters as an Appendix was adopted for 2018.

## Accidents and incidents data and analysis 2017/18

### Staff

The PDNPA, in common with other NPAs continues to enjoy a low accident rate. Causes of accidents are familiar and generally, only minor injuries have been experienced. These low numbers make any detailed analysis or comparison statistically difficult and therefore a simple analysis looking for more common circumstances of incidents and accidents is preferred.

Only 1 near-miss was reported in 2017/18. This is a significant decrease from 4 that were reported in 2016 and 3 in 2015. The importance and value of near-miss reporting will be reinforced through the HSC and by H&S Representative Members of the Committee.

There is no identified significant increase in the number or pattern of minor incidents. For 2017/18 there were 18 reported incidents to visitors and 11 affected staff and volunteers. The most common incident for staff was slips, trips and falls with 7 reported in the year.

The trend in the overall number of reported accidents over the previous 16 years remains favourable.

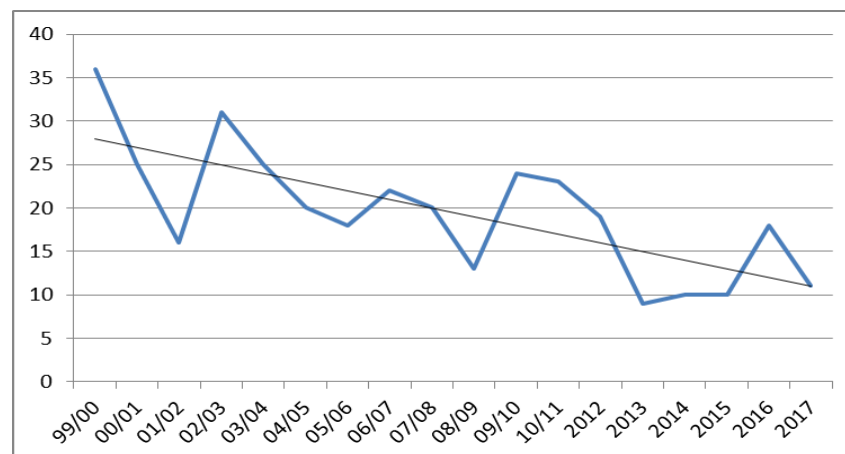


Fig. 1 Staff accident trend 1999-2017

## Visitors

Eighteen accidents to visitors were reported in 2017/18, up from 12 in 2016, 7 in both 2015 and 2014 and 14 in 2013. As in previous years these incidents were most commonly slips, trips and falls (8) and bicycle related accidents (3). Eight of the incidents reported were for students on school visits (the same figure as 2016). All of these incidents are investigated.

## Efficiency/cost savings

The OSHA now provides professional OSH advice to Northumberland, South Downs and Dartmoor National Park Authorities through agreed Service Level Agreements (SLAs). The SLA with South Downs NPA has been renewed to 2020. The SLA with Dartmoor also runs until 2020. The SLA with Northumberland has been extended until at least October 2018. By using a common OHS service not only are costs supported but problems and solutions are shared, common formats for policies, risk assessments and accident reporting are agreed and consistent training and guidance is provided. Through the *Working Together* initiative a number of priority OSH issues will be considered and addressed more widely by the NPA family. This has started with a review of Lone Working arrangements. The OSHA is providing advice and support to this initiative.

## Priorities and actions for 2018/19

The SO will continue to perform a rolling programme of workplace visits, audits and inspections and provide OSH advice to staff 'at work'.

Other specific priorities for 2018/19 include:

1. PDNPA has recently undergone significant organisational change. At the same time a move to more explicit accountabilities for OSH management is being promoted. This has raised some concerns about individual staff accepting responsibility for matters for which they may feel less competent. A consequence of this, is the questioning of the role of the OSHA and whether sufficient OSH resource is available to meet the needs of the organisation as it now stands.

A study is proposed to critically look at the current arrangements for OSH management, to identify weaknesses and to propose improvements.

The study is anticipated to include:

- A questionnaire to be completed by Heads of Services and Team Managers
- An opinion survey to be completed by a representative sample of employees
- A number of site/task specific inspection/audit visits (for examples of OSH management)
- A review of current PDNPA OSH documentation

A subsequent report will be provided for consideration by a suitable senior management group.

2. Continuing to support the work of a project group set up in the Commercial Development and Outreach Directorate to complete work identifying more explicitly the controls necessary for a range of occupational activities.
3. Implementing and developing further the enhanced role of the Health and Safety Committee and members of that Committee to enhance the overall OSH resources at PDNPA.
4. Ensure that PDNPA is addressing appropriate priorities for OSH.

### **Recommendations**

It is recommended that:

1. The value of work summarised in this report in delivering continuing improvements in overall OSH management at PDNPA, is recognised.
2. Proposals for continuing/further priorities and actions for 2018/19 are endorsed.

Jon Wayte  
Safety Officer  
May 2018

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**8. STAFF COMMITTEE ACTIVITY REPORT: DECEMBER 2017 – JUNE 2018 (RO)**

**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. Recommendation**

- 1. That the report be noted.**

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

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

**Background**

5. Changes to travel arrangements

Staff Committee provided a response to the consultation on revisions to the travel policy. The response was based on comments received from members of staff, affected by the proposals.

Unfortunately, the changes are of a legislative nature meaning that the Authority was under a legal requirement to implement them. Senior Leadership Team arranged two drop-in sessions in March to brief staff about the changes and the reasons for them.

We are aware that the changes have required some members of staff to make alternative provision for travel to and from work. The changes have also meant that in some cases, there has been a requirement to change working practices with a potential impact on overall fleet mileage and time taken to undertake particular tasks.

6. Cycle to work scheme

Spring 2018 Window – was opened on Monday 16th April and closes on Friday 1st June. There has been quite a lot of interest in the scheme again with lots of enquiries from staff.

The uptake figures can be supplied at the meeting after the window closes.

7. Events Programme

a) 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 was initially planned to run until the end of February, with classes twice weekly.

The programme proved very successful with positive feedback from those

attending and has continued to run.

This very positive staff feedback has been shared with HR. However the administration of the scheme has proved burdensome for Staff Committee due to the need to collect the money from those attending as it is only part-funded by the Authority. It is hoped however that it can continue to run with some stream-lining of the process.

b) Summer Social Event

It is proposed that there will be a quiz, a bike ride and a barbecue on Wed 18th July. Boardroom is booked by Staff Committee from 3pm that day.

8. On-going support

Staff Committee has continued to provide 1-2-1 support for staff in meetings with HR and Management during this time.

**Proposals**

9. 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** (not previously published) - None

**Appendices** - None

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

Staff Committee, 31 May 2018.

**9. UNISON ACTIVITY REPORT - UNISON STEWARDS JUNE 2018**

**1. Purpose of the report**

**To update this committee on the work of Unison within the PDNPA**

**2. Recommendations**

1. That the report be noted.

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

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

**4. Background**

Unison are pleased to report a relatively quiet period since the last meeting of this committee, however we would like to update the members on the following issues:

1. Unison / PDNPA Partnership Agreement

Negotiations continue between Unison and PDNPA Leadership in order to establish a partnership/ facility time agreement between the PDNPA and Unison.

2. Vehicle use at the Authority

Unison members affected by the loss of their work vehicles have expressed disappointment that no compensation package was offered by the Authority to affected individuals and have pointed out the detrimental effect this has had on the morale of those staff.

3. Commercial Development and Outreach Directorate Restructure

Unison reported to the last meeting of this committee, that Unison was supporting members of the Countryside and Maintenance Project Team in a dispute over the introduction of a weekend working rota.

Unison are pleased to be able to report that its members have now come to an agreement regarding weekend working and that Unison negotiated a review period for these arrangements.

No further significant issues have arisen in relation to this restructure since the date of the previous report.

4. PDNPA Unison presence at Derbyshire County Branch

Unison reported previously that a PDNPA Convenor position has been created in order to give the PDNPA Unison Stewards a presence in the management

and decision making of the Derbyshire County Branch of Unison.

A Convenor is a Senior Steward who represents a particular sector of the workforce at branch level.

This has already been very successful in addressing the long standing issue that the PDNPA Reps have had in getting their voice, and the voice of PDNPA Unison members, heard at branch

However Unison is now awaiting confirmation from PDNPA Leadership Team / HR as to whether they will continue to support the Convenor's paid release for attendance at these meetings. Unison hopes agreement can be reached on this issue.

## 5. Apprenticeships

Both Unison and Staff Committee have continued to have concerns regarding the PDNPA's approach to Apprenticeships. Unison's main concerns are as follows:

- a. Replacement of existing staff with Apprentices  
That the Authority's approach to apprenticeships will lead to the replacement of existing salaried positions with Apprentices paid at the Apprentice rate and that a financial imperative will emerge to do this.
- b. Pay Rate  
That the Authority has decided to pay the Apprentice rate of £3.40 an hour to candidates of School Leaver age, rather than the National Minimum Wage. This represents the lowest amount that can legally be paid.

The Minimum Wage for employees under 18 years old is generally around 50p per hour more than the Apprenticeship rate. Unison believes that to paying the minimum wage would make the Authority a more attractive employer for young people and would set a good example to other local employers.

Derbyshire County Council currently pay Apprentices the National Minimum wage, and Derbyshire Dales District Council currently pay 10% over the Apprenticeship rate. So both are voluntarily paying more than the PDNPA intends to pay.

- c. Apprentice Role  
Staff Committee and Unison jointly suggested that we would welcome an introduction of a scheme similar to the Authority's previous approach to young people's employment under the old YTS (Youth Training Scheme).

i.e. where the Apprentice rotates around different departments learning about a variety of different functions of the Authority thus getting a broad range of experience whilst being given the opportunity to gain a nationally recognised qualification (e.g. B tech) via day release to college. This was previously very successful and several existing staff who benefitted from this scheme as youngsters are now still employed by the Authority 20 or more years on, in senior positions.

This approach has not been adopted by the Authority. The first Apprenticeship at Aldern House will be solely in the Democratic and Legal Team and will not be supported by an external qualification.

It has recently come to our attention that "Grand Tour" Apprenticeships, similar to those described above are being advertised by DDDC.

6. **Proposals**

That the above be noted by members.

7. **Background papers**

None

8. **Appendices –**

1. PDNPA online Apprenticeship advert for Legal and Democratic Support Apprentice
2. DDDC online Apprenticeship Advert for “Grand Tour” apprentice.
3. DCC – page for website confirming National Minimum Wage paid.

**Report Author:** Unison Stewards

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P DNPA

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[Jobs & Careers](#) | Democratic and Legal Support Apprentice

## Democratic and Legal Support Apprentice

**Ref:** PDC/18/0598

**Salary Details:** The rate of pay will be £3.70 per hour (Apprenticeship rate) for the 1st year of the apprenticeship. In the 2nd year of the apprenticeship if you are aged over 19 then National Minimum Wage rates will be payable.

**Job Term:** Full Time

**Appointment Type:** Fixed term contract - to complete an Apprenticeship, 18 months  
**Hours:** 37

**Location:** [Aldern House, Bakewell](#)

**Department:** Peak District National Park Authority

**Division:** Legal and Democratic

As part of our commitment to providing apprenticeship opportunities here at the Peak District National Park Authority we are looking for someone to become a Democratic and Legal Support Apprentice based at our head office in Bakewell. That could be you!

We think that this apprenticeship provides a great 18 month opportunity find out more about the role of a National Park Authority and how it works while helping to develop the skills and experience needed to obtain a level 2 or level 3 qualification in Business

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### Contact Us

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

Telephone: 01629 816200

Fax: 01629 816310

Minicom: 01629 816319



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Appendix 2

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## Business Support Apprenticeship 'The Grand Tour'

**Ref:** DDC/18/0274

**Salary Details:** £4.07 per hour (10% above the National Minimum Wage)

**Job Term:** Full Time

**Appointment Type:** Fixed term contract - to complete an Apprenticeship

**Hours:** 37 hours per week

**Location:** [Town Hall, Matlock, DE4 3NN](#)

**Department:** Derbyshire Dales District Council

**Division:** Corporate Services

Three exciting Apprenticeship opportunities have arisen within the District Council.

The Apprenticeship Programme will run for the period of one year from September 2018.

The overall aim of the Grand Tour Apprenticeship Programme is to enable post holders to learn about the services delivered by the District Council whilst developing knowledge and skills through hands on experience as well as via Business Administration Apprenticeship Training.

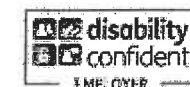
The Apprentice will work within a range of District Council Departments, under a planned carousel arrangement, working under supervision and guidance to develop skills, knowledge and experience to provide delivery of

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Appendix 3

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You'll be employed on a fixed term contract for the duration of your apprenticeship.

During your employment you'll be enrolled into the Local Government Pension Scheme.

We pay the national minimum wage for age to apprentices:

- ages 16 to 17: £4.20
- ages 18 to 20: £5.90
- ages 21 to 24: £7.38
- ages 25 and over: £7.83.

You'll be given paid annual holiday entitlement and eight bank holidays per year.

You'll be working towards a nationally recognised apprenticeship.

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