

---

**AGENDA ITEM No. 5**

**MINUTES**

Meeting: **Local Joint Committee**

Date: 6 June 2014 at 1.00pm

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

Chair: Cllr C Furness

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

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

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

Officers present Jane Chapman  
Andrea McCaskie  
Theresa Reid

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

**1/14 MINUTES OF THE LOCAL JOINT COMMITTEE**

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

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

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

**2/14 PUBLIC PARTICIPATION**

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

**3/14 DECLARATIONS OF INTEREST**

There were no declarations of Interest.

---

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Safety Officer joined the meeting at 1.28pm.

**RESOLVED:**

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

Mr Hamid left the meeting at 1.58pm.

---

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

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

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

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

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

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

**RESOLVED:**

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

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

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

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

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

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

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

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

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

**RESOLVED:**

**That the report be noted.**

**7/14 9. UNISON ACTIVITY REPORT (verbal)**

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

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

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

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

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

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

**RESOLVED:**

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

The meeting finished at 2.35pm.