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## MINUTES

Meeting:	<b>Local Joint Committee</b>
Date:	Friday 8 June 2018 at 10.00 am
Venue:	The Board Room, Aldern House, Baslow Road, Bakewell
Chair:	Cllr Mrs C Howe
Present:	Cllr A R Favell, Cllr C Furness, Mr Z Hamid, Cllr Mrs K Potter, Penny Aitken, Tim Nicholson, Rosie Olle and 2 Unison Representatives.  David Hickman, Sarah Fowler, John Scott, Laura Thompson, Jon Wayte and Natalie Webster were also in attendance.
Apologies for absence:	Cllr D Birkinshaw, Cllr C Carr, Cllr D Chapman and Cllr J Macrae.

### **12/18 MINUTES OF PREVIOUS MEETING HELD ON 2 FEBRUARY 2018**

The minutes of the last meeting of the Local Joint Committee held on 2 February 2018 were approved as a correct record.

### **13/18 URGENT BUSINESS**

There were no items of urgent business.

### **14/18 PUBLIC PARTICIPATION**

There was no public participation.

### **15/18 MEMBERS DECLARATIONS OF INTEREST**

There were no Member declarations of interest.

### **16/18 FUTURE MEETINGS OF THE LOCAL JOINT COMMITTEE**

The Committee considered the request to change the frequency of the Local Joint Committee (LJC) meetings from twice per year to four times per year and the request to change the meetings from being held on Fridays to Thursdays.

It was noted that the Thursday dates proposed were, where possible, the same dates as Planning Committee site visits however some Members expressed concern that Members of the LJC who were not on site visits may have a problem attending meetings. The Director of Conservation and Planning stated that site visits on those days could be delayed to start at 10.30am so that LJC meetings could be held first, this would enable a clear start time to be communicated to all Members.

The recommendations as set out in the report were moved, seconded, voted on and carried.

It was noted that the new arrangements could be reviewed in 12 months.

**RESOLVED:**

- 1. The future meetings of the Local Joint Committee are held on a quarterly basis.**
- 2. To agree the dates proposed for 2019, following consideration of paragraph 12 of the report, as Thursdays 21 March, 13 June, 10 October and 12 December for inclusion in the calendar of meetings for 2019 which will go to the annual Authority meeting in July 2018 for approval.**
- 3. To agree two extra meetings are added to the Local Joint Committee meeting schedule for 2018 as Thursdays 11 October and 13 December 2018.**

**17/18 ANNUAL REPORT ON OCCUPATIONAL SAFETY AND HEALTH FOR 2017-18**

The Committee considered the report on the annual performance for health and safety, which included:

- 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.

The Safety Officer highlighted that it had been agreed to have a defibrillator at Aldern House and that it was hoped to be in place in approximately 2 weeks. It would be placed in the Reception area and would be easy to use by anyone, no training was necessary.

Officers will be reminded of the need to report all near misses.

**RESOLVED:**

**To approve the final Annual Report on Occupational Safety and Health for 2017-18.**

**18/18 STAFF COMMITTEE ACTIVITY REPORT : DECEMBER 2017 - JUNE 2018**

The report on the work of the Staff Committee since the last LJC meeting was received. The report highlighted the following:

- Changes to staff travel policy – Staff Committee had been involved in consultations and were aware of the particular impacts on some staff.

- Cycle to work scheme – this had been quite popular and the recent opportunity had generated 5 requests.
- Events programme – the Yoga classes for staff had been very successful and were continuing for the foreseeable future with staff attending now paying part of the costs. The summer social event proposed for 18 July was noted.
- On-going support – Staff Committee had continued to provide 1 to 1 support for staff in meetings with HR and Management.

Members queried the staff issues relating to the travel policy changes and Officers stated that they had been made in response to HMRC requirements. The Unison Representative queried whether staff had been given the option to continue as they were and pay the tax requirement themselves. The Director of Corporate Strategy and Development stated that he was happy to make available the material available which showed options offered to staff to clarify the situation.

**RESOLVED:**

**To note the report.**

**19/18 UNISON ACTIVITY REPORT - UNISON STEWARDS**

The report on the work of Unison within the Authority was considered. The following areas were highlighted:

- Unison/PDNPA Partnership Agreement – negotiations were ongoing.
- Vehicle use at the Authority – Unison members had been affected by the changes. Members were sympathetic to the staff issues. The Director of Corporate Strategy and Development explained that full consultations had taken place and feedback had been taken into account, he reiterated his offer to make the consultation material available to clarify this. It was agreed that the Director would prepare a briefing note for the Committee before the next meeting.
- Commercial Development and Outreach Directorate restructure – no further significant issues had arisen.
- PDNPA Unison presence at Derbyshire County branch – a letter regarding the approval of this was being sent to the Authority and it is hoped the continued support by the Leadership Team/HR regarding the Convenor's paid release for meetings can be agreed.
- Apprenticeships – the report was amended to state that the Democratic and Legal apprentice rate to be paid was £3.70 not £3.40 and it was noted that training options would be discussed with the apprentice. Some Members were concerned about the low pay rate and asked if it could be reviewed. It was noted that apprenticeships would be reviewed at the end of the first appointments in eighteen months.

*11.11 Cllr C Furness left the meeting.*

**RESOLVED:**

**To note the report.**

The meeting ended at 11.15am.