

21 MARCH 2024

NEW FOREST DISTRICT COUNCIL

HR COMMITTEE

Minutes of a meeting of the HR Committee held on Thursday, 21 March 2024

* Cllr Jill Cleary (Chairman)

* Cllr Steve Davies (Vice-Chairman)

Councillors:

- * Mark Clark
- * Keith Craze
- * Kate Crisell
- * Sean Cullen

Councillors:

- * Jeremy Heron
- Colm McCarthy
- Joe Reilly

*Present

Officers Attending:

Heleana Aylett, Alan Bethune, James Loring and Andy Rogers

31 MINUTES

The minutes of the meeting held on 11 January 2024 were confirmed and signed.

32 APOLOGIES

Apologies were received from Cllrs McCarthy and Reilly.

33 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

34 PUBLIC PARTICIPATION

There were no issues raised in the public participation period.

35 HR UPDATE

The Committee received the HR Update report.

Elements in the report included:

- Strategic Direction / People Strategy/ HR Peer review
- Learning Management System
- Recruitment
- Graduate Career Opportunities
- Inspirational Women in our Workplace
- Bullying and Harassment Policy
- Leadership Development Programme

The Chairman praised those NFDC staff who had recently competed in the Young Local Authority of the Year, and the recruitment event at Brockenhurst College. Both events were in association with International Women's Day on 8 March and focussing on Inspirational Women in the Workplace.

The Committee were also pleased to note that some 70 employees had so far attended training sessions concerning the Bullying and Harassment Policy, and further sessions were planned.

In answer to a query, it was explained that the Graduate Career Placement pay levels were set by the LGA.

RESOLVED:

That the report be noted.

36 QUARTERLY HEALTH AND SAFETY UPDATE

The Committee received the Quarterly Health and Safety report covering the period 1 October 2023 – 31 December 2023.

The following aspects were highlighted:

- Lone working review / system
- Risk Assessment tool
- Respiratory Protective Equipment procurement
- Corporate Smoking Policy
- Chemical Management System and related training
- Safety Panels Review
- Fire Safety Arrangements Audit
- Accidents and Incidents Report
- Abusive and Threatening Behaviour incidents

In answer to a query on auditing of health and safety procedures relating to external contractors, it was explained that this was built into the procurement process and accreditations were sought where required, as well as reporting requirements. Additionally, a specific Council working group oversaw these issues.

In response to a query, it was reported that relevant staff received Conflict Management Training in 2023 and consideration was being given to extending the availability of this training as part of the Lone Working review. There were also procedures and resources available for those staff affected.

It was confirmed that the Corporate Smoking Policy also prohibited Vaping.

On Lone Working, it was confirmed that measures such as provision of body cameras would be considered as part of the risk assessments for certain roles within the review. Posters were also in use at public information offices asking for respectful treatment of staff.

The Chairman wished to thank the officers involved in the implementation of the Chemical Management System and praised the contribution it would make to staff safety.

RESOLVED:

- (i) That the recommendations concerning the Smoking Policy at paragraph 3.8 of the report be noted.
- (ii) That the proposed changes to the operation of the Office Safety Panel at paragraph 4.3 be noted.
- (iii) That the contents of the accident and incident statistics set out in Appendix 1 to the report be noted, together with the related key findings identified under section 6, and the details of the reversing and manoeuvring accidents at 4.1.

CHAIRMAN