

Employee Side Liaison Panel

05 November 2021 at 13.30pm via Teams

Employer Side Attendees:

Cllr Edward Heron
Cllr Jeremy Heron

Employee Side Representative Attendees:

Kevin Beckett

Officers Attending

Alan Bethune
Heleana Aylett
Hayley Vibert
Spencer Scott
Colin Read

Advisors to Employee Side Attending:

Neil Duncan-Jordan– Unison

Apologies:

Adrian Baker
Richard White
Cllr Hilary Brand
Bertie Russell
Steve Drodge

- 1 Minutes of the last meeting – attached ALL
- 2 Work Programme – attached ALL
- 3 Domestic Abuse Update – report circulated previously
- 4 Health and Safety Issues – standing item
Safety Panel Review Report – SS Report Attached
Quarterly Health and Safety Report – SS Report Attached
- 5 Change to Local Terms and Conditions – HA report circulated previously
- 6 Salary Sacrifice AVC's – HA report circulated previously
- 7 Apprenticeship {ay – HA report circulated previously
- 8 Update to Disciplinary Procedure - HA
- 9 Approach to Rolled Up Holiday Pay - HA
- 10 Any other business

NOTES

Cllr Edward Heron introduced himself and started the meeting.

1. **Minutes** were confirmed as the correct record of last meeting.

2. **Work Programme** – Heleana Aylett

Kickstart update: two positions are to be readvertised as they were previously unsuccessful. One based in the Workshop and the other based in the Corporate Admin team. Looking to advertise for one new Housing Administrator and a replacement for Open Spaces. Currently have two in post and have one post who has applied for permanent a post.

3. **Domestic Abuse Policy**

Policy has been circulated prior meeting. Heleana has added some wording in to show where union representative could be used as a contact point. Guidance on paid time off for Domestic Abuse appointments have been agreed. A list has been put together and is to be added to the policy. Neil confirmed that he is happy to progress with the policy. Where paid time off is requested this will be booked under the compassionate leave policy. Heleana will add in some cross referencing within this policy. This will now be put through to HR committee for formal adoption.

4. **Health and Safety** – Spencer Scott

Spencer suggested that there is a need to improve the transparency of what comes out of the panel meetings. Health & Safety will start to hold all documentation relating to these meetings on a forestnet page for all staff to view. Spencer's report highlighted the need to constantly review the council's safety representatives. This tends to come up at every panel where there is a gap. Heleana suggested that we do some promoting using posters and communications etc to try and encourage staff to get more involved. Will be talked about at the next employee forum.

Neil asked what was happening in relation to the role of the Health & Safety advisor in Housing. Heleana confirmed steps have been taken to improve this. The H&S Advisor in Housing has resigned from this position. As a result EMT reviewed the situation and the post is being transferred directly to the Corporate Health & Safety team and would sit under Spencer. Currently the job description is being evaluated, and the post will be advertised once agreed.

Colin suggested a review into what information is being displayed in mess rooms and other areas of communal team gathering. The representatives need to ensure notice boards etc need to be up to date. Some staff members don't have the internet or wish to look into work related information in their personal time.

Spencer noted that currently formalised union representatives receive formal health & safety training. Currently council representatives receive a 1–2-hour introduction with a health & safety representative. Spencer likes this approach as it creates a relationship with the Health & Safety team. However, going forward we will need to review and monitor if this is best way and keep the situation under review.

Quarterly report: Looking over quarter 2, 50 incidents within normal parameters have been reported. 7 reportable incidents, these result in there being an absence from work for 7 days. The new asbestos surveying contractor has seen some damage to asbestos which was existing.

The asbestos policy has gone through EMT, Housing Committee and Council. Now in the implementation stage.

Feedback on panels highlighted the need for recording Health & Safety training in a better way.

Recommendations nothing specific just implementing asbestos policy which members agreed on.

5. **Change in Local Terms and Conditions** – Heleana Aylett

The Council currently don't recognise continuous service with another local authority in relation to sickness entitlement. Heleana suggested for the Council to stay competitive in an ever increasingly difficult recruitment market, it would be beneficial to change. For those employees who do come from another local authority, this may make the difference to them choosing to work for NFDC rather than elsewhere.

Heleana confirmed that we are constantly looking at how we can level the playing field. There are no plans to apply this retrospectively and this will be considered at full council on the 6th Dec. Heleana expecting this to come into place from the 6th or when Members feel it is most appropriate. NFDC are trying to be an attractive employer. Employee side were in agreement with report.

6. **Salary Sacrifice AVC's** – Heleana Aylett

This is one employee benefit that will be looked at in the future.

7. **Apprenticeship Pay** – Heleana Aylett

The Council currently have two apprentices. Both will be starting their second year soon. The Council would like to increase the number of apprentices they have.

Heleana put forward Increasing the first year pay so become more competitive. Alan highlighted that the Council pay a lot into the Apprenticeship levy and want to use it on our apprentices where we can.

Employee Side were in agreement.

8. **Disciplinary Procedure – Heleana Aylett**

Heleana circulated a small update to procedure prior to the meeting. If an external investigator is needed, this will need to go through Heleana to agree who would be undertaking the works. This is simply because the current procedure is silent in this matter. This will ensure that Human Resources have sufficient involvement in the decision making. In most cases, Heleana would be looking at using South East Employers, this is the common approach. Heleana will make the amendments where needed.

9. **Rolled Up Holiday Pay – Heleana Aylett**

Heleana asked for the Union view. We now have a small number of employees who work for us on a casual basis who still get rolled up holiday pay. Neil suggested its not a favourite position and but is happy to look at a paper with more detail and explore. Heleana to produce paper for next meeting.

10. **Any other business**

None.

Date of next meeting 16 February 2022 at 10am