

Employee Side Liaison Panel

18 February 2022 at 11.30am via Teams

Employer Side Attendees:

Cllr Edward Heron
Cllr Jeremy Heron

Employee Side Representative Attendees:

Kevin Beckett
Bertie Russell

Officers Attending

Alan Bethune
Heleana Aylett
Elaine Olden
Spencer Scott
Kate Ryan
Samantha Wills

Advisors to Employee Side Attending:

Neil Duncan-Jordan– Unison

Apologies:

Cllr Hilary Brand
Steve Drodge
Richard White

- 1 Minutes of the last meeting – attached
- 2 Work Programme – attached
- 3 Update on Evacuation Procedure – Samantha Wills to attend ESLP Meeting
- 4 Health and Safety Issues – standing item
Health and Safety Quarterly Update – SS – copy attached
Drug and Alcohol Policy – SS – copy attached
- 5 Proposal for Menopause Policy – BR
- 6 Update to Disciplinary Procedures
- 7 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

Heleana went through the Work Programme to the panel. The Kickstart to be removed as it is now complete and additional items may be added.

Neil asked about the Salary structure Review and if a proposal was likely to be put forward soon and Alan explained it was difficult to put a time on this and they felt they may be waiting for the national pay notification next year before any further development in this area.

3. **Update on Evacuation Procedure – Samantha Wills**

Samantha has recently joined NFDC and one of her tasks is to look at fire safety. Samantha went through a slide to explain the procedures and will circulate the slide in due course.

Fire Wardens have been employed and will be trained in March/April until then the Senior Managers are still default responders at present. Hampshire & IOW Fire and Rescue Service were happy to assist in any areas to get a good Fire Safety Policy in place.

The policy is at present being re-drafted.

Kate appreciates the Fire Wardens for the work they will be doing and would like to meet with them.

The question was asked by Neil, if have a remuneration package for the new wardens and it was advised that there was and there were two types of remuneration – Higher rate (£21.00 per month) and Standard (£12.00 approx. per month).

4. **Health and Safety Issues – standing item**

Health and Safety Quarterly Update – SS – copy attached

Drug and Alcohol Policy – SS – copy attached

25 January 2022 - Report submitted to EMT and Spencer went through the report. He highlighted some of the content for ease.

In the third quarter, there was a total of 42 accidents/ incidents/ near misses reported across the Council, down from 50 in second quarter.

The panel agreed that more details were required to see what areas it affected, staff etc. This would be included in the next report.

Agenda, minutes, and Actions Tables are now being held in one location on the health and safety team ForestNet pages to improve transparency for staff.

Neil enquired where the paperwork went and Kate replied it went to the relevant departments and in turn was incorporated in the annual compliance report.

Drug and Alcohol Policy -

Spencer went through the report briefly as no major changes have been made to this report since consulting with all parties. The unions had previously seen this through the operational union meetings.

5. Proposal for Menopause Policy

Heleana explained that this was suggested by Bertie. Neil then explain about the proposal for a policy. Unison has a national policy and would like to get this introduced in NFDC. It was agreed that a process can be started to get a policy in place. Heleana will add this item into the work programme. If a copy of the policy could be supplied and NFDC will look into this policy and get back to the panel in due course.

6. Update to Disciplinary Procedures

Heleana discussed this matter. We have received external advice and consulted with our own Data Protection Officer to in relation to retention of documents. The proposed update has been circulated to the unions. Heleana asked if the unions were happy with the content of the report. Neil responded on 3 February and had an email conversation, 3.9 and 3.10 issues. Heleana will look into this as a separate matter, but in relation to the retention period the unions were happy.

Kevin – concerned if records are kept for a certain period time (2 years), these cannot be used in any other procedure if one arises.

Sharepoint and the ability to set retention dates will assist to ensure this shouldn't happen.

10. Any other business

Bertie asked if there any plans for the work café to come back for lunch time use. Eating at desks is not good. Spencer and Alan are going to discuss this soon in meetings. They will let people know as soon as possible.

Date of next meeting: 12th May 2022.