

**Employee Side Liaison Panel**  
**12 May 2022 at 10.00am via Teams**

**MINUTES**

**Employer Side Attendees:**

Cllr Edward Heron  
Cllr Jeremy Heron  
Cllr Hilary Brand  
Cllr Steve Davies (item 3)

**Employee Side Representative Attendees:**

Kevin Beckett  
Bertie Russell  
Steve Drodge

**Officers Attending**

Kate Ryan  
Alan Bethune  
Heleana Aylett  
Elaine Olden  
Manjit Sandhu (item 3)  
Chris Noble (item 3)  
Spencer Scott (item 4)

**Advisors to Employee Side Attending:**

Neil Duncan-Jordan– Unison  
Richard White - Unite

Cllr Edward Heron introduced himself and started the meeting.

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

Item raised: Item 5 – small typo to be corrected.

2. **Work Programme** – Heleana Aylett

Heleana discussed the Work Programme. Menopause Policy had been added and progress would be reported at the next meeting. Hybrid working review due in Sept. AB and HA confirmed work was commencing on the pay review, but some clarity on pay award position (which is quite late this year) was required before too much could be done; targeting December for completion.

3. **Update on Waste Strategy** – Presentation – Chris Noble and Manjit Sandhu

The Panel was joined by Manjit Sandhu, Chris Noble and Cllr Steve Davies. Manjit introduced the item and explained that it was an update in the Waste Strategy and there would be further updates in the upcoming meeting.

Chris went through the slide presentation (attached) which was very clear and self-explanatory.

Neil raised the question about recruitment, as we know recruitment is very difficult at this time and how was NFDC going to make the new job offers attractive to people looking for employment. What extra offers would be used?

MS replied that many people have enquired about the situations but had been put off by the council still using sacks etc. The move to a new system of wheeled bins etc would be more attractive. Chris said that existing employees and new employees would have training given for the new fleet of vehicles, use of the new technology and the new depot strategy. Working with the other councils who would be in the same position could cause issues, but they were hoping that all the councils would work together and stagger their roll out of recruiting.

Neil mentioned that Comms would prove to be a good advantage in the advertising of the jobs and this need to be use wisely and to best effect. Cllr E Heron confirmed it would be challenging but felt with the right advertising and package they could achieve their goal. Heleana mentioned that not all staff knew of the employee benefits, and this needed to be addressed. Cllr Hilary Brand agreed that advertising the opportunities correctly does achieve the results.

Cllr Steve Davies said that slide about opportunities was impressive and he would be looking at this on his visit to the depots.

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

##### 4A. **Health and Safety Quarterly Update** – SS–

Spencer went through the report, discussing certain areas of the report.

Q4 accidents are up in this quarter. Five of which were reported to RIDDOR and these were listed further down in the report. Lone working review is going well and A Lone Worker hardware solution Orbis Red Alert ID badge system is to be trialled. Reviews of some of the H&S Policies are still ongoing. Much more content contained in report supplied.

##### **Appendix 1. Accident and Incidents Reporting and Investigations Policy** – SS

##### 4B. **Corporate Health and Safety Policy** – SS–

Spencer did not go through the other reports in detail, as this was generally an update to reflect changes in staff etc but there were no material changes.

Neil commented that the report didn't elaborate on bullying/menopause/ harassment and would liked to have seen more detail for these areas. Heleana did

mention that there were individual policies set up by NFDC and she said that she would ensure that these are referenced to within the report.

**5. HR Metrics – HA**

Heleana went through the report highlighting various areas.

Cllr Hilary Brand asked if it could be shown which areas are recruiting and its success rate. Cllr Edward Heron said that he believed that people are now happy about changing their employment but due the last couple of years people most probably were a little concerned about moving employment.

Neil said that the data was good but did not notice gender pay, Heleana confirmed that this is usually produced in a separate report and said that she would send a report to Neil for his attention.

**6. Sickness Absence – HA**

Heleana went through the report.

Richard raised a question in 5 re: Management of Covid. He asked what the guidance for employees, who did not have desk related job i.e. drivers, etc, as they could not work from home. Richard felt that this could be unfair to the staff that were unable to work from home especially in light of the changes. Heleana replied that they would be asked to do a LFT which the depots hold.

Neil queried what were others as in 4.11. It said in 4.16 that there were 17 work related but not shown in any detail – what illnesses did this cover. He asked if the sickness were recorded as work related or not and how they could record this. Heleana said that she would see if there was another category in Trent that could be used. Cllr Edward Heron said they had to be careful as you could not define what is a work related illness or not as for example – stress could be due to both home and work.

Neil also brought up about the change “From 1<sup>st</sup> July it is proposed that we should treat covid as with any other sickness for sickness trigger and pay purposes” and he did not agree with this. He was asked to raise his comments to Heleana to be considered.

**7. Apprenticeships – HA**

The report gave a clear update on the matter. Heleana explained about the opportunities for new and existing staff on furthering their careers. They hope to advertise in June for more Apprentices.

**8. Provision of parking clocks for staff – BR**

Bertie asked about exploring the idea of supplying parking clocks to staff. They may help the local economy i.e. local shops etc in this uncertain time and also help

with staff struggling to afford paying to park. Cllr E Heron said this would be taken away and looked into.

9. **Councils View of Market Supplements for hard to fill posts or staff retention – BR**

Neil asked, what was the Council's longer-term view on recruitment in areas where the council have been finding it hard to recruit.

Kate said that the council had to work hard on the ways in which the jobs were advertised to attract new staff. Market supplements were not the answer to the long-term issue. Heleana said that Market supplements were only used where justified. Neil asked for an advice note on this subject. Heleana agreed to forward one to him.

10. **Availability of lunch area for staff to avoid eating at desks – BR**

Bertie had mentioned about areas for people in the office to have their lunch rather than at their desks. Heleana said that Sara had sent out previously a message saying about the use of the lunch areas and efforts had been made to re-instate seating etc to make it useable. There are a number of other small areas for people to eat. Cllr Edward Heron said that maybe some people were still a little anxious and now that the weather was improving maybe people would mix more in the garden areas and then eventually people may feel more relaxed to use the inhouse facilities.

11. **Update on mileage allowance - BR**

Neil asked if there would be any change in the Mileage Allowance and Heleana said that they were at the recommended level from HMRC and if these increased this would be followed by the council. It was discussed that a review of sustainable options may be looked at and they would come back on that idea.

Neil asked if there was any chance of seeing figures for the number of staff using their vehicle for work, together with their mileage and approximately how much it was costing the council etc could be provided.

12. **AOB**

Heleana mentioned about Casual Contracts. They had looked into the contracts and some had regular hours and these had been moved over to average hour contracts. 23 casual contracts remain. Heleana would discuss this with Neil and keep Richard in the loop.

Richard from Unite asked Cllr Heron about Solent Freeport and upskilling and asked if he could give them a nudge as they had not heard anything further. Cllr Heron was happy to do so.

Date of next meeting: 18<sup>th</sup> July.