

PERFORMANCE PORTFOLIO (Health & Safety Consultative Group) DECISION RECORD

25th January 2008

The meeting commenced at 3.15 pm at the Avondale Centre, Dyke House,
Hartlepool

Present:

Councillor Pamela Hargreaves (Performance Portfolio Holder)

Trade Union Representatives: Edw in Jeffries (HJTUC)
Malcolm Sullivan
Stephen Williams

Officers: Joanne Machers, Chief Personnel Services Officer
Stuart Langston, Health, Safety & Wellbeing Manager
Sarah Bird, Democratic Services Officer

The Chair indicated that it would be beneficial if other Members were invited to attend the Portfolio.

4. Workers Memorial Day (*Chief Personnel Officer*)

Type of Report

Non Key

Purpose of report

For Hartlepool Joint Trades Union Committee (HJTUC) to present a request regarding Workers Memorial Day.

Issue(s) considered by the Portfolio Holder

The papers provided contained information relating to the invited guests and on the history of the International Workers Memorial Day. The Workers Memorial Day Service is planned to take place on Monday 28th April 2008 at 12.30pm at Christ Church Tourist Information Centre and Art Gallery, Church Square, Hartlepool. Laying of wreaths would then follow at the International Workers Memorial in Church Square, Hartlepool. The Secretary to the HJTUC also sought Portfolio Holder approval for a one minute silence, the

lowering of flags on Council buildings to half-mast and the sale of purple forget me not ribbons. The Portfolio Holder suggested that this event should be promoted through Newsline and the Heartbeat magazine. There had been a disappointing response from those invited to attend nationally but support from local groups.

Decision

To support the Workers' Memorial Day.

5. Safety and Health Work Plan 2007/8 (Chief Personnel Officer)

Type of decision

Non-key.

Purpose of report

To provide updated information on progress of work on the health and safety projects included in the Health, Safety and Wellbeing Team's plan of work for 2007/8

Issue(s) considered by the Portfolio Holder

The report, via its appendix, provided a commentary on progress made on projects included in the plan for safety and health work to be carried out during the current year by the Health, Safety and Wellbeing Team. This was work on specific projects, rather than the scheduled and reactive work carried out continuously. A copy of the Health and Safety work plan April 2007 to March 2008 was attached to the report for the Portfolio Holder's attention.

The Health, Safety & Wellbeing Manager had recently been appointed. It was likely that there would not be much more progress made with the Plan before the end of the current year and the new Plan will be considered at the next meeting. The Portfolio Holder expressed a wish that outstanding actions be completed as soon as possible, notably the publication of the Children's Services Department Health and Safety manual.

It had been identified that there was a lack of information on identifying Health and Safety Trade Union Representatives and the Chief Personnel Services Officer agreed to follow this up.

Decision

The contents of the report were noted.

6. Prevention of Violence and Aggression to Employees (Chief Personnel Officer)

Type of decision

Non-key

Purpose of report

To provide further information on progress towards the completion of corporate procedures for the protection of employees from violence or aggression or threats of such actions.

Issue(s) considered by the Portfolio Holder

The report provided an update on the development of a system for difficult-to-deal-with individuals and premises that should be subject to additional control measures. This would be named the Employee Protection Register and would be an information technology based system whereby a list of people and addresses would be provided and any incident or event could be recorded and categorised in terms of seriousness and potential risk to staff members. A corporate group had been formed – The Violence and Aggression to Staff Working Group (VAS) – consisting of senior representatives from all departments. Staff still required some training on the use of the system and this would continue to be rolled out in 2008 but was expected to be operational in March in the Public Protection Division of the Neighbourhood Services Department. The policy and procedures had been approved by Corporate Management Team and this would be shared with the VAS group for their comments. A copy of the draft policy and procedures document was attached for the Portfolio Holder's attention.

Concern was expressed by the Portfolio Holder regarding the lack of progress being made. A meeting had been held in November but had not been well attended. This issue has been taken up by the Chief Personnel Services Officer as there was a responsibility for departments to attend and she agreed to provide the Portfolio Holder with a list of those required to attend.

Decision

The Portfolio Holder noted the report.

J A BROWN

CHIEF SOLICITOR

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