

# **FINANCE AND PERFORMANCE MANAGEMENT PORTFOLIO (HEALTH & SAFETY CONSULTATIVE GROUP) DECISION RECORD 28<sup>th</sup> November, 2005**

**Present:**

Councillor Peter Jackson (Finance and Performance Management Portfolio Holder)

Councillor John Cambridge

An apology for absence was submitted on behalf of Councillor Sutheran

Officers: Joanne Machers, Chief Personnel Services Officer  
David Quainton, Health and Safety Advisor  
Edwin Jeffries, HJTUC  
Tony Navin, AMICAS  
M Sullivan, GMB  
Ken Natt, UNISON  
Alison Swann, HR Advisor  
Pat Watson, Democratic Services Officer

## **1. Health and Safety Partnership Agreement** (*Chief Personnel Services Officer*)

**Type of decision**

Non-key.

**Purpose of report**

To advise of the agreement reached with the Hartlepool Joint Trade Union Committee (HJTUC) on the final text of a Health and Safety Partnership Agreement and to seek the Portfolio Holder's consent to the adoption and implementation of the agreement.

**Issue(s) for consideration by Portfolio Holder**

The report recorded that further minor amendments and additions had been made to the text of the draft agreement considered at the meeting of this group which had been held during September and that these changes had been agreed with the HJTUC.

### **Decision**

- (a) The Portfolio Holder noted the report and consented to adoption of the Health and Safety Partnership Agreement to be reviewed after a year.
- (b) The Portfolio Holder requested that thanks be passed to all parties involved in the process of pulling the Agreement together.

## **2. Policy Guidance on Violence and Aggression** (*Chief Personnel Services Officer*)

### **Type of decision**

Non-key.

### **Purpose of report**

To advise of further progress on the drafting of a corporate policy on violence and aggression, which was being developed as part of the wider work being undertaken to minimise threats of, or actual violence and aggression to employees. Also to present for comment a draft practice guidance document on personal safety.

### **Issue(s) for consideration by Portfolio Holder**

The report provided an update on the further work carried out on the drafting of the violence and aggression policy and indicated what still remained to be done. The most recent draft of the policy formed the first appendix to the report and a second appendix was a draft of a practice guidance document on personal safety.

### **Decision**

The Portfolio Holder noted the report and agreed to further consideration of the draft policy following consultation, at the main Portfolio meeting if necessary. The Portfolio Holder commented on the need to get it right rather than worry about delay in progress.

## **3. Draft Managing Stress at Work Policy** (*Chief Personnel Services Officer*)

### **Type of decision**

Non-key.

### **Purpose of report**

To request Portfolio Holder consideration of any comments from the trade unions and to endorse the draft Managing Stress at Work policy (amended as necessary) and associated implementation arrangements.

### **Issue(s) for consideration by Portfolio Holder**

The report provided details of the latest draft of the Managing Stress at Work

policy. The Trade Union representatives indicated that they were happy with the policy as worded.

### **Decision**

- (a) The Portfolio Holder endorsed the draft Managing Stress at Work Policy, without the need for further amendment, and associated implementation arrangements.
- (b) The Portfolio Holder thanked those responsible for the work undertaken.

## **4. Preparing for Influenza Pandemic** *(Chief Personnel Services Officer)*

### **Type of decision**

For information.

### **Purpose of report**

To advise of the preparations being made by the authority for use in the event of an influenza pandemic, the work on which is being led by the Director of Neighbourhood Services.

### **Issue(s) for consideration by Portfolio Holder**

The report was confined to the reproduction of a presentation that was being used by the Director of Neighbourhood Services, together with an outline of the context in which the presentation had been prepared. It was noted that the Scrutiny Forum were examining the issue also.

### **Decision**

The Portfolio Holder noted the report and its appendix.

## **5. Health and Safety Performance Statistics** *(Chief Personnel Services Officer)*

### **Type of decision**

For information.

### **Purpose of report**

To present the data obtained for the first and second quarters of 2005/6, for which newly developed statistical analyses had been used to indicate safety performance, using standard measures.

### **Issue(s) for consideration by Portfolio Holder**

The report outlined the standard measures of safety performance that were used to analyse the safety incidents reported to the Employee Wellbeing

Team during the two quarters of 2005/6 and presented the data obtained.

### **Decision**

The Portfolio Holder:

- (a) noted the report and accepted that the data obtained would be used in areas of risk.
- (b) Indicated that he would like to see evaluation, in future years, to identify how training and preventative measures are affecting safety performance.

## **6. Post Restructure Health and Safety Questionnaire** *(Chief Personnel Services Officer)*

### **Type of decision**

For information.

### **Purpose of report**

To advise of an authority-wide check that was being carried out to ensure the continuity of basic health and safety arrangements, following the recent restructuring of the authority's departments.

### **Issue(s) for consideration by Portfolio Holder**

The report outlined the methodology by which the check of health and safety arrangements was being carried out, the purposes for which the information gathered would be used and plans for the subsequent updating. The Health and Safety Advisor indicated that the deadline date for replies was 30<sup>th</sup> November and a number were awaited.

The Portfolio Holder passed on comments from Councillor Sutheran that perhaps the information could have been collated prior to the restructure as First Aiders would have been known by new departments much earlier. The Chief Personnel Services Officer advised that such a list had been available but it officers had not know how up-to-date it was.

### **Decision**

- (a) The Portfolio Holder noted the report and asked that department heads be advised that if the full and timely return of questionnaires was not achieved then he would wish to have an explanation.
- (b) That the provision of a refresher course for Members be considered.

## **7. No Smoking Matters** *(Chief Personnel Services Officer)*

### **Type of decision**

For information.

**Purpose of report**

To update the Portfolio Holder and Consultation Group members on the main smoking related provisions of the Health Bill 2005.

**Issue(s) for consideration by Portfolio Holder**

The report provided details of the main smoking related provisions of the Health Bill 2005. The Trade Union representatives indicated that they were happy with the Policy and the way it was going.

**Decision**

The Portfolio Holder noted and accepted the report.

**J A BROWN**

**CHIEF SOLICITOR**

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