

PERFORMANCE MANAGEMENT PORTFOLIO (HEALTH & SAFETY CONSULTATIVE GROUP) DECISION RECORD

18th September 2006

Present:

Councillor Peter Jackson (Performance Management Portfolio Holder),
Councillor Pat Rayner.

Officers: Joanne Machers, Chief Personnel Services Officer,
Edwin Jeffries (HJTUC),
Gary Moyle (UNISON),
Pat Watson, Democratic Services Officer.

5. Safety and Health Work Plan 2006/07 (*Chief Personnel Services Officer*)

Type of decision

Non-key.

Purpose of report

To provide updated information on progress of work on the safety and health projects included in the Health and Safety Adviser's and Employee Wellbeing Team's plan of work for 2006/07.

Issue(s) considered by the Portfolio Holder

The report, via its appendix, provided a commentary on progress made on the projects included in the plan for safety and health work to be carried out during the current year, by the Health and Safety Adviser and the Employee Wellbeing Team. This is work on specific projects, rather than the scheduled and reactive work that is carried out continuously.

Edwin Jeffries indicated that the Trade Unions would like to see full "red flagging" information being available for individuals making home visits as part of item 1.1 on the Action Plan.

The Portfolio Holder advised of what appeared to be a change in staff responsibilities at Throston Grange Community Centre/Library. The Police had been using this building for one or two hours a week and in their absence

members of the public were addressing their issues to staff. The Portfolio Holder asked if any discussion/arrangements had been made with the Police.

Edwin Jeffries indicated that he felt a review of security in Council buildings was needed. Joanne Machers advised of the measures currently in place.

Decision

The Portfolio Holder noted the report and requested that:

- (a) in respect of the “red flagging” issue – he would like to see any problems addressed. He wished to be advised what was in place and a review undertaken.
- (b) enquiries be made in relation to the remit/responsibilities of staff at Throston Grange Community Centre/Library, in relation to Police issues and elsewhere if services had changed.
- (c) at future meetings the Safety and Health Work Plan (appendix 1) include a traffic light system to indicate percentages on targets etc.

6. New Safety Inspection Report Format (*Chief Personnel Services Officer*)

Type of decision

Non-key.

Purpose of report

To advise of the introduction of a new format for reports on safety and health inspections carried out by the Employee Wellbeing Team and its part in proposed wider changes in the monitoring of safety performance in the authority's operations.

Issue(s) for consideration by Portfolio Holder

The report set out the statutory requirements for monitoring the management of health and safety, outlined the development of new report format and indicates proposals for further future developments. A blank copy of the new report format formed the appendix to the report.

Decision

The Portfolio Holder noted the report.

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

Type of decision

Non-key.

Purpose of report

To present the data obtained for the first quarter of 2006/07, to re-present the data for the four quarters of 2005/06, following reallocation of some of the reported incidents, and to provide an account of the improvements that had been and would be made to the statistical analyses of health and safety.

Issue(s) for consideration by Portfolio Holder

The report reviewed some problems that had emerged in the compilation of the statistics during the first year of this exercise and the means by which these were being overcome. In order to convey the significance of the recalculation of the statistics, the report restated the bases of the standard measures of safety performance that are used. A brief commentary was also provided on emerging trends in the statistics.

Councillor Rayner asked if a 'repeatable incidents/accidents list' is maintained. Joanne Machers advised that there is a record but with no noticeable issues.

The ongoing issue of stress was discussed. Some of the causes were felt to be corporate and national restructures, outdoor working and personal issues. Edwin Jeffries commented that staff who deal with stress related issues should be congratulated.

Decision

The Portfolio Holder noted the report and agreed with Edwin's comments and indicated that he had not attacked staff regarding absence levels as reported in the local press; he had simply wanted Officers to check on reasons for absence etc. The Portfolio Holder indicated that he appreciated the close working between Trade Unions, staff and Employers.

J A BROWN

CHIEF SOLICITOR

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