

PERFORMANCE MANAGEMENT PORTFOLIO (Health & Safety Consultative Group) DECISION RECORD 29th January 2007

The meeting commenced at 10.00 am at Belle Vue Community, Sports and Youth Centre, Kendal Road, Hartlepool

Present:

Councillor Peter Jackson (Performance Management Portfolio Holder)
and Councillors Rayner

Officers: Joanne Machers, Chief Personnel Officer
David Quainton, Health and Safety Adviser
Edwin Jeffries, Secretary of Hartlepool Joint Trade Union
Committee
Mally Sullivan, Chairman of Hartlepool Joint Trade Union
Committee
Frank Douglas, Senior Health and Safety Officer
Julie Evans, Human Resources Officer (Health & Safety)
Pat Watson, Democratic Services Officer

8. Departmental Health and Safety Committee Activities (Chief Personnel Officer)

Type of decision

Non-key – for information.

Purpose of report

To present information on the activities of the health and safety committees that function within the departments of the Council, so as to strengthen the links and communication between these committees and the Health and Safety Consultative Group.

Issue(s) considered by the Portfolio Holder

The report outlined the existing safety committee structure and, by recording the activities of the departmental safety and health committees that had taken place during the last quarter and providing a brief commentary on these, it addressed one of the findings of the recent review of the Hartlepool Borough Council and Hartlepool Joint Trade Unions Committee Health and Safety Partnership Agreement. Detailed information was provided under the following headings:

- Background;
- The need for links between Committees;
- Reinforcing the links between Committees at all levels;
- Health and Safety Committee meetings held (table provided);
- Agenda items and other business discussed;
- Other topics discussed,;
 - ie Red flagging;
 - Safety Inspection Bookings;
 - Personal Protective Equipment;
 - Management of Workplace Stress;
 - Safety Assessments of Contractors;
 - Work at Height.

In relation to reinforcing the links, the report indicated that the full minutes of each departmental and section or division safety committee were available electronically to elected Members and employees via the HBC Intranet (under Staff Info. Health and Safety, Safety Committee Minutes).

The Portfolio Holder said he felt there was a good structure and links in place for feeding information and issues back and forth.

Decision

The Portfolio Holder noted the report and was pleased with the structure in place.

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

Type of decision

Non-key – for information.

Purpose of report

To provide 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 recapitulated on the adoption and implementation of a corporate policy on violence and aggression and provided an update on the development of a system of *red-flagging* of difficult-to-deal-with individuals and premises that should be subject to additional control measures. The report also provided initial information on the widening of the existing and planned procedures to deal with risks of violence and aggression at public meetings.

The Portfolio Holder suggested that the issue be taken to CMT to ensure that a representative from all departments provides information to the data base, now, before it gets up and running. The HJTUC Secretary said he welcomed the scheme which TUs had been pushing for. He commented that information from other, local Authorities should be included.

The Portfolio Holder requested reinforcement of the system in place in relation to the Civic Centre and other Council buildings, ie

- signing in at front desk (for visitors and those attending meetings, including Council and Scrutiny or Neighbourhood meetings, etc);
- ID or Visitor badge to be worn (by staff/ Members and visitors)
- All visitors to report to reception – no tail-gating.

A report on this issue was requested by the Portfolio Holder.

Decision

The Portfolio Holder noted the report and welcomed the progress made.

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

Type of decision

Non-key.

Purpose of report

To present the data obtained for the second quarter of 2006/7, to identify possible trends and provide a brief commentary on these.

Issue(s) considered by the Portfolio Holder

The report recapitulated on the bases of the standard measures of safety performance that are used. A brief commentary was also provided on emerging trends in the statistics.

The HJTUC Secretary said he welcomed the report and felt the system was a useful tool.

Decision

The Portfolio Holder noted the report and was happy with the system in place.

11. Health and Safety Partnership Agreement – First Annual Joint Review (*Chief Personnel Officer and the Secretary to the Hartlepool Joint Trades Union Council*)

Type of decision

Non-key.

Purpose of report

To present the findings of a review of the Hartlepool Borough Council and Hartlepool Joint Trades Union Committee Health and Safety Partnership Agreement, that had been carried out by representatives of the two parties to the agreement.

Issue(s) considered by the Portfolio Holder

The report outlined the review process, which considered each of the seven sections of the agreement and assessed how well the requirements of each had been met and what changes in the agreement might be necessary. Where changes or other action had been agreed to be necessary, they were also outlined.

The full text of (a) the HBC and Hartlepool Joint Trades Union Committee Health and Safety Partnership Agreement and (b) the Joint Review document formed appendices to the report.

Detailed information was provided under the following headings:

- Background;
- The Review Methodology;
- The Findings of the Joint Review;
- Proposed Actions Arising from the Review:
 - (a) Dissemination of Safety Information,
 - (b) Requirements for a Register of Safety Representatives
 - (c) Recruitment of Additional Safety Representatives,
 - (d) Amendment to Section 6 of the Partnership Agreement,
 - (e) Safety Representatives' Participation in Safety Inspections,
 - (f) Facilities for Safety Representatives.
 - (g) Annual Joint Review.

The HJTUC Secretary advised that meetings were being carried out departmentally. He felt that the Agreement was an excellent document that was welcome.

Decision

The Portfolio Holder noted the report. He was concerned that there had been discrepancies in the numbers of safety representatives recorded (as identified in 5.2 of the report) and was happy with the work undertaken to day and pleased that a comprehensive and frequently updated register would be maintained.

12. Workers Memorial Day Service and Wreath Laying Ceremony 2007 – Update on Arrangements (*Secretary to the Hartlepool Joint Trades Union Council*)

Type of decision

Non-Key – for information

Purpose of report

To update the Portfolio Holder on the arrangements for the Workers Memorial Day Service and Wreath Laying Ceremony to take place on Saturday 28th April 2007 at 12.30pm at Christ Church TIC and Art Gallery, Church Square, Hartlepool. Laying of the wreaths will follow at the International Workers Memorial in Church Square, Hartlepool. The Secretary to the HJTUC also sought Portfolio Holder approval to a one minute silence, the lowering of flags on Council buildings to half-mast and the sale of purple ribbons.

Issue(s) considered by the Portfolio Holder

The papers provided contained information relating to the honoured guests and on the history of the International Workers Memorial Day and the Secretary of the HJTUC gave a verbal update on the arrangements.

Decision

The Portfolio noted the update and approved the following:

- one minute silence for Council workers on Saturday 28th April 2007
- the lowering of flags on Council buildings to half-mast for that day, and
- the sale of purple ribbons.

J A BROWN

CHIEF SOLICITOR

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