

COUNCIL HEALTH AND SAFETY COMMITTEE**Thursday, 28th July, 2016**

Present:-

Councillor S Blank (Chair)

P. Bartle (Housing)	Cllr. J. Innes
C. Bromhall (Environmental Services)	M. Jasinski (Corporate Health & Safety)
T. Bryan (UNISON)	M. Key (Health & Wellbeing)
M. Brymer (Commercial Services)	A. Lawlor (Arvato)
I. Clay (Housing OSD)	P. Mallendar (UCAAT)
T. Devereux (UNISON)	Cllr A. Slack
J. Drury (Executive Director)	C. Smith (Kier)
A. Fowler (UNISON)	Cllr. M. Wall
K. Harley (Arvato Human Resources)	R. Wilkes (Unite)
C. Hayes (UNISON)	

Min. No.	<u>Item</u> Decision/Action	By Whom
1	<u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received from Councillor Alexis Diouf and Councillor Shirley Niblock.	
2	<u>APPOINTMENT OF THE JOINT CHAIRS</u> Agreed – that the Chair of the Committee would rotate between Executive Director, James Drury, the Cabinet Member for Governance, Cllr Sharon Blank, and Employee Safety Representative, Andrew Fowler.	
3	<u>MINUTES OF THE MEETING HELD ON 28 APRIL, 2016</u> Minutes of Council Health and Safety Committee held on 28 April, 2016 were agreed as a true record.	

4	<p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING</u></p> <p>There were no matters arising from the Minutes of the last meeting.</p>	
5	<p><u>WORKSHOP UPDATE</u></p> <p><u>Contractor Management</u></p> <p>Andy Fowler provided an update on the Contractor Management workshop. The following points were discussed:</p> <ul style="list-style-type: none"> • The Committee raised concerns and noted their disappointment that contractors were still not being inputted onto the Contractor Performance Register even though this concern had been discussed at the January and April meetings of the committee. • Kier had been using their own contractor system but it was not being monitored by CBC, putting all contractors on to a shared register would be looked into. Carl Smith noted that he had spoken with Jon Vaughan the Facilities Manager and information from the Kier system would be fed into the Chesterfield Borough Council Contractor Management System. UNISON members on the committee welcomed this change but noted frustration that it had taken so long for it to happen. • It was noted that smaller departments were the worst at not complying with the correct procedures as they were not so familiar with the procedure. The committee agreed however that this was not a valid reason for noncompliance and that all contractor appointments must be recorded in the correct manner. James Drury stated that the systems and processes should work in a way that did not allow contractors to be appointed if the process had not been followed correctly. James Drury advised that a sub group of the committee would be set up to look at how the process for contractor management could be strengthened. The sub would consist of the Joint Chairs, Councillor Wall and Ian Clay. <p><u>Incident Reporting and Investigation Procedures</u></p> <p>Andy Fowler provided an update on the Incident Reporting and Investigation Procedures. The following points were discussed:</p> <ul style="list-style-type: none"> • That a sub group of the committee should be established in order to look at ways of ensuring the procedures with regard to Incident Reporting and Investigation Procedures are followed correctly. 	<p>CARL SMITH</p> <p>JAMES DRURY</p> <p>MARC JASINSKI</p>

6	<p><u>REVIEW OF CONSTITUTION OF COUNCIL HEALTH AND SAFETY COMMITTEE</u></p> <p>The Executive Director, James Drury asked the committee for their comments regarding the proposed reviewed constitution of the Council Health and Safety Committee which had been circulated to members for their consideration.</p> <p>Some of the key points raised during the discussion were:</p> <ul style="list-style-type: none"> • Whether paragraph 3.4 and its commitment to review voting rights in September, 2017 should be included in the new constitution or whether paragraph 9.1, which stated that the constitution should be reviewed at least once a year, was sufficient to ensure voting procedures would be looked at again by the committee. After representation from the unions it was agreed that paragraph 3.4 would remain in the reviewed constitution. • With regard to the revised paragraph 7.6 on who or which body could request the removal of an item from the agenda of the Council Health and Safety Committee it was agreed, after representation from the unions that the paragraph should be amended to include the trade unions as well the Joint Chairs of the committee. <p>It was also agreed by the committee that paragraph 1.1 should be amended to include reference to contractors as well as to employees, and that paragraph 1.3 should be amended to include a commitment of the committee to drive continuous improvement with regard to health and safety at the council.</p>	JAMES DRURY
7	<p><u>REVIEW OF ATTENDANCE SCHEDULE</u></p> <p>The Service Managers Attendance Schedule for 2016 was considered by the committee.</p> <p>The Executive Director, James Drury noted that the Corporate Management Team (CMT) had a critical role with regard to health and safety and should attend as set out in the committee's constitution, but that the attendance of other officers should be at the discretion of CMT. Members, officers and the unions agreed with this approach.</p> <p>The Corporate Health and Safety Advisor noted that the schedule</p>	

	<p>of attendance was being reviewed so that it met the committee's needs and the Health and Wellbeing Manager noted that he would like each meeting to receive a report from each CMT area.</p> <p>It was agreed by all that the Service Managers Attendance Schedule was satisfactory and provided a good framework for officer attendance at committee.</p> <p>It was also agreed that the Executive Director, James Drury and the Health and Wellbeing Manager would work together to bring a quarterly health and safety report from CMT to the health and safety committee.</p>	<p>JAMES DRURY</p> <p>MARTIN KEY</p>
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8	<p><u>OCCUPATIONAL HEALTH AND SAFETY IMPROVEMENT PROGRAMME</u></p> <p><u>Corporate Health and Safety Improvement Programme 2015-18</u></p> <p>Performance was considered against the 14 key targets in the Improvement Programme at the end of the first quarter of 2016/17 year as detailed in the report, with particular emphasis given to:</p> <ul style="list-style-type: none"> • New contractor management training completed by relevant Council officers, mop-up training sessions to be arranged. • A programme of audits to cover all Council Services over the next three years to be prepared. • Health and Safety opinion survey to be undertaken in 2016/17 with another in 2017/18 to measure progress. • Consideration needed to review targets 8, 9 and 10 as highly unlikely to achieve targets. • The number of incidents and days lost due to due stress and musculoskeletal related absence significantly above target. <p>Councillor Blank thought that the responses to the Staff Survey should be considered at a separate meeting of OHSIG. Marc Jasinski advised he would circulate the draft agenda of the next to the members to the group to see if they thought a separate meeting was needed.</p> <p>Members were of agreement that the format of the report was not always clear and that some of the figures as well as how they were presented were not easy to understand. Martin Key advised that the format of the report would be revised.</p>	
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Commercial Services – Operational Services Division

- Tetra ladder systems in use to improve safety and reduce reliance on scaffolds for short duration work.
- Second Monkey Tower to be purchased due to success of first.
- Accidents reduced compared with last year however there had been an increase in dog bites that needed investigating.
- 30 Operative and Technical Officers undertaken Asbestos removal training.
- Full annual review of risk assessments to take place in August – aim to upload onto intranet.

Environmental Health

- Line managers received training on managing attendance and capability.
- Two officers undertaken fire warden training.
- Stress questionnaires distributed to determine if issues have arisen following the move. Some issues with the new office identified and were being addressed.
- Assessment of needs in relation to fire undertaken and issues resolved or in the process of being resolved.
- Skyguard usage and number of fobs needed reviewing.
- All team EPDs completed.

The committee discussed the use of Skyguard within Environmental Health and other sections. The Health and Wellbeing Manager, Martin Key and Corporate Health and Safety advisor, Marc Jasinski noted that when available Skyguard should always be used by staff. It was noted that there was no formal council policy for its use only a code of practice for managers to refer to.

The committee also discussed how information about information regarding people and properties that could be dangerous for staff to visit was recorded and held. James Drury advised that the new council Information Assurance Manager was looking into this issue.

JAMES
DRURY

Development and Growth

- Strategic Planning Team moved to the model office, a list of comments and observations to be sent to H&S.
- Considerably increased workload, Council has created new appointments to support workforce.
- Contractors asked to demonstrate H&S competence as part of contract procurement process and H&S is monitored

	<p>during contract period.</p> <ul style="list-style-type: none"> • Health and Safety reviews part of regular team meetings and include reviewing risk assessments and training requirements. <p>In the absence of the Economic Growth Manager the report was presented by James Drury, who advised that he would ensure that the Economic Growth Manager would attend future committee meetings as required.</p> <p>Concern was expressed by Andy Fowler about the lack of detail in the report in several areas including that the use of contractors was not being recorded and that health and safety representatives were not being consulted routinely in matters where consultation was required.</p>	JAMES DRURY
9	<p><u>TOPIC FOR NEXT MEETING'S THEMED WORKSHOP</u></p> <p>Members considered topics for next meeting's themed workshop.</p> <p>Andy Fowler suggested a session on how members and officers could work effectively within the Regulations, Codes of Practice and guidance relating to the Safety Representatives and Safety Committees Regulations, 1977 (known as the "Brown Book", as published by the TUC). The Brown Book also provided details on other all other health and safety legislation that required employers to consult with employees or safety representatives.</p> <p>Councillor Wall noted that CMT should have access to, and be familiar with this publication. Andy Fowler agreed to arrange for the Brown Book to be added to the staff intranet to facilitate access.</p> <p>The Corporate Safety advisor also noted that results and feedback from the Occupational Health & Safety Improvement Group would be brought to the committee when available, and Executive Director, James Drury advised that this information would also be submitted to CMT for their consideration.</p>	<p>ANDY FOWLER</p> <p>ANDY FOWLER</p>
10	<p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting would be 26 October, 2016.</p>	

11	<p><u>CHAIR OF OCTOBER MEETING</u></p> <p>The Chair of the next meeting would be Andrew Fowler.</p> <p>It was also agreed that due to the irregular frequency of Employment and General Committee meetings that the Minutes of the Corporate Health and Safety Committee should be circulated to members of the Employment and General Committee as soon as they are available.</p>	DEMOCRATIC SERVICES
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