

COUNCIL HEALTH AND SAFETY COMMITTEE**Wednesday, 13th November, 2019**

Present:-

Andrew Fowler (Chair)

Donna Reddish (Policy and Comms)	Councillor Paul Niblock
Anthony Radford (Arts and Venues)	Councillor Keith Falconer
Hazel James (HR Business Partner)	Councillor Peter Barr
Dean Epton (Commercial Services)	Councillor Jean Innes
Ian Waller (Health & Wellbeing)	Ade McCormick (Exec Director)
Neil Johnson (Economic Growth)	Liz Cook (Housing)
Gurpreet Khakh (H&S Rep)	Paul Longley (Unison)
Rob Wilkes (UNITE)	Marc Jasinski (Corporate H&S Adviser)

Min. No.	<u>Item</u> Decision/Action	By Whom
20	<u>APOLOGIES FOR ABSENCE</u> Apologies for absence were received from Rachel O'Neil and Tony Devereux.	
21	<u>MINUTES OF THE MEETING HELD ON 21 AUGUST, 2019</u> The Minutes of the meeting of the Council Health and Safety Committee held on 21 August, 2019 were agreed as a true record and signed by the Chair.	
22	<u>MATTERS ARISING FROM THE MINUTES</u> It was confirmed that the quarterly report for Customers, Commissioning and Changed had been circulated after the previous meeting.	

	<p>Written reports were submitted by members of the Council's Corporate Management and Senior Leadership Teams to update the Committee on health and safety matters from their service areas during the last quarter.</p> <p>The reports provided information on workplace inspections, specific incident investigations, training, communications, and the development and progress of annual health and safety action plans.</p> <p>The key points raised from the reports were as follows;</p> <ul style="list-style-type: none"> • Progress had been made on the Health & Safety action plans for both the Pomegranate and Winding Wheel. The wording in the inspection update needed to be amended so that it reflected the fact that although the training records did exist, they weren't readily available at the time of inspection. • A new Health & Safety Officer had been recruited for the Commercial Services team. • Problems with water on the stairwells in the new Saltergate Multi-storey car park had been identified and were being addressed by the contractor without additional cost to the council. • Internal audit had conducted another review of the Corporate Health & Safety Recovery Plan and determined a rating of reasonable assurance. The report would be presented to the next committee meeting. • The Contractor Management Register was emphasised as the council's agreed method for recording all information on contractors and monitoring their performance. It must be used by all services and kept up to date in order for it to perform correctly. Contractor Management to be a standing agenda item for the committee moving forward. 	<p><u>ANTHONY RADFORD</u></p> <p><u>IAN WALLER</u></p> <p><u>AMANDA CLAYTON</u></p>
25	<u>OCCUPATIONAL ILL HEALTH STATISTICS</u>	

	<p>The Human Resources Business Partner gave an overview of the occupational ill health statistics. Members of the committee requested a further breakdown of the data for the next meeting in order to understand where the pressure points may be.</p> <p>The Chair reinforced the process of reporting work related absences onto the SHE system, including the details of any investigation and its outcomes. A review of the process would be undertaken to determine if this was the most efficient method of recording work related absences.</p>	<u>HR</u>
26	<p><u>INCIDENT/ACCIDENT INFORMATION</u></p> <p>The Corporate Health and Safety Advisor reminded the committee that entries on to the Council's SHE system must include details of the investigation undertaken and the actions taken as a result.</p> <p>The committee requested an up to date list of Health and Safety representatives in order to determine whether automatic email notifications can be set up from the SHE system.</p>	<u>ANDY FOWLER</u>
27	<p><u>DATE AND TIME OF THE NEXT MEETING</u></p> <p>The next meeting of the Health and Safety Committee will take place on Wednesday 12th February 2020 at 9.30am in Committee Room 1 at the Town Hall.</p>	