

COUNCIL HEALTH AND SAFETY COMMITTEE

Wednesday, 12th August, 2020

Present:-

Andy Fowler (Chair)

Councillors	Barr	Councillors	J Innes
	K Falconer		P Niblock
	Blank	Dean Epton	Commercial
Ade McCormick	Exec. Director		Services
Liz Cook	Housing	Donna Reddish	Policy & Comms
Marc Jasinski	Health & Safety	Ian Waller	Health & Wellbeing
	Mgr	Neil Johnson	Economic Devel.
Rachel O'Neil	Customers,	Karen Knight	Unison
	Commissioning	Paul Longley	Unison
	and Change	Liam Rich	UNITE
Mick Blythe	Client Officer		

*Matters dealt with under the Delegation Scheme

42 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Brittain, Councillor Caulfield, Tony Devereux, Anthony Radford and Paula Stephens.

43 **MINUTES OF THE MEETING HELD ON 16 JUNE, 2020**

The minutes were accepted as a true record.

44 **MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

45 **CDM POLICY UPDATE**

The Committee was joined by Bronwen MacArthur-Williams, Health & Safety Manager at Bolsover District Council, Rebecca Hutchinson, Health & Safety Co-ordinator at Bolsover District Council and Jayne Stokes, Health & Safety Apprentice at Bolsover District Council.

The Assistant Director for Health & Wellbeing explained that a task and finish group had been formed with colleagues from Bolsover District Council to develop a new Construction and Design Management policy. The first scoping meeting had already taken place.

At the meeting, the requirements of Chesterfield Borough Council had been established and the role of the Bolsover District Council would be to act as a critical friend and ensure corporate compliance. It was acknowledged that the Bolsover team had good construction experience that could be shared and that the working group would be beneficial for both authorities.

The group planned to meet fortnightly and would provide regular updates to the committee on their progress.

46 COVID-19 HEALTH & SAFETY WORKING ARRANGEMENTS

The Executive Director informed the committee that the next meeting would be conducted in its original format with reports required from each service area covering the period 1st August to 31st October 2020.

A general update was provided from the Resources Task and Finish Group which had an inclusive membership of Trade Union colleagues, members of the Communications team, and service leads. The group had been processing the mass of information received from government and translating the guidance to each area of the Council. Two-weekly bulletins would be issued to managers and staff, but it was emphasised that existing risk assessments and health and safety guidance still applied.

An approval process for staff returning to the workplace had been established and this was the agreed governance for the whole authority. The Environmental Health Team were leading on any data requests from the NHS in line with test and trace processes and definitions had been adopted from the local resilience forum in accordance with the rest of Derbyshire. It was acknowledged that members of the public were not required by law to comply with the Test and Trace process, however, the experience so far had been very positive.

It was noted that all staff were issued with face coverings and that the council policy on wearing masks was on the website and updated regularly. Any quarantine measures for staff should be discussed with HR

to ensure consistency but a pragmatic approach had been developed with the support of the Trade Unions.

Service specific updates were provided and included the following key points;

Health and Wellbeing

- All services had continued to operate
- Key services had looked at their environments and rotas and adapted accordingly, which was working well.
- Very positive work had been carried out to keep the services running
- Major work had been undertaken to re-open the leisure centres using both the CBC guidelines and industry recommendations and excellent customer feedback had been received.
- The cross-council working was highlighted as a positive example of 'One Council, One Team'

Housing

- Most contractors were back on site and all were following guidelines
- Risk assessments had been carried out for vulnerable staff
- A funding bid was being developed for supported housing to help the people that were homeless retain the homes they were allocated during lockdown
- Demands on the tenant participation team had increased, particularly in relation to anti-social behaviour
- The Neighbourhoods staff had been very flexible throughout and it was much appreciated
- The Careline staff that were high risk were now back at work handling calls
- Overall position of Housing was positive. Working to ensure that people don't relax as this becomes the new normal

Customers, Commissioning and Change

- ICT team continued agile working. The telephony system had been upgraded to enable payments to be taken safely from home. Call recording facilities had been introduced to support performance management.
- HR had started some face to face interviews. The team was working hard on the employee assistance programme

- The Visitors' Information Centre had opened to staff. It was hoped that the Museum would open in the autumn with the focus on creating a positive customer experience.
- The Customer Service Centre was operating well with approximately 50 visitors a day. There had been communication challenges with screens and face coverings, but these were being worked through. Recovery action had recommenced.
- Venture House and Fountain House remain closed

Commercial Services

- The majority of staff had now returned to work
- Most services had resumed apart from major works inside occupied premises
- All risk assessments were being fine tuned as work resumes and staff had been reminded that non-COVID related risk assessments were still in place
- The Market Hall café was due to reopen imminently
- Preparations had already been made for a potential second wave and the committee was advised that there was confidence that services would continue with the only exceptions being due to availability of staff or materials

Economic Development

- The Assistant Director for Customers, Commissioning and Change and her team were thanked for the work involved in the transfer of the Kier staff back to the Council. The department would be known as Property and Technical Services
- The Innovation Centres had resumed managed services with 70% occupancy levels.
- The Planning Committee continued to meet virtually
- All major regeneration projects had continued, and the Elder Way public realms work was due to start imminently
- Implementation had begun on the recovery plan
- It was noted that some of the Economic Development teams were in high demand
- The Building Control Partnership had continued to operate, and most furloughed staff had returned to work

Policy and Communications

- Most staff were still working remotely but some tasks needed to be done from the Town Hall and a rota system was in place accordingly
- Videos had been produced by the Communications Team to educate the public for example for leisure services
- Elected members had been encouraged to work from home and were being updated weekly by an e-bulletin. Member support was provided virtually.
- Awaiting guidance on hybrid meetings but continuing virtually
- All media interactions done virtually
- Civic activities had been cancelled but work had started on preparations for Remembrance with other agencies. The format would be very different to previous years, but it was acknowledged that it was still important to mark the occasion.

Venues

- The Arts and Venues Manager had worked with the Resources group to re-open the Pomegranate Theatre as a cinema. Face coverings were mandatory.
- The plans were to open the theatres for live events in September as per government guidelines
- It was hoped that Hasland Village Hall and the Assembly Rooms would re-open in September

Members thanked all staff and union colleagues for everything that had been done to ensure the safety of staff and public at very short notice. The committee felt that the council's services were well prepared for a second wave and were proud of the attitude of staff.

47 DATE AND TIME OF THE NEXT MEETING

The next meeting of the committee will take place on Wednesday 21 October, 2020 at 9.30am.