

# **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Staffing Committee**  
held on Thursday, 21st October, 2010 at Committee Suite 1,2 & 3, Westfields,  
Middlewich Road, Sandbach CW11 1HZ

## **PRESENT**

Councillor D Topping (Chairman)  
Councillor R Domleo (Vice-Chairman)

Councillors W Fitzgerald, R Fletcher, D Flude, P Mason and B Moran

### Unions

Olga Kokkinis – UNISON  
Craig Nicholson – UNISON  
Phil Mason – UNISON  
Colin Priest – GMB  
Kevin Bradbury – GMB  
Chris Millington – GMB  
Anton Woolford – AEP Soulbury

### Officers

Erika Wenzel, Chief Executive  
Paul Bradshaw, Head of HR and Organisational Development  
Julie Davies, HR Strategy Policy Manager  
Suzanne Antrobus, Senior Corporate Solicitor  
Rosie Ottewill, Workforce Development & Capacity Manager  
Bronwen MacArthur-Williams, Corporate Health & Safety manager

## **13 APOLOGIES FOR ABSENCE**

Apologies were received from Bob Blundell, UNISON; Lesley Hall, UNISON and Kevin Yoxall, UNISON.

## **14 DECLARATIONS OF INTEREST**

Councillor D Flude declared a personal interest being a retired member of UNISON.

## **15 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no members of the public present.

## **16 MINUTES OF PREVIOUS MEETING**

### **RESOLVED:**

That the minutes of the meeting held on 20 July 2010 be approved as a correct record.

## 17 HR UPDATE

The Head of Human Resource & Organisational Development, aided by HR Strategy Policy Manager, Corporate Health & Safety Manager and Workforce Development & Capacity Manager, presented a report which provided a general update on Human Resource issues, including Health & Safety, Organisational Development, HR Delivery and HR Policy and Reward.

The new electronic accident reporting system – PRIME, had officially been launched in September 2010 and was a corporate wide electronic system for the recording of all accidents, incidents and near misses. An updated accident/incident form had been produced to complement the new system.

The new Health & Safety Executive (HSE) Inspector and her Manager had visited the Council on 22 September and had focused on Waste and Recycling collection issues. The main purpose of this meeting was to get an understanding of the Council's structure and of the Waste & Recycling Service. A further visit was planned for 4 and 5 November, which would include a visit to two Depots. Trade Union representatives would have the opportunity to meet with the Inspectors then. Councillor Topping asked to be included as he was the Member Champion for Health and Safety.

Noise assessments had taken place in the Waste & Recycling service and readings indicated that some levels of exposure to noise were above the minimal action level. This meant that the Council must implement technical and organisational control measures to reduce the noise to the lowest level that was reasonable practicable. To achieve this, a time-scaled Action Plan had been developed which included taking further and more targeted measurements, improvements to the stillages into which the glass was collected, readings comparing older with newer vehicles, health surveillance of Operatives and an investigation into the use of suitable hearing defenders.

It was reported that officers would now not be receiving the hearing test training until January 2011. The Trade Unions were concerned about this delay as they felt this was an issue that needed to be dealt with urgently.

The proposed amendments to the Corporate Accident/Incident Reporting Policy and Investigation Procedures had been discussed with Trade Union representatives and at the Corporate Health and Safety Forum and the Committee were asked to approve the changes outlined in the report.

The second cycle of the aspire4excellent employee recognition scheme had been run in September. Almost 70 nominations had been received, with 21 individual and 4 team winners being selected by the Recognition Panel.

A Skills Award action group had been established involving both officers and union learning representatives from across the Council. An initial desktop assessment against the award criteria had been undertaken

which indicated the Council was already some way to meeting these requirements.

Work continued to develop new harmonised HR policies and procedures for the Council with ongoing consultation with trade unions. The policy and procedures would be supplemented by 'toolkits' for managers, which would comprise of guidance notes, frequently asked questions and model letters.

**RESOLVED:** That

- (1) the report be noted.
- (2) the Corporate Accident/Incident Reporting Policy and Investigation Procedure be approved.

## **18 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

That the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involved the disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing this information.

## **19 CONFIDENTIAL MINUTES**

**RESOLVED:**

That the confidential minutes of the meeting held on 20 July 2010 be approved as a correct record.

## **20 ITEMS REQUESTED BY THE TRADE UNIONS**

The Trade Union representatives raised issues relating to the following matters:

- Connexions
- Asset Transfer
- Harmonisation

The meeting commenced at 2.05 pm and concluded at 3.15 pm

Councillor D Topping (Chairman)