

JOINT EMPLOYEE COUNCIL

Minutes of the Meeting held on Wednesday, 24th January 2018 at Worksop Town Hall

Present:

Employer's Representatives:

Councillors J Evans, M T Gray, D Pressley, J Sanger and T Taylor.

Employee Representatives:

K Circuit (Chair), D Fretwell, R Parr and J Whalley.

Officers in attendance: K Childs and B Pinkney.

(Meeting commenced at 3.00pm.)

(The Chair welcomed all to the meeting and read out the Fire Alarm/Evacuation Procedure. He also enquired as to whether any member of the public wished to film/record the meeting or any part thereof; however, there were no members of public present.)

21. APOLOGIES FOR ABSENCE

There were no apologies for absence received.

22. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no declarations by Members.

(b) Officers

There were no declarations of interest by officers.

23. MINUTES OF MEETING HELD ON 18th OCTOBER 2017

RESOLVED that the Minutes of the meeting held on 18th October 2017 be approved.

24. MINUTES FOR ACTION

RESOLVED that the Minutes for Action be received.

25. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

None.

Other Decisions

26. REPORT OF THE EMPLOYER'S REPRESENTATIVES

(a) Alcohol and substance abuse at work policy and procedure

At the October meeting of Joint Employee Council members had been presented with a draft policy dealing with the misuse of alcohol and drugs, to commence consultation. Following consultation, members were asked to agree the revised Policy and Procedure, which includes random and 'with cause' alcohol and drug testing.

Members were advised that the main purpose of the policy remains the same, which is to:

- Set standards expected by all council staff and those carrying out work for or on behalf of the council.
- Promote greater awareness of how alcohol and drugs dependency can be prevented.
- Meet the Council's legal obligation of duty of care for employees and third parties.
- Comply with relevant legislations.

Members were advised that the policy had been updated to the following:

- Retitle it to Alcohol and Substance Misuse (rather than abuse).
- Include details of the procedure and method of the random and 'with cause' alcohol and drug testing process for individuals in safety critical roles.
- Define which roles are deemed to be safety critical.
- Provide a greater clarity on individual roles and responsibilities, to ensure that testing is managed appropriately and fairly.
- Ensure that the external sources of help and support set out at the end of the Policy and Procedure are up-to-date.

Members raised concern regarding employees that may be on prescribed drugs which have side effects. It was confirmed to members that it is outlined in the policy that employee's must "advise their line manager or head of service immediately of any side effect of prescription or other legal drugs".

An Employee Representative raised questions regarding the safety critical roles highlighted in Appendix 1 of the policy, it was suggested that the policy should be directed at all council employees. The HR Service Manager advised that the policy covers every employee including those in safety critical job roles. The roles considered to be safety critical had been determined by reference to the Health and Safety Executive's definition of safety critical activities.

A suggestion was made to amend the policy so that the safety critical activities paragraph is included within appendix 1 of the policy.

RESOLVED that the report be noted and the Alcohol and Substance Misuse Policy and Procedure be agreed and referred to Cabinet subject to the safety critical activities paragraph being included within appendix 1.

(Councillor M T Gray joined the meeting; Councillor T Taylor left the meeting)

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

27. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED that, in accordance with Part 1 of Schedule 12A of the Local Government Act 1972, and after considering the public interest test as set out by the officer in the body of the report, Members agreed that the following items of business involved the likely disclosure of exempt information as defined in Paragraph 4, and therefore, in accordance with Section 100A of the Act, the press and public be excluded from the meeting:

Agenda Item No.7(a) – Pay and Grading Review – Paragraph 4
Agenda Item No.7(b) – Review of Agency Workers – Paragraph 4

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

28. REPORT(S) OF THE EMPLOYER'S REPRESENTATIVES

(a) Pay and Grading Review

Members were given an update outlining progress on the Pay and Grading Review. The HR Service Manager advised that the focus continuing on pay modelling stage. Members were advised of the next stages of the review.

RESOLVED that the report be noted and the interim procedure for evaluating new and changed jobs be agreed.

(b) Agency Workers

Members were updated on the use of agency workers and consultants for the period 1st July to 30th September 2017. The data was appended to the report with a years' worth of data for comparison.

The data was discussed by Employee Representatives and elected Members.

RESOLVED that:

1. The report on the use of agency workers and consultants be noted.
2. In order to seek to reduce the incidence of agency workers, managers be required to complete the quarterly monitoring form and data be reported to the Joint Employee Council.

29. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

As there was no other urgent business to discuss, the Chair thanked everyone for their attendance and closed the meeting.

(Meeting closed at 3.39pm.)