

SAFETY COMMITTEE

Minutes of a meeting of the Safety Committee of the Bolsover District Council held in the Chamber Suites 1 and 2, The Arc, Clowne, on Thursday 28th November 2013 at 1000 hours.

PRESENT:-

Members:-

Councillor D. McGregor in the Chair

Councillor K.F. Walker

UNISON:-

J. Wilmot and C. McKinney

Officers:-

L. Hickin (Assistant Director of Leisure Services), P. Campbell (Head of Housing), P. Wilmot (Human Resources Manager), M. Spotswood (Health and Safety Adviser) T. Robinson (Property and Estates Manager) and A. Brownsword (Governance Officer)

0625. APOLOGIES

Apologies for absence were received from Councillor B.R. Murray-Carr, K. Shillitto (UNISON) and A. Grundy (Assistant Director of Human Resources and Payroll)

0626. URGENT ITEMS OF BUSINESS

There were no urgent items of business

0627. DECLARATIONS OF INTEREST

There were no declarations of interest

0628. MINUTES – 30TH AUGUST 2013

Moved by Councillor D. McGregor and seconded by Councillor K. Walker

RESOLVED that (1) the word 'posts' be removed from Minute No. 0355 (paragraph 16), for clarification the wording would now be as follows:

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Following discussions on the method of calculation for the full time employee figure used for sickness absence average days, Councillor McGregor requested that all the joint senior management posts were included.

(2) with the change above, the minutes of a meeting of the Safety Committee held on 30th August 2013 be approved as a true and correct record.

0629. SICKNESS ABSENCE/OCCUPATIONAL HEALTH STATISTICS – JULY TO SEPTEMBER 2013

The Human Resources Manager presented the report which gave information regarding the sickness absence/occupational health referrals for July to September 2013 and compared them with the statistics for 2012.

It was noted that although the actual figures were still above the target, the total number of days lost to sickness had reduced by 175.5 days in 2013. A discussion took place regarding the merits of tracking sickness absence as the figures fluctuated every year.

It was explained that the figures were measured to ensure compliance with the sickness absence policy.

Moved by Councillor D. McGregor and seconded by Councillor K.F. Walker
RESOLVED that the report be received.

0630. HEALTH AND SAFETY REPORT

The Human Resources Manager presented the report which updated Members on a number of matters:

1.1. SHE System

The SHE System would be rolled out through Bolsover from November and it was hoped that the reconfigured system would be more user friendly.

1.2. Community Save a Life Scheme

Four Save a Life events had been held across the Strategic Alliance and they had been well attended. Further events were planned for next year.

The Assistant Director of Leisure noted that a change of venue may be necessary in order to stage the world record attempt. Members noted that whilst a world record attempt was fun, the main objective was to encourage people to participate in the training.

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1.3. Fire Evacuation Procedure – Sherwood Lodge

The Property and Estates Manager noted that the tenants had accepted the new procedure. Further to the Fire Practice at The Arc, Members felt that a reminder of the procedures should be sent to all staff.

1.4. Fire Evacuation Assistance for Mobility Impaired Persons

The Property and Estates Manager noted that the Health and Safety Adviser would be requesting that anyone who would require assistance during an evacuation to get in contact as a personalised evacuation plan would need to be made.

1.5. Housing (Health and Safety) Training

It was noted that the training reported at the last Committee was almost complete, but a new provider needed to be found to deliver the Asbestos Awareness training. The Chair asked whether the Asbestos Policy had been renewed and it was noted that policy renewals was currently one of the tasks that the new Health and Safety Adviser was working on.

1.6. Lighting at The Arc

The Property and Estates Manager noted that there had been three enquiries, two which had been dealt with easily and one which required further work.

2. Inspections

The Human Resources Manager noted that all the inspections had now taken place and reports had been received. Discussions were ongoing regarding whether some inspections should be carried out by the tenants.

3. New Items

3.1 Health and Safety Provision at Bolsover District Council

It was noted that the new Health and Safety Adviser had been appointed on 12th November 2013.

3.2 Employee Protection Register

The number of addresses included on the Employee Protection Register had been reduced by eight since the last Committee.

3.3 Employee Protection Register – Member Access

A discussion took place regarding access by Members to the Register and the Human Resources Manager noted that there was no provision to allow Members access to the full register and the most straightforward solution was for Members to call the Contact Centre to ask them to check the register before any visit.

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Members felt that whilst this would work in the day, it would leave them vulnerable if asked to make an emergency call at night. It would be more preferable to have a copy for the Members particular area.

The Human Resources Manager noted that it would be very time consuming to split the Register into wards and to keep it up to date as the register was constantly changing and there would be an increased risk that mistakes could be made.

The Head of Housing suggested that Members could call the Contact Centre in the day and Central Control at night to get the information.

Moved by Councillor D. McGregor and seconded by Councillor K.F. Walker

RESOLVED that (1) the information be noted,

(2) Members call the Contact Centre in the day and Central Control at night to access information on the Employee Protection Register as an interim measure,

(3) a meeting be arranged between the Chair and Vice Chair of the Safety Committee, Leader, Chief Executive Officer, Data Protection Officer and Health and Safety Adviser to discuss Members access requirements to the Employee Protection Register.

(Health and Safety Adviser)

Councillor K.F. Walker left the meeting.

0631. QUORUM

Due to the departure of Councillor Walker, the Governance Officer advised that the meeting was no longer quorate and the Chair adjourned the meeting.

The meeting adjourned at 1130 hours.