

**EMPLOYEES CONSULTATIVE COMMITTEE**

Friday, 17th January, 2014

<b>Present:-</b>	Councillor Mrs Elizabeth Shenton – in the Chair
<b>Councillors</b>	Plant, Taylor.J and Turner
<b>Employee representatives</b>	Mr Paul Pickerill (GMB/APEX), Kim Graham (Unison) Anne-Marie Ruscoe (GMB/Apex)
<b>In attendance</b>	Councillor Sandra Hambleton (Chair of the Staffing Committee)
<b>Officers</b>	Richard Durrant (Head of Human Resources), Sarah Taylor (HR Manager) Rebecca Cooper (Solicitor) Nesta Henshaw (Head of Environmental Health Services) Jayne Briscoe (Democratic Services Officer)

1. **APOLOGIES**

Apologies were received from Mr P Bartels (GMB/Apex), Mr G Morgan (GMB/Apex) and Mrs J Cicatello (Unison) and Councillor Loades.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **EXCLUSION OF PRESS AND PUBLIC**

**Resolved:** That the press and public be excluded from the meeting during consideration of items 4 to 7 inclusive as there would be likely to be disclosure of exempt information as defined in paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

4. **MINUTES OF LAST MEETING**

The minutes of the last meeting held on 16 September 2013 were approved as a correct record and signed by the Chair.

5. **EMPLOYEE RECOGNITION SCHEME**

In accordance with a previous decision of the Committee (16/913 Clause 5) a report was submitted regarding future review of the Employee Recognition Scheme.

At the 16 September meeting a number of revisions to the scheme were agreed. These included:-

- Executive Management Team and Wider Management Team members not to be eligible for awards
- Individuals who are nominated for an award to be able to opt not to be considered for an award if they so wish
- It to be made clear to the winner of 'The person that makes me Smile' award that they are not obliged to be a member of the Judging Panel.

## **Employees Consultative Committee - 17/01/14**

- The composition of the Judging Panel to include the Chair of the Employees Consultative Committee (ECC) or their nominee (the nominee being either an Elected Member or a Trade Union Representative from the ECC).

The number of nominations made by staff over the previous three years together with the number of votes cast by employees in relation to the Person who Makes me Smile award were reported. It was noted that no feedback had been received from employees.

The Chair of the Committee, Councillor Shenton, fed back on the process regarding nomination and judging.

Members discussed possible changes to the categories and judging panel and after discussion it was felt that the views of staff should be sought on whether they felt that the scheme should be continued and if so, aspects that should be considered for review (eg reducing the number of award categories, introducing an award category for apprentices, composition of the judging panel to incorporate a cross-section of employees).

**Resolved:** That as part of the Core Brief process employees be informed that views are sought on the Employee Recognition Scheme with the feedback to be collated outside of Core Brief process via an on-line questionnaire (with a hard copy available).

### **6. LONE WORKING POLICY**

A report was submitted which requested the view of the Committee on proposed revisions to the current Lone Working arrangements which included the introduction of 49 Identicom specialist Lone Worker devices.

Consideration was given to whether the cost of additional devices should be met from the corporate Health and Safety Equipment budget rather than service budgets.

**Resolved:** That the proposed revisions to the current Lone Working arrangements be agreed and an update report be submitted to this Committee in 6 months following the operation of the new Lone Working Policy.

### **7. REVIEW OF NO SMOKING POLICY**

A report was submitted to obtain the view of the committee on the proposed revision of the Workplace No-Smoking Policy to incorporate prohibition of e-cigarettes and to clarify the position in relation to homeworking. A copy of the draft no-smoking policy was circulated at the meeting.

It was agreed that the proposed revised policy be approved subject to an amendment to clarify that non-compliance may result in disciplinary action rather than the imposition of a fixed penalty or a fine.

**Resolved:** That the revised No Smoking Policy be agreed subject to the suggested amendments relating to non-compliance.

**COUNCILLOR MRS ELIZABETH SHENTON**  
**Chair**

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