



CORPORATE HEALTH AND SAFETY COMMITTEE

MINUTES OF THE MEETING IN PENALLTA HOUSE AND VIA MICROSOFT TEAMS ON MONDAY, 14TH NOVEMBER 2022 AT 10.00 A.M.

PRESENT:

Councillors: M. A. Adams, M. Chacon-Dawson, R. Chapman, G. Enright, S. Kent, J. Sadler, and W. Williams

Together with:

R. Edmunds (Corporate Director of Education and Corporate Services), L. Donovan (Head of People Services), D. Beecham (Electoral Services Manager), A. Wigley (Principal Health and Safety Officer), J. Ollman (Centre Shift Supervisor), and J. Lloyd (Committee Services Officer)

Trade Union Representatives: N. Funnell (GMB), G. Parr (Unite) and J. Garcia (Unison).

Also in attendance: Councillor N. George.

RECORDING AND VOTING ARRANGEMENTS

The Chair reminded those present that the meeting would be live-streamed and a recording made available to view via the Council's website – [Click Here to View](#). Members were advised that voting on decisions would take place via Microsoft Forms.

1. APOLOGIES FOR ABSENCE

No apologies received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest received at the commencement or during the course of the meeting.

3. MINUTES – 18TH JULY 2022.

It was moved and seconded that the minutes of the Corporate Health and Safety Committee held on 18th July 2022 be approved as a correct record and by way of verbal communication (and in noting there were 6 for, 0 against, and 1 abstention) this was agreed by the majority.

RESOLVED that the minutes of the Corporate Health and Safety Committee held on 18th July 2022 be approved as a correct record.

REPORTS OF OFFICERS

Consideration was given to the following reports.

4. HEALTH AND SAFETY ACTION PLAN UPDATE.

The Head of People Services introduced the report which informed the Committee Members on the health and safety action plan, included as appendix 1 and the progress made against key priorities. Members were referred to the Health and Safety Action Plan 2022/2024, which establishes key high level organisational priorities which form the workload of the team for this period. Members were advised that the action plan does not identify all organisational risks or workstreams but sets out the main strands requiring resource and progress.

Members were informed that the action plan sets out a clear targeted, measurable plan for the Health and Safety team to work against. The action plan allows health and safety progress to be easily monitored and allows Committee members to better review health and safety progress across the Council. The purpose of the report was to keep the Committee up to date with regard to the priorities and workload of the health and safety team.

A Member queried how many employees were currently in the health and safety team. Members were advised that this could be circulated to Members following the meeting, together with the current structure of the team, for Members information.

A Member sought clarification on 'CDM' compliance, and Members were advised that this was 'Construction Design and Management' and noted this would be included in its full term, in future reports.

A Member queried the 'Directorate Action Plans' included in the report (appendix 1) and noted that the Service Area Managers' approach was proactive rather than reactive. The Member sought clarification on how this is measured and conveyed to this meeting. Members were advised that this information could be circulated to Members, following the meeting.

Following consideration of the report, the Committee noted the contents.

5. PURPOSE/REFERENCE OF THIS MEETING (UNISON).

The Union representative from Unison introduced this item and sought clarification on the procedure of requesting items to be added to the agenda for future meetings, and questioned the opportunities available to Members, to bring items forward for discussion. Members were referred to the minutes from the last meeting and the information items listed that he may wished to have been called forward for discussion. It was also noted that 'matters arising' was no longer included on the agenda for these meetings. Discussion followed and the Chair advised Members that the relevant

Scrutiny Committee would be the most appropriate meeting in which to raise agenda items in relation to the Health and Safety of staff within schools.

Members were also advised that there are opportunities to discuss any concerns with health and safety at any time, and Members do not need to wait until a Corporate Health and Safety Committee meeting to raise these matters.

Members were informed that the constitution of this meeting was last reviewed in 2012 and this document could be circulated to Members following the meeting. It was proposed to review the constitution, and to liaise with Members at a future meeting of the Corporate Health and Safety Committee, prior to any approval.

Following some discussion, Members also proposed to include items on the Corporate Health and Safety agenda that have been to a Scrutiny Committee, in order to update members of the Corporate Health and Safety Committee.

Members were made aware of the process for including an item on the agenda for future meetings. Members were advised that they should contact the Health and Safety Manager, in the first instance, who would then liaise with the Chair for approval, if required.

Members noted the discussion, and the Terms of Reference of the Corporate Health and Safety Committee to be reviewed.

6-8. INFORMATION ITEMS

The Committee noted the contents of the following information reports which had not been called forward for discussion at the meeting. Full details were included in the Officer's reports. The Chair reminded Members that information items on the agenda needed to be called forward for discussion, prior to the meeting.

1. Annual Care First Report.
2. Recent Health and Safety Executive Updates.
3. Accident Statistics Report for April – September 2022.

The meeting closed at 10.46 am.

CHAIR