

Draft Minutes of the Joint Safety Committee Meeting held on Wednesday 4th June 2008 at the Council Offices, Monkton Park, Chippenham

Councillors Present: D.B. Allen and J.M. Hartless

Officers Present: S. Drewett (Environmental Health Technician), L. Pullin (Policy and Democratic Services Officer), C.Symes (Policy & Democratic Services Assistant) and C. Togher (Human Resources Advisor)

Employers: N. Daniels (Building Control Manager) and M. Edwards (Customer Contact Centre Manager)

Staff: M. Thorne (Unison)

HS1. Election of Chairman

Resolved that Councillor J.M. Hartless be elected as Chairman.

Councillor Hartless in the Chair.

HS2. Apologies

Apologies for absence were received from Councillor I.J Henderson, S. Bowcock (Operations Coordinator), M. Doran (Environmental Health Manager) and E. Orchard (Head of Human Resources)

HS3. Minutes

Consideration was given to the Minutes of the meeting of the Joint Safety Committee held on 19th March 2008.

Resolved that the Minutes of the meeting of the Joint Safety Committee held on 19th March 2008 be approved and signed as a correct record.

HS4. Chairman's Announcements

There were no Chairman's announcements.

HS5. Declarations of Interest

No declarations of interest were made.

HS6. Analysis of Accident Statistics and Related Matters

Consideration was given to Report No. 6 which informed the Committee of the accident statistics for the period 1st January to 31st March 2008, and other health and safety matters.

The following issues were discussed:

- The first few months of 2008 have shown a rise in accidents but are now levelling out and are the same as this time in 2007;
- The employee who was referred to Occupational Health has now returned to work and their progress will be monitored;
- Bin collections are amongst the highest in accident reporting. In an attempt to reduce this further Health and Safety training is taking place, together with the appointment of Team Leaders and Risk Assessment training for Managers; and
- The correct type of conflict management training is being identified for current Housing and Reception staff. This training will also be available for any new staff.

Resolved that the Committee note and accept the report.

HS7. Update on Traffic Issues – Vehicle Place and Monkton Hill, Chippenham

The Committee received an oral update from L. Pullin (Democratic Services Officer) and noted that the road in question is named Vehicle Lane rather than Place.

A summary of the update is detailed below:-

- The Personnel, Licensing and Administration Committee was held on the 3rd June 2008 and a representative from Wiltshire County Council was asked to attend. Wiltshire County Council declined the invitation as there is a 12 month consultancy occurring which is due to finish at the end of June;
- Therefore the Personnel, Licensing and Administration Committee requested that at the next meeting on the 8th September 2008 someone should be present from Wiltshire County Council to present an update and their findings on the matter of Vehicle Lane; and
- The Personnel, Licensing and Administration Committee asked for a letter to be sent to Mr Batten of Wiltshire County Council expressing their extreme disappointment at the handling of this matter and a copy to be sent to the CEO, the Leader, the Cabinet and also Councillor Henning (Local County Councillor).

Resolved that the Committee Members appreciate and commend officers' continued efforts on this issue and await an update at the next meeting on 5th November 2008.

HS8. Update on the Implementation of a Cashless Office at Monkton Park

A verbal update was given to the Committee by M. Edwards (Customer Contact Centre Manager) and a summary is detailed below:-

- It is intended that a cashless office system will be in place within the next month and that the public will be made aware of other ways to pay via publicity in the local press and news letters;
- Reception staff will no longer accept cash payments or hold cash, but cash payments will be dealt with by back office staff in a more secure manner than at present;
- It has been suggested that smaller cash payments like bus pass renewals may be abandoned;
- Visible additional security will be provided during the implementation of the cashless system to deal with any incidents that may occur; and
- The reaction so far from the general public that have been informed of the other ways to pay seems to be encouraging.

Resolved the Committee note the update.

HS9. Any Other Business

There were no other matters of business

The meeting started at 3.05pm and finished at 3.35pm.