

Draft Minutes of the Joint Safety Committee Meeting held on Wednesday 19th March 2008 at the Council Offices, Monkton Park, Chippenham

Councillors Present: D.B. Allen and I.J. Henderson

Officers Present: S. Drewett (Environmental Health Technician), E. Orchard (Head of Human Resources) and H. Powell (Policy & Democratic Services Assistant)

Staff: P. Taylor (Unison)

HS23. Election of Chairman

Resolved that Councillor D. Allen be elected as Chairman.

Councillor D.B. Allen in the Chair.

HS24. Apologies

Apologies for absence were received from Councillor J. Hartless, S. Bowcock (Operations Coordinator), N. Daniels (Building Control Manager) and M. Doran (Environmental Health Manager).

HS25. Minutes

Consideration was given to the Minutes of the meeting of the Joint Safety Committee held on 28th November 2007.

Resolved that the Minutes of the meeting of the Joint Safety Committee held on 28th November 2007 be approved and signed as a correct record subject to the following amendment:

Minute No HS21 i) – Replace the words ‘Human Resources’, with ‘Environmental Health’.

HS26. Chairman’s Announcements

There were no Chairman’s announcements.

HS27. Declarations of Interest

No declarations of interest were made.



HS28. 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 December 2007, and other health and safety matters.

The following issues were discussed:

- Accident levels for the year 2007 have shown a reduction of 41% compared to the same period in 2006;
- NWDC's accident statistics compare very favourably with many other Districts; and
- The first few months of 2008 (not covered by the report) have shown a rise in accidents. This suggests that some refreshing of safety training may be of benefit.

Resolved that the Committee note the report.

HS29. Delivery Vehicle Parking at Monkton Park

Consideration was given to Report No. 7 presenting a Risk Assessment carried out by Graham Jones on the arrangements currently in place for delivery vehicles visiting Monkton Park.

The following issues were discussed:

- This issue must be looked at from a 'cost vs. benefit' perspective;
- The statistics of 0 injuries and 1 collision in the last five years suggest that making expensive design changes is not justified; and
- Measures such as installing railings would be further complicated by WCC's ownership of the pathway, and NWDC's ownership of the car park.

Resolved that:

- (1) The number of incidents are very low over the period we have occupied the Monkton Park Offices and considering the amount of traffic movements over that period the number of incidents are considered an acceptable risk; and
- 2) No physical work is carried out, but that all staff are reminded that near misses and one accident have occurred and to be wary of reversing vehicles when entering or leaving the car park. S. Drewett to submit this reminder to 'Corporate News' for staff, and to 'Council View' for Members.

HS30. Traffic Issues – Vehicle Place and Monkton Hill

Consideration was given to Report No. 8 updating the Committee with regards to the traffic and road safety concerns on Vehicle Place and Monkton Hill.

The following issues were discussed:

- Traffic flow through Vehicle Place and Monkton Hill has increased due to substantial new housing developments along Station Road;
- If the route is to be made 'one-way' it should allow traffic up-hill, not down;
- Basic safety measures such as 'Give Way' or 'Two-way Traffic' signs have still not been installed;
- The division between road and walkway should be more clearly indicated, though ultimately a kerb is required;
- NWDC is ultimately without a say on the issue, but both officers and Members will continue to make all possible representations to WCC for immediate action; and
- Members appreciate and commend officers' continued efforts on this issue.

Resolved that Members note the contents and action taken by M. Doran (Environmental Health Manager) and that Mr Doran be asked to attend and invite Wiltshire County Council Officers to attend the next Personnel, Licensing & Administration Committee meeting to discuss the issue.

HS31. Any Other Business

It was reported that Mr P. Sheffield (Jarvis), who was unable to attend the meeting, had now received on-site training from the suppliers of Monkton Park's temperature control software (BMS). This allows him to monitor the system, modify settings and perform basic trouble shooting. Any issues over and above this will still require a trained engineer to be called out.

The Committee discussed plans to install a security booth in Monkton Park reception for the purpose of cash transactions.

The following issues were discussed:

- After considering the idea, the Heads of Finance & Resources, Customers Relations and other relevant parties felt that installing a security booth would detrimentally affect the look and feel of reception. It was also thought inappropriate to make such a major alteration when the future role of Monkton Park is uncertain.
- The alternative now being considered is to make reception cashless. Customers used to making Council Tax payments in cash are already able to do so at the Post Office. It is important, however, to increase customer awareness of how and where such payments can be made;

- The insurance company has warned that NWDC will be without insurance at the end of the year if the situation remains as it is;
- Reception staff have indicated that they are unhappy with the current arrangement, and assurances have been given that their views will be represented in future discussions; and
- The Head of Finance & Resources is currently preparing a report on how the cashless scheme could be implemented and managed.

Resolved that E. Orchard brings this issue before the Corporate Management Board tomorrow (20.03.08) and provides officers of this Committee with the Board's predicted timeframe.

The meeting started at 3.00pm and finished at 3.45pm.