

Draft Minutes of the Joint Safety Committee Meeting held on Wednesday 5th November 2008 at the Council Offices, Monkton Park, Chippenham

Councillors Present: D.B. Allen, J.M. Hartless and I.J. Henderson

Officers Present: M. Doran (Environmental Health Manager), C.Symes (Policy & Democratic Services Assistant) and C. Togher (Human Resources Advisor)

HS10. Election of Chairman

Resolved that Councillor D.B. Allen be elected as Chairman.

Councillor Allen in the Chair.

HS11. Apologies

Apologies for absence were received from S. Drewett (Environmental Health Technician), S. Bowcock (Operations Co-ordinator) and Unison Members.

HS12. Minutes

Consideration was given to the Minutes of the meeting of the Joint Safety Committee held on 4th June 2008.

Resolved that the Minutes of the meeting of the Joint Safety Committee held on 4th June 2008 be approved and signed as a correct record.

HS13. Chairman's Announcements

There were no Chairman's announcements.

HS14. Declarations of Interest

No declarations of interest were made.

HS15. Analysis of Accident Statistics and Related Matters

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

The following issues were discussed:

Accident statistics were improved on previous years especially in Parsonage Way and after the introduction of Wheelie Bins;

In the case of the accident involving a child at a playground in Calne, this was resolved and the problem with the gate was fixed. However it is the subject of a claim against the Council;

A Parking Attendant was threatened and unfortunately the local police were unable to take further action in regards to the incident. They have assured the Council that they will investigate incidents reported to them by parking staff and the Committee suggested that the local Inspector be contacted and reminded of the assurances given;

Managers at the depot had been reminded of their responsibilities to report any accidents and in a timely fashion. This would be followed up by M.Doran as being responsible for Corporate Health and Safety; and

The Committee noted that in relevant terms the number of incidents was low.

Resolved that

1. The Committee note and accept the report; and
2. To request the Environmental Health Manager on behalf of the Committee, to write to Police Inspector Chippenham Division Wiltshire Constabulary about the lack of support investigating an incident of abuse and threat of violence to a Council Parking Attendant

HS16. Update on the Depot

This item was withdrawn from the Agenda as there was no officer available to provide the update.

HS17. Any Other Business

Councillor Allen gave an update from the Personnel, Licensing and Admin meeting regarding Vehicle Place and informed the Committee that an Officer from Wiltshire County Council attended the meeting and advised members that a give way sign would be erected as soon as possible. To this date no sign has been erected and M. Doran will chase Wiltshire County Council; and

The Committee requested that an update on the introduction of a cash-less office be given at the next meeting by S. McGregor.

Parking Services Vans issues – M. Doran informed the Committee that there had been a suggestion that Parking Service vehicles be parked in the far end of the staff car park due to Health and Safety risk of these vehicles reversing out of the parking spaces. In

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terms of the risk it was deemed to be too low to enforce this and as the vehicles had suffered vandalism in the past they needed to be parked near to the CCTV coverage. Parking services have been asked to try and minimise disruption to other car park users and they would park where best suitable.

Resolved to request the Environmental Health Manager on behalf of the Committee, to write to Wiltshire County Council about traffic management issues on Vehicle Place/ Monkton Hill Chippenham and the lack of action regarding signage.

The meeting started at 3.00pm and finished at 3.20pm.