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4 October 2013

EMPLOYMENT LIAISON COMMITTEE

Monday 14 October 2013

10am

Council House (Next to the Civic Centre), Plymouth

Members:

Assistant Director for Human Resources and Organisational Development, Chair.

Mr R Beal, Vice Chair.

Councillors Mrs Beer, Haydon, Mrs Nicholson, Peter Smith and Wright.

Members are invited to attend the above meeting to consider the items of business overleaf.

Tracey Lee
Chief Executive

EMPLOYMENT LIAISON COMMITTEE

AGENDA

PART I – PUBLIC MEETING

1. APOLOGIES

To receive apologies for non-attendance submitted by committee members.

2. DECLARATIONS OF INTEREST

Councillors will be asked to make any declarations of interest in respect of items on the agenda.

3. CHAIR'S URGENT BUSINESS

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

4. EMPLOYMENT LIAISON COMMITTEE'S TERMS OF REFERENCE (Pages 1 - 6)

The committee will be asked to consider the amendments to its terms of reference.

5. CUSTOMER ALERTS AND POTENTIAL VIOLENT PERSONS (PVP) UPDATE (Pages 7 - 14)

The committee will receive a report on customer alerts and a potential violent persons (PVP) update.

6. EXEMPT BUSINESS

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the press and public from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 4 of Part I of schedule 12A of the Act, as amended by the Freedom of Information Act 2000.

7. PART II (PRIVATE MEETING)

AGENDA

MEMBERS OF THE PUBLIC TO NOTE

that under the law, the committee is entitled to consider certain items of business in private. Members of the public will be asked to leave the meeting when such items are discussed.

8. MINUTES (E4) (Pages 15 - 20)

To confirm the minutes of the meeting held on 8 July 2013.

9. ACTIONS ARISING FROM THE PREVIOUS COMMITTEE MEETING (E4)

The committee will monitor progress on previous decisions.

10. HEALTH, SAFETY AND WELLBEING REPORT (E4) (Pages 21 - 28)

The committee will receive a report on health, safety and wellbeing.

11. EMPLOYER'S LIABILITY CLAIMS REPORT (E4) (Pages 29 - 36)

The committee will receive a report on the employer's liability claims.

12. SENIOR MANAGEMENT RESTRUCTURE (E4) (Pages 37 - 46)

The committee will receive a report on the Senior Management restructure.

13. TRANSFORMATION UPDATE (E4) (Pages 47 - 50)

The committee will receive a transformation update.

14. POLICY, NEGOTIATIONS AND LEGISLATIVE UPDATE (E4) (Pages 51 - 56)

The committee will receive an update on legal, policy and negotiations.

15. MINUTES OF DEPARTMENTAL DIRECTORATE JOINT CONSULTATIVE COMMITTEES (E4) (Pages 57 - 66)

The committee will receive the minutes of the departmental directorate Joint Consultative Committees.

- | | |
|----------------------------|-------------------|
| (a) Directorate for People | 23 September 2013 |
| (b) Directorate for Place | 9 September 2013 |
| (c) Corporate Centre | 20 September 2013 |

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PLYMOUTH CITY COUNCIL

Subject: Employment Liaison Committee Terms of Reference
Committee: Employment Liaison Committee
Date: 14 October 2013
Cabinet Member: Councillor Peter Smith
CMT Member: Mark Grimley, Assistant Director for HR and Organisational Development
Author: Alison Mills, Head of HR (Corporate Function)
Contact: Tel: 01752 398111
 Email: Alison.mills@plymouth.gov.uk
Ref:
Key Decision: No
Part: I

Purpose of the report:

To update the Employment Liaison Committee Terms of Reference

The Brilliant Co-operative Council Corporate Plan 2013/14 – 2015/17:

Supports the cooperative values of the Council.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land**

None.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management:**Equality and Diversity:****Recommendations and Reasons for recommended action:**

To agree the amendments to the Employment Liaison Committee Terms of Reference.

Alternative options considered and rejected:

N/A

Published work/information:**Background papers:****Sign off:**

Fin		Leg	DS	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member											
Have you consulted the Cabinet Member(s) named on the report? Yes											

EMPLOYMENT LIAISON COMMITTEE TERMS OF REFERENCE

TITLE

The Employment Liaison Committee incorporates the former Corporate Joint Consultative Committee and the Health, Safety and Welfare Committee (as formed under the Safety Representatives and Safety Committees Regulations 1977).

TERMS OF REFERENCE

(a) OBJECTIVES/SCOPE

1. To act as a liaison body for two-way communication, information and consultation to take place between the Council and employees, with the aim of maintaining an efficient and effective service through harmonious employee relations.
2. To promote the co-operation between management and employees in the development and implementation of measures to ensure the health, safety and wellbeing at work of employees and others who may be affected by the Council's work activities.
3. To consider performance statistics/trends, in order to make recommendations for corrective action and proactive interventions to continuously improve the employment, health, safety and wellbeing performance of the Council.
4. To be presented with policies, guidance and standards proposed by the employer. This includes drawing attention to the need to establish them for a particular work activity and/or consideration of any major implications arising out of or in connection with new or revised health and safety or employment legislation that will affect the Council.
5. To consider employment, health, safety and wellbeing matters in the organisation or structure of the council, including those related to terms and conditions, which have not been resolved at directorate Joint Consultative Committees (JCCs), or at the monthly meeting of Lead Representatives, without conflict to the statutory duties of the Head of the Paid Service.
6. To consider safety audit and/or inspection reports provided by the employer, trade union health and safety representatives and inspectors of the Health and Safety Executive or other enforcing bodies.
7. To make recommendations to the Head of the Paid Service on employment matters escalated to the Employment Liaison Committee.
8. To make recommendations to the Executive on matters delegated to them in relation to Policy.
9. To receive verbal notification at committee or be notified in writing, of intended/current negotiations and then receive signed collective agreements for noting, after conclusion of negotiations.
10. To instigate the failure to agree mechanism.

(b) CONSTITUTION

1. The Committee shall be composed of representatives of recognised Staff Side Unions and the Council. Council representatives will be nominated at the Annual Meeting of the Council. The Trade Union representatives will be selected by the Trade Union side of the Employment Liaison Committee (ELC). All members of the committee must have a named substitute for the municipal year.
2. The Committee will be composed of five elected Members of the Council, and one lead representative from each of the recognised trade unions listed at paragraph 3. Regional Officers of each union will receive a courtesy invitation to the meeting and can participate in the meeting.
3. The Trade Unions' side will be represented by:-
 - GMB
 - UNISON
 - UNITE
 - Association of Teachers and Lecturers (ATL)
 - Association of Educational Psychologists (AEP)
 - Association of School and College Leaders (ASCL)
 - National Association of Headteachers (NAHT)
 - National Union of Schoolmasters Unions and Women Teachers (NASUWT)
 - National Union of Teachers (NUT)
 - VOICE
4. Each side shall appoint its own secretary. From the employer's side the Secretary will be provided by Democratic Support who will convene meetings, provide agendas and minutes.
5. The Committee will be chaired by the Cabinet Member with responsibility for staffing on behalf of the employer or another Elected Member. The staff side secretary will be nominated by staff side.
6. The Committee shall be empowered, at the request of either side, to invite additional persons with specialist knowledge to advise the committee.
7. The Directors (or their representatives) should be permanent members of the committee.
8. The Head of Health Safety & Wellbeing and Head of Capital and Assets shall be permanent advisors to the Committee. The Head of Corporate Risk & Insurance shall advise the committee at least every 6 months.

(c) MEETINGS

1. Meetings will be held quarterly.
2. The Chair may convene special meetings as and when necessary, and in accordance with the committee procedures.

(d) PROCEDURES

1. Agenda

- a) Agenda items will be submitted to the Council Side Secretary (Democratic Support) at least ten clear working days in advance of the meeting, other than in the case of urgent business, and circulated electronically in accordance with the Constitution.
- b) No business other than that appearing on the Agenda may be considered unless the Chair agrees it as urgent business prior to its introduction.
- c) Minutes of each of the Directorate JCCs will be a standing item on the Agenda, for noting.
- d) Matters escalated from Directorate JCCs, will be considered at a monthly meeting of Lead Representatives, and only submitted to the Employment Liaison Meeting, if still unresolved.
- e) Disputes - should a matter remain unresolved, the Chair shall establish a proportional subgroup composed of relevant officers and lead representatives to examine the matter and recommend methods of resolution to the next meeting.
- f) Where Members of the Committee fail to agree this shall be recorded in the minutes.
- g) Matters arising from health and safety audits and inspections, from employer, employee and external agencies, will be a standing agenda item
- h) To receive reports, at least every six months, relating to employer's risk and liability.

2. Quorum

The minimum attendance will be:

- three elected Members including at least one Member from the largest political group on the council.
- three lead trade union representatives
- the Chair or representative
- each Director or their representative

3. Pre-Meetings

Facilities time shall be provided for a 30 minute pre-meeting for staff side representatives prior to meetings of the Employment Liaison Committee, unless a longer pre-meeting is agreed with the Chair in advance.

4. Minutes

The Council Side Secretary (Democratic Support) shall prepare, and issue to each member one electronic copy of the minutes of Committee proceedings not later than ten working days after the meeting.

5. Constraint

The Committee will not have the power to make recommendations at variance with either National or Regional Assembly agreements.

6. Representatives and Secretaries Appointments

- a) Representatives must be employees of the Council/Schools with membership of trade unions recognised for provincial and national negotiations and shall be lead representatives for those unions.
- b) Representatives shall be appointed for a municipal year, and may be subsequently re-appointed.
- c) If for any reason a vacancy occurs, a successor should be appointed.

7. General

- a) The staff representatives attending Committee should be paid in line with the Trade Union facility agreement.

(C) DIRECTORATE JOINT CONSULTATIVE COMMITTEES (JCCs)

- a) Directorate JCCs will reflect the senior management structure of the council. Under the current structure, directorate JCCs will be:-

Place JCC
Corporate Services JCC
People JCC

Directorate JCCs will be chaired by the relevant Director.

- b) Sub groups will also be set up for particular staff groups, as necessary and chaired by the relevant Assistant Director. A sub group will be in place for Environmental Services.

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PLYMOUTH CITY COUNCIL

Subject: Customer Alerts and PVP Update
Committee: Employment Liaison Committee
Date: 14 October 2013
Cabinet Member: Councillor Peter Smith
CMT Member: Mark Grimley, Assistant Director for HR and Organisational Development
Author: Emma Rose, Head of Health, Safety and Wellbeing
Contact details: Tel: 01752 312571
Email: emma.rose@plymouth.gov.uk

Ref:

Key Decision: No

Part: I

Purpose of the report:

To update the Employment Liaison Committee on the development of the corporate system for managing customer alerts, including potentially violent persons (PVP). This update is given via a presentation, the slides of which are included in the body of this report.

The Brilliant Co-operative Council Corporate Plan 2013/14 -2016/17:

The Health, Safety and Wellbeing team supports our employees to be safe, fit, healthy and productive and as such, contributes to the delivery of all of the Council's values. The PVP project promotes the safety of our employees, so has particular impact on the 'Caring Plymouth' objective.

**Implications for Medium Term Financial Plan and Resource Implications:
Including finance, human, IT and land:**

None identified.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety and Risk Management:

None identified.

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? Yes/No

Recommendations and Reasons for recommended action:

This report is for information only.

Alternative options considered and rejected:

None.

Published work / information:

None.

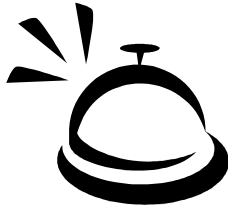
Background papers:

Title	Part I	Part II	Exemption Paragraph Number							
			1	2	3	4	5	6	7	

Sign off:

Fin		Leg		Mon Off		HR		Assets		IT		Strat Proc	
Originating SMT Member:													
Has the Cabinet Member(s) agreed the content of the report? Yes / No													

CUSTOMER ALERTS



Health, Safety and Wellbeing

BRIEFING



- Update on corporate system
- Introduction to the use of customer alerts
- Develop understanding of the principles and practice of managing a Potentially Violent Person Alert System
- Raise and search for Customer Alerts.

CUSTOMER ALERTS

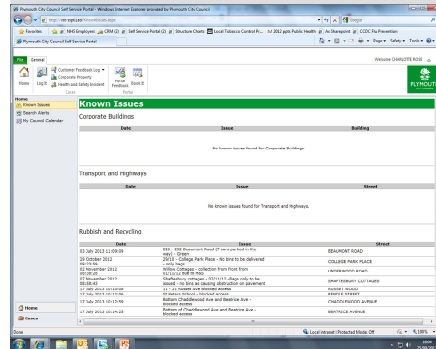


- Customer Alert Types
- Managers raise and manage Customer Alerts other than PVP Alerts directly using the self-service portal

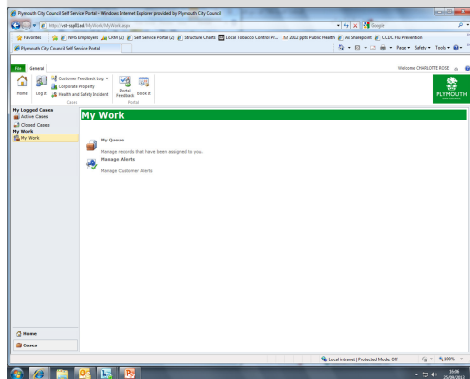
[Plymouth City Council Self Service Portal](#)

- PVP Alert types are raised differently.

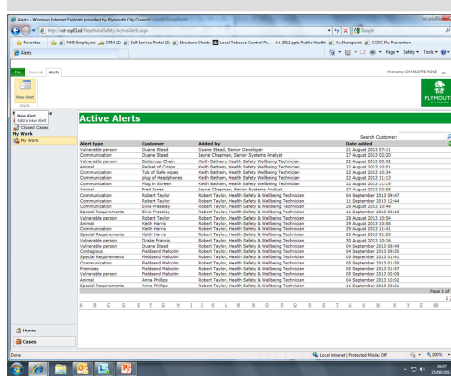
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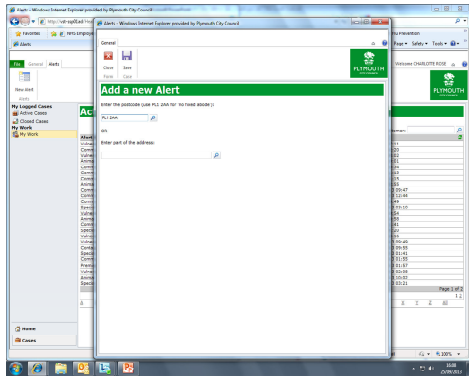
MANAGE ALERTS



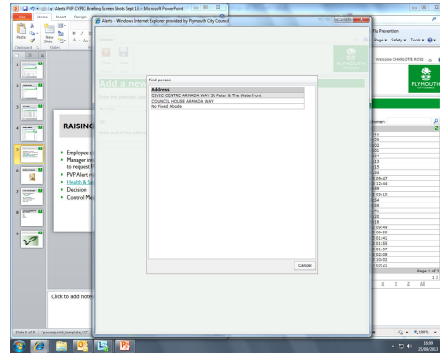
NEW ALERT



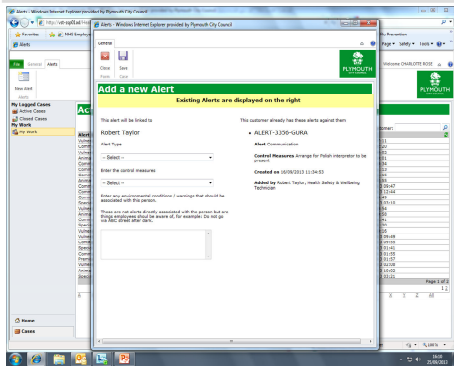
SEARCH ADDRESS



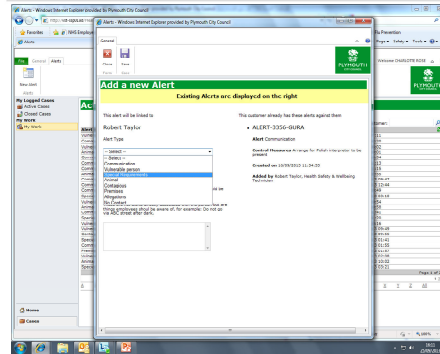
ADD NEW ALERT



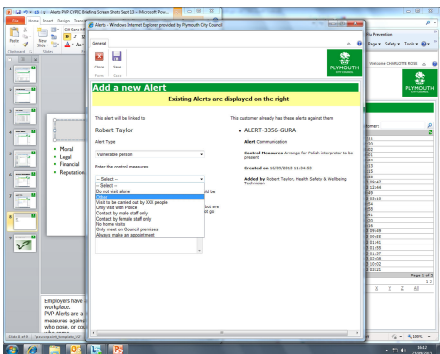
CHOOSE PERSON/ADDRESS



ALERT TYPE



CONTROL



WHAT IS A POTENTIALLY VIOLENT PERSON?



PVP?



- Each situation considered individually
- Grey areas
- Consider:
 - nature of the threat;
 - degree of violence used or threatened;
 - whether or not the incident indicates a credible risk of violence to staff.

PVP ALERT DECISION TABLE



Potentially Violent Person?	
Potentially	Probably Not
Actual Assault	One off incident with no further implied threat
Attempted Assault	Pinching/grabbing of staff by clients in care settings
Object thrown at employee	Member of public accidentally drops object which injures employee
Person lashes out at employee but does not connect	Violence between members of the public
Employee threatened by a weapon	Threats made by clients in care settings
Credible threats against Staff	Threats made in the heat of the moment
Staff prevented from leaving a property	Staff accidentally locked into property

RAISING A PVP ALERT



- Employee completes Incident Form
- Manager investigates incident and decides whether to request PVP Alert
- PVP Alert requested using Incident Report Form.
- [Health & Safety Incident Report Form](#)
- Decision
- Control Measures added to customer address.....

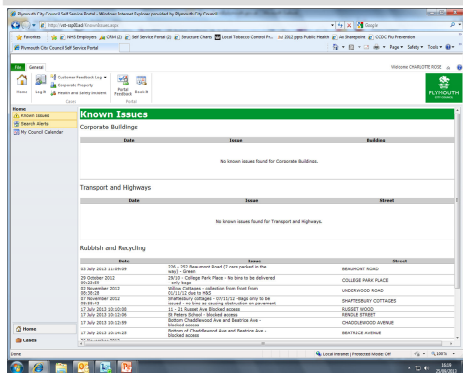
CHECKING FOR ALERTS



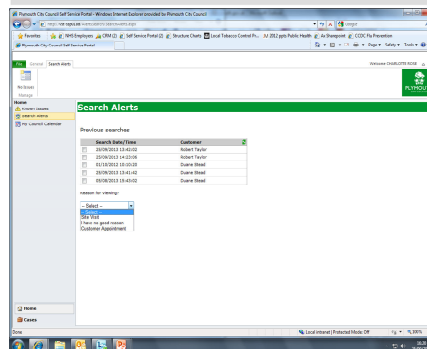
Always Check First!



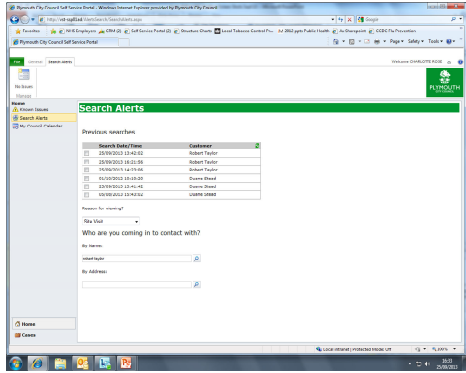
CHECKING ALERTS



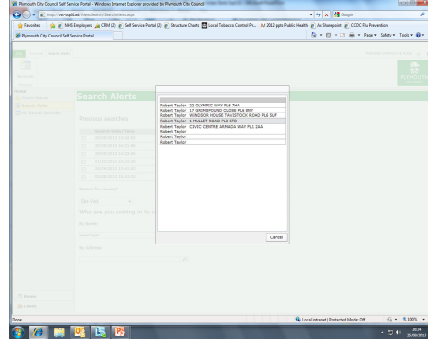
SEARCH ALERTS



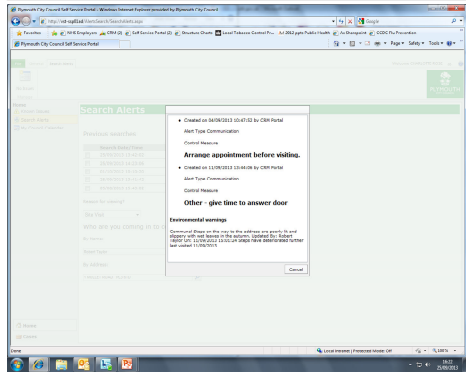
SEARCH ALERTS 2



CHOOSE RECORD



ALERT RESULTS

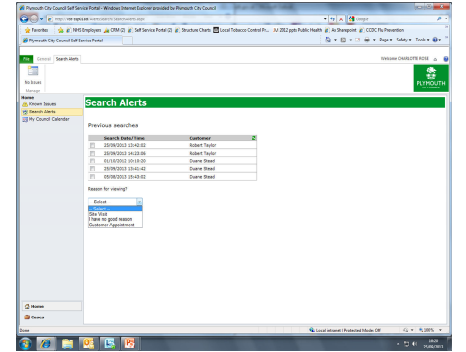


WHAT HAPPENS NEXT?

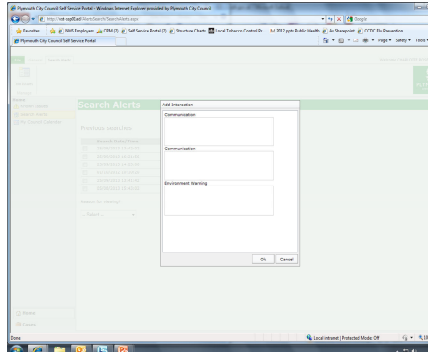


- Update record with outcome of visit
 - What is an interaction?
 - Why do we need to add one?
 - [Demonstration](#)
- Alerts Panel review PVP Alert
- Decision made to retain/remove/revise
- Reason for decision recorded
- Subject informed.

SEARCH HISTORY



INTERACTIONS



WHY IS IT IMPORTANT TO GET IT RIGHT?



- Moral
- Legal
- Financial
- Reputation.

ANY QUESTIONS



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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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