



Democratic Support

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EMPLOYMENT LIAISON COMMITTEE

Monday 20 October 2014
10.00 am
Council House (Next to the Civic Centre), Plymouth

Members:

Councillor Peter Smith, Chair.
Councillors Mrs Beer, Hendy, Sam Leaves and Sparling.
Staffside Representatives.

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. TRADE UNION ENGAGEMENT PLAN (TO FOLLOW)

The committee will receive the Trade Union engagement plan.

5. 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.

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.

6. MINUTES (E4)

(Pages 1 - 6)

To confirm the minutes of the meeting held on 21 July 2014.

7. ACTIONS ARISING FROM THE PREVIOUS MINUTES (E4)

The committee will monitor progress on previous decisions.

8. TRADE UNION ISSUES: FAILURE TO AGREE - (Pages 7 - 12)
CUSTOMER SERVICES TRANSFORMATION (E4)

The committee will consider the Failure to Agree – Customer Services Transformation.

9. POLICY, NEGOTIATIONS AND LEGISLATIVE UPDATE (Pages 13 - 14)
(E4)

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

10. EMPLOYERS' LIABILITY CLAIMS (TO FOLLOW)

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

11. HEALTH, SAFETY AND WELLBEING REPORT: APRIL - (Pages 15 - 24)
SEPTEMBER 2014 (E4)

The committee will receive a report on health, safety and wellbeing (April – September 2014).

12. MINUTES OF DEPARTMENTAL DIRECTORATE JOINT (Pages 25 - 38)
CONSULTATIVE COMMITTEES (E4)

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

- | | |
|-------------------------------|-------------------|
| (a) Directorate for People | 29 September 2014 |
| (b) Directorate for Place | 8 September 2014 |
| (c) Transformation and Change | 3 September 2014 |

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Subject: Policy, Negotiations and Legislative Update
Committee: Employment Liaison Committee
Date: 20 October 2014
Cabinet Member: Councillor Peter Smith
CMT Member: David Trussler, Interim Strategic Director for Transformation and Change
Author: Jane Stephenson, Senior HR Adviser
Contact details: Tel: 01752 307832
 Email: jane.stephenson@plymouth.gov.uk
Key Decision: No
Part: 2

Purpose of the report:

Members of Employment Liaison Committee to note forward plan for policy and procedure changes as a result of changes in legislation, terms and conditions or business transformation.

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

Medium term operational focus to transform our working practices to further improve productivity and service delivery.

**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 and Risk Management: None

Equality and Diversity:

Has an Equality Impact Assessment been undertaken? Yes where appropriate

Recommendations and Reasons for recommended action:

Members of Employment Liaison Committee to note and/or comment on forward plan for policy and procedure changes.

Alternative options considered and rejected:

N/A

Published work / information:

None

Background papers:

N/A

Sign off:

Fin		Leg		Mon Off		HR		Assets		IT		Strat Proc	
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Originating SMT Member

Has the Cabinet Member(s) agreed the content of the report? Yes / No

CORPORATE POLICIES AND PROCEDURES			
No	Title	Description	Date
01	Shared Parental Leave	Employees may be entitled to Shared Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP) if: <ul style="list-style-type: none"> • their baby is due on or after 5 April 2015 • they adopt a child on or after 5 April 2015 	October 2014
02	Manual Handling	Health and Safety Performance Standard (HSPS) 06	Dec 2014
03	First Aid	Health and Safety Performance Standard (HSPS) 08	Dec 2014
04	Display Screen Equipment	Health and Safety Performance Standard (HSPS) 07	Dec 2014
05	Control of Substance Hazardous to Health (COSHH)	Health and Safety Performance Standard (HSPS) 04	Dec 2014
06	Lone Working	Health and Safety Performance Standard (HSPS) 11	Dec 2014
07	Legionella	Health and Safety Performance Standard (HSPS) 17	Dec 2014
NEGOTIATIONS			
No	Title	Description	Date
01	Plymouth Book Terms and Conditions Negotiations	On-going	2014
02	Registration Service	Negotiations complete: Approval process ongoing	2014
03	Craft Terms and Conditions (Red book)	Negotiations complete: Approval process ongoing	2014
LEGISLATIVE CHANGES			
No	Description		Date
01	National Minimum wage rises to £6.50 (age 21 and over), £5.13 (age 18 to 20)		October 2014

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