

Present:	Scott Walker (<i>in the Chair</i>)
Councillors:	Geoff Ellis, Gary Hewson, Edmund Strengiel, Hilton Spratt, Pat Vaughan and Fay Smith
Trade Union Side:	David Burton, Dawn Bushell, Kevin Clarke and Jamie Sheridan
Apologies for Absence:	Councillor Ric Metcalfe, Councillor Gill Clayton-Hewson, Councillor Rosanne Kirk, Councillor Jackie Kirk, Councillor Chris Burke, Andrew Johnston, Steve Syson, Daniel Taylor, Colin Todd, Angela Andrews, Wheeler and Hewson

6. Exclusion of Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of the following item(s) of business because it is likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

7. Confirmation of Minutes - 5 June 2018

RESOLVED that the minutes of the meeting held on 5 June 2018 be confirmed.

8. Declarations of Interest

No declarations of interest were received.

9. Food, Health and Safety Team Leader - Management of Change

Simon Colburn, Assistant Director for Health and Environmental Services:

- a) Presented his report for a minor management of change in the Food, Health & Safety Team Leader for consideration and comments.
- b) Explained that the scope of the change was to create a post of a Food, Health and Safety Team Leader and delete an existing Environmental Health Officer post to accommodate the team leader post.
- c) Highlighted that a Food, Health and Safety Team Leader post had been trialled within the team for over a year and had demonstrated that the introduction of a Team Leader into the structure had redirected the line management and operational issues away from the Environmental Health and Corporate Safety Manager.
- d) Stated that the temporary Team Leader had introduced regular one to ones with all team members that directly reported to the role and had been acting

as the specialist advisor and mentor to the food team members to help them learn and develop new skills and be more effective and competent in their role.

- e) Referred to the implementation plan as outlined in paragraph 4.3 of the report
- f) Advised that in order to accommodate the proposed Food, Health and Safety Team Leader post graded at P01C the difference between the proposed deletion of an EHO (Environmental Health Officer) post graded at P01B would be funded within existing establishment budgets.
- g) Invited members questions and comments.

Unions expressed concerns that there would an expectation for 2 officers to carry out equivalent work of 3 officers and asked whether there was evidence to show signs of strain within the team.

The Assistant Director for Health and Environmental Services advised that there were 1000 food premises in the city with between 6 and 700 premises inspected a year. At the start of the year the inspections were allocated on a risk basis to the Environmental Health Officer and Food Health and Safety Officers and the Team Leader would be allocated the higher risk inspections. At the moment there were no concerns of excessive workload and staff were happy with the arrangements now that the long term sickness issue had been resolved.

Members queried whether the member of staff that was acting up as Food, Health & Safety Team Leader was likely to be recruited to the role full time.

The Assistant Director for Health and Environmental Services explained that the post would be advertised to all staff to ensure that there was a fair recruitment process.

RESOLVED that the report be noted and forwarded to Executive for approval.

10. Corporate Health and Safety Compliance Officer (Housing)

Simon Colburn, Assistant Director for Health and Environmental Services:

- a) Presented a report for an 18 month review of a Health and Safety Compliance Officer (Housing).
- b) Explained that the current post holder had been employed on a fixed term contract for 3 years at the end of March 2019.
- c) Stated that any extension of the post holder's contract after March 2019 would under employment rights be made permanent.
- d) Advised that the current post holder commenced employment in April 2016 working 28 hours per week and the remaining 9 hours were covered by the Health and Safety Compliance Officer (Corporate & Enforcement) with a Health and Safety consultant employed 1 day a week to backfill the cover.

- e) Referred to the reactive and programmed work demands as outlined in paragraph 5.1 of the report.
- f) Invited members questions and comments.

The report was considered in further detail.

RESOLVED that the report be approved.

11. Introduction of a Telematics System

Matt Hillman, Maintenance Manager:

- a) Presented a report to introduce a telematics system to all the Council's fleet and all sub-contractors using telemetric.
- b) Informed that telematics was the technology of sending, receiving and storing information related to remote objects such as vehicles via telecommunication devices.
- c) Explained that telematics was broken down into two elements, the hardware and the software. The hardware was the actual tracking system within the vehicle and the software was the application that the data was sent to.
- d) Highlighted that the City of Lincoln Council were considering the introduction of a telematics system throughout its new fleet as part of its process of modernising its operations.
- e) Stated that the telematics system had been discussed for a number of years prior to implementation.
- f) Advised that the telematics hardware came preinstalled in most of the vehicles and the Council were now leasing their 78 vehicle fleet at no extra cost. The main cost for the Council in introducing telematics would be the back office software
- g) Invited members questions and comments.

Unions showed concerns around the telematics system being used for disciplinary reasons. It was highlighted that the old system stated that it wasn't going to be used for that purpose.

Officers advised that there would be a process prior to a disciplinary and that they didn't want it to be used solely for that purpose. It would be used to train and educate staff in the first instance. A disciplinary but that would be a last resort.

Members queried how complaints were logged and asked what method of correspondence would be defined as 'in writing'?

Officers advised that they didn't accept anonymous complaints which had previously been agreed by officers and unions. A complaint that had been made online, by email or in writing would be accepted however it would initially be signposted and the individual would be advised to go through the formal complaints procedure.

Unions showed concerns about the current complaints process and explained that there would be an equality issue e.g. if somebody had a disability and was unable to read or write. Following that, it was suggested that in future, the official complaints procedure should be adhered to at all times. If separate procedures were put in place it could set a precedent for other areas.

In conclusion, Members requested that the telematics system should be referred to JCC (Health and Safety) every 6 months' for review and feedback following the end of a fleet period. It was agreed that all Union representatives would also be informed.

RESOLVED that:

- 1) the report be approved and referred to Executive for further consideration.
- 2) The telematics system be referred to JCC (Health and Safety) every 6 months' for review and feedback.

12. Management of Change within the PPASB Team

Francesca Bell, Public Protection, ASB and Licensing Service Manager:

- a) Presented a report to seek a view on the proposed structure change within the PPASB (Public Protection and Anti-Social Behaviour) Team.
- b) Explained that it had been identified that following the ASB and Licensing Service Manager taking over the management of the Licensing service, the provision of management overseeing the day to day running of the service had been impacted.
- c) Informed the Committee that the proposal was to delete a Technical Officer post and introduce a Team Leader post in its place.
- d) Advised that the maximum additional cost to the establishment of this change would be £11,370 in year 5 of the MTFS, however the entire cost would be funded from budgets held within the service as outlined in 6.1 of the report.
- e) Referred to the previous, current and proposed structure charts as outlined in Appendix A, B and C of the report.
- f) Invited members questions and comments.

RESOLVED that the report be agreed and referred to Executive for approval.