

**Minutes of a Meeting of the Joint Staff Committee of
Adur District and Worthing Borough Councils**

QEII Room, Shoreham Centre, Shoreham-by-Sea

Monday 18 March 2019

Councillor Brian Boggis (Chairman)

Adur District Council:

*Councillor Brian Coomber
Councillor Lavinia O'Connor

Worthing Borough Council:

**Councillor Noel Atkins
Councillor Antony Baker
Councillor Keith Bickers

*Absent

JStC/008/18-19 Substitute Members

There were no substitute Members.

JStC/009/18-19 Minutes

Resolved that the minutes of the Joint Staff Committee meeting held on the 24 July 2018, be approved as an accurate record and signed by the Chairman.

JStC/010/18-19 Declarations of Interest

There were no declarations of interest by those present.

JStC/011/18-19 Public Question Time

There were no questions from the public present at the meeting and no questions had been submitted in advance.

JStC/012/18-19 Items Raised Under Urgency Provisions

There were no items raised under urgency provisions.

JStC/013/18-19 Leave Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 6.

The report sought approval of the Adur & Worthing Councils Leave Policy.

The Head of Human Resources explained that the new Policy would replace the current Leave Policy within the Worklife Balance Policy. Members were advised that previously the Policy had included the buying and selling of annual leave however, the buying element would now be incorporated into the new Policy, and the selling element removed.

It was felt that the Councils had a duty of care to their employees and that all staff should be encouraged to take their full entitlement of annual leave each year. The compassionate leave section had now been incorporated within the special paid leave section, which would include emergency time off for dependents, and the option of time-off for interviews and study leave had been removed. The Officer also advised Members that Maternity and Paternity Leave would become a separate Policy.

The Head of Human Resources explained that Unison had been consulted on the new Policy however, since that time further legal advice had been received which mainly clarified existing law. The Officer advised Members of the relevant sections within the Policy and advised that should the new Policy be approved the recommendation would need to be amended to state that the implementation of the Leave Policy would be subject to further consultation with Unison.

The Head of Human Resources responded to Members questions on the operation of the Policy which included a query regarding the definition of 'family member' with regard to special paid leave.

Members agreed that minor and non-consequential amendments could be exercised under delegated powers.

Decision,

The Joint Staff Committee,

1. **approved** the Leave Policy with an implementation date of 1 April 2019, subject to further consultation with Unison; and
2. **agreed** to give delegated authority to the Director for Digital & Resources in order to make minor and non-consequential amendments to the Policy.

JStC/015/18-19 Managing Stress Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 7.

The report sought approval of the Adur & Worthing Councils Managing Stress Policy.

The Head of Human Resources briefly outlined the new Policy for Members which had been simplified; provided a toolkit for practical help; and put a greater emphasis on preventative measures.

The Officer advised the recommendation should be amended to state that approval of the new Policy would be subject to further consultation with Unison and that delegated authority be given to the Director for Digital & Resources in order to make minor and non-consequential amendments to the Policy.

The Head of Human Resources responded to a query raised by a Member in relation to the preventative measures in place for potential stress caused by inadequate staffing levels. The Officer agreed it was difficult to identify the type of stress being experienced by staff however, there were management tools in place and the Policy emphasised the need for Managers to have regular 1:1s with their staff.

Decision,

The Joint Staff Committee,

1. **approved** the Managing Stress Policy with an implementation date of 1 April 2019, subject to further consultation with Unison; and
2. **agreed** to give delegated authority to the Director for Digital & Resources in order to make minor and non-consequential amendments to the Policy.

JStC/016/18-19 Ways of Working Policy

Before the Committee was a report by the Director for Digital & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 8.

The report sought approval of the Adur & Worthing Councils Ways of Working Policy.

The Head of Human Resources briefly outlined the new Policy for Members which had been simplified; was an amalgamation of two policies, and excluded the hours of work and sickness which were included within other policies.

There were no queries raised by Members on this Policy.

The Officer advised the recommendation should be amended to state that approval of the new Policy would be subject to further consultation with Unison and that delegated authority be given to the Director for Digital & Resources in order to make minor and non-consequential amendments to the Policy.

Decision,

The Joint Staff Committee,

1. **approved** the Ways of Working Policy with an implementation date of 1 April 2019, subject to further consultation with Unison; and
2. **agreed** to give delegated authority to the Director for Digital & Resources in order to make minor and non-consequential amendments to the Policy.

The meeting was declared closed by the Chairman at 6:52pm, having commenced at 6.30pm.

Chairman