

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

Remote Meeting via Zoom

4 February 2021

Councillor Brian Boggis (Chairman)

Adur District Council:

Councillor Kevin Boram
Councillor Lavinia O'Connor

Worthing Borough Council:

Councillor Karen Harman
Councillor Paul Baker
Councillor Carl Walker

JStC/9/20-21 Substitute Members

There were no substitute Members.

JStC/10/20-21 Minutes

Resolved that the minutes of the Joint Staff Committee meeting held on the 17 November 2020, be approved as an accurate record and signed by the Chairman.

JStC/11/20-21 Declarations of Interest

There were no declarations of interest by those present.

JStC/12/20-21 Public Question Time

No questions had been submitted in advance.

JStC/13/20-21 Items Raised under Urgency Provisions

There were no items raised under urgency provisions.

JStC/14/20-21 HR Policies - Out of Hours Standby and Call Out Policy and Procedures Policy

Before the Committee was a report by the Director for Digital Sustainability & 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 revised Out of Hours - Standby and Call Out Policy with an implementation date of 4 February 2021.

The Officer advised the Committee that the Out of Hours Policy had originally been agreed by UNISON on 7 November 2019 and by the Joint Staff Committee on 25 November 2019.

When the implementation of the policy commenced and staff affected by the policy were consulted, a number of queries were raised. The Officer advised following that consultation the policy had been reviewed and a number of amendments made and those changes were summarised in appendix 3.

The Officer referred Members to the new policy document and ran through the more significant amendments that mainly related to remuneration.

The Officer concluded her presentation by advising UNISON had agreed the revised policy, having been involved with the staff consultation, and it was formally signed off by UNISON on 3 February 2021.

Some Members raised queries and comments with the Officer which were answered in turn.

One Member referred to pages 8 and 9 of the new policy, 8.2 and 9. He spoke firstly in relation to the fourth bullet point under 8.2 where it stated - *Risk assessments for the duties are up-to-date*. He felt it should include that it was the manager's responsibility to ensure the safety of the staff member. Also, under 9, *Employee Responsibilities*, he felt it was the employee's responsibility to work safely in accordance with the relevant policies and practices and keep others safe, including members of the public.

Another Member requested clarification regarding the out-of-hours rota. The Officer responded by advising the week of an out-of-hours rota would be Monday - Sunday, as most covered evenings and weekends. The Member also referred to risk assessments and questioned whether it needed updating to manage the risk of an emergency e.g. a pandemic. The Officer clarified it was an out of hours provision rather than an emergency provision.

Another Member referred to the Equality Impact Assessment and requested clarification, particularly in relation to child caring responsibilities, that the policy would not have an adverse impact. The Officer responded by advising that some were dealt with on a case by case basis and some staff, it had been agreed, would not be included on the rota, not just based on child care but other situations.

Following debate, the Committee Members voted unanimously to accept the Officer's recommendation, on the proviso the Officer agreed additional wording regarding risk assessments i.e. that it was the manager's responsibility to ensure the safety of the staff member, to include the safety of members of the public where relevant.

Decision

The Joint Staff Committee **APPROVED** the revised Out of Hours - Standby and Call Out Policy, with an implementation date of 4th February 2021, to include an agreed amendment that it was the manager's responsibility to ensure the safety of the staff members and extra wording, composed by Head of Human Resources, to state it was the employee's responsibility to work safely and to keep others in the vicinity safe.

The meeting was declared closed by the Chairman at 6.50 pm, it having commenced at 6.35 pm

Chairman