

## DERBY HOMES - JOINT CONSULTATIVE COMMITTEE

### MINUTES OF MEETING HELD ON 10 April 2003

<b>PRESENT:</b>	Dennis Rees	Chair of Derby Homes Board (DR)
	Phil Davies	Director, Derby Homes (PD)
	Shaun Bennett	Assistant Director (SB)
	Stuart Hufton	Health & Safety Advisor (SH)
	Dave Parnham	Corporate (DP)
	Lynne Hall	Staff Development Officer (LH)
	Simon Evan	Unison (SE)
	Ellen Broughton	TGWU (EB)
	Moz Greenshields	Unison MG)
	Jackie Woodruffe	Staffing Administration Assistant
<b>APOLOGIES:</b>	Lorraine Watson	Finance Manager (LW)
	Christine Briddon	Personnel Manager (CB)
	Chris Robinson	Housing Manager (Tenancy Services) (CR)
	Maria Murphy	Housing Manager (Local Services) (MM)
	Phil Rees	Unison (PR)
	Michael Bayley	Unison (MB)
	Steve Astle	Unison (SA)
	David Reed	Unison (DR)
	Kath Hill	TGWU (KH)

#### 1. MINUTES OF THE PREVIOUS MEETING – 16.01.03

#### ACTION

The previous minutes were recorded as a true record.

#### Matters Arising

#### 39/02 Car Parking

Housing Visitors had been identified as staff who operated in the City centre. The car park behind Boden House was also being used by a group of staff. Neil Palfreyman, Traffic Management, Development and Cultural Services confirmed that Derby Homes car park badge would be honoured in all designated Council car parks. Additional badges have been issued to Housing Visitors. Local Housing offices have now been issued with two floater badges. MG gave thanks for actions taken.

#### 32/02 Corporate Joint Committee Minutes – 05.09.02 Part-time Employees (Prevention of Less Favourable Treatment Regulations 2000)

Trade Unions asked for this item to be carried over to the next Agenda.

#### **41/02 Quarterly Accidents Statistics**

PD reported that he had produced an article in e-rumours.

The Unions thanked PD for his personal involvement in Violence and Aggression.

#### **43/03 Identification/Security Cards**

Different options/equipment are being investigated. The issue will hopefully be sorted out by the end of the month. We are looking into a card that can be used as a swipe/photo identity card.

#### **46/03 Investors in People**

Neil Potentier, Training Co-ordinator is working on a detailed proposal for training. Different levels of training will be available to all staff. Discussions will take place with the Trade Unions.

#### **48/03 Cardinal Square**

Work is still being done to remedy the problem with temperatures. Meetings are being held with the landlord.

### **EMPLOYER'S SIDE ITEMS – HEALTH AND SAFETY**

#### **55/03 Quarterly - Accident Statistics**

The paper was distributed and discussed.

#### **56/03 Quarterly - Violence and Aggression**

The paper was distributed and discussed.

### **EMPLOYER'S SIDE ITEMS – OTHER**

#### **57/03 Corporate Safety Committee Minutes – 06.03.03**

European Health and Safety Week – Trade Unions have started discussions and Derby Homes will be included.

#### **58/03 Confidential Reporting Code**

Derby Homes is adopting this policy. PD gave an update of the report.

Monitoring Officer role is the responsibility of the Company Secretary. MG said problem with 7.1 'How to raise a concern'.

Trade Union said they would take the report away and carry out a consultation.

**59/03 Work Life Balance**

LH gave an update on work being done. She reported to the meeting that project groups had been set up to test new ways of working. The teams are as follows: Planned Maintenance, Bingham Street Local Housing office and Personnel and Staffing Section. The project will run up to six months and be monitored for its effectiveness.

**60/03 Long Term Sickness Statistics**

The paper was distributed and discussed.

**61/03 Permanent Staff on Temporary Contracts**

The paper was discussed.

**62/03 Temporary Staff on Temporary Contracts**

The paper was discussed.

**EMPLOYEE'S SIDE ITEMS**

**63/03 Job Evaluation**

PD proposed to take a detailed report to Derby Homes Board for them to agree the process.

**PD**

**64/03 Hot Desking**

Stockbrook Street Local office was involved in hot desking. SB is setting up a working group. PD requested assurances from the Union that every member of staff did not need access to a desk. Discussion took place over the possibility of shared work areas and somewhere to keep personal belongings. Trade Unions said a risk assessment was necessary on workstations.

**SB**

**ANY OTHER BUSINESS**

**65/03** A training session was held on Robbery and Awareness for Cashiers. Representatives from Derbyshire Building Society and Derbyshire Police attended to discuss best practices. The course was well attended and there was good feedback.

**66/03 Employee Survey**

A good response was reported for Derby Homes. Consultation will take place with Derby Homes staff to develop action plans.

MM will prepare a presentation for the next meeting.

**MM**

**67/03    Date of Next Meeting**

Thursday, 10 July 2003.