

**SHREWSBURY TOWN COUNCIL
JOINT CONSULTATIVE COMMITTEE
MEETING HELD AT DARWIN CENTRE MANAGEMENT SUITE & VIA MICROSOFT TEAMS
ON 12 JANUARY 2022**

PRESENT

Councillors Dean, Mrs Moseley, Mosley (Chairman) & Wagner
Staff M Harris, R Jones, M Preece & M Pugh

IN ATTENDANCE

Helen Ball (Town Clerk), Gary Farmer (Head of Operations), Amanda Spencer (Deputy Town Clerk), Andy Watkin (Responsible Financial Officer); Ash Silverstone (Unison Representative)

APOLOGIES

Sam Warburton (GMB Representative), Mike Cox & Adam Purnell

11/21 DECLARATION OF INTEREST

All twin-hatted members declared a personal interest in Shropshire Council should any matters relating to the Town Council's relationship with Shropshire Council arise.

12/21 MINUTES OF THE LAST MEETING

The minutes of the Joint Consultative Committee meeting held on 6th October 2021 were submitted as circulated and read.

It was AGREED that:

The Minutes of the Joint Consultative Committee meeting held on 6th October 2021 be signed as a true and accurate record

13/21 MATTERS ARISING

13/01 Re 04/21 – Terms of Reference – The Town Clerk reported that Terms of Reference had been amended to reflect the discussion at the previous meeting. These would require ratification by Full Council. IT would now be a matter for the Employee Representatives to determine which 3 shall sit for a year's term and which 3 shall sit for a 2-year term. Elected members would still be appointed on an annual basis at Annual Council.

13/02 Re 09/21 – Social Media Guidance – The Town Clerk had prepared some guidance alongside other Town Clerks in the County who had raised similar issues. This was a guidance designed to help both elected members and staff as they use social media in a more personal capacity to avoid and perception of representing the Town Council officially. All found this useful. The Deputy Town Clerk would append this to the Social Media Policy when it next comes up for review.

14/21 ITEMS RAISED BY COUNCIL

14.01 Council Visioning Exercise – It was reported that Councillors will look to developing a Council Vision in the spring and as part of that it was intended to seek the views of staff. The Town Clerk & Deputy Town Clerk were reviewing how this might happen but envisaged it would be a collection of individual staff surveys and face-to-face engagement. Dates to undertake this work are being looked at.

14.02 Review of staff mileage including allowances and provision of pool cars – The Deputy Town Clerk reported on the need to review staff mileage and allowances as well as a broader debate on the use of travel for staff per say. She was looking to present a paper to the next meeting of the JCC outlining the process. This shall be circulated to the unions ahead of the meeting.

14.03 Policies – The Deputy Town Clerk presented a report into the review of Policies of the Council. There were about 60 in total with the majority being HR related policies. The Deputy Town Clerk would circulated to whole list and arrange for paper copies to be available in all depots for staff to comment on. Unions would be involved at an early stage in the development of any changes but also ahead of any formal ratification. The Deputy Town Clerk also agreed to develop an area on SharePoint where Unions will have access to all policies.

14.04 Health & Safety Audit – The Town Clerk reported on recent site visits by the Council’s external Health & Safety Adviser; he had prepared and circulated his findings. The Committee reviewed the findings an allocated tasks to various officers.

Need to develop a Stress Policy & Stress Risk Assessment with associated Action Plans & Training Programmes	Develop in conjunction with JCC Staff Reps and Mark Harris in his role as H&S Officer	HB/AS/MH
Need to develop a Violence at Work Policy & Risk Assessment	Develop in conjunction with JCC Staff Reps Develop as part of a consolidated Public Sector Worker Risk Assessment, an action from the Homelessness Task Forces	HB/GF/MH
Quarry Issues: <ul style="list-style-type: none"> • CCTV Blackspots • Operational Issues resulting from dilapidated greenhouse 	Consideration by the Quarry Working Group as waiting for the development of the pool facility is too lengthy	HB/GF/MH

<ul style="list-style-type: none"> • Location of Rest Room Facilities 		
Dog Control Orders & Enforcement	Discussions required with SC to understand status of existing orders	HB/MC
Noise within the Splashpark Plant Room	Undertake a Noise Survey	GF/MH
Weeping Cross Issues: <ul style="list-style-type: none"> • Use of Rest Room as an office • Speed Signs 	Architects appointed to review reconfiguration of office space Speed signs to be ordered	GF/MH
Portable Appliance Issues: <ul style="list-style-type: none"> • PAT Testing dates • Portable Appliance Inventory 	PAT Testing scheduled for the Spring Portable Appliance Inventory already in existence	GF/MH

15/21 ITEMS RAISED BY STAFF REPRESENTATIVES

15/01 Council Rewards Scheme – Staff enquired whether the Town Council might operate a similar Council Rewards Scheme to Shropshire Council. It was understood that the scheme was operated by Viv-Up. The Deputy Town Clerk would investigate the Shropshire Council Scheme to determine whether there might be any possibility of piggy backing on such a scheme and also whether there were other alternatives

16/21 MEETING DATES

6th April 2022