

MINUTES OF A MEETING OF THE
LOCAL JOINT PANEL HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 16 MARCH
2016, AT 2.30 PM

PRESENT: **Employer's Side**

Councillors E Buckmaster, L Haysey and
G McAndrew

Staff Side (UNISON)

Andy Stevenson (Chairman), Ms F Brown

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Emma Freeman	- Head of Human Resources and Organisational Development
Claire Kirby	- Human Resources Officer

19 **ALCOHOL DRUG AND SUBSTANCE MISUSE POLICY**

The Secretary to the Employer's Side submitted a report inviting Members to approve the revised policy and to make a recommendation to Human Resources Committee, as appropriate. The Human Resources Officer summarised the background behind the proposed changes.

Councillor E Buckmaster referred to paragraph 3.2 of the report as detailed and was pleased to see that the report acknowledged that different symptoms might manifest themselves to be wholly unconnected with substance

misuse. He asked that the report provide further clarification on this, especially for example, that it might be as a result of a mental health issue. This was supported.

In response to a query from Councillor G McAndrew in relation to communicating changes to staff and the process for reporting suspected employees, the Secretary to the Employer's Side clarified the process and explained the role of Occupational Health (OH). She stated that OH would only be called in if needed.

In response to a query from Councillor L Haysey, the Secretary to the Employer's Side explained that legal "highs" would be treated in the same way as alcohol, drug or substance misuse.

The Panel recommended to Human Resources Committee, approval of the report, as amended and as now detailed.

RECOMMENDED – that the revised Alcohol, Drug and Substance Misuse Policy, as now amended, be approved.

20

SECONDMENT POLICY

The Secretary to the Employer's Side submitted a report inviting Members to approve the revised policy and to make a recommendation to Human Resources Committee, as appropriate. The Human Resources Officer summarised the background behind the proposed changes.

The Panel Chairman welcomed updates to the Secondment Policy stating that it was a useful way of gaining experience in different organisations and referred to his past positive experience of a secondment, including its usefulness in terms of the transfer of learning and information. The Secretary to the Employer's Side explained how the process was

advertised, adding that she was keen to promote this arrangement in working with the Council’s partners.

In response to a query by Councillor E Buckmaster, the Secretary to the Employer’s Side explained how the process worked within the shared services arrangement.

The Panel recommended to Human Resources Committee, approval of the report, as now detailed.

RECOMMENDED – that the revised Secondment Policy, as now submitted, be approved.

21 MINUTES

RESOLVED – that the Minutes of the meeting held on 24 February 2016 be confirmed as a correct record and signed by the Chairman.

22 CHAIRMAN'S ANNOUNCEMENTS

The Panel Chairman stated that there were no reports from the Staff Side.

The meeting closed at 2.45 pm

Chairman
Date