

## Minute of Meeting Joint Consultative Board (Non-Teaching)

| Date                       | Time  | Venue                                                                                               |
|----------------------------|-------|-----------------------------------------------------------------------------------------------------|
| Wednesday, 25 October 2017 | 15:00 | Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

### Present

Representing Renfrewshire Council Management - Councillors T Begg, J McNaughtan, J Paterson and A Steel.

Representing Trade Unions – M Ferguson S Hicks and K Kernachan (UNISON); and R Stewart and A Gibson (UNITE) and J McMenemy (GMB).

### In Attendance

G McKinlay, Head of Schools (Children Services); A Bennett, Housing Services Manager (Development & Housing Services); K Anderson, Amenity Services Manager (Environment & Communities); T Olowe, Interim Head of HR, OD & Workforce Planning; R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and R Devine, Senior Committee Services Officer (all Finance & Resources); and I Beattie, Head of Health & Social Work Services (Paisley) Renfrewshire Health and Social Care Partnership.

### Apologies

Apologies for absence from the meeting were submitted on behalf of Councillor J Harte, S McAllister (Manual Worker Trade Union Spokesperson) and J Boylan (UNISON).

### Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

## **1 Appointment of Chairperson**

It was proposed and agreed that Councillor Steel chair the meeting.

**DECIDED:** That Councillor Steel chair the meeting.

## **2 Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 13 September, 2017.

**DECIDED:** That the Minute be noted, subject to it being amended to record that members of the GMB trade union had been represented at the meeting by J McMenemy.

## **3 Developments in Health and Safety**

There was submitted a report by the Director of Finance & Resources relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised, as undernoted

Guidance on Statutory Inspections and Maintenance – issued.

The following policies and guidance were being revised: -

- Control of Legionella Bacteria in Hot and Cold Water Systems;
- The selection and control of contractors
- Alcohol and substance misuse
- Control of smoking at work

The report also advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that the next audit was scheduled to be undertaken during March 2018.

It was noted that the Healthy Working Lives Gold award programme was currently under review.

The report also indicated that the health and safety section was working with the risk and insurance section to identify accident causation type which could result in claims against the Council. This would lead to the development of further strategies which might reduce the impact of claims to the Council and raise health and safety awareness among employees. The section also continued to work with services to survey the fire arrangements within Renfrewshire House in line with the current refurbishment programme and with Development & Housing Services to review the fire safety arrangements at high rise flats and shared accommodation units. The Trades Union representatives highlighted the desirability of including the through-care service in the review of fire service arrangements. This was agreed.

It was highlighted that the section continued to support the Town Centres Team and other event organisers to ensure that safe, controlled and enjoyable events were delivered. Current activities related to the planning of the winter events programme were outlined.

**DECIDED:** That arrangements be made to include the through-care service in the

review of fire safety arrangements and that otherwise the report be noted.

#### **4 Absence Statistics**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 April to 30 June, 2017. The report provided information in relation to sickness absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity levels by service and costs of sick pay and the overall number of days lost for Quarter 1, ending 30 June 2017 and for the equivalent quarters in previous years.

The Trade Union representatives highlighted the need to exercise caution when considering the levels of psychological (non-work related) absence as the existing recording process did not enable updates to be made to the nature of the psychological absence following the initial diagnosis. It was agreed that consideration be given to amending this process. Furthermore it was agreed to provide members of the JCB Non-Teaching with statistical data relative to psychological (work-related) absences to facilitate analysis of trends, etc.

#### **DECIDED:**

- (a) That consideration be given to amending the process for recording the levels of work and non-work related psychological absences to enable updates to be made to the nature of the psychological absence when such information became available;
- (b) That statistical data relative to psychological (work-related) absences be provided to members of the JCB Non-Teaching to facilitate analysis of trends, etc; and
- (c ) That otherwise the report be noted.

#### **5 Agency Workers**

There was submitted a report by the Interim Head of HR, OD and Workforce Planning relative to the number of agency staff employed within the Council as at September 2017, and detailing the capacity and service in which they were engaged.

I Beattie, Head of Health & Social Work Services (Paisley) Renfrewshire Health and Social Care Partnership. was heard further in connection with the reasons for the increase in agency workers within Renfrewshire Health and Social Care Partnership and it was agreed that details of the reasons for the increased use of agency workers within Environment & Communities be circulated to members of the JCB Non-Teaching prior to the next meeting.

The Trades Union representatives raised concerns that contrary to the decision recorded at Item 5 of the Minute of the previous meeting, no meeting had been convened between the Trades Union representatives and management in connection with the review of Catering Services to discuss possible action to alleviate the situation and stem the number of resignations received. The Convener intimated that he would ensure appropriate action was taken to address the situation.

**DECIDED:**

(a) That details of the reasons for the increased use of agency workers within Environment & Communities be circulated to members of the JCB Non-Teaching prior to the next meeting;

(b) That it be noted that appropriate action would be taken in respect of implementation of the decision, taken at the previous meeting, regarding convening a meeting between the Trade Union representatives and management in connection with the review of the Catering Services; and

(c ) That the report be otherwise noted.

## **6 Details of Grievances**

There was submitted a report by the Interim Head of HR, OD and Workforce Planning relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there were a total of seven grievances as at October 2017, which was no variance from the previous report.

**DECIDED:** That the report be noted.

## **7 Date of Next Meeting**

**DECIDED:** It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday, 13 December, 2017.