

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 10 February 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Representing Renfrewshire Council Management - Councillors Glen, Harte and Noon
 Representing Trade Unions - J Boylan, M Ferguson and S Hicks (UNISON); S McAllister, (UNITE); and C McLeod and J McMenemy, (GMB).

IN ATTENDANCE

G McKinlay, Head of Schools (Children's Services); F Carlin, Head of Planning & Development (Development & Housing Services); K Anderson, Amenity Services Manager - Waste (Community Resources); and S Fanning, Senior Health & Safety Officer; R Laouadi, Human Resources Manager, R Cree, Principal HR Advisor, M Armstrong, Senior Human Resource Advisor and P Shiach, Committee Services Officer (all Finance & Resources).

APPOINTMENT OF CHAIRPERSON FOR THE MEETING

It was proposed and agreed that J Boylan chair the meeting.

DECIDED: That J Boylan chair the meeting.

APOLOGIES

Councillors Audrey Doig and Williams.

1 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 10 December 2015.

DECIDED: That that Minute be noted.

2 **MATTERS ARISING**

(i) Protective Clothing

The Amenity Services Manager – Waste referred to item 5 of the previous meeting and indicated that all refuse collection operatives had been issued with proper footwear and clothing. She further advised that all members of staff with one exception had been contacted with regard to the proposed changes in terms of the civic amenity sites.

DECIDED: That the information be noted.

(ii) Agency Workers

Councillor Harte sought clarification with regard to the status of agency workers. The Human Resources Manager indicated that all agency workers were employed through an agreed framework, and that in terms of manual and craft workers these were mainly recruited in a manner similar to an internal agency.

DECIDED: That the information be noted.

3 **DEVELOPMENTS IN HEALTH AND SAFETY**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken since the last meeting of the Board. In particular, it was noted that policies and guidance in relation to control of contractors; risk assessments; statutory inspections; manual handling operations; and the tobacco/smoke free policy were being revised.

The report further indicated that in terms of CMD 2015, the final draft was ready for issue for consultation across the appropriate Services and Trades Unions; meetings were underway with Community Resources and Property Services in relation to Control of Legionella Bacteria in Hot and Cold Water Systems; and the revised Risk Assessment Guidance had been agreed and would be issued imminently.

The report provided updates on training courses attended; the Healthy Working Lives Gold award; the development with the occupational health contractor of the electronic referral process; and support for external partners.

DECIDED: That the report be noted.

4 **AGENCY WORKERS**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at December 2015, and detailing the capacity and Service in which they were engaged.

DECIDED: That the report be noted.

5 **ABSENCE MANAGEMENT STATISTICS**

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to the quarterly absence management statistics.

The report provided statistics on the number of employee days lost through absence by Department, and provided a comparison for the period from 23 June 2015 to 21 September 2015. Information was also detailed in relation to absence statistics by service and category of staff, together with comparisons on how services had performed against targets. An analysis of the reasons for absences during the period was also outlined in the report.

DECIDED: That the report be noted.

6 **DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR & Organisational Development relative to details of grievances received.

The report provided information on grievances at both the informal and formal stages and indicated that there were a total of seven grievances as at February 2016.

Concern was expressed with regard to grievances in the Community Health and Social Care Partnership, which appeared to have more grievances outstanding than other departments.

Concern was also expressed over complaints by Wardens with regard to performance indicators in terms of the number of parking tickets issued. The Amenity Services Manager – Waste undertook to bring these concerns to the attention of the Head of Public Protection. This was agreed.

DECIDED:

(a) That the Amenity Services Manager – Waste raise the concerns expressed with regard to complaints over the number of parking tickets issued in terms performance indicators with the Head of Public Protection; and

(b) That the information be otherwise noted.

ADDITIONAL ITEM

The Chair, being of the opinion that the following item was relevant and competent, agreed to its consideration at this time.

7 LOCAL GOVERNMENT GRANT SETTLEMENT

M Ferguson raised a number of issues in relation to the Local Government grant settlement. Councillor J Harte advised the Board that discussions were on-going with the Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy.

DECIDED: That the information be noted.

8 DATE OF NEXT MEETING

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday 27 April 2016.