

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

| Date                    | Time  | Venue   |
|-------------------------|-------|---|
| Wednesday, 14 June 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 and A Steel.

Representing Trade Unions – J Boylan, M Ferguson S Hicks, K Kernachan and M McIntyre (UNISON); M Gallagher and C McLeod, (GMB); and A Gibson, (UNITE).

### In Attendance

K Anderson, Amenity Services Manager and E Scott, Building Services Manager (both Community Resources); T Olowe, Interim Head of HR; R Cree, Principal HR Adviser, S Fanning, Principal OR and HD Adviser (Health and Safety), R Laouadi, Human Resources Manager and P Shiach, Committee Services Officer (all Finance & Resources); and M Ferguson, Head of Health & Social Care Services (West Renfrewshire).

### Apologies

Councillors J Harte and J Paterson, and S McAllister and J McMenemy (UNITE).

### Declarations of Interest

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

## **1 Appointment of Chairman**

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

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

## **Additional Item**

The Chair indicated that there were two additional items in relation to an update on group insurance cover and temporary workers and overtime which had not been included in the notice calling the meeting. The Chair, being of the opinion that the items, which were dealt with respectively at item 4 and 8 below were competent, authorised their consideration.

## **2 Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 26 April 2017.

**DECIDED:** That that Minute be noted.

## **3 Matters Arising**

### **(i) Care at Home Service**

Under reference to item 5 of the Minute of the meeting of the Board held on 26 April 2017 the Human Resource Manager referred to the concerns raised by the Trades Unions over the restructuring of the Care at Home Service and indicated that previously the Principal HR Adviser had intimated that he had been advised that the restructure had not been implemented at that time and had suggested that he would arrange a meeting with all parties to address the trades unions' concerns.

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

### **(ii) Refuse Collectors - Underwood Road**

Under reference to item 5 of the Minute of the meeting of the Board held on 26 April 2017 M Ferguson expressed concern that management had inferred that staff in relation to Underwood Road had been disruptive and that this was not a true reflection of the position as the issue had been in relation to welfare matters and that the management position had been unacceptable.

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

## **4 Update on Group Insurance Cover**

M Ferguson requested an update on the position in relation to the outstanding issue on Group cover which had been outstanding since 2010.

The Human Resources Manager intimated that she would raise the issue of the appropriate forum for discussion on this item with the Head of Corporate Governance.  
**DECIDED:** That the information be noted.

## **5 Developments in Health and Safety**

There was submitted a report by the Interim Head of HR 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 the following policies were being revised and an update of progress was provided as follows: -

Guidance on Statutory Inspections and Maintenance – issued.

The following policies and guidance were being revised: -

- CDM Guidance –ready for approval from the CMT;
- Control of Legionella Bacteria in Hot and Cold Water Systems;
- The selection and control of contractors

The report 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 for September 2017.

The report advised that as part of the Healthy Working Lives Gold award programme, the health and safety section and the Health & Social Care Partnership were working together to further develop shared events.

The report indicated that the health and safety section were working with the risk and accident section to identify accident causation type which could result in claims against the Council. This would lead to further strategies which may reduce the impact of claims to the Council and raise health and safety awareness among employees.

The report intimated that the health and safety section were working with services to survey the fire arrangements within Renfrewshire House in line with the current refurbishment programme.

The report advised that the health and safety service continued to work with the Town Centres Team and other event organisers and had been involved in the British Pipe Band Championships, Renfrew Gala Day, Barshaw Gala Day and Sma Shot Day.

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

## **6 Agency Workers**

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

**DECIDED:** That the report be noted

## **7 Annual Absence Report 2016/17**

There was submitted a report by the Interim Head of HR relative to annual absence statistics for the period 1 April 2016 to 31 March 2017. The report detailed absence statistics by service and by category of staff.

The report detailed absence statistics for the quarters ending 30 June 2016 to 31 March 2017; analysis and trends; overall days lost per FTE employee; days lost per FTE teacher; days lost per FTE Local Government Employee; absence trends and ranking information; reasons for absence annual overview; supporting attendance activity; costs of sick pay; and details of occupational sick pay and statutory sick pay costs per employee group and overall for 2014/15 to 2016/17.

M Ferguson indicated that concerns he had previously raised in relation to reports received from People Asset Management had not been addressed. The Principal OD and HR Adviser (Health & Safety) advised that he would arrange a meeting with all parties to address the trades unions' concerns.

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

## **8 Details of Grievances**

There was submitted a report by the Interim Head of HR 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 six grievances as at June 2017, a decrease of one since the last report.

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

## **9 Temporary Workers and Overtime Report**

M Ferguson advised that previously the Board had received reports on temporary workers and overtime, and requested that this practice be revived.

**DECIDED:** That the agenda for future meetings include reports detailing instances of the use of temporary workers and overtime.

## **10 Date of Next Meeting**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday 13 September 2017.