

**MINUTE OF MEETING OF THE JOINT CONSULTATIVE BOARD: NON-TEACHING
HELD ON 10th FEBRUARY, 2015**

PRESENT

Representing Renfrewshire Council Management - Councillors Williams, Glen, Audrey Doig, and Noon.

Representing Trade Unions – M Ferguson and S Hicks (both UNISON);

IN ATTENDANCE

K Anderson, Amenity Services Manager Waste & Transportation (Community Resources); E Scott, Building Services Manager Services (Development & Housing); D Marshall, Head of HR & Organisational Development; G Campbell, Senior Health & Safety Officer; M Armstrong, Senior HR Adviser, R Laouadi, Principal HR Adviser; C Donnelly, HR & Organisational Development Manager; and P Shiach, Committee Services Officer (all Finance & Resources).

ALSO IN ATTENDANCE

J Lynch, Regional Officer, UNISON.

1. APPOINTMENT OF CHAIRPERSON

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

2. APOLOGIES

Councillor Harte; J Boylan, (UNISON).

3. MINUTE

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 19th November, 2014.

DECIDED: That the Minute be noted.

4. DEVELOPMENTS IN HEALTH AND SAFETY

There was submitted a report by the Head of HR & Organisational Development 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 tiered Hand Arm Vibration Syndrome surveillance programme was completed across services and preparations had begun for the 2015 programme; that the main programme of audiometry continued across the respective services; that other activities being undertaken included the continuing work with IT to enhance and develop electronic applications; and assistance was provided to Services to retain accreditation to BS OHSAS 18001:2007. Information and participative campaigns continued to be delivered as part of the Healthy Working Lives Gold award programme. A forum for first aiders located in Renfrewshire House continued to develop to facilitate co-operation and communication. The health and safety section continued to work with services to survey the fire arrangements, which included the number of fire wardens at key locations

across the council estate. The health and safety section had worked with procurement to engage a new occupational health supplier, People Asset Management and the contract had commenced on 1st February, 2015.

In response to a question from Councillor Audrey Doig relating to training on defibrillators, the senior Health & Safety Officer indicated that, in line with current guidance, staff who had previously received training in first aid were being offered training on defibrillators in the first instance, and that training would be on-going. Councillor Doig indicated that a training room was available within the offices of Renfrewshire Leisure, if required.

M Ferguson referred to a number of staff health and safety surveys undertaken and raised concerns in relation to the availability of safety equipment and requested a meeting with the Head of HR & Organisational Development in this regard. This was agreed.

DECIDED:

- (i) That the Health and Safety Team meet with representatives from UNISON to discuss concerns raised in terms of the availability of safety equipment; and
- (ii) That the report be otherwise noted.

5. AGENCY WORKERS

There was submitted a report by the Head of HR & Organisational Development relative to the number of agency staff employed within the Council as at December, 2014, and detailing the capacity in which they were engaged. The report provided a breakdown by Service, and indicated that the number of agency workers in all services had not increased since the last meeting of this Board.

The Head of HR & Organisational Development Manager was then heard further in response to questions from Members of the Board on the report and, following a request from the Board, undertook to submit a report on temporary workers and overtime levels to a future meeting of the Board.

DECIDED:

- (i) That the Head of HR & Organisational Development Manager submit a report on temporary workers and overtime levels to a future meeting of the Board; and
- (ii) That the report be otherwise 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. The report indicated that there were a total of three grievances as at January, 2015.

DECIDED: That the information provided be noted.

7. ABSENCE MANAGEMENT STATISTICS

There was tabled a report by the Head of HR and Organisational Development 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 23rd June to 31st December, 2014.

The report provided information 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 detailed in the report.

M Ferguson referred to concerns in relation to “fit notes” and “phased returns to work” and it was agreed that further discussions between the unions and management be undertaken in this regard.

DECIDED: That the report be noted.

8. DATE OF NEXT MEETING

DECIDED: It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 19th March, 2015.