

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

| Date                       | Time  | Venue                                                                                               |
|----------------------------|-------|-----------------------------------------------------------------------------------------------------|
| Wednesday, 31 January 2018 | 15:00 | Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

### Present

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

Representing Trade Unions – J Boylan and S Hicks (UNISON); and A Gibson and S McAllister (UNITE).

### In Attendance

G McKinlay, Head of Schools (Children Services); K Anderson, Amenities Services Manager (Community Resources); M Armstrong, Principal HR and OD Adviser, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and P Shiach, Committee Services Officer (all Finance & Resources); and I Beattie, Renfrewshire Health and Social Care Services.

### Apologies

Councillor Paterson.

### 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 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 advised that the following policies and guidance were currently 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
- Violence and aggression
- Reporting of Incidents, Diseases and Dangerous Occurrences guidance.
- First Aid Guidance including the use of defibrillators

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 had been submitted to the Scottish Centre for Healthy Working Lives for assessment with early indications suggesting that the application had been successful.

The report also indicated that the health and safety section were 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 and managers. 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 flat and shared accommodation units. On-site fire warden training for care homes continued to be held.

It was highlighted that the section supported the Town Centres Team and other event organisers to ensure that safe, controlled and enjoyable events were delivered and was currently involved in the planning of the winter events programme. The section was currently working on the Monty Carlo Rally event to be held on 31 January 2018.

The report indicated that discussions had been entered into with the British Heart Foundation (BHF) regarding the provision of further free training in the use of CPR techniques and the review of first aid provision for Renfrewshire.

The report advised that discussions on developing training in dealing with aggressive or abusive phone calls with call centre staff had taken place and preparations were well advanced. Specific training on violence and aggression had been undertaken by the

Health and Safety team.

The Principal HR Adviser (Health Safety and Absence) was then heard in answer to questions from members on various aspects of the report.

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

### **3 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 December 2017, and detailing the capacity and service in which they were engaged.

The report showed an overall decrease of five agency workers across all services from the figure previously reported.

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

### **4 Details of Grievances**

There was submitted a report by the Interim Head of HR relative to the number 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 11 grievances as at January 2018, which indicated an increase of 3 from the previous report.

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

### **5 Date of Next Meeting**

**DECIDED:** It was noted that the next meeting of the JCB Non-Teaching was scheduled to be held at 3 pm on Wednesday, 28 March 2018.