

## Minute of Meeting

### Joint Consultative Board (Non Teaching)

Date	Time	Venue
Thursday, 21 May 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen, Noon and Williams. Representing Trade Unions - J Boylan, M Ferguson and S Hicks, (UNISON); S McAllister and R Stewart (Unite).

#### IN ATTENDANCE

D Marshall, Head of HR & Organisational Development; S Fanning, Senior Health & Safety Officer; M Armstrong Senior Human Resources Adviser; and P Shiach, Committee Services Officer (all Finance & Resources).

#### APPOINTMENT OF CHAIRPERSON

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

#### APOLOGY

Councillor Harte.

## 1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 19 March, 2015.

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

## 2 MATTERS ARISING

The Head of HR & Organisational Development referred to item 5 of the minute of the previous meeting in relation to temporary workers and submitted a report advising that the number of temporary workers within the remit of the board totalled 880 out of a workforce of approx 6500. This represented an increase of 120 since the previous meeting. He indicated that this figure included approximately 85 seasonal workers.

The Head of HR & Organisational Development was then heard in response to questions from members, and undertook to provide for a future meeting a report detailing a breakdown of the reasons for temporary contracts within the various services.

**DECIDED:** The Board agreed that the Head of HR & Organisational Development submit a report to a future meeting of the Board detailing the reasons for temporary contracts within the various services.

## 3 DEVELOPMENTS IN HEALTH & 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 policies and guidance in relation to control of contractors; manual handling operations; and tobacco policy were being revised. The health and safety section continued to work with IT, enhancing and developing electronic applications in line with service changes across the Council. Following the commencement of the new occupational health supplier, People Asset Management Limited on 1 February, 2015, 207 employees had attended appointments.

The report indicated that prostate cancer posters had been displayed within Renfrewshire House and at the main depots, and 15 staff members continued to participate in the quit and win smoking cessation campaign.

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

## 4 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 five grievances as at May, 2015.

**DECIDED:** That the information provided be 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 March, 2015, 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 reduced to 12.

The Head of HR & Organisational Development Manager was then heard further in response to questions from Members of the Board on the report.

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

## 6 ABSENCE MANAGEMENT STATISTICS

There was submitted 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 24 March, 2014 to 23 March, 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.

## ADDITIONAL ITEM

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

## DECLARATIONS OF INTEREST

Prior to consideration of the following item of business, Councillors Audrey Doig and Glen declared a non-pecuniary interest and left the meeting.

## 7 RENFREWSHIRE LEISURE LIMITED

M Ferguson raised a number of issues in relation to Renfrewshire Leisure Limited which were of concern to UNISON, and sought clarification thereon. The Head of HR & Organisational Development provided an initial response to the points raised but confirmed he would seek further clarification and a response would be provided to Unison.

**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 3 September, 2015.