

## Minute of Meeting

### Joint Consultative Board (Non Teaching)

Date	Time	Venue
Thursday, 29 October 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: Stephen Hicks and Thomas McCarthy (UNISON);and Stephen McAllister (UNITE).

#### IN ATTENDANCE

P McConnachie, Business Resources Manager (Community Resources); M Armstrong Senior Human Resources Adviser, R Cree, Principal Human Resources & Organisational Development Adviser, C Donnelly, Human Resources & Organisational Development Manager; S Fanning, Senior Health & Safety Officer; and R Devine, Senior Committee Services Officer (all Finance & Resources).

#### APPOINTMENT OF CHAIRPERSON

It was proposed and agreed that Stephen McAllister chair the meeting.

**DECIDED:** That Stephen McAllister chair the meeting.

#### APOLOGIES

J Boylan and M Ferguson (UNISON).

#### DECLARATIONS OF INTEREST

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

## **1 MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 3 September, 2015.

Concern was expressed that the report, referred to in Item 2 of the Minute, detailing the levels of overtime being worked by employees at the Community Resources Underwood Road depot was not available. In the absence from the meeting of an officer from the relevant Service capable of providing the information, concern was also expressed in respect of the lack of representation, by officials, of Council Services at meetings of the JCB Non Teaching. It was agreed that a communication be issued to all Directors demanding that all Council Services be represented by an appropriately senior officer at future meetings of the JCB Non Teaching.

### **DECIDED:**

(a) That the concern expressed in connection with the non-availability of the report referred to in item 2 of the Minute be noted

(b) That the concern expressed in respect of the lack of representation, by officials, of Council Services at meetings of the JCB Non Teaching be noted and that a communication be issued to all Directors demanding that all Council Services be represented by an appropriately senior officer at future meetings of the JCB Non Teaching; and

(c) That that otherwise the Minute be noted.

## **2 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 policies and guidance in relation to control of contractors; statutory inspections; CDM 2015; manual handling operations; and tobacco/smoke free were being revised. The health and safety section continued to assist Services to retain accreditation to BS OHSAS 18001;2007. Details of the next audit schedule were provided.

The report indicated that information and participative campaigns continued to be delivered across the Council as part of the Healthy Working Lives Gold award programme. The report also advised that the Council had received a silver RoSPA Occupational Health & Safety Award.

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

## **3 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 September, 2015, and detailing the capacity and Service in which they were engaged.

Clarification was sought in respect of the data provided within the report. Concern was expressed regarding the absence from the meeting of an officer, from the relevant Service, capable of providing the requested clarification.

**DECIDED:** That the concern expressed, regarding the absence from the meeting of an officer from the relevant Service, capable of providing clarification in respect of the data provided within the report be noted and that the content of the report be otherwise noted.

#### 4 **DETAILS OF GREVIANCES**

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 29 October, 2015.

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

#### 5 **SUPPORTING ATTENDANCE**

There was submitted a report by the Head of HR and Organisational Development relative to the quarterly absence management statistics for the period ending 22 June, 2015.

The report provided statistics on the number of employee days lost through absence by Service, and provided a comparison for the period ending 22 June 2014. Information was also provided 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 and trends during the period was also provided in the report, together with a summary of supporting attendance activity undertaken.

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

#### 6 **DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Thursday 10 December, 2015.