

## Minute of Meeting

### Joint Consultative Board (Non Teaching)

| Date                       | Time  | Venue                                                                            |
|----------------------------|-------|----------------------------------------------------------------------------------|
| Thursday, 10 December 2015 | 15:00 | CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

#### PRESENT

Representing Renfrewshire Council Management - Councillors Harte, Noon and Williams.  
Representing Trade Unions – S Hicks, J McGinlay and T McCarthy (UNISON); and G Hamilton (UNITE).

#### IN ATTENDANCE

J Trainer, Acting Head of Early Years and Inclusion (Childrens Services); F Carlin, Head of Planning & Development, K Anderson, Amenity Services Manager - Waste and K Carr, Site Services Manager (all Community Resources); C Donnelly, Head of HR, Organisational Development & Workplace Strategy; S Fanning, Senior Health & Safety Officer; R Laouadi, Principal Human Resources Adviser; and D Low, Senior Committee Services Officer (all Finance & Resources).

#### APPOINTMENT OF CHAIR

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

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

## **APOLOGIES**

Councillors Audrey Doig and Glen, J Boylan and M Ferguson (UNISON) and S McAllister (UNITE).

## **DECLARATIONS OF INTEREST**

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

## **ADDITIONAL ITEM**

The Convener intimated that there was an additional item of business in relation to the report of the Fatal Accident Inquiry into the Glasgow bin lorry crash, which had not been included in the notice calling the meeting. The Convener being of the opinion that the item, which was dealt with at item 9 of this Minute, was urgent, authorised its consideration.

### **1 MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 29 October, 2015.

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

### **2 DEVELOPMENTS IN HEALTH & SAFETY**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy 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; risk assessments; statutory inspections; CDM 2015; manual handling operations; and tobacco/smoke free were being revised.

The report stated that the Health & Safety section continued to support event organisers to ensure safe, controlled and enjoyable events were delivered locally and that a comprehensive events document, incorporating multi-agency input, had been developed. In addition, the Board was informed that the outcome of the employee wellbeing survey, referred to within the report, which had been undertaken as part of the Healthy Working Lives Gold award programme, would be submitted to a future meeting of the Board.

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

### **3 DETAILS OF GREVIENCES**

There was submitted a report by the Head of HR, Organisational Development &

Workplace Strategy 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 seven grievances as at 30 November, 2015.

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

#### 4 **AGENCY WORKERS**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at October 2015, and detailing the capacity and Service in which they were engaged.

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

#### 5 **WASTE SERVICES - UNDERWOOD ROAD, PAISLEY**

Concerns were expressed by the trade union representatives in respect of the level of overtime, shift imbalances and the lack of protective clothing for refuse collection employees based at Underwood Road, Paisley.

In response, the Amenity Services Manager – Waste provided information relative to the various reasons for overtime levels at the Underwood Road depot, confirmed that both refuse collection shifts should be equally staffed and advised that proper footwear and protective clothing had been ordered.

In response to a trade union request, it was noted that consultation would take place with the unions in relation to the closure of amenity sites.

**DECIDED:**

(a) That a report be submitted to the next meeting of the Joint Consultative Board: Non-Teaching detailing the areas where overtime had occurred:

(b) That confirmation be given at the next meeting that all refuse collection employees based at Underwood Road, Paisley had been provided with proper footwear and protective clothing; and

(c) That it be noted that consultation would take place with the unions in relation to the closure of amenity sites.

#### 6 **STAFF DEVELOPMENT**

The trade unions requested that the staff development programme agreed at the SMT and Leadership Board be rolled out in the first instance to home care staff. In response, the Head of HR, Organisational Development & Workplace Strategy confirmed that the trades unions would continue to be engaged with the staff development process and that it was the intention of the process that employees at all levels would be developed.

**DECIDED:** That once the detailed implementation plan had been developed and agreed,

an update report update would be submitted to a future meeting of the Board.

## **7 CITY OF CULTURE BID 2021**

The UNISON representatives intimated that UNISON had a wide range of experience relating to the competition process arising from the bid processes for Derry/Londonderry's UK City of Culture award and Liverpool's European City of Culture award. He suggested that, taking into account this experience, UNISON be involved in the decision making structure for the Paisley 2021 UK City of Culture bid.

**DECIDED:** That Unison's offer to be involved in the decision making structure for the Paisley 2021 UK City of Culture bid be investigated further.

## **8 TIMETABLE OF MEETINGS**

There was submitted a report by the Director of Finance & Resources relative to the proposed timetable of meetings of the Joint Consultative Board: Non-Teaching during 2016.

It was proposed that meetings of the Board be held at 3pm on 10 February, 27 April, 8 June, 15 September, 26 October and 8 December, 2016

**DECIDED:** That the timetable of meetings for 2016 of the Joint Consultative Board: Non-Teaching, detailed in the report, be approved.

## **9 FATAL ACCIDENT INQUIRY: GLASGOW BIN LORRY CRASH**

The Amenity Services Manager-Waste advised that Renfrewshire Council would be examining the report of the Fatal Accident Inquiry into the Glasgow bin lorry crash and, in particular, looking at the recommendations for Glasgow City Council and identifying the implications for Renfrewshire Council.

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