

Minute of Meeting

Joint Consultative Board (Non Teaching)

Date	Time	Venue
Thursday, 03 September 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen, Harte, Noon and Williams. Representing Trade Unions – J Lynch, J Boylan and S Hicks, (UNISON)

IN ATTENDANCE

K Anderson, Amenity Services Manager (Waste) (Community Resources); and D Marshall, Head of HR & Organisational Development; G Campbell Senior Health & Safety Officer; and R Devine, Senior Committee Services Officer (all Finance & Resources).

APOLOGIES

M Ferguson (UNISON)

1 APPOINTMENT OF CHAIRPERSON FOR THE MEETING

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

DECIDED: That Councillor Harte chair the meeting.

ORDER OF BUSINESS

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 8 - Overtime and Temporary Staff: Community Resources and item 9 - Overloaded Waste Vehicles: Health & Safety - of the agenda before item 2.

2 OVERTIME AND TEMPORARY STAFF - COMMUNITY RESOURCES

Concerns were expressed by the trade union representatives in respect of the levels of overtime being worked by employees at the Community Resources' Underwood Road depot.

The Amenity Services Manager (Waste) provided a summary of the operational issues which had resulted in the situation arising.

DECIDED: It was agreed that a report be submitted to the next meeting of the Board detailing the levels of overtime being worked by employees at the Community Resources' Underwood Road depot.

3 OVERLOADED WASTE VEHICLES - HEALTH & SAFETY

Concerns were expressed by the trade union representatives in respect of the regular overloading of waste vehicles.

Reference was made during discussion to employee responsibilities, toolbox training sessions undertaken, existing facilities for ensuring that vehicles were not overloaded and additional measures which were to be introduced to resolve the issue.

DECIDED: That the position be noted.

4 MINUTE

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 21 May, 2015, the terms of which had been noted at the meeting of the Finance & Resources Policy Board held on 26th August, 2015.

DECIDED: That the Minute be noted.

MATTERS ARISING

There was submitted a report by the Head of HR & Organisational Development providing an update in terms of the number of temporary employees working within the Council as at 2 September, 2015.

The report provided details of temporary employees who had subsequently been offered permanent contracts, together with the current number of temporary employees, broken down by Service. Reference was also made to the numbers of employees on fixed term and seasonal contracts. Full details of the number of hours involved and the grades of employees would be provided to the trade unions to facilitate further discussion.

DECIDED: That the information provided be noted.

5 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 first aid arrangements; control of contractors; manual handling operations; and tobacco policy 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 visit 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.

Following discussion in connection with the work undertaken within the Council to promote a zero tolerance culture in respect of violent incidents at work it was agreed that arrangements be made to raise awareness of the various initiatives utilised with Health & Social Care management via the newly established Trade union joint forum.

DECIDED: That it was agreed that arrangements be made to raise awareness of the various initiatives utilised with Health & Social Care management via the newly established Trade union joint forum and otherwise that the report be noted.

6 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 July, 2015, and detailing the capacity and Service in which they were engaged.

DECIDED: That the report be noted.

7 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 September, 2015.

DECIDED: That the information provided be noted.

8 **RENFREWSHIRE HOUSE CAR PARKING**

The Head of HR & Organisational Development advised that this item had been resolved following the issue of short stay permits for the car park to those employees involved.

DECIDED: That the position be noted.

9 **PAY CLAIM 2015/16 - 2016/17**

Reference was made to the negotiations between UNISON and the other SJC trade unions with the Scottish Employers on the issue of pay increases for the period 2015/16 and 2016/17.

Members were advised that the employers' final offer had been agreed on 28 August, 2015, at a COSLA Leaders' Meeting and details of the offer were outlined. It was noted that following consideration of the offer the trade unions had recommended acceptance of the offer to members. Arrangements were in place to issue UNISON members with ballot papers and it was noted that the deadline for their return was 12 noon on 25 September, 2015.

DECIDED: That the position be noted.

10 **ADMINISTRATION OF MEDICINES**

Reference was made by the trade union representatives to the perceived need to update and raise awareness of Council policy relative to the administration of medicines, to ensure a consistent practice was adopted and implemented by Council staff within all Services.

It was agreed that further discussion on this matter be held between management and the trade unions.

DECIDED: That further discussion on this matter be held between management and the trade unions.

11 **DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Thursday 29 October, 2015.