

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

Date	Time	Venue
Wednesday, 26 April 2017	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Audrey Doig, Councillor Jim Harte, Councillor Allan Noon, Councillor Tommy Williams

### Representing APT&C Staff

Representing Trade Unions – J Boylan and S Hicks, (UNISON);

### Representing Manual Workers

C McLeod and J McMenemy, (GMB); and S McAllister, (UNITE).

### In Attendance

K Anderson, Amenity Services Manager and E Scott, Building Services Manager (both Community Resources); T Olowe, Interim Head of HR; R Cree, Principal HR Adviser, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and D Low, Senior Committee Services Officer (LACs) (all Finance & Resources); and I Beattie, Head of Health & Social Care (Paisley).

### Apology

Councillor Glen.

### Declarations of Interest

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



## **Appointment of Chairperson**

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

**DECIDED:** That J McMenemy chair the meeting.

## **Additional Items**

The Convener indicated that there were additional items in relation to the implementation of the Council's Care at Home service and Refuse Collectors at Underwood Road, which had not been included in the notice calling the meeting. The Convener, being of the opinion that the items, which were dealt with at items 6 and 7 below, were competent, authorised their consideration.

### **1 Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 8 February 2017.

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

### **2 Developments in Health and Safety**

There was submitted a report by the Interim Head of HR 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 the following policies were being revised and an update of progress was provided as follows: -

Statutory Inspections – issued;

CDM Guidance – awaiting approval for issue;

Guidance on Slips, Trips and Falls – being revised; and

Control of Legionella Bacteria in Hot and Cold Water Systems – new process to be added which would be delayed until the process was finalised.

The report 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 for September 2017.

The report advised that as part of the Healthy Working Lives Gold award programme, the health and safety section and the Health & Social Care Partnership were working together to further develop shared events and that the programme would be presented to this Board when finalised.

The report indicated that two safety flashes had been issued across the Council relating to ladders and the safe use of compactors.

**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 March 2017, and detailing the capacity and service in which they were engaged.

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

### **4 Details of Grievances**

There was submitted a report by the Interim Head of HR 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 April 2017, an increase of three since the last report.

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

### **5 Care at Home Service**

S Hicks referred to a recent restructuring which he advised had been undertaken without consultation and which had been subsequently implemented. He advised that the issue had been raised by the Trade Union but the service manager involved had continued the exercise and implemented the restructure.

The Principal HR Adviser indicated that he had been advised that the restructure had not been implemented at this time.

Councillor Williams proposed that the position be clarified and a report thereon be submitted to the next meeting of this Board. This was agreed unanimously.

**DECIDED:** That the position with regard to the proposed restructure of the Care at Home Service be clarified and that a report thereon be submitted to the next meeting of the Joint Consultative Board (Non-Teaching).

### **Declaration of Interest**

The Chair declared an interest in the following item of business. He demitted the Chair to Councillor Harte and took no part in the discussion thereon.

### **6 Refuse Collectors - Underwood Road**

S Hicks expressed concerns with regard to the current position in relation to suitable areas to be used as welfare facilities for Refuse Collectors working in various locations throughout Renfrewshire. He advised that a meeting had been scheduled for 27 April 2017 to discuss this and other issues raised by employees however the union representatives were unable to attend at that time.

The Amenity Services Manager indicated that she was happy to meet representatives from Unison following on from the meeting as there were a number of issues which required to be discussed at the request of representatives from all Unions.

S Hicks indicated the need for clarification of which facilities could be used and when they were open and asked if contact details could be given to ensure that employees gain access to facilities.

The Amenity Services Manager indicated that a list of premises had been issued to Trade Unions and that she has been in discussion with RLL to look at identifying further suitable locations and would pursue this and would make this information available to staff. She also intimated that facilities would not be considered where there could be protection/security issues.

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

## **7 Date of Next Meeting**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday 14 June 2017.