

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 26 October 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Harte and Williams.

Representing Trade Unions – J Boylan, M Ferguson, S Hicks, T McCarthy and K Kernachan (UNISON); C McAllister (GMB); and S McAllister (Manual Workers spokesperson - UNITE).

IN ATTENDANCE

J Trainer, Head of Early Years and Inclusion (Children's Services); K Anderson, Amenity Services Manager – Waste, K Carr, Senior Facilities Manager and E Scott, Building Services Manager (all Community Resources); I Beattie, Head of Health & Social Care (Paisley) and C Donnelly, Head of HR, Organisational Development & Workforce Strategy, S Fanning, Senior Health & Safety Officer; R Laouadi, Human Resources Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

ALSO IN ATTENDANCE

Councillor E Devine.

APOLOGIES

Councillors Glen and Noon; and J McMenemy (GMB).

DECLARATIONS OF INTEREST

Councillor Audrey Doig declared an interest in item 3 of the agenda – Developments in Health and Safety - as she was an employee of Renfrewshire Leisure Limited and indicated that it was her intention to leave the meeting and not to take part in the discussion thereon.

1 **APPOINTMENT OF CHAIRPERSON**

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

DECIDED: That J Boylan (UNISON) chair the meeting.

2 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 15 September, 2016.

Under reference to Item 3 – Developments in Health and Safety – the Senior Health & Safety Officer advised that there was no record of incidents of violence/aggression in schools. In response the trade union representatives indicated that issues had been identified in relation to awareness of the reporting process and that information on incidents of violence/aggression in schools was currently being collated.

Under reference to Item 4 – Agency Workers – the trade union representatives advised that a meeting had been convened with the Director of Community Resources to discuss the matter. Concerns had been expressed regarding the practice which had been adopted within the Service, of employing agency workers to undertake hours which had previously been undertaken by Council employees.

Under reference to Item 6 – Waste Services: Underwood Road – the Board was informed that a site visit to the waste services facility at Underwood Road had been undertaken on Monday 24 October, 2016, following the comments at the previous meeting of the JCB Non-Teaching, during which the consensus was that the canteen and associated equipment, toilets and showers, etc were 'fit for purpose'. During discussion reference was made to plans in relation to future office/canteen provision and the action plan developed to address minor maintenance issues. It was noted that in the meantime arrangements would be made to continue to monitor the situation.

In addition there was discussion in respect of guidance issued and the working practices employed in connection with manoeuvring more than one bin simultaneously between properties and the refuse vehicle. It was highlighted that employees were prohibited from placing two bins onto the vehicle lifting equipment at the same time. It was proposed and agreed that a copy of guidance issued in this connection be submitted, together with a report relative to incidents/accidents which had occurred as a result of employees moving two bins between properties and the refuse vehicle at the same time, to the next meeting of the JCB Non-Teaching.

Under reference to Item 7 – Community Resources: Facilities Review – the trade union representatives advised that a fact-finding meeting had been held with care home staff regarding the issues raised at the previous meeting of the JCB Non Teaching. It was noted that UNISON would facilitate further meetings at which each care home would be represented by 2 employees.

DECIDED: That the updates provided be noted and that the Minute be otherwise noted.

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Councillor Audrey Doig left the meeting during consideration of the following item and did not take part in the discussion thereon.

3 **DEVELOPMENTS IN HEALTH AND SAFETY**

There was submitted a report by the Head of HR, Organisational Development & Workplace Strategy relative to developments in terms of health and safety issues since the meeting of the Board held on 15 September, 2016.

The report detailed policies and guidance that were currently being revised and outlined training courses which had been undertaken. In particular, it was noted that the following policies were being revised and progress updates provided.

- Statutory Inspections;
- CDM 2015;
- Guidance on Slips, Trips and Falls;
- Tobacco/smoke free policy; and
- Control of Legionella Bacteria in Hot and Cold Water Systems.

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 had been scheduled for November 2016.

The report stated that the annual review in terms of Healthy Working Lives Gold award programme had been submitted and the outcome was awaited, while the Council's Health and Safety section continued to work with the incumbent occupational health contractor in respect of the annual flu vaccination programme. Members of the Board were informed that the Health and Safety Section continued to support external partners and other event organisers to ensure that safe, controlled and enjoyable events were delivered.

DECIDED: That the report be noted.

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Councillor Audrey Doig returned to the meeting.

4 **DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to grievances received in the period to October 2016.

The report provided information on grievances at both informal and formal stages, together with comparative figures for September 2016. The report indicated that there were a total of four grievances as at October 2016.

DECIDED: That the report be noted.

5 **ABSENCE MANAGEMENT STATISTICS**

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to the quarterly absence management statistics.

The report provided statistics on the number of employee days lost through absence by Service and provided a comparison for the period from 23 March to 19 June, 2016. 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 and costs of absences during the period was also provided in the report.

There followed discussion regarding the various initiatives in place locally to support employees to return to work following absences and, in particular, in connection with variances, within the organisation, in the management of phased returns to work by employees who had been absent.

DECIDED: That the report be noted.

6 JCB AGENCY WORKER REPORT

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 September 2016, and detailing the capacity and Service in which they were engaged. A briefing, providing an update in respect of agency staff utilised within Facilities Management (Soft Services) was circulated.

I Beattie, Head of Health & Social Care (Paisley) and K Carr, Senior Facilities Manager provided an overview of the reasons for the use of agency workers and initiatives undertaken to resolve the situation. The trade union representatives made reference to Council employees, who had been undertaking additional hours for a significant period, whose hours had been changed and agency workers employed. It was noted that data was currently being collated by the trade unions in this connection and the findings would be presented to management in due course.

DECIDED: That the report be noted.

7 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 2017.

It was proposed that meetings of the Board be held at 3pm on 8 February, 26 April, 14 June, 13 September, 25 October and 13 December, 2017.

DECIDED: That the timetable of meetings for 2017 of the Joint Consultative Board: Non-Teaching, detailed in the report, be approved.

8 DATE OF NEXT MEETING

It was noted that the next meeting of the Joint Consultative Board Non-Teaching would be held at 3 pm on Thursday 8 December, 2016.