

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

Date	Time	Venue
Wednesday, 08 February 2017	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

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

Representing Trade Unions – M Ferguson, S Hicks, M McIntyre and K Kenachan (UNISON); C McLeod and J Mcmenemy (GMB); and A Gibson (UNITE).

### In Attendance

T McEwan, Education Manager - Planning & Performance (Children's Services); K Carr, Senior Facilities Manager, K Markwick, Amenity Services Manager and E Scott, Building Services Manager (all Community Resources); 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).

### Apologies

Councillor Glen; and S McAllister (UNITE).

### Declarations of Interest

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

## **1 Appointment of Chairperson**

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

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

## **Additional Item**

The Convener indicated that there was an additional item in relation to the implementation of the Council's flexitime policy, 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 6 below, should be considered by the Board as a matter of urgency, authorised its consideration.

## **2 Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 8 December 2016.

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

## **3 Developments in Health and 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 the following policies were being revised and an update of progress was provided as follows: -

Statutory Inspections – final draft;

CDM Guidance – final draft;

Guidance on Slips, Trips and Falls – being revised;

Tobacco/smoke free policy – reviewed in line with new Scottish Government/NHS guidance; and

Control of Legionella Bacteria in Hot and Cold Water Systems – final draft.

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 March 2017.

As part of the Healthy Working Lives Gold award programme, the health and safety section continued to work with services and maintain the evidence on behalf of the Council. The annual plan for 2017 had been developed and the first campaign was on cervical cancer awareness, which ran for a week commencing 25 January 2017.

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

## **4 Details of Grievances**

There was submitted a report by the Head of HR, Organisational Development and 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 four grievances as at 30 January 2017.

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

## **5 Agency Workers**

There was tabled an updated report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at December 2016, and detailing the capacity and service in which they were engaged.

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

## **6 Flexitime**

M Ferguson advised that the Council's flexitime policy was not being implemented consistently within Council services. The HR Manager confirmed that there should be a consistent application of flexitime across the Council and that she would be happy to discuss any particular concerns with M Ferguson.

**DECIDED:** That it be noted that there should be a consistent application of flexitime across the Council and that the HR Manager discuss any particular concerns with M Ferguson.

## **7 Date of Next Meeting**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 26 April 2017.