

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

Item 1

Date	Time	Venue
Thursday, 19 March 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### PRESENT

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

### REPRESENTING MANUAL WORKERS/CRAFT OPERATIVES

J Boylan, M Ferguson and T McCarthy (UNISON); J McMenemy (GMB); A Gibson (UCATT) and S McAllister (Unite).

### IN ATTENDANCE

K Anderson, Amenity Services Manager Waste & Transportation and T Stirling, Regulatory Services Manager (both Community Resources); E Scott, Building Services Manager Services (Development & Housing); D Marshall, Head of HR & Organisational Development; G Campbell, Senior Health & Safety Officer; R Laouadi, Principal HR Adviser; C Donnelly, HR & Organisational Development Manager; and P Shiach, Committee Services Officer (all Finance & Resources).

### APPOINTMENT OF CHAIRPERSON FOR THE MEETING

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

### APOLOGIES

Councillors Glen and Harte, and J Lynch.

## 1 MINUTES

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 10th February, 2015.

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

## 2 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 control of contractors; manual handling operations; and tobacco policy were being revised; that 1st aid guidance and a corporate policy statement had been issued; other activities being undertaken comprised of training four fire wardens; one risk assessment and a number of tool box talks had been delivered. Information and participative campaigns continued to be delivered as part of the Healthy Working Lives Gold award programme. A forum for first aiders located in Renfrewshire House continued to develop to facilitate co-operation and communication. The health and safety section continued to work with services to survey the fire arrangements, which included the number of fire wardens at key locations across the council estate. The health and safety section had worked with procurement to engage a new occupational health supplier, People Asset Management and the contract had commenced on 1st February, 2015. The Council-wide health surveillance programme for 2015 was in the process of being developed.

In response to a question in relation to tobacco policy, the Board was advised that it was proposed that e-cigarettes would be included in the policy in future. In response to a question in relation to any requirement to amend Council policies the reduced drink driving limits introduced by the Scottish Government in December, 2014, the Board was advise that information was posted on Renfo, and information and posters had been issued at all Council depots.

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

## 3 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 two grievances as at March, 2015.

E Scott advised that the grievance listed in relation to the Development and Housing service had been resolved.

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

#### 4 **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 February, 2015, and detailing the capacity in which they were engaged. The report provided a breakdown by Service, and indicated that the number of agency workers in all services had reduced to 17.

The Head of HR & Organisational Development Manager was then heard further in response to questions from Members of the Board on the report.

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

#### 5 **TEMPORARY WORKERS**

##### TEMPORARY WORKERS

The Head of HR & Organisational Development advised that the number of temporary workers within the council totalled 760 out of a workforce of over 6000. He advised that work was ongoing in respect of temporary contracts with the individual services.

The Head of HR & Organisational Development was then heard in response to questions from members.

**DECIDED:** That a report detailing the number of temporary workers by service and by length of temporary contract be submitted to a future meeting of the Board.

#### 6 **RENFREWSHIRE COUNCIL HEADQUARTERS - CAR PARKING**

The Convener advised that this item had been withdrawn.

**DECIDED:** That it be noted that the item relating to car parking at Renfrewshire Council Headquarters had been withdrawn.

#### 7 **DISCIPLINARY PROCESSES - RENFREWSHIRE COUNCIL JURISDICTION**

M Ferguson referred to disciplinary procedures relating to alleged breaches of the code of conduct in terms of the Scottish Social Services Council (SSSC), and indicated that management needed to be clear of their responsibilities in terms of advising staff the nature of allegations against them in cases where a breach of the code of conduct was alleged.

He indicated that UNISON had become increasingly concerned that the SSSC process was lengthy and bureaucratic, that no witnesses were heard and that no expenses were paid, particularly as all cases were heard in Dundee.

The Head of HR & Organisational Development was then heard in relation to the issue and indicated that the matter would be dealt with by the Director of Children's Services.

**DECIDED:**

(i) That the information be noted; and

(ii) That should no progress be made, that a report on the issue be submitted to a future meeting of the Board.

## **8 DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 21st May, 2015.