

Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 08 June 2016	15:00	CMR 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen and Noon; Representing Trade Unions - R Connick and S Hicks (UNISON); C McLeod (GMB); and S McAllister (UNITE).

IN ATTENDANCE

J Trainer, Acting Head of Early Years and Inclusion (Children's Services); K Anderson, Amenity Services Manager – Waste and C Hunter, Environmental Improvements Manager (both Community Resources); M Armstrong, Senior Human Resource Advisor, R Cree, Principal Human Resources Adviser, S Fanning, Senior Health & Safety Officer, R Laouadi, Principal Human Resources Adviser, L Mullin, Principal Human Resources and Organisational Development Manager and P Shiach, Committee Services Officer (all Finance & Resources); and S McNeill, Renfrewshire Health & Social Care Partnership.

APPOINTMENT OF CHAIRPERSON FOR THE MEETING

It was proposed and agreed that S Hicks chair the meeting.

DECIDED: That S Hicks chair the meeting.

APOLOGIES

Councillors Harte and Williams, J Boylan and M Ferguson.

DECLARATIONS OF INTEREST

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

ADDITIONAL ITEM

The Convener intimated that there was an additional item in relation to Additional Support Needs Assistants 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 5 below was urgent authorised its consideration.

1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 27 April 2016.

DECIDED: That that Minute be noted.

2 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 policies and guidance in relation to control of contractors; statutory inspections; CMD 2015; guidance on slips, trips and falls; tobacco/smoke free policy; and control of legionella bacteria in hot and cold water systems were being revised.

The report provided updates on training courses attended; the Healthy Working Lives Gold award; and assistance provided to services in relation to the retention of accreditation to BS OHSAS 18001:2007, where the next audit was scheduled for September, 2016.

The report indicated that Health and Safety section continued to work with the incumbent occupational health contractor to further develop and enhance the electronic referral process, advising that the current project was based upon recruitment processes.

The report indicated that the Health and Safety Section continued to support external partners, including Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure Limited.

DECIDED: That the report be noted.

3 AGENCY WORKERS

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 April 2016, and detailing the capacity and Service in which they were engaged.

The Principal Human Resources Adviser indicated the figures had increased slightly since the last report and stated the reasons for this increase.

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 five grievances as at May 2016.

DECIDED: That the report be noted.

5 **ADDITIONAL SUPPORT NEEDS ASSISTANTS**

S Hicks raised the issue of the mobilisation and arrangements of Additional Support Needs Assistants (ASNA's) for the new school session 2016/17. It was suggested that discussions in this regard be held with the Head of Early Years & Inclusion. This was agreed.

DECIDED: That discussions in relation to mobilisation and arrangements of ASNA's for the new school session 2016/17 take place between UNISON and the Head of Early Years and Inclusion.

6 **DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Thursday 15 September 2016.