

Notice of Meeting and Agenda Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 12 December 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Jim Harte: Councillor Jim Paterson:
Councillor Andy Steel (Convener): Councillor John McNaughtan (Depute Convener):

Representing APT&C Staff

M Ferguson (and 5 APT&C Staff)

Representing Manual Workers

Manual Spokesperson (and 4 Representatives of Manual Trade Unions)

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- 1 **Appointment of Chairperson**
- 2 **Minute of Meeting** **3 - 6**
Submit Minute of meeting of JCB Non-Teaching held on 5 September, 2018.
- 3 **Developments in Health, Safety and Wellbeing** **7 - 10**
Report by Director of Finance & Resources.
- 4 **Details of Grievances** **11 - 12**
Report by Director of Finance & Resources.
- 5 **Agency Workers** **13 - 14**
Report by Director of Finance & Resources.
- 6 **Date of Next Meeting**
The next meeting of the JCB Non-Teaching is scheduled to be held at 3.30pm on 30/1/19.

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 05 September 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Representing Renfrewshire Council Management - Councillors T Begg, J Harte, J McNaughtan, J Paterson and A Steel.

Representing Trade Unions – J Boyla, L Glover, M McIntyre, K Kernachan and S Hicks (UNISON) and S McAllister (Manual Workers Spokesperson); and J McMenemy (GMB).

In Attendance

G McKinlay, Head of Schools (Children Services); G Hannah, Acting Head of Operation & Infrastructure (Environment & Infrastructure); R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser (Health Safety and Absence) and R Devine, Senior Committee Services Officer (all Finance & Resources); and P McCulloch, Renfrewshire Health and Social Care Services.

Apology

M Ferguson (UNISON).

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 Boylan (UNISON) chair the meeting.

DECIDED: That J Boylan chair the meeting.

2 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to developments in relation to health, safety and wellbeing issues.

The report detailed training undertaken, policies and guidance currently under review, advised that health, safety and wellbeing inspection and audit tools continued to be developed and outlined support provided to Services to assist with (i) the retention of accreditation to BS OHSAS 18001-2007; (ii) the review of fire arrangements for Renfrewshire House and (iii) the evaluation of contractor's health and safety documentation submitted as part of the procurement process. Updates were provided in respect of the Healthy Working Lives initiative, Freedom of Information enquiry information, the Corporate Health and Safety Committee and events which the section had supported to ensure they were safe, controlled and enjoyable.

DECIDED: That the report be noted.

3 Absence Statistics

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 April to 30 June 2018. The report provided information in relation to absence targets and how services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included in the report. Information was also provided on supporting attendance activity levels by service and costs of sick pay and the overall number of days lost for Quarter 1, ending 30 June 2018 and for the equivalent quarters in previous years

It was highlighted that all Services had identified a senior manager who would act as an absence champion and devise, implement and manage bespoke strategies that would support attendance within the Service.

DECIDED: That it be noted that the report reflected the absence statistics for the period 1 April to 30 June 2018.

4 Details of Grievances

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there was a total of 12 grievances as at August 2018, which was an increase of 3 from the previous report.

DECIDED: That the report be noted.

5 Agency Workers

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as at July 2018 and detailing the capacity and service in which they were engaged. The report advised that as at the end of July 2018 95 agency workers had been employed across all services.

It was agreed that details of the number and types of apprentices employed by the Council would be submitted to a future meeting of the JCB Non-Teaching.

DECIDED: That arrangements be made to submit details of the number and types of apprentices employed by the Council to a future meeting of the JCB Non-Teaching and that otherwise the report be noted.

6 Timetable of Meetings 2019

There was submitted a report by the Director of Finance & Resources relative to a proposed timetable of meetings for 2019 for the JCB Non-Teaching for 2019. It was proposed that meetings be held at 3.30pm on 30 January, 27 March, 5 June, 4 September, 13 November and 11 December 2019.

DECIDED: That the proposed timetable of meetings for 2019, as detailed in the report, be approved.

7 Date of Next Meeting

DECIDED: It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3 pm on Wednesday, 14 November 2018.



To: Joint Consultative Board: Non-Teaching

On: 12th December 2018

Report by: Alan Russell, Director of Finance and Resources

Heading: Developments in Health, Safety and Wellbeing

1. Summary

This report outlines the developments which have taken place since the last meeting of the Joint Consultative Board: Non-Teaching.

2. Recommendations

- 2.1 This report is for information only and to note that this is a retrospective record of health, safety and well being activities undertaken by the Finance and Resources, health and safety section and other council services.
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3. Background

This section of the report details the activities undertaken since the last JCB.

3.1 Policies and Guidance

The following are under review:

- Control of Legionella Bacteria in Hot and Cold-Water Systems
- Control of Contractors
- Alcohol and substance misuse
- Control of Smoking at Work
- Violence and aggression
- Guidance on Fire Precautions for Renfrewshire Council Premises

- 3.2 The Corporate Strategy for Health, Safety and Wellbeing 2019-22 was approved at the Finance, Resources and Customer Services Policy Board. The Strategy sets out the direction in which the health and safety section want to drive the council's safety management system. This will be achieved by using Key Performance Indicators for the following themes; violence and aggression; stress (work and non-work related); hand arm vibration syndrome; fire safety management; musculoskeletal disorders; audits and inspection; and managing contractors Each service will be required to put in place appropriate preventative measures. The Corporate Health and Safety Team will assist.
- 3.3 To support the Healthy Working Lives Gold award training on Mental Health First Aid is ongoing. Current training has been well supported.
- 3.4 We continue to work closely with the risk and insurance section to identify accident causation type which could result in claims against the council. This may reduce the impact of claims to the council and raise the health and safety awareness amongst employees and managers.
- 3.5 The health and safety section are continuing to work with services to review the fire arrangements within Renfrewshire House. A review of the number and location of fire wardens covering Renfrewshire House is currently under review. Final preparations on relocating the fire assembly areas for Renfrewshire House is ongoing and work with colleagues on Hard FM continues.
- 3.6 The health and safety section continue to support the Town Centres Team and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. Since our last report we have supported Johnstone and Renfrew Christmas lights switch on
- 3.7 The Corporate Health and Safety Committee (CHSCM) met on the 3rd December 2018. In accordance with procedure pre-discussions with the trades unions Vice-Chairs has taken place. Dates for the 2019 meetings were circulated.
- 3.8 As part of our corporate function in relation to the procurement process, the Health and Safety section, since January, have undertaken (at the time of writing) 136 High risk and 34 Low risk evaluations of contractor's health and safety documentation when they apply for contracts with Renfrewshire Council. Where a company fails our evaluation process the Health and Safety team work with procurement to offer further advice and guidance, where appropriate. The company must improve its documentation before any resubmission. Meetings between procurement and Scotland excel has taken place.
- 3.9 The Health and Safety Section respond on a regular basis to requests for Freedom of Information as well as to claims. Recent discussions with colleagues as to how to improve our service continues. For the month of November 8 requests have been processed.
- 3.9 Continued work with our partnership organisations such as RL continues. The recent follow up incident involving, Fire and Rescue and Glasgow Scientific services continues.

- 4.0 The health and safety section continue to develop with the Chief Executives service health, safety and wellbeing inspection and audit tools utilising the new Survey 123 application. This work is ongoing but has been successfully introduced for Public Events.
- 4.1 The health and safety section continue to support enquiries under the Freedom of Information legislation where it involves health, safety and wellbeing topics. At the time of writing we have 5 active enquiries. Some relate to information of a general health and safety nature such as the recorded use of weapons in schools to a specific enquiry regarding an accident at work.
- 4.2 Specific training including that for fire wardens has recently taken place and are fully booked. In addition, localised fire advice to fire wardens and management at 5 High Street has taken place. Future planned training dates for 2019 have been agreed and will be advertised in due course.

Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and the costs associated with this.
2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and well being of Renfrewshire Council employees.
3. **Community Planning –**
 - Community Care, Health & Well-being** - We will improve the physical and emotional wellbeing of staff across services through the Healthy Working Lives programme.
 - Empowering our Communities** - We will promote learning and encourage employees to fulfil their individual potential and ensure that the council delivers high-quality services in the most effective and efficient way to meet the needs of local people.
 - Greener** - The E-management system will reduce the amount of paper used for risk assessment and accident forms.
 - Safer and Stronger** - Facilitating the health, safety and wellbeing of our employees by ensuring that appropriate policies and procedures are developed and adhered to, and that all legal requirements for health and safety are fulfilled.
4. **Legal** - This report will support the Council's continued compliance with current health and safety legislation.
5. **Property/Assets** - None

6. **Information Technology** - The E-management systems require to be facilitated through the Council's email server system.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. (Report author will arrange this).
8. **Health & Safety** - This document supports and demonstrates the council's commitment to ensuring effective health, safety and well being management.
9. **Procurement** – low impact as still at post tender negotiations.
10. **Risk** – low impact as legal and statutory requirements, including health surveillance, are being maintained.
11. **Privacy Impact** – not applicable to this report.

List of Background Papers

- (a) None

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RENFREWSHIRE COUNCIL**JOINT CONSULTATIVE BOARD (Non-teaching) DECEMBER 2018****DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 12/18	TOTAL 11/18
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	0	1	1	2
Communities, Housing & Planning Services	0	0	0	0	0
Children's Services	0	8	1	9	8
Health & Social Care Partnership	0	0	0	0	0
Finance & Resources	0	0	0	0	0
TOTAL	0	8	2	10	10

(Information as at 1 December 2018)

Operation of the Grievance Procedures -

The time limits below may be modified by mutual consent. It is also noted that, depending on the complexity of the issue, reasonable time should be allowed to ensure the issue is investigated as fully as possible.

If a supervisor has been unable to provide a remedy or the employee is dissatisfied with the response to the informal stage the employee can pursue the grievance to formal stage 1. On receipt of the paperwork a meeting will be arranged (but not necessarily take place) within 5 working days. Following the meeting, a written reply will be made to the employee as soon as possible, but in any event, within 5 working days of the meeting taking place.

AGENCY WORKERS - OCTOBER 2018					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in August 2018	Number of Agency Workers in this Role in September 2018	Number of Agency Workers in this Role in October 2018
Environment & Infrastructure					
Environment & Infrastructure	Assistant Cook	1	1	1	0
	Catering Assistant	183	1	1	0
	Cook	0	5	4	4
	Housekeeper	58	6	3	4
	Electrician	11	0	0	1
	Trowel Slater	0	1	1	1
	Labourer	1	1	1	1
	Painter	19	2	2	2
	Joiner	44	1	1	1
Transport	Bus Driver	36	8	8	8
Total for Environment & Infrastructure		353	26	22	22
Finance & Resources					
Finance & Resources	CS Advisor	56	6	6	6
	Project Manager	9	1	1	1
	Senior Quantity Surveyor	0	1	1	1
Total for Finance & Resources		65	8	8	8
Renfrewshire Health & Social Care Partnership					
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	61	24	24
	Social Care Assistant	114	9	6	13
	Adult Mental Health - Social Worker	11	2	0	0
Total for Renfrewshire Health & Social Care Partnership		498	72	30	37
Total Workers		916	106	60	67

