

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

Date	Time	Venue
Wednesday, 10 February 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Audrey Doig: Councillor Roy Glen: Councillor Allan Noon:

Councillor Jim Harte (Convener): Councillor Tommy Williams (Depute Convener)

Representing APT&C Staff

Mr 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 www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

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

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.

Items of business

- 1 Appointment of Chairperson for the Meeting**
- 2 Minute of Previous Meeting** **5 - 8**

Minute of previous meeting held on 10 December, 2015
- 3 Developments in Health and Safety** **9 - 12**

Report by the Head of HR and Organisational Development and Workforce Strategy
- 4 Agency Workers** **13 - 14**

Report by the Head of HR and Organisational Development and Workforce Strategy
- 5 Absence Management Statistics** **15 - 24**

Report by the Head of HR and Organisational Development and Workforce Strategy
- 6 Details of Grievances** **25 - 26**

Report by the Head of HR and Organisational Development and Workforce Strategy
- 7 Date of next meeting**

Note that the next meeting of the JCB Non-Teaching is scheduled for Wednesday 27 April, 2016 at 3.00pm

Minute of Meeting Joint Consultative Board (Non Teaching)

Item No. 2

Date	Time	Venue
Thursday, 10 December 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Representing Renfrewshire Council Management - Councillors Harte, Noon and Williams.
Representing Trade Unions – S Hicks, J McGinlay and T McCarthy (UNISON); and G Hamilton (UNITE).

IN ATTENDANCE

J Trainer, Acting Head of Early Years and Inclusion (Childrens Services); F Carlin, Head of Planning & Development, K Anderson, Amenity Services Manager - Waste and K Carr, Site Services Manager (all Community Resources); C Donnelly, Head of HR, Organisational Development & Workplace Strategy; S Fanning, Senior Health & Safety Officer; R Laouadi, Principal Human Resources Adviser; and D Low, Senior Committee Services Officer (all Finance & Resources).

APPOINTMENT OF CHAIR

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

DECIDED: That Councillor Harte chair the meeting.

APOLOGIES

Councillors Audrey Doig and Glen, J Boylan and M Ferguson (UNISON) and S McAllister (UNITE).

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 of business in relation to the report of the Fatal Accident Inquiry into the Glasgow bin lorry crash, 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 9 of this Minute, 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 29 October, 2015.

DECIDED: That that Minute be noted.

2 DEVELOPMENTS IN HEALTH & 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; risk assessments; statutory inspections; CDM 2015; manual handling operations; and tobacco/smoke free were being revised.

The report stated that the Health & Safety section continued to support event organisers to ensure safe, controlled and enjoyable events were delivered locally and that a comprehensive events document, incorporating multi-agency input, had been developed. In addition, the Board was informed that the outcome of the employee wellbeing survey, referred to within the report, which had been undertaken as part of the Healthy Working Lives Gold award programme, would be submitted to a future meeting of the Board.

DECIDED: That the report be noted.

3 DETAILS OF GREVIENCES

There was submitted a report by the Head of HR, Organisational Development & 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 seven grievances as at 30 November, 2015.

DECIDED: That the information provided be noted.

4 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 October 2015, and detailing the capacity and Service in which they were engaged.

DECIDED: That the report be noted.

5 WASTE SERVICES - UNDERWOOD ROAD, PAISLEY

Concerns were expressed by the trade union representatives in respect of the level of overtime, shift imbalances and the lack of protective clothing for refuse collection employees based at Underwood Road, Paisley.

In response, the Amenity Services Manager – Waste provided information relative to the various reasons for overtime levels at the Underwood Road depot, confirmed that both refuse collection shifts should be equally staffed and advised that proper footwear and protective clothing had been ordered.

In response to a trade union request, it was noted that consultation would take place with the unions in relation to the closure of amenity sites.

DECIDED:

(a) That a report be submitted to the next meeting of the Joint Consultative Board: Non-Teaching detailing the areas where overtime had occurred:

(b) That confirmation be given at the next meeting that all reuse collection employees based at Underwood Road, Paisley had been provided with proper footwear and protective clothing; and

(c) That it be noted that consultation would take place with the unions in relation to the closure of amenity sites.

6 STAFF DEVELOPMENT

The trade unions requested that the staff development programme agreed at the SMT and Leadership Board be rolled out in the first instance to home care staff. In response, the Head of HR, Organisational Development & Workplace Strategy confirmed that the trades unions would continue to be engaged with the staff development process and that it was the intention of the process that employees at all levels would be developed.

DECIDED: That once the detailed implementation plan had been developed and agreed, an update report update would be submitted to a future meeting of the Board.

7 CITY OF CULTURE BID 2021

The UNISON representatives intimated that UNISON had a wide range of experience relating to the competition process arising from the bid processes for Derry/Londonderry's UK City of Culture award and Liverpool's European City of Culture award. He suggested that, taking into account this experience, UNISON be involved in the decision making structure for the Paisley 2021 UK City of Culture bid.

DECIDED: That Unison's offer to be involved in the decision making structure for the Paisley 2021 UK City of Culture bid be investigated further.

8 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 2016.

It was proposed that meetings of the Board be held at 3pm on 10 February, 27 April, 8 June, 15 September, 26 October and 8 December, 2016

DECIDED: That the timetable of meetings for 2016 of the Joint Consultative Board: Non-Teaching, detailed in the report, be approved.

9 FATAL ACCIDENT INQUIRY: GLASGOW BIN LORRY CRASH

The Amenity Services Manager-Waste advised that Renfrewshire Council would be examining the report of the Fatal Accident Inquiry into the Glasgow bin lorry crash and, in particular, looking at the recommendations for Glasgow City Council and identifying the implications for Renfrewshire Council.

DECIDED: That the position be noted.

To: Joint Consultative Board (Non-Teaching)

On: 10 February 2016

Report by: Carole Donnelly, Head of HR and Organisational Development and Workforce Strategy

Heading: Developments in Health and Safety

1. Summary

This report outlines the developments that 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 being revised:-

- Control of Contractors – 3rd draft being finalised.
- Statutory Inspections – Currently working with Community Resources.

- CDM 2015 – Comments have been received from Professor Billy Hare of Glasgow Caledonian University. Final draft ready to be issued for consultation across the appropriate Services and Trades Unions.
- Manual Handling Operations – This will not be completed until a full audit of the current practices is undertaken by the Health and Safety Section later this year.
- Tobacco/ Smoke Free Policy – Further work required around Service expectations.
- Control of Legionella Bacteria in Hot and Cold Water Systems – meetings underway with Community Resources and Property Services.
- Revised Risk Assessment Guidance has been agreed and will be issued soon.

3.2. Training during the period comprised of the following courses:

- 1 x General Health and Safety
- 1 x Fire Wardens
- 1 x Induction and Manual handling awareness
- 1 x Risk assessment

35 employees also attended a number of tool box talks on manual handling and other safe practices to follow during office moves.

- 3.3 As part of the Healthy Working Lives Gold award programme, an employee wellbeing survey has been developed and will be undertaken throughout January and February. A copy of the outcomes will be presented to this meeting once complete.
- 3.4 The health and safety section continue to work with our occupational health contractor to further develop and enhance the electronic referral process. The current project is to support our recruitment processes.
- 3.5 The health and safety section continue to support our external partners including Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure.
- 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. Projects include the Monte Carlo Classic Rally, Pipe Band Championships and the Paisley Vision 10k.

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 ensure 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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Joint Consultative Board (Non-Teaching)
AGENCY WORKERS REPORT - 10 FEBRUARY 2016
(Information as at December 2015)

Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in October 2015	Number of Agency Workers in this Role in November 2015	Number of Agency Workers in this Role in December 2015
Community Resources	Caterer	177	4	4	2
	Electrician	11	2	3	1
	Painters	19	3	3	2
Total for Community Resources		207	9	10	5
Finance & Resources	Architect	2	1	1	1
	Asbestos Consultant	2	1	1	1
	Quantity Surveyor	0	1	1	1
	Senior Architect	2	2	1	1
Total for Finance & Resources		6	5	4	4
Renfrewshire Health and Social Care Partnership	Social Care Assistant	70	0	5	5
	Social Care Worker	41	0	1	2
Total for Renfrewshire Health and Social Care Partnership		111	0	6	7
Total Workers		324	14	20	16

There were no agency workers within Chief Executive's, Development & Housing Services and Children's Services in December 2015



To: Joint Consultative Board: Non Teaching

On: 10 February 2016

Report by: Head of HR and Organisational Development

Heading: Absence Statistics

1. Summary

- 1.1 The purpose of this report is to advise the Joint Consultative Board: Non Teaching of the Quarterly Absence Return for the period 23 June 2015 and 21 September 2015. The report breaks down the absence statistics by service and by category of staff. Attached to this report are appendices A-B described in the index of appendices at the end of this report
- 1.2 The report provides information in relation to absence targets and how services have performed against them. An analysis of the reasons for absence for the latest quarter has also been compiled and details are included within the report. Information is also provided on supporting attendance activity and the costs of sick pay.

2. Recommendation

- 2.1 It is recommended that the Board notes the content of the report.
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3. Background

- 3.1 At its meeting on 28 October 2009 the Joint Consultative Board: Non Teaching agreed that arrangements be made for the quarterly absence levels and information relating to absence statistics and reasons for absence, by service and category of staff, which are reported to the Scrutiny and Petitions Board (now Audit, Scrutiny and Petitions Board), be submitted to meetings of the Joint Consultative Board: Non Teaching.

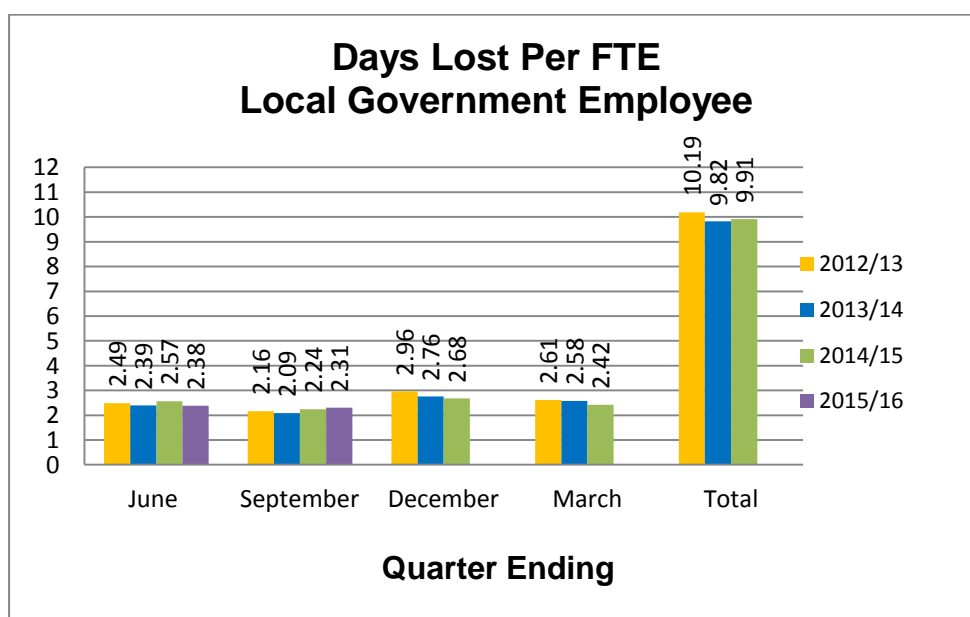
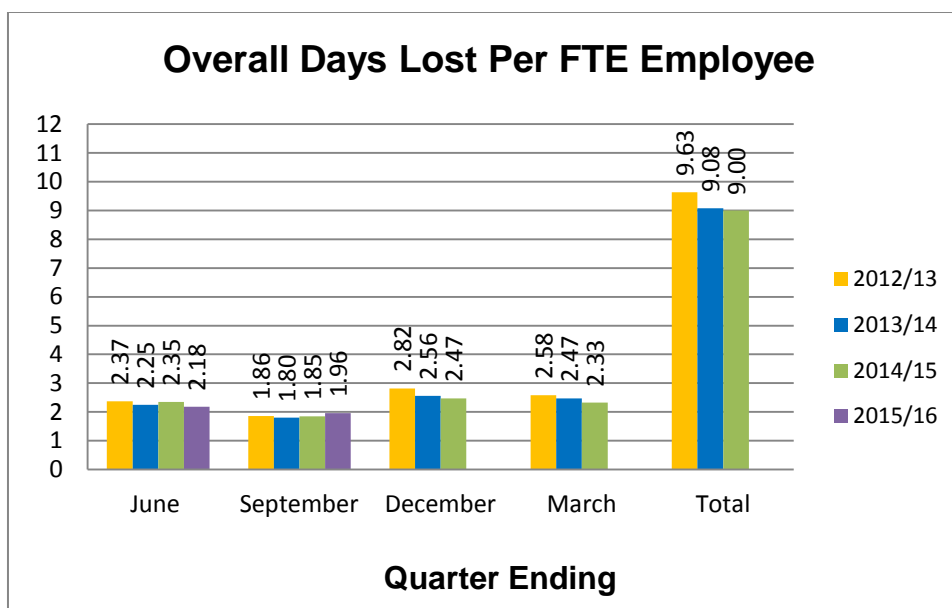
4. Absence Statistics - Quarter Ending 21 September 2015

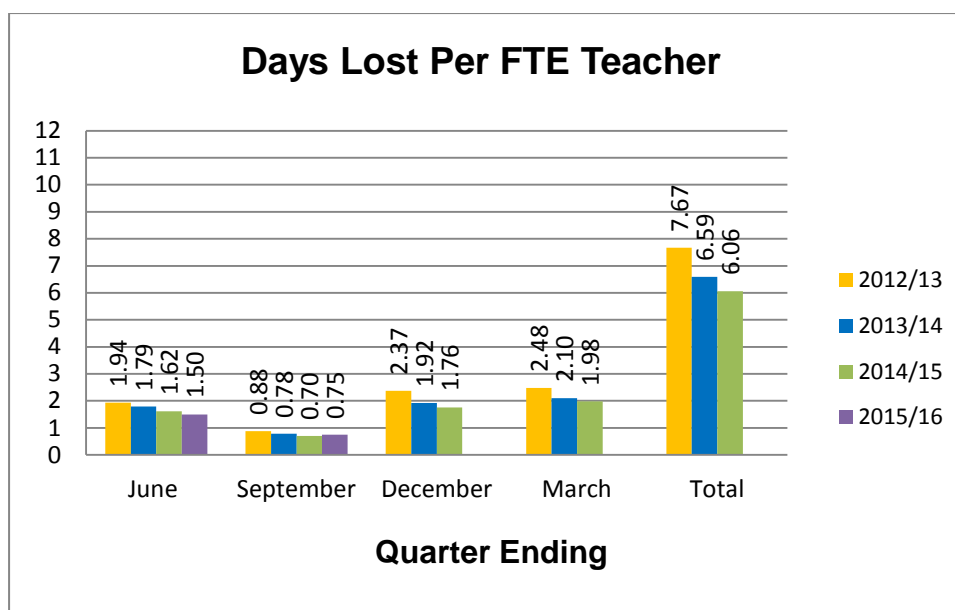
- 4.1 Please find service and Council overall absence performance for quarter ending 21 September 2015 against target given in the table to follow. In line with the reporting requirements for Scottish Councils absence is expressed as a number of work days lost per full time equivalent (FTE) employee. The absence performance for the equivalent quarters in the previous year has also been included in the tables for comparison purposes.

Service/Area	Quarter Ending 21 September 2014	Quarter Ending 21 September 2015	Quarter Ending 21 September 2015 Target
Chief Executive's Services	0.74	1.70	0.80
Education and Leisure Services	2.48	1.04	1.56
Community Resources	2.29	2.26	2.15
Finance and Resources	1.86	2.25	1.34
Development and Housing Services	1.86	1.26	1.69
Social Work Services	3.27	3.48	2.36
Council Overall	1.85	1.96	1.79

5. Analysis and Trends - Quarter Ending 21 September 2015

- 5.1 The overall number of days lost due to absence for this quarter is 1.96 days per FTE employee. This is a decrease of 0.22 day per FTE employee on the previous quarter. There has been a 0.11day per FTE employee increase in the overall absence level in comparison to the equivalent quarter last year.
- 5.2 The following tables detail the absence levels for the Council overall and by employee group for 2015/2016 and for the equivalent quarters in 2012/2013, 2013/2014 and 2014/2015:-





6. Absence Targets 2015/2016

- 6.1 The absence performance of services, the Council overall and employee groups against the set absence targets for 2015/2016 is shown at **Appendix A**. The Council has recorded an overall absence rate of 1.96 days lost per FTE employee for the quarter which is 0.17 days per FTE employee **above** the target figure of 1.79 days.
- 6.2 Please see **Appendix B** for trends in Council overall and employee group absence performance in recent years, in comparison to other Scottish Councils. The ranking information for 2014/2015 will not be available until later this year.

7. Reasons for Absence

- 7.1 The category with the highest level of absence in quarter ending 21 September 2015 is 'Psychological' - 26.98% (non work related - 23.70%, work related - 3.28%), with the second highest being 'Musculoskeletal and Joint Disorders' - 24.32%. This compares with quarter ending 22 June 2015 when the category with the highest level of absence was highest level of absence in quarter ending 22 June 2015 was 'Psychological' - 28.05% (non work related - 24.88%, work related - 3.17%), with the second highest being 'Musculoskeletal and Joint Disorders' - 25.75%.

8. Supporting Attendance Activity

- 8.1 Recent and planned actions to improve absence performance include the following:-
- Proactively contacting managers who have absence cases of 2 to 4 weeks in duration, to monitor action taken to date and proposed next steps. This is to ensure that managers intervene early in absence cases and keep in regular contact with absent employees. In turn, discussion is facilitated around the

employee's progress, any support that may be required and allows flexible return to work options to be explored.

- The introduction of an electronic referral management system in February 2015 operated by the new Occupational Health Service provider, People Asset Management (PAM). This system simplifies the referral process, facilitates early intervention in cases and increases the speed with which medical guidance is received. It also enables Occupational Health Service appointment details to be sent directly to an employee's mobile telephone number, where made available.
- Continued delivery of supporting attendance training at a corporate level for managers, with the provision of tailored training for managers and employees at a service level on request.
- Seasonal flu vaccination programme.
- Ongoing health promotion activities including smoking cessation, mental health awareness, events aimed at raising employee awareness of health issues and providing opportunities to try different sport/exercise activities. A number of taster activities have been offered to employees including free swims, blood pressure and mini fitness checks.
- Ongoing work to improve the absence information available to managers, and to streamline supporting attendance related processes to facilitate prompt absence reporting, recording and updating of relevant systems.

9. Costs of Sick Pay

- 9.1 The costs associated with sick pay are provided to the Audit, Scrutiny and Petitions Board. The table to follow outlines the costs of sick pay by employee group and overall for 2014/2015 and 2015/2016:-

**Details of Occupational Sick Pay and Statutory Sick Pay Costs Per Employee
Group and Overall for 2014/2015 and 2015/2016**

Quarter/Year	Teachers (includes Supply Teachers)	All Other Employees	Overall
Quarter 1 of 2014/2015	£490,739	£1,085,444	£1,576,183
Quarter 2 of 2014/2015	£231,365	£1,108,770	£1,340,135
Quarter 3 of 2014/2015	£396,512	£999,266	£1,395,778
Quarter 4 of 2013/2014	£552,457	£944,041	£1,496,498
2014/2015 Overall	£1,671,073	£4,137,521	£5,808,594
Quarter 1 of 2015/2016	£393,394	£935,284	£1,328,678
Quarter 2 of 2015/2016	£125,710	£1,286,198	£1,411,908
2015/2016 Year to Date	£519,104	£2,221,482	£2,740,586

Implications of this Report

- 1 **Financial Implications** - Improvement in attendance impacts on the financial costs of absence.
- 2 **HR and Organisational Development Implications** - HR and Organisational Development Practitioners will continue to work with service managers and consult with the Trade Unions, on the implementation of the Supporting Attendance at Work Policy and Guidance and initiatives detailed in this report.
- 3 **Community Planning**

Children and Young People - none.

Jobs and the Economy - none.

Community care, health and wellbeing - provides for continuous improvement in health and attendance.

Safer and Stronger - provides for improved service performance across the Council.

Greener - none.

Empowering our Communities - none.

- 4 **Legal Implications** - none.
- 5 **Property/Asset Implications** - none.
- 6 **Information Technology Implications** - none.
- 7 **Equality and Human Rights Implications** - none.
- 8 **Health and Safety Implications** - it is integral to the Council's aim of securing the health and well being of employees.
- 9 **Procurement Implications** - none.
- 10 **Risk Implications** - Without continued effective supporting attendance focus, there is a risk that sickness absence levels will adversely impact on the Council both financially and in terms of service delivery. Consequently supporting attendance activities are monitored via the Corporate Risk Register.
- 11 **Privacy Impact Implications** - none.

List of Background Papers - none.

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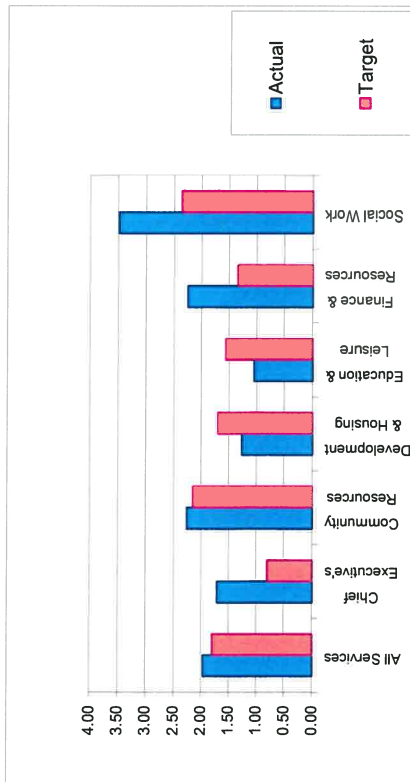
INDEX OF APPENDICES

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|------------|---|
| APPENDIX A | Graphs detailing trends in service, Council overall and employee group absence levels against targets for quarter ending 21 September 2015. |
| APPENDIX B | Graphs detailing trends in Council overall and employee group absence performance as well as sick pay costs, for the years 2010/2011 to 2015/2016 year to date. |
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PERFORMANCE V TARGETS 2015/2016

Quarter 2

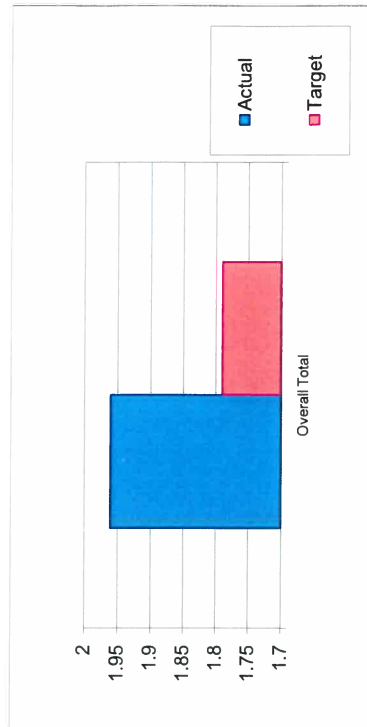
June 2015 - September 2015



	Actual	Target	Difference
All Services	1.96	1.79	0.17
Chief Executive's	1.70	0.80	0.90
Community Resources	2.26	2.15	0.11
Development & Housing	1.26	1.69	-0.43
Education & Leisure	1.04	1.56	-0.52
Finance & Resources	2.25	1.34	0.91
Social Work	3.48	2.36	1.12

Quarter 2

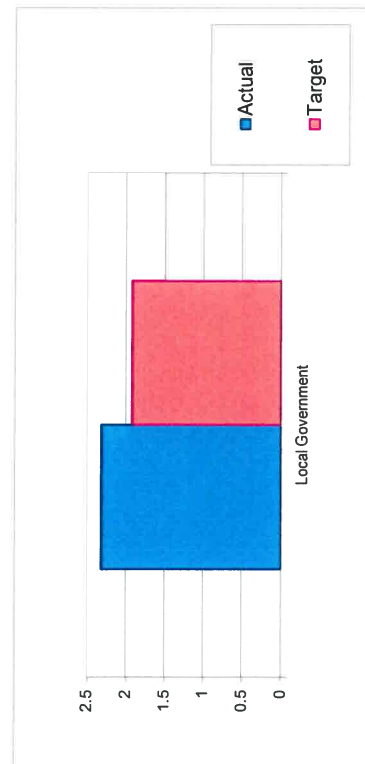
June 2015 - September 2015



	Actual	Target	Difference
Overall Total	1.96	1.79	0.17

Quarter 2

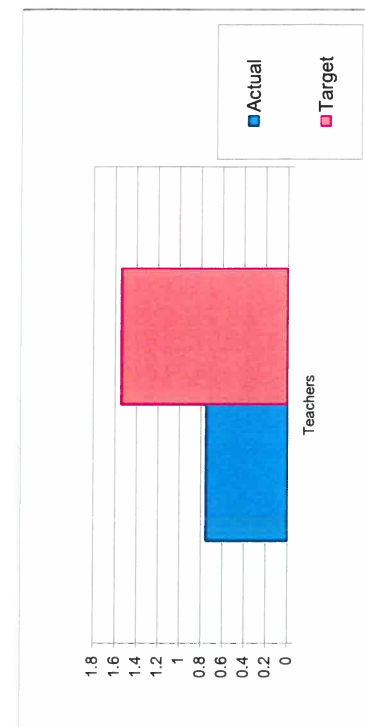
June 2015 - September 2015



	Actual	Target	Difference
Local Government	2.31	1.92	0.39

Quarter 2

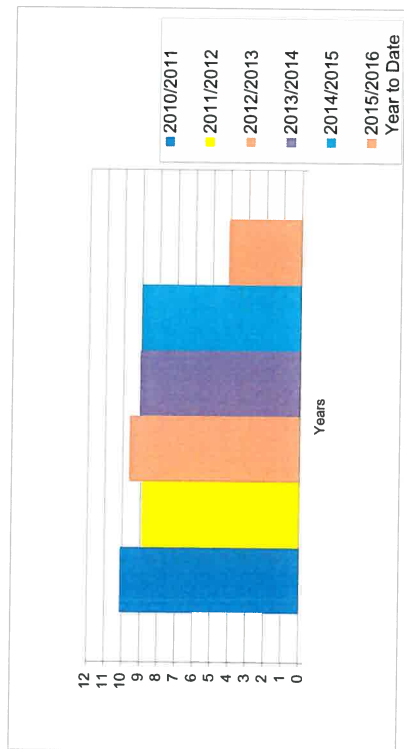
June 2015 - September 2015



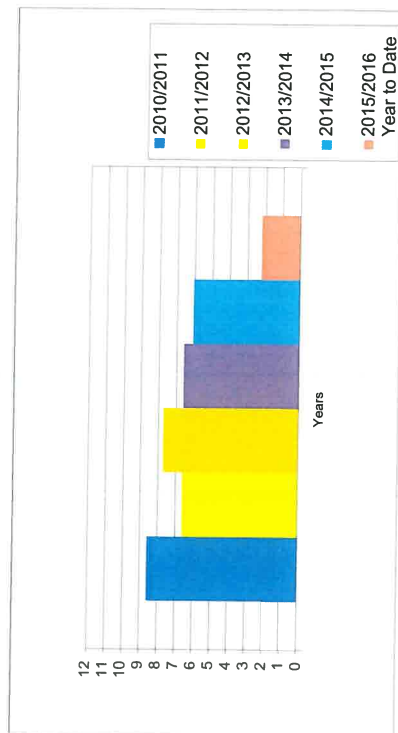
	Actual	Target	Difference
Teachers	0.75	1.54	-0.79

ABSENCE (DAYS LOST PER FTE EMPLOYEE) V OTHER SCOTTISH COUNCILS AND SICK PAY COSTS 2010/2011 TO 2015/2016

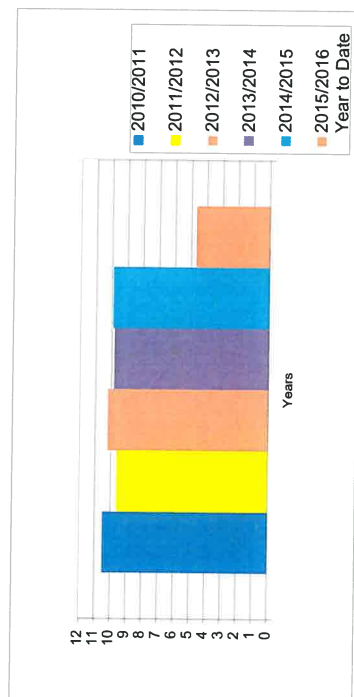
Council Overall



Teachers



Local Government Employees



RENFREWSHIRE COUNCIL

JOINT CONSULTATIVE BOARD (NON-TEACHING) 10 FEBRUARY 2016

Item No. 6

DETAILS OF GRIEVANCES (Informal stage onwards)					
SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL FEB 2016	TOTAL NOV 2015
Chief Executives	0	0	0	0	0
Community Resources	0	0	0	0	1
Development & Housing Services	0	1	0	1	0
Children's Services	0	0	1	1	3
Health & Social Care Partnership	1	1	0	2	3
Finance & Resources	0	0	0	0	0
TOTAL	1	2	1	4	7

(Information as at February 2016)

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 grievance 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.

