

## Notice of Meeting and Agenda 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

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

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](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto: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 Chairperon for the Meeting**
- 2 Minute of Previous Meeting** **5 - 8**  
Minute of meeting held on 27 April 2016
- 3 Developments in Health and Safety** **9 - 12**  
Report by the Head of HR, Organisational Development and Workforce Strategy
- 4 Agency Workers** **13 - 14**  
Report by the Head of HR, Organisational Development and Workforce Strategy
- 5 Details of Grievances** **15 - 16**  
Report by the Head of HR, Organisational Development and Workforce Strategy
- 6 Date of Next Meeting**  
Note that the next meeting of the Joint Consultative Board Non-Teaching is scheduled for Thursday 15 September 2016 at 3.00pm



## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 27 April 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

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

Representing Trade Unions – R Connick, J McGinley and M McGuire, (UNISON); and C McLeod and J McMenemy, GMB.

#### IN ATTENDANCE

K Anderson, Amenity Services Manager - Waste (Community Resources); S Fanning, Senior Health & Safety Officer; R Laouadi, HR Manager; M Armstrong, Senior Human Resource Advisor; 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 Councillor Harte chair the meeting.

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

#### APOLOGY

Councillor Williams.

#### DECLARATIONS OF INTEREST

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

## **ADDITIONAL ITEM**

The Convener intimated that there was one additional item in relation to a Trade Union issue which had not been included in the notice calling the meeting. The Convener being of the opinion that the item which is dealt with at item 7 was relevant and competent, 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 10 February 2016.

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

### **2 MATTERS ARISING**

#### **AGENCY WORKERS**

Councillor Harte referred to item 2 (ii) of the previous meeting and advised that he had received confirmation of the status of agency workers in terms of PAYE.

**DECIDED:** That the information 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 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 audits had been undertaken within Community Resources; Development & Housing Services; Children's Services; and Finance & Resources, advising that the audit feedback had been positive.

The report indicated that the Health and Safety section continued to work with the incumbent occupational health contractor to further develop and enhance the electronic referral process; support external partners; and support the Town Centres Team, Renfrewshire Leisure and other event organisers to ensure that safe, controlled events were delivered.

The Amenity Services Manager – Waste advised the Board of a report submitted to the Leadership Board in relation to the Fatal Accident Inquiry into the Glasgow Bin Lorry crash and intimated that investigations by the task group confirmed that Renfrewshire Council's recruitment process was already robust in a number of areas which were relevant to the Sheriff's recommendations. Immediate action had been taken however in respect of requiring medical confirmation from medical practitioners of fitness to drive as part of recruitment where driving is a requirement of the job. All existing drivers of heavy goods vehicles and public service vehicles would undergo an interview with the Council's occupational health provider to confirm fitness to drive.

**DECIDED:** That the report 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 March 2016, and detailing the capacity and Service in which they were engaged.

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

#### 5 **DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR, OD 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 April 2016.

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

#### 6 **ABSENCE MANAGEMENT STATISTICS**

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy relative to the quarterly absence management statistics.

The report provided statistics on the number of employee days lost through absence by Department, and provided a comparison for the period from 23 June 2015 to 31 December 2015. Information was also detailed in relation to absence statistics by service and category of staff, together with comparisons on how services had performed against targets. An analysis of the reasons for absences during the period was also outlined in the report.

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

#### **ADDITIONAL ITEM**

The Convener, being of the opinion that the following item was relevant and competent, agreed to its consideration at this time.

**7 WASTE SERVICES - UNDERWOOD ROAD, PAISLEY**

Concern was expressed by the Trade Union representative in respect of the shift imbalances relative to refuse collection employees based at Underwood Road, Paisley. In response, the Amenity Services Manager - Waste advised that the recruitment process was currently underway which would address the issue.

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

**8 DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday 8 June, 2016.





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**To:** Joint Consultative Board: Non-Teaching

**On:** 8 June 2016

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

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**Heading:** Developments in Health and Safety

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## 1. Summary

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

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## 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 and an update of their progress is as follows:-

- Control of Contractors – in final draft stage
- Statutory Inspections – Working with Community Resources.
- CDM 2015 – final draft in proofing stage
- Guidance on Slips, Trips and Falls is being revised

- Tobacco/ Smoke Free Policy – Further work to be completed around Service expectations.
- Control of Legionella Bacteria in Hot and Cold Water Systems – at 2<sup>nd</sup> level draft.

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

3 fire wardens  
 1 IOSH Managing Safely  
 1 violence and aggression  
 1 AIRD awareness  
 1 Risk assessment

A number of tool box talks delivered during this period with the total number of training places taken up during this period were 77.

- 3.3 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next audit is scheduled for September 2016.
- 3.4 As part of the Healthy Working Lives Gold award programme, the health and safety section were invited, as part of a national group, to assist with the development of a national strategy on rehabilitation in the workplace.
- 3.5 The health and safety section continue to work with our incumbent occupational health contractor to further develop and enhance the electronic referral process. The current project is based upon recruitment processes.
- 3.6 The health and safety section continue to support our external partners, which include Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure.
- 3.7 The health and safety section continue to support the Town Centres Team, Renfrewshire Leisure and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. The successful projects include The Paisley Food and Beer Festival, The Pipe Band Championships. Projects we are working with the team on include; Sma Shot Day and the Paisley Vision 10k.

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## 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.
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#### **List of Background Papers**

- (a) None
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AGENCY WORKERS - APRIL 2016					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in February 2016	Number of Agency Workers in this Role in March 2016	Number of Agency Workers in this Role in April 2016
Chief Executive's	Marketing Officer	0	0	2	2
Total for Chief Executive's		0	0	2	2
Community Resources	Cleaner	201	0	0	3
	Cook	4	0	0	2
	Electrician *	29	7	3	4
	Painters *	21	2	4	5
	Slater *	13	0	1	5
Total for Community Resources		268	9	8	19
Finance & Resources	Building Surveyor	3	1	1	1
	Senior Quantity Surveyor	0	0	1	1
	Statutory Support Officer	13	0	1	1
	Total for Finance & Resources	16	1	3	3
Renfrewshire Health & Social Care Partnership	Social Care Worker	41	2	2	1
	Driver (Community Meals)	21	0	3	3
	Care Assistant/Home Care Worker	346	0	16	16
Total for Renfrewshire Health & Social Care Partnership		408	2	21	20
Total Workers		692	12	34	44

\* Council figure includes Apprentices

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**RENFREWSHIRE COUNCIL****JOINT CONSULTATIVE BOARD (Non-teaching) 31 MAY 2016****DETAILS OF GRIEVANCES (Informal stages onwards)**

<b>SERVICE</b>	<b>INFORMAL STAGE</b>	<b>FORMAL STAGE 1</b>	<b>FORMAL STAGE 2</b>	<b>TOTAL 05/16</b>	<b>TOTAL 04/16</b>
Chief Executives	0	0	0	<b>0</b>	0
Community Resources	0	0	0	<b>0</b>	0
Development & Housing Services	0	0	1	<b>1</b>	1
Children's Services	0	2	0	<b>2</b>	2
Health & Social Care Partnership	0	2	0	<b>2</b>	1
Finance & Resources	0	0	0	<b>0</b>	0
<b>TOTAL</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>5</b>	4

(Information as at May 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 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.

