

Minute of Meeting

Joint Consultative Board (Non-Teaching)

| Date | Time | Venue |
|----------------------------|-------|--|
| Thursday, 08 December 2016 | 15:00 | CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN |

PRESENT

Representing Renfrewshire Council Management - Councillors Glen, Harte, Noon and Williams.

Representing Trade Unions – J Boylan and S Hicks (UNISON); and C McLeod (GMB).

IN ATTENDANCE

T McEwan, Education Manager - Planning & Performance (Children's Services); E Scott, Building Services Manager and K Markwick, Amenity Services Manager (both Community Resources); and I Beattie, Head of Health & Social Care (Paisley) and C Donnelly, Head of HR, Organisational Development & Workforce Strategy, R Cree, Principal HR Adviser, S Fanning, Principal HR Adviser (Health, Safety and Absence); R Laouadi, Human Resources Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

APOLOGIES

Councillor Audrey Doig; S McAllister and J McMenemy (UNITE); and M Ferguson (UNISON).

DECLARATIONS OF INTEREST

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

1 **APPOINTMENT OF CHAIRPERSON**

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

DECIDED: That Councillor Harte chair the meeting.

2 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 26 October 2016.

Under reference to Item 2 – Minute of Previous meeting - the Principal HR Adviser (Health Safety and Absence) advised that the trade unions would be involved in the review of guidance in connection with manoeuvring more than one bin simultaneously between properties and the refuse vehicle.

Under reference to Item 2 – Minute of Previous meeting - it was noted that a copy of the survey undertaken by UNISON relative to incidents of violence/aggression in the workplace would be forwarded to the Principal HR Adviser (Health, Safety and Absence) as soon as possible.

DECIDED: That that Minute 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.

The report advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that an audit had taken place, between 21 and 23 November, 2016, within Community Resources, Children's Services and Finance and Resources. It had been a positive audit with areas of good practice identified, however it was also advised that five minor non-conformances had been raised.

The report indicated that the Health and Safety section continued to work with the incumbent occupational health contractor. Currently work was being undertaken in relation to the annual flu vaccination programme as well as hand to arm vibration syndrome and audio screening.

As part of the Healthy Working Lives Gold award programme the health and section continued to work with Services and maintain evidence on behalf of the Council. It was highlighted that the Council had successfully retained the gold award.

The report also intimated that the health and safety section continued to support the Town Centres Team, Renfrewshire Leisure Limited and other event organisers to ensure that there were safe, controlled and enjoyable events delivered.

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 three grievances as at 31 October, 2016.

DECIDED: That the report be noted.

5 **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 2016, and detailing the capacity and Service in which they were engaged.

DECIDED: That the report be noted.

6 **DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 8 February 2017.