

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

Date	Time	Venue
Thursday, 29 October 2015	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)

### 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.

### 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.gov.uk/agendas](http://www.renfrewshire.gov.uk/agendas).

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## 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 Previous Meeting** **3 - 6**

Minute of meeting of the JCB Non Teaching held on 3 September, 2015

#### 3 **Developments in Health and Safety** **7 - 10**

Report by the Head of HR and Organisational Development.

#### 4 **Agency Workers** **11 - 12**

Report by the Head of HR and Organisational Development.

#### 5 **Details of Greviances** **13 - 14**

Report by the Head of HR and Organisational Development.

#### 6 **Supporting Attendance**

Report by the Head of HR and Organisational Development.

#### 7 **Date of Next Meeting**

Note that the next meeting of the JCB Non Teaching is schedule to be held on 10 December, 2015 at 3pm.

## Minute of Meeting

### Joint Consultative Board (Non Teaching)

Date	Time	Venue
Thursday, 03 September 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen, Harte, Noon and Williams. Representing Trade Unions – J Lynch, J Boylan and S Hicks, (UNISON)

#### IN ATTENDANCE

K Anderson, Amenity Services Manager (Waste) (Community Resources); and D Marshall, Head of HR & Organisational Development; G Campbell Senior Health & Safety Officer; and R Devine, Senior Committee Services Officer (all Finance & Resources).

#### APOLOGIES

M Ferguson (UNISON)

## 1 APPOINTMENT OF CHAIRPERSON FOR THE MEETING

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

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

## ORDER OF BUSINESS

In terms of Standing Order 16, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 8 - Overtime and Temporary Staff: Community Resources and item 9 - Overloaded Waste Vehicles: Health & Safety - of the agenda before item 2.

## 2 OVERTIME AND TEMPORARY STAFF - COMMUNITY RESOURCES

Concerns were expressed by the trade union representatives in respect of the levels of overtime being worked by employees at the Community Resources' Underwood Road depot.

The Amenity Services Manager (Waste) provided a summary of the operational issues which had resulted in the situation arising.

**DECIDED:** It was agreed that a report be submitted to the next meeting of the Board detailing the levels of overtime being worked by employees at the Community Resources' Underwood Road depot.

## 3 OVERLOADED WASTE VEHICLES - HEALTH & SAFETY

Concerns were expressed by the trade union representatives in respect of the regular overloading of waste vehicles.

Reference was made during discussion to employee responsibilities, toolbox training sessions undertaken, existing facilities for ensuring that vehicles were not overloaded and additional measures which were to be introduced to resolve the issue.

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

## 4 MINUTE

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 21 May, 2015, the terms of which had been noted at the meeting of the Finance & Resources Policy Board held on 26th August, 2015.

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

## MATTERS ARISING

There was tabled a report by the Head of HR & Organisational Development providing an update in terms of the number of temporary employees working within the Council as at 2 September, 2015.

The report provided details of temporary employees who had subsequently been offered permanent contracts, together with the current number of temporary employees, broken down by Service. Reference was also made to the numbers of employees on fixed term and seasonal contracts. Full details of the number of hours involved and the grades of employees would be provided to the trade unions to facilitate further discussion.

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

## **5 DEVELOPMENTS IN HEALTH AND SAFETY**

There was submitted a report by the Head of HR & Organisational Development 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 first aid arrangements; control of contractors; manual handling operations; and tobacco policy were being revised. The health and safety section continued to assist Services to retain accreditation to BS OHSAS 18001;2007. Details of the next audit visit schedule were provided.

The report indicated that information and participative campaigns continued to be delivered across the Council as part of the Healthy Working Lives Gold award programme.

Following discussion in connection with the work undertaken within the Council to promote a zero tolerance culture in respect of violent incidents at work it was agreed that arrangements be made to raise awareness of the various initiatives utilised with Health & Social Care management via the newly established Trade union joint forum.

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

## **6 AGENCY WORKERS**

There was submitted a report by the Head of HR & Organisational Development relative to the number of agency staff employed within the Council as at July, 2015, and detailing the capacity and Service in which they were engaged.

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

## **7 DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR & Organisational Development 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 September, 2015.

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

**8 RENFREWSHIRE HOUSE CAR PARKING**

The Head of HR & Organisational Development advised that this item had been resolved following the issue of short stay permits for the car park to those employees involved.

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

**9 PAY CLAIM 2015/16 - 2016/17**

Reference was made to the negotiations between UNISON and the other SJC trade unions with the Scottish Employers on the issue of pay increases for the period 2015/16 and 2016/17.

Members were advised that the employer's final offer had been agreed on 28 August, 2015, at a COSLA Leaders' Meeting and details of the offer were outlined. It was noted that following consideration of the offer the trade unions had recommended acceptance of the offer to members. Arrangements were in place to issue UNISON members with ballot papers and it was noted that the deadline for their return was 12 noon on 25 September, 2015.

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

**10 ADMINISTRATION OF MEDICINES**

Reference was made by the trade union representatives to the perceived need to update and raise awareness of Council policy relative to the administration of medicines, to ensure a consistent practice was adopted and implemented by Council staff within all Services.

It was agreed that further discussion on this matter be held between management and the trade unions.

**DECIDED:** That further discussion on this matter be held between management and the trade unions.

**11 DATE OF NEXT MEETING**

**DECIDED:** It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Thursday 29 October, 2015.

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

**On:** 29 October 2015

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**Report by:** David Marshall, Head of HR and Organisational Development

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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:-

- Control of contractors
- Statutory inspections
- CDM 2015
- Manual handling operations
- Tobacco/ Smoke free Policy

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

- 4 General Health and Safety
- 2 Violence and Aggression
- 1 Fire Wardens
- 1 Ladder Awareness & Inspection
- 1 Risk Assessment :and:

A number of tool box talks delivered during this period with the total number of training places taken up during this period was 62.

3.3 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The audit took place on 21-23 September 2015, within;

- Community Resources;
- Development and Housing Services;
- Children's Services; and
- Finance and Resources.

It was a very positive audit with no, non conformities identified. The next audit is scheduled for March 2015.

3.4 As part of the Healthy Working Lives Gold award programme, information and participative campaigns continue to be delivered across the council; the cycle to work scheme was promoted as well as information on breast cancer.

3.5 Renfrewshire Council is among the winners in the RoSPA Occupational Health and Safety Awards 2015. The Council has received a silver award in the prestigious annual scheme run by the Royal Society for the Prevention of Accidents

3.6 The health and safety section continue to work with IT, currently enhancing and developing our electronic applications.



## 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 Councils 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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**Author:** Steven Fanning  
0141 618 7284  
steven.fanning@renfrewshire.gcsx.gov.uk

AGENCY WORKERS - SEPTEMBER 2015					
Service	Job Title	No. of Agency Staff September 2015	No. of Agency Staff August 2015	No. of Agency Staff July 2015	Renfrewshire Council Headcount
Chief Executive's	Graphic Designer	1	0	0	2
Total for Community Resources		1	0	0	2
Community Resources	Bricklayer	2	2	0	3
	Caterer *	6	0	0	180
	CDM Co-ordinator	1	1	1	0
	Cleaner *	15	0	0	198
	Close Cleaner	1	0	0	3
	Joiner	0	0	1	43
	Security Person	3	3	3	0
	Trades Mate for Bricklayer	1	1	0	0
Total for Community Resources		29	7	5	43
Finance & Resources	Architect	1	1	2	2
	Asbestos Consultant	1	1	1	2
	Building Surveyor	1	1	1	0
	Mechanical Engineer	1	1	1	1
	Quantity Surveyor	1	1	1	0
	Senior Architect	2	1	1	2
		7	6	7	7
Total for Finance & Resources		7	6	7	7
Housing	CDM Co-ordinator	1	1	1	0
	Quality Surveyor	1	1	1	0
	Sheltered Housing Officer	2	1	0	8
Total for Housing		4	3	1	8
Children's Services	Day Service Assistant	1	3	3	67
Total for Children's Services		1	3	3	67
Total Workers		42	19	16	127

Catering Assistant



**RENFREWSHIRE COUNCIL****JOINT CONSULTATIVE BOARD - (Non-teaching) 29 October 2015****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 10/15</b>	<b>TOTAL 09/15</b>
Chief Executives				<b>0</b>	<b>0</b>
Community Resources	<b>1</b>		<b>1</b>	<b>2</b>	<b>3</b>
Development & Housing Services				<b>0</b>	<b>0</b>
Childrens Services	<b>1</b>	<b>2</b>		<b>3</b>	<b>2</b>
Finance & Resources				<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>5</b>

(Information as at October 2015)

**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.

