

## Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 13 December 2017	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, and A Steel.

Representing Trade Unions – J Boylan, S Hicks and K Kernachan (UNISON); and J McMenemy (GMB).

### In Attendance

G McKinlay, Head of Schools (Children Services); F Carlin, Head of Planning and Housing (Development and Housing); D Gillies, Head of Facilities Management (Community Resources); T Olowe, Interim Head of HR; R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and P Shiach, Committee Services Officer (all Finance & Resources); and I Beattie, Renfrewshire Health and Social Care Services.

### Apology

Councillor J Paterson.

### 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 J Boylan chair the meeting.

**DECIDED:** That J Boylan chair the meeting.

## 2 Developments in Health and Safety

There was submitted a report by the Director of Finance & Resources relative to developments with regard to health and safety issues. The report detailed policies and guidance that were currently being revised.

The following policies and guidance were being revised: -

- Control of Legionella Bacteria in Hot and Cold Water Systems;
- The selection and control of contractors
- Alcohol and substance misuse
- Control of smoking at work
- Violence and aggression
- Reporting of Incidents, Diseases and Dangerous Occurrences guidance.

The report also advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that the next audit was scheduled to be undertaken during March 2018.

It was noted that the Healthy Working Lives Gold award programme had been submitted to the Scottish Centre for Healthy Working Lives for assessment and the outcome was awaited.

The report also indicated that the health and safety section were working with the risk and insurance section to identify accident causation type which could result in claims against the Council. This would lead to further strategies which might reduce the impact of claims to the Council and raise health and safety awareness among employees and managers. The section also continued to work with services to survey the fire arrangements within Renfrewshire House in line with the current refurbishment programme and with Development & Housing Services to review the fire safety arrangements at high flat and shared accommodation units.

It was highlighted that the section had supported the Town Centres Team and other event organisers to ensure that safe, controlled and enjoyable events delivered. The winter events had been delivered safely.

The report indicated that following discussions with the Health and Safety Team, the British Heart Foundation (BHF) had undertaken training within Renfrewshire House of 73 staff and two elected members in the use of CPR Techniques. BHF had agreed to undertake further training in the New Year, and currently there were 30 staff on the waiting list. Separate training for school office staff outwith Renfrewshire House was being considered.

**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 July to 30 September 2017. The report provided information in relation to sickness 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 2, ending 30 September 2017 and for the equivalent quarters in previous years.

The appendix to the report detailed the absence performance of services, the Council overall and employee groupings against the set absence targets for quarter ending 30 September 2017.

The Trade Union representatives highlighted the need to exercise caution when considering the levels of psychological (non-work related) absence recorded as the existing recording process did not enable updates to be made to the nature of the psychological absence following the initial diagnosis. The Principal HR Adviser (Health Safety and Absence) indicated that he would meet with Trade Union representatives to identify areas of concern.

#### **DECIDED:**

(a) The Principal HR Adviser (Health Safety and Absence) indicated that he would meet with Trade Union representatives to identify areas of concern in relation to the recording of levels of work and non-work related psychological absence; and

(b) That otherwise the report be noted.

### **4 Details of Grievances**

There was submitted a report by the Interim Head of HR 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 eight grievances as at November 2017, which indicated an increase of 1 from the previous report.

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

### **5 Agency Workers**

There was submitted a report by the Interim Head of HR relative to the number of agency staff employed within the Council as at November 2017, and detailing the capacity and service in which they were engaged.

The report showed a decrease of 13 across all services from the figure previously reported.

I Beattie, Renfrewshire Health and Social Care Services was heard in connection with the reasons for the increase in agency workers within Renfrewshire Health and Social Care Services and indicated that there were a number of recruitment challenges in terms of the Health and Social Care Partnership.

**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 Wednesday 31 January 2018.