

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

Date	Time	Venue
Thursday, 15 September 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 Chairperson for the Meeting**

#### **2 Minute of Previous Meeting 5 - 8**

Submit Minute of previous meeting held on 8 June 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 Waste Services - Underwood Road**

#### **7 Community Resources - Facilities Review**

#### **9 Date of Next Meeting**

Note that the next meeting of the Joint Consultative Board (Non - Teaching) is scheduled for Wednesday 26 October 2016 at 3.00pm



## Minute of Meeting

### 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

#### PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen and Noon; Representing Trade Unions - R Connick and S Hicks (UNISON); C McLeod (GMB); and S McAllister (UNITE).

#### IN ATTENDANCE

J Trainer, Acting Head of Early Years and Inclusion (Children's Services); K Anderson, Amenity Services Manager – Waste and C Hunter, Environmental Improvements Manager (both Community Resources); M Armstrong, Senior Human Resource Advisor, R Cree, Principal Human Resources Adviser, S Fanning, Senior Health & Safety Officer, R Laouadi, Principal Human Resources Adviser, L Mullin, Principal Human Resources and Organisational Development Manager and 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 S Hicks chair the meeting.

**DECIDED:** That S Hicks chair the meeting.

#### APOLOGIES

Councillors Harte and Williams, J Boylan and M Ferguson.

#### DECLARATIONS OF INTEREST

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

## 1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 27 April 2016.

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

## 2 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 the next audit was scheduled for September, 2016.

The report indicated that Health and Safety section continued to work with the incumbent occupational health contractor to further develop and enhance the electronic referral process, advising that the current project was based upon recruitment processes.

The report indicated that the Health and Safety Section continued to support external partners, including Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure Limited.

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

## 3 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 April 2016, and detailing the capacity and Service in which they were engaged.

The Principal Human Resources Adviser indicated the figures had increased slightly since the last report and stated the reasons for this increase.

**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 five grievances as at May 2016.

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

### **ADDITIONAL ITEM**

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

#### **5     ADDITIONAL SUPPORT NEEDS ASSISTANTS**

S Hicks raised the issue of the mobilisation and arrangements of Additional Support Needs Assistants (ASNA's) for the new school session 2016/17. It was suggested that discussions in this regard be held with the Head of Early Years & Inclusion. This was agreed.

**DECIDED:** That discussions in relation to mobilisation and arrangements of ASNA's for the new school session 2016/17 take place between UNISON and the Head of Early Years and Inclusion.

#### **6     DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Thursday 15 September 2016.







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

**On:** 15 September 2016

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**Report by:** Carole Donnelly, Head of HR, 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:-

- Statutory Inspections – Working with Community Resources.
- CDM 2015 – ready to issue
- Guidance on Slips, Trips and Falls is being revised
- Tobacco/ Smoke Free Policy – in the 3<sup>rd</sup> stage of draft

- Control of Legionella Bacteria in Hot and Cold Water Systems – at 3rd level draft.
- 3.2. The Emergency Evacuation Guidance for Renfrewshire House has been revised and issue in line with a campaign to raise awareness. A number of tool box talks on this subject have been delivered
  - 3.3 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next audit was scheduled for September 2016 and a plan has been put in place, however due to resource issues the current contractor ( BSI) have postponed the audit and we are awaiting confirmation of new dates.
  - 3.4 As part of the Healthy Working Lives Gold award programme, the health and safety section continue to work with Services and maintain the evidence on behalf of the Council. We are currently preparing for a review during October.
  - 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 Council is about to embark upon the winter events programme.
  - 3.8 The Council received a RoSPA Silver Award for the overall health and safety management system performance.

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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 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 - August 2016						
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in June 2016	Number of Agency Workers in this Role in July 2016	Number of Agency Workers in this Role in August 2016	
Community Resources	Electrician *	29	4	4	3	
	Trowel Slater	0	3	1	1	
Total for Community Resources		29	7	5	4	
Finance & Resources	Building Surveyor	3	1	1	0	
	Quantity Surveyor	0	1	1	1	
	CS Advisor	2	7	14	14	
	Project Manager	16	1	1	1	
	Senior Quantity Surveyor	0	1	1	1	
	Statutory Support Officer	12	1	1	0	
Total for Finance & Resources		33	12	19	17	
Renfrewshire Health & Social Care Partnership	Social Care Assistant	70	14	2	1	
Total for Renfrewshire Health & Social Care Partnership		70	14	2	1	
Total Workers		132	33	26	22	

\* Council figure includes Apprentices



**RENFREWSHIRE COUNCIL****JOINT CONSULTATIVE BOARD (Non-teaching) SEPTEMBER 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 09/16</b>	<b>TOTAL 05/16</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	1	2	0	<b>3</b>	2
Health & Social Care Partnership	0	2	0	<b>2</b>	2
Finance & Resources	0	0	0	<b>0</b>	0
<b>TOTAL</b>	1	4	1	<b>6</b>	5

(Information as at September 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.

