

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

Date	Time	Venue
Thursday, 10 December 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)

### 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.

### 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.

### **Appointment of Chair**

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | <b>Minute of Previous Meeting</b>   | <b>5 - 8</b>   |
|          | Submit Minute of meeting of the Board held on 29 October, 2015 for information. |                |
| <b>2</b> | <b>Developments in Health &amp; Safety</b>                                      | <b>9 - 12</b>  |
|          | Report by the the Head of HR, Organisational Development & Workforce Strategy.  |                |
| <b>3</b> | <b>Details of Greivences</b>  | <b>13 - 14</b> |
|          | Report by the Head of HR, Organisational Development & Workforce Strategy.      |                |
| <b>4</b> | <b>Agency Workers</b>   | <b>15 - 16</b> |
|          | Report by the Head of HR, Organisational Development & Workforce Strategy.      |                |
| <b>5</b> | <b>Waste Services - Underwood Road, Paisley</b>                                 |                |
| <b>6</b> | <b>Staff Development</b>  |                |
| <b>7</b> | <b>City of Culture Bid 2021</b>   |                |

## **8 Timetable of Meetings**

**17 - 20**

Report by the Director of Finance & Resources.



## Minute of Meeting 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

### PRESENT

Representing Renfrewshire Council Management : Councillors Audrey Doig, Glen, Noon and Williams. Representing Trade Unions: Stephen Hicks and Thomas McCarthy (UNISON);and Stephen McAllister (UNITE).

### IN ATTENDANCE

P McConnachie, Commercial Business Manager Building Services (Community Resources); M Armstrong Senior Human Resources Adviser, C Donnelly, Human Resources & Organisational Development Manager; S Fanning, Senior Health & Safety Officer; R Cree, Principal Human Resources & Organisational Development Adviser and R Devine, Senior Committee Services Officer (all Finance & Resources).

### APPOINTMENT OF CHAIRPERSON

It was proposed and agreed that Stephen McAllister chair the meeting.

**DECIDED:** That Stephen McAllister chair the meeting.

### APOLOGIES

J Boylan and M Ferguson (UNISON).

### DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to 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 3 September, 2015.

Concern was expressed that the report, referred to in Item 2 of the Minute, detailing the levels of overtime being worked by employees at the Community Resources Underwood Road depot was not available. In the absence from the meeting of an officer from the relevant Service capable of providing the information, concern was also expressed in respect of the lack of representation, by officials, of Council Services at meetings of the JCB Non Teaching. It was agreed that a communication be issued to all Directors demanding that all Council Services be represented by an appropriately senior officer at future meetings of the JCB Non Teaching.

### **DECIDED:**

(a) That the concern expressed in connection with the non-availability of the report referred to in item 2 of the Minute be noted

(b) That the concern expressed in respect of the lack of representation, by officials, of Council Services at meetings of the JCB Non Teaching be noted and that a communication be issued to all Directors demanding that all Council Services be represented by an appropriately senior officer at future meetings of the JCB Non Teaching; and

(c) That that otherwise the Minute be noted.

## 2 **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 control of contractors; statutory inspections; CDM 2015; manual handling operations; and tobacco/smoke free 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 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. The report also advised that the Council had received a silver RoSPA Occupational Health & Safety Award.

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

## 3 **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 September, 2015, and detailing the capacity and Service in which they were engaged.

Clarification was sought in respect of the data provided within the report. Concern was expressed regarding the absence from the meeting of an officer, from the relevant Service, capable of providing the requested clarification.

**DECIDED:** That the concern expressed, regarding the absence from the meeting of an officer from the relevant Service, capable of providing clarification in respect of the data provided within the report be noted and that the content of the report be otherwise noted.

#### 4 **DETAILS OF GREVIANCES**

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 29 October, 2015.

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

#### 5 **SUPPORTING ATTENDANCE**

There was submitted a report by the Head of HR and Organisational Development relative to the quarterly absence management statistics for the period ending 22 June, 2015.

The report provided statistics on the number of employee days lost through absence by Service, and provided a comparison for the ending 22 June 2014. Information was also provided 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 and trends during the period was also outlined in the report, together with a summary of supporting attendance activity undertaken.

**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 Thursday 10 December, 2015.





---

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

**On:** 10 December 2015

---

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

---

**Heading:** Developments in Health and Safety

---

### 1. Summary

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

---

### 2. Recommendations

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.

---

### 3. Background

This section of the report details the activities undertaken since the last JCB.

3.1 The following Policies and Guidance are being revised:-

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

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

- 2 x General Health and Safety
- 1 x Violence and Aggression
- 1 x IOSH Working Safely

A number of tool box talks were also delivered during this period (25 employees received training in total).

3.3 As part of the Healthy Working Lives Gold award programme, an employee wellbeing survey has been developed and will be undertaken throughout December. The outcome of this survey will be reported at a future JCB meeting.

3.4 The health and safety section continue to work with our incumbent occupational health contractor to further develop and enhance the electronic referral process.

3.5 The health and safety section continue to support our external partners, which include Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Joint Valuation Board and Renfrewshire Leisure, with additional scope added to the latter covering all centers.

3.6 The health and safety section continue to support the Town Centers Team and other event organisers to ensure safe, controlled and enjoyable events are delivered. Further work this year has lead to the development of a more comprehensive event document, which has multi agency input (Police Scotland, Scottish Fire and Rescue, Scottish Ambulance Service and the NHS).

---

## 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** – N/A.
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.

---

### List of Background Papers

(a) None

---

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



**RENFREWSHIRE COUNCIL****JOINT CONSULTATIVE BOARD - (Non-teaching) 10 December 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 11/15</b>	<b>TOTAL 10/15</b>
<b>Chief Executives</b>	0	0	0	<b>0</b>	0
<b>Community Resources</b>	0	0	1	<b>1</b>	3
<b>Development &amp; Housing Services</b>	0	0	0	<b>0</b>	0
<b>Children's Services</b>	1	1	1	<b>3</b>	2
<b>Health &amp; Social Care Partnership</b>	3	0	0	<b>3</b>	0
<b>Finance &amp; Resources</b>	0	0	0	<b>0</b>	0
<b>TOTAL</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>7</b>	<b>5</b>

(Information as at 30 November 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.



**AGENCY WORKERS - OCTOBER 2015**

Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in September 2015	Number of Agency Workers in this Role in October 2015
Chief Executive's	Graphic Designer	2	1	1
<b>Total for Chief Executive's</b>		<b>2</b>	<b>1</b>	<b>1</b>
Community Resources	Bricklayer	3	2	0
	Caterer	178	6	4
	CDM Co-ordinator	0	1	1
	Cleaner	204	15	2
	Close Cleaner	3	1	1
	Electrician	11	0	2
	Painters	18	0	3
	Security Person	0	3	3
	<b>Total for Community Resources</b>		<b>417</b>	<b>28</b>
Finance & Resources	Architect	2	1	1
	Asbestos Consultant	2	1	1
	Building Surveyor	3	1	1
	Mechanical Engineer	1	1	0
	Quantity Surveyor	0	1	1
	Senior Architect	2	2	2
	<b>Total for Finance &amp; Resources</b>		<b>10</b>	<b>7</b>
Development & Housing Services	CDM Co-ordinator	0	1	1
	Quality Surveyor	0	1	1
	Sheltered Housing Officer	10	2	0
<b>Total for Development &amp; Housing Services</b>		<b>10</b>	<b>4</b>	<b>2</b>
Children's Services	Day Service Assistant	71	1	1
<b>Total for Children's Services</b>		<b>71</b>	<b>1</b>	<b>1</b>
<b>Total Workers</b>		<b>510</b>	<b>41</b>	<b>26</b>





---

**To:** JCB Non-Teaching

**On:** 10 December 2015

---

**Report by:** Director of Finance and Resources

---

**Heading:** Timetable of Meetings

---

**1. Summary**

1.1 The JCB Non-Teaching requires to agree a timetable of meetings for 2016.

---

**2. Recommendations**

2.1 That the Board considers, and, if appropriate, approves arrangements for meetings of the Board during 2016, as detailed in the report.

---

**3. Background**

3.1 Section 6 of the Constitution of the JCB Non-Teaching details to the requirement of the employees' JCB to meet as and when required, but not less than four times per year. At its meeting held on the 23<sup>rd</sup> April, 2014 the Board agreed that the frequency of the JCB Non-Teaching Board be increased from four to six meetings per year.

3.2 A timetable of Board meetings until the end of 2015 was agreed at the meeting of the Board held on 24 September, 2014. Accordingly

proposed arrangements for meetings of the JCB Non Teaching during 2016 require to be considered and agreed by the Board.

3.3 It has been the practice that meetings of the Board are held at 3pm

3.4 Following consultation, the following dates are proposed:-

- Wednesday 10<sup>th</sup> February 2016
- Wednesday 27<sup>th</sup> April 2016
- Wednesday 8<sup>th</sup> June 2016
- Thursday 15<sup>th</sup> September 2016
- Wednesday 26<sup>th</sup> October 2016
- Thursday 8<sup>th</sup> December 2016

---

### **Implications of the Report**

1. **Financial** - None
2. **HR & Organisational Development** - None
3. **Community Planning – None**
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
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 . 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.
8. **Health & Safety** - None
9. **Procurement – None**

- 10. **Risk** - None
- 11. **Privacy Impact** – None

---

### List of Background Papers

---

**Author:**

Robert Devine Senior Committee Services Officer

Phone: 0141 618 7107 or email [robert.devine@renfrewshire.gcsx.gov.uk](mailto:robert.devine@renfrewshire.gcsx.gov.uk)

