

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

Date	Time	Venue
Wednesday, 26 April 2017	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Representing APT&C Staff

Representing APT&C Staff
M Ferguson (and 5 APT&C Staff)

In Attendance

Apology

Additional Items

Care at Home Service

Declaration of Interest

Refuse Collectors - Underwood Road

Valediction

Representing Manual Workers

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

For further information, please either email 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**
- 2 Minute of Previous Meeting** **5 - 8**
Minute of previous meeting held on 8 February 2017.
- 3 Developments in Health and Safety** **9 - 12**
Report by the Interim Head of HR.
- 4 Agency Workers** **13 - 14**
Report by the Interim Head of HR.
- 5 Details of Grievances** **15 - 16**
Report by the Interim Head of HR.
- 6 Date of Next Meeting**
Members are asked to note that the next meeting of the JCB Non-Teaching is scheduled for Wednesday 14 June 2017 at 3.00 pm.

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 08 February 2017	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

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

Representing Trade Unions – M Ferguson, S Hicks, M McIntyre and K Kenachan (UNISON); C McLeod and J Mcmenemy (GMB); and A Gibson (UNITE).

In Attendance

T McEwan, Education Manager - Planning & Performance (Children's Services); K Carr, Senior Facilities Manager, K Markwick, Amenity Services Manager and E Scott, Building Services Manager (all Community Resources); R Cree, Principal HR Adviser, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and D Low, Senior Committee Services Officer (LACs) (all Finance & Resources); and I Beattie, Head of Health & Social Care (Paisley).

Apologies

Councillor Glen; and S McAllister (UNITE).

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.

Additional Item

The Convener indicated that there was an additional item in relation to the implementation of the Council's flexitime policy, which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item, which was dealt with at item 6 below, should be considered by the Board as a matter of urgency, authorised its consideration.

2 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 8 December 2016.

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. In particular, it was noted that the following policies were being revised and an update of progress was provided as follows: -

Statutory Inspections – final draft;
CDM Guidance – final draft;
Guidance on Slips, Trips and Falls – being revised;
Tobacco/smoke free policy – reviewed in line with new Scottish Government/NHS guidance; and
Control of Legionella Bacteria in Hot and Cold Water Systems – final draft.

The report 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 for March 2017.

As part of the Healthy Working Lives Gold award programme, the health and safety section continued to work with services and maintain the evidence on behalf of the Council. The annual plan for 2017 had been developed and the first campaign was on cervical cancer awareness, which ran for a week commencing 25 January 2017.

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 four grievances as at 30 January 2017.

DECIDED: That the report be noted.

5 Agency Workers

There was tabled an updated report by the Head of HR, Organisational Development & Workplace Strategy relative to the number of agency staff employed within the Council as at December 2016, and detailing the capacity and service in which they were engaged.

DECIDED: That the report be noted.

6 Flexitime

M Ferguson advised that the Council's flexitime policy was not being implemented consistently within Council services. The HR Manager confirmed that there should be a consistent application of flexitime across the Council and that she would be happy to discuss any particular concerns with M Ferguson.

DECIDED: That it be noted that there should be a consistent application of flexitime across the Council and that the HR Manager discuss any particular concerns with M Ferguson.

7 Date of Next Meeting

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 26 April 2017.



To: Joint Consultative Board: Non-Teaching

On: April 2017

Report by: Tinu Olowe, Interim Head of HR

Heading: Developments in Health and Safety

1. Summary

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

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 – issued
- CDM Guidance – awaiting approval for issue
- Guidance on Slips, Trips and Falls is being revised
- Control of Legionella Bacteria in Hot and Cold Water Systems – new process to be added, will be delayed until the process finalised.

- The selection and control of contractors' guidance is being reviewed. The health and safety section are working with the procurement team and legal to address issues identified after an accident.
- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The last audit took place in March 2017 raising 5 minor non conformities. An action plan has been developed and sent out. The next audit is scheduled for September 2017.
 - 3.3 As part of the Healthy Working Lives Gold award programme, the health and safety section and the HSCP team are working together to further develop some shared events. The programme will be shared with this meeting once finalised.
 - 3.4 2 safety flashes have been issued across the council. The first was on ladders and the second was on the safe use of compactors.

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.

List of Background Papers

- (a) None

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

AGENCY WORKERS - MARCH 2017

Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in January 2017	Number of Agency Workers in this Role in February 2017	Number of Agency Workers in this Role in March 2017
Development and Housing	Sheltered Housing Officer	10	0	1	2
Total for Development and Housing		10	0	1	2
Community Resources	Assistant Cook	1	1	1	0
	Catering Assistant	183	0	0	0
	Cleaner	201	0	0	0
	Cook	0	0	1	3
	Electrician *	11	8	3	5
	Housekeeper	58	7	6	5
	Trowel Slater	0	1	1	1
	Labourer	1	0	0	2
	Painter	19	0	0	6
	Joiner	44	1	1	1
Total for Community Resources		454	18	13	23
Finance & Resources	Building Surveyor	0	0	0	0
	Quantity Surveyor	0	1	1	1
	CS Advisor	56	5	2	1
	Project Manager	9	1	1	1
	Project Administrator	0	1	1	1
	Senior Quantity Surveyor	0	1	1	1
	Finance Business Partner	0	0	0	0
	Mechanical Engineer	0	0	0	1
Total for Finance & Resources		65	9	6	7
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	50	53	43
	Community Meals Driver	19	5	2	1
	Social Care Assistant	114	9	0	6
	Residential Care Assistant	0	0	0	0
	Disability Support Assistant	0	0	0	1
Total for Renfrewshire Health & Social Care Partnership		506	64	55	51
Total Workers		1035	91	75	83

* Council figure includes Apprentices/Apt

RENFREWSHIRE COUNCIL**JOINT CONSULTATIVE BOARD (Non-teaching) APRIL 2017****DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 04/17	TOTAL 01/17
Chief Executives	0	0	0	0	0
Community Resources	0	3	0	3	2
Development & Housing Services	1	0	0	1	0
Children's Services	0	2	0	2	1
Health & Social Care Partnership	0	1	0	1	1
Finance & Resources	0	0	0	0	0
TOTAL	1	6	0	7	4

(Information as at 4 April 2017)

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.

