

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

Date	Time	Venue
Wednesday, 13 September 2017	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Representing Renfrewshire Council - Councillors T Begg, E Devine, J McNaughtan and A Steel.

Representing Trade Unions – J Boylan, M Ferguson S Hicks, L Glover and M McIntyre (UNISON); and S McAllister and J McMenemy (UNITE).

### In Attendance

D Gillies, Head of Facilities Management (Community Resources); D Amos, Head of Policy & Commissioning; T Olowe, Interim Head of HR; M Conaghan, Legal & Democratic Services Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser (Health Safety and Absence), R Laouadi, Human Resources Manager and R Devine, Senior Committee Services Officer (all Finance & Resources); M McCargo, Children's Services Manager (Children Services) and I Beattie, Renfrewshire Health and Social Care Services.

### Apologies

Apologies for absence from the meeting were submitted on behalf of Councillors J Harte and 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 McMenemy (UNITE) chair the meeting.

**DECIDED:** That J McMenemy (UNITE) chair the meeting.

## **2 Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 14 June, 2017.

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

## **3 Matters Arising**

The trade unions requested that the previous practice of submitting a report detailing absence statistics, etc to future meetings of the Board. The Human Resources Manager advised that the data was submitted for consideration, in the first instance, to the Audit, Risk and Scrutiny Board and then to the next meeting of the JCB Non-Teaching.

The trade union representatives requested the consistent application of the supporting attendance policy throughout the Council. It was agreed that further discussions be held between the trade union representatives and the Human Resources Manager regarding the specific instances identified during the analysis where it was perceived that the supporting attendance policy was not being applied consistently.

**DECIDED:** That further discussions be held between the trade union representatives and the Human Resources Manager regarding those instances identified during the analysis where it was perceived that the supporting attendance policy was not being applied consistently.

## **4 Developments in Health and Safety**

There was submitted a report by the Interim Head of HR 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 the following update of progress was provided: -

Guidance on Statutory Inspections and Maintenance – issued.

The following policies and guidance were being revised: -

- CDM Guidance –ready for approval from the CMT;
- Control of Legionella Bacteria in Hot and Cold Water Systems;

- The selection and control of contractors
- Alcohol and substance misuse

The report advised that the health and safety section continued to assist services to retain accreditation to BS OHSAS 18001:2007, and indicated that an audit had taken place between 5 -7 September, 2017 and that the accreditation had been maintained.

The report advised that as part of the Healthy Working Lives Gold award programme, the health and safety section and the Health & Social Care Partnership were working together to further develop shared events. In this connection drug awareness sessions had taken place at the Underwood Road depot with operatives from Waste, Street scene and Roads. This was a collaborative approach by the Service, the safety team and the health improvement team from the NHS. The intention was to deliver the same sessions to the Building Services teams.

The report also indicated that the health and safety section were working with the risk and insurance section to identify an 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. 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 the Town Centres Team and other event organisers to ensure that safe, controlled and enjoyable events delivered. Current activities related to the planning of the winter events programme.

**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 August 2017, and detailing the capacity and service in which they were engaged.

I Beattie, Renfrewshire Health and Social Care Services provided an explanation for the continued use of agency workers in the care sector. Reference was made to the number of resignations submitted by catering employees following the recent review of the Catering Service which had resulted in less working hours and re-location for many employees. It was agreed that a meeting be convened between the trade union representatives and management as soon as possible to discuss possible action which would alleviate the situation and stem the number of resignations received.

**DECIDED:** That a meeting be convened between the trade union representatives and management as soon as possible in connection with the review of the Catering Service and, in particular, to discuss possible action which would alleviate the situation and stem the number of resignations received.

## 6 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. Members of the JCB Non-Teaching were reminded of the various stages of the grievance procedure. The report indicated that there were a total of seven grievances as at September 2017, an increase of one since the previous report.

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

## 7 Enterprise Resource Planning/CGI

The Trade Union representatives made reference to the contracts entered into with CGI by Edinburgh and Glasgow City Councils in respect of the outsourcing of IT Services and the ramifications in terms of their Enterprise Resource Planning systems and raised specific concerns relative to the reference within the Edinburgh City Council contract framework documentation/specification to the participation of Renfrewshire Council in the framework contract and the fact that decisions were being taken on the basis of the implementation of the ERP system by the Council.

The Head of Policy & Commissioning confirmed that Renfrewshire had been involved in the initial consultation but was not participating in the Framework, that the official Notice of award for the Edinburgh contract, published in the European Journal, made no reference to Renfrewshire Council but that checks would be undertaken to clarify the position in terms of the framework contract documentation/specification.

In response to a request, clarification was provided in respect of the number of staff involved in the ERP project.

**DECIDED:** That checks be undertaken to clarify whether the framework contract documentation/specification made reference to the participation of Renfrewshire Council.

## 8 Vacancy Management

The Trade Union side indicated that the item had been withdrawn from the agenda of business to be considered at the meeting as agreement had been reached.

**DECIDED:** That it be noted that the item had been withdrawn from the agenda of business to be considered at the meeting as agreement had been reached.

## **9 School Janitorial Review**

The Trade Union side indicated that the item had been withdrawn from the agenda of business to be considered as agreement had been reached.

**DECIDED:** That it be noted that the item had been withdrawn from the agenda of business to be considered at the meeting as agreement had been reached.

## **10 Group Life Assurance Scheme**

Under reference to the Minute of the meeting of this Board held on 14 June, 2017 there was submitted a report by the Director of Finance and Resources relative to the Group Life Assurance Scheme operated by the Council up to 31 March 2010 and the grievances lodged by UNISON in respect of the withdrawal of the Scheme.

The report detailed the historical background to the Group Life Assurance Scheme and the introduction of the death in service benefit. The trade union representatives indicated that report did not present the complete history of events and a number of discrepancies were referred to. It was proposed that a meeting be set up with the trade union representatives to discuss the matter further and arrange to inform the Board of the outcome of the discussions in due course. This was agreed.

**DECIDED:** That a meeting be arranged with the trade union representatives to discuss the matter further and arrange to inform the Board of the outcome of the discussions in due course.

## **11 Timetable of Meetings 2018**

There was submitted a report by the Director of Finance and Resources relative to the proposed timetable of meetings of the Joint Consultative Board: Non-Teaching during 2018.

It was proposed that meetings of the Board be held at 3pm on 31 January, 28 March, 6 June, 5 September, 14 November and 12 December, 2018.

**DECIDED:** That the timetable of meetings for 2018 of the Joint Consultative Board: Non-Teaching, detailed in the report, be approved.

## **12 Date of Next Meeting**

**DECIDED:** It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday, 25 October 2017.