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Renfrewshire Council

Minute of Meeting
Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 14 November 2018	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 – M Ferguson, J Boylan and S Hicks (UNISON); and J McMenemy (GMB).

Apology

Councillor J Paterson.

In Attendance

G McKinlay, Head of Schools (Children Services); D Gillies, Head of Facilities Management (Environment & Infrastructure); R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser (Health Safety and Absence) and R Devine, Senior Committee Services Officer (all Finance & Resources); and P McCulloch, Adult Services Manager, Renfrewshire Health and Social Care Partnership.

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 Steel chair the meeting.

DECIDED: That Councillor Steel chair the meeting.

2 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to developments in relation to health, safety and wellbeing issues.

The report detailed training undertaken, policies and guidance currently under review and outlined support provided to Services to assist with (i) the retention of accreditation to BS OHSAS 18001-2007; (ii) the review of fire arrangements for Renfrewshire House and (iii) the evaluation of contractors' health and safety documentation submitted as part of the procurement process. It was highlighted that the Asbestos at Work guidance had been approved at the meeting of the Finance, Resources & Customer Services Policy Board held on 14 November 2018. Updates were provided in respect of the Healthy Working Lives initiative, Freedom of Information enquiry information, the Corporate Health and Safety Committee and recent specific incidents where the section had supported services to ensure learning from the incidents was shared. It was noted that the Fireworks event had been cancelled.

Following discussion regarding the evaluations undertaken in relation to the procurement process it was confirmed that advice and guidance was provided by the Council to contractors who required to improve their health and safety documentation and practices, after which they could resubmit their tenders.

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 2018. The report provided information in relation to 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 during Quarter 2, ending 30 September 2018 and for the equivalent quarters in previous years.

A summary of recent and planned actions implemented to improve absence performance was provided. There followed discussion in connection with the HEADTORCH intervention programme, the desirability of refocussing management of 'longer-term' absences, recognition of work-related stress and measures to support staff and addressing perceived barriers to staff returning to work as soon as possible, such as detriment to employees resulting from a phased return to work. It was agreed that consideration be given to making a presentation to a future meeting of the JCB Non-Teaching regarding the HEADTORCH programme and that the other issues raised be progressed via the trade union liaison meetings.

DECIDED: That it be noted that the report reflected the absence statistics for the

period 1 July to 30 September 2018.

4 Details of Grievances

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received.

The report provided information on grievances at both the informal and formal stages. The report indicated that there was a total of 10 grievances as at November 2018, which was a decrease of two from the previous report considered by the Board.

DECIDED: That the report be noted.

5 Apprenticeships - Number and Type

Under reference to item 5 of the meeting of the Board held on 5 September, 2018 there was submitted a report by the Director of Finance & Resources relative to the number and type of apprentices employed by the Council. The report indicated that as at the end of September 2018, 23 apprentices were employed by the Council. There followed discussion regarding the current gender imbalance in relation to apprentices employed by the Council and initiatives previously employed to address the situation.

DECIDED: That the report be noted.

6 Agency Workers

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as at September 2018 and detailing the capacity and service in which they were engaged. The report advised that as at the end of September 2018, 60 agency workers were employed across all services.

DECIDED: That the report be noted.

7 Managing Violence and Aggression in Educational Establishments

The UNISON representatives expressed concern in relation to the consultation process adopted prior to approval of the Managing Violence and Aggression in Educational Establishments.

It was highlighted that it was unacceptable that although UNISON represented a range of staff employed in various educational establishments the trade union had not been involved in the consultation process. The Head of Schools (Children's Services) apologised for the oversight in not involving UNISON in the process and provided a commitment that all trade unions would be invited to participate in the consultation process when future new/revised policies were developed.

Specific concerns were outlined regarding the application and awareness of the Managing Violence and Aggression in Educational Establishments policy and it was agreed that these be noted and that 'off-table' discussions be entered into to allay concerns raised regarding the alleged discouragement by management of the

reporting/logging of violent and aggressive incidents.

DECIDED: That the concerns outlined regarding the Managing Violence and Aggression in Educational Establishments policy be noted and that 'off-table' discussions be entered into to allay concerns raised regarding the alleged discouragement by management of the reporting/logging of violent and aggressive incidents.

8 Review of Hard and Soft Facilities Management

The UNISON representatives expressed concern in relation to the lack of consultation with and information provided in terms of the ongoing review of Hard and Soft Facilities Management.

It was acknowledged by management that there had been issues in relation to the scheduling of meetings with the trade unions. Following a general discussion regarding the nature of information sought by UNISON it was agreed that a meeting be arranged and UNISON and the other trade unions with an interest be invited to attend.

DECIDED: That the concerns outlined be noted and arrangements made to convene a meeting with the trade unions in relation to the review of Hard and Soft Facilities Management.

9 Date of Next Meeting

DECIDED: It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3 pm on Wednesday, 12 December 2018.