

## Notice of Meeting and Agenda 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

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**
- 2 Minute of Previous Meeting** **5 - 8**  
Minute of previous meeting held on 8 December 2016.
- 3 Developments in Health and Safety** **9 - 12**  
Report by the Head of HR, Organisational Development and Workforce Strategy.
- 4 Details of Grievances** **13 - 14**  
Report by the Head of HR, Organisational Development and Workforce Strategy.
- 5 Agency Workers** **15 - 16**  
Report by the Head of HR, Organisational Development and Workforce Strategy.
- 6 Date of Next Meeting**  
Members are asked to note that the next meeting of the JCB Non-Teaching is scheduled for Wednesday 26 April 2017 at 3.00 pm.



## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Thursday, 08 December 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

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

Representing Trade Unions – J Boylan and S Hicks (UNISON); and C McLeod (GMB).

#### IN ATTENDANCE

T McEwan, Education Manager - Planning & Performance (Children's Services); E Scott, Building Services Manager and K Markwick, Amenity Services Manager (both Community Resources); and I Beattie, Head of Health & Social Care (Paisley) and C Donnelly, Head of HR, Organisational Development & Workforce Strategy, R Cree, Principal HR Adviser, S Fanning, Principal HR Adviser (Health, Safety and Absence); R Laouadi, Human Resources Manager and R Devine, Senior Committee Services Officer (all Finance & Resources).

#### APOLOGIES

Councillor Audrey Doig; S McAllister and J McMenemy (UNITE); and M Ferguson (UNISON).

#### 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.

## 2 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 26 October 2016.

Under reference to Item 2 – Minute of Previous meeting - the Principal HR Adviser (Health Safety and Absence) advised that the trade unions would be involved in the review of guidance in connection with manoeuvring more than one bin simultaneously between properties and the refuse vehicle.

Under reference to Item 2 – Minute of Previous meeting - it was noted that a copy of the survey undertaken by UNISON relative to incidents of violence/aggression in the workplace would be forwarded to the Principal HR Adviser (Health, Safety and Absence) as soon as possible.

**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.

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 21 and 23 November, 2016, within Community Resources, Children's Services and Finance and Resources. It had been a positive audit with areas of good practice identified, however it was also advised that five minor non-conformances had been raised.

The report indicated that the Health and Safety section continued to work with the incumbent occupational health contractor. Currently work was being undertaken in relation to the annual flu vaccination programme as well as hand to arm vibration syndrome and audio screening.

As part of the Healthy Working Lives Gold award programme the health and section continued to work with Services and maintain evidence on behalf of the Council. It was highlighted that the Council had successfully retained the gold award.

The report also intimated that the health and safety section continued to support the Town Centres Team, Renfrewshire Leisure Limited and other event organisers to ensure that there were safe, controlled and enjoyable events delivered.

**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 three grievances as at 31 October, 2016.

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

5      **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 October 2016, and detailing the capacity and Service in which they were engaged.

**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 8 February 2017.







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

**On:** 8 December 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 – Final draft
- CDM Guidance – Final Draft
- Guidance on Slips, Trips and Falls is being revised

- Tobacco/ Smoke Free Policy – Reviewed in line with new Scottish Government/NHS guidance
  - Control of Legionella Bacteria in Hot and Cold Water Systems – Final draft.
- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next audit is scheduled for March 2017.
- 3.3 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. The annual plan for 2017 has been developed and the first campaign was on cervical cancer awareness, which ran for a week commencing 25<sup>th</sup> January.

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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



**RENFREWSHIRE COUNCIL****JOINT CONSULTATIVE BOARD (Non-teaching) JANUARY 2017****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 01/17</b>	<b>TOTAL 12/16</b>
Chief Executives	0	0	0	<b>0</b>	<b>0</b>
Community Resources	0	2	0	<b>2</b>	<b>0</b>
Development & Housing Services	0	0	0	<b>0</b>	<b>0</b>
Children's Services	0	1	0	<b>1</b>	<b>2</b>
Health & Social Care Partnership	0	1	0	<b>1</b>	<b>1</b>
Finance & Resources	0	0	0	<b>0</b>	<b>1</b>
<b>TOTAL</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>4</b>

(Information as at 30 January 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.



AGENCY WORKERS - December 2016						
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in October 2016	Number of Agency Workers in this Role in November 2016	Number of Agency Workers in this Role in December 2016	
Development and Housing Total for Development and Housing Community Resources	Sheltered Housing Officer	10	1	1	0	
		10	1	1	0	
	Assistant Cook	1	7	1	2	
	Catering Assistant	183	6	2	0	
	Cleaner	201	0	0	0	
	Cook	0	3	2	1	
	Electrician *	11	3	1	3	
	Housekeeper	58	11	8	7	
	Trowel Slater	0	1	1	1	
		454	31	15	14	
Total for Community Resources						
Finance & Resources	Building Surveyor	0	0	0	0	
	Quantity Surveyor	0	1	1	1	
	CS Advisor	56	8	9	9	
	Project Manager	9	2	2	1	
	Project Administrator	0	0	0	1	
	Senior Quantity Surveyor	0	1	1	1	
	Senior Mechanical Engineer	0	0	1	0	
Total for Finance & Resources						
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	71	50	45	
	Community Meals Driver	19	0	0	3	
	Social Care Assistant	114	0	0	7	
	Residential Care Assistant	0	0	0	1	
Total for Renfrewshire Health & Social Care Partnership						
		1035	115	80	72	

\* Council figure includes Apprentices/App

