

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

Date	Time	Venue
Thursday, 19 March 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Board Membership

Councillor Audrey Doig: Councillor Roy Glen: Councillor Allan Noon:

Councillor Jim Harte (Convener): Councillor Tommy Williams (Depute Convener)

Representing APT&C Staff

Mr M Ferguson (and 5 APT&C Staff)

Representing Manual Workers/Craft Operatives

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.gov.uk/agendas.

For further information, contact
democratic-services@renfrewshire.gov.uk.

Items of business

Appointment of Chairperson for the meeting

Apologies

Apologies received from members of the Board.

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| 1 | Minutes
Minute of previous meeting held on 10 February, 2015 | 5 - 8 |
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| 2 | Developments in Health and Safety
Report by the Head of HR & Organisational Development | 9 - 12 |
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| 3 | Details of Grievances
Report by Head of HR & Organisational Development | 13 - 14 |
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| 4 | Agency Workers
Report by Head of HR & Organisational Development | 15 - 16 |

UNISON Requested Updates

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| 5 | Temporary Workers
Update request from UNISON |
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| 6 | Renfrewshire Council Headquarters - Car Parking
Update request from UNISON |
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| 7 | Disciplinary Processes - Renfrewshire Council Jurisdiction
Update request from UNISON |

8 Date of next meeting

Note that the next meeting of the JCB: Non-Teaching Board is scheduled for Thursday 21 May, 2015 at 3.00 p.m.

**MINUTE OF MEETING OF THE JOINT CONSULTATIVE BOARD: NON-TEACHING
HELD ON 10th FEBRUARY, 2015**

PRESENT

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

Representing Trade Unions – M Ferguson and S Hicks (both UNISON);

IN ATTENDANCE

K Anderson, Amenity Services Manager Waste & Transportation (Community Resources); E Scott, Building Services Manager Services (Development & Housing); D Marshall, Head of HR & Organisational Development; G Campbell, Senior Health & Safety Officer; M Armstrong, Senior HR Adviser, R Laouadi, Principal HR Adviser; C Donnelly, HR & Organisational Development Manager; and P Shiach, Committee Services Officer (all Finance & Resources).

ALSO IN ATTENDANCE

J Lynch, Regional Officer, UNISON.

1. APPOINTMENT OF CHAIRPERSON

It was proposed and agreed that Councillor Williams chair the meeting.

2. APOLOGIES

Councillor Harte; J Boylan, (UNISON).

3. MINUTE

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 19th November, 2014.

DECIDED: That the Minute be noted.

4. 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 the tiered Hand Arm Vibration Syndrome surveillance programme was completed across services and preparations had begun for the 2015 programme; that the main programme of audiometry continued across the respective services; that other activities being undertaken included the continuing work with IT to enhance and develop electronic applications; and assistance was provided to Services to retain accreditation to BS OHSAS 18001:2007. Information and participative campaigns continued to be delivered as part of the Healthy Working Lives Gold award programme. A forum for first aiders located in Renfrewshire House continued to develop to facilitate co-operation and communication. The health and safety section continued to work with services to survey the fire arrangements, which included the number of fire wardens at key locations

across the council estate. The health and safety section had worked with procurement to engage a new occupational health supplier, People Asset Management and the contract had commenced on 1st February, 2015.

In response to a question from Councillor Audrey Doig relating to training on defibrillators, the senior Health & Safety Officer indicated that, in line with current guidance, staff who had previously received training in first aid were being offered training on defibrillators in the first instance, and that training would be on-going. Councillor Doig indicated that a training room was available within the offices of Renfrewshire Leisure, if required.

M Ferguson referred to a number of staff health and safety surveys undertaken and raised concerns in relation to the availability of safety equipment and requested a meeting with the Head of HR & Organisational Development in this regard. This was agreed.

DECIDED:

- (i) That the Health and Safety Team meet with representatives from UNISON to discuss concerns raised in terms of the availability of safety equipment; and
- (ii) That the report be otherwise noted.

5. 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 December, 2014, and detailing the capacity in which they were engaged. The report provided a breakdown by Service, and indicated that the number of agency workers in all services had not increased since the last meeting of this Board.

The Head of HR & Organisational Development Manager was then heard further in response to questions from Members of the Board on the report and, following a request from the Board, undertook to submit a report on temporary workers and overtime levels to a future meeting of the Board.

DECIDED:

- (i) That the Head of HR & Organisational Development Manager submit a report on temporary workers and overtime levels to a future meeting of the Board; and
- (ii) That the report be otherwise noted.

6. DETAILS OF GRIEVANCES

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 three grievances as at January, 2015.

DECIDED: That the information provided be noted.

7. ABSENCE MANAGEMENT STATISTICS

There was tabled a report by the Head of HR and Organisational Development relative to the quarterly absence management statistics.

The report provided statistics on the number of employee days lost through absence by Department, and provided a comparison for the period from 23rd June to 31st December, 2014.

The report provided information 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 during the period was also detailed in the report.

M Ferguson referred to concerns in relation to “fit notes” and “phased returns to work” and it was agreed that further discussions between the unions and management be undertaken in this regard.

DECIDED: That the report be noted.

8. **DATE OF NEXT MEETING**

DECIDED: It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 19th March, 2015.

Renfrewshire Council



Item 2

To: Joint Consultative Board: Non-Teaching

On: 18th March 2015

Report by: Head of HR and Organisational Development

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 Corporate Service, 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 policies and guidance are being revised:

- Control of contractors
- Manual Handling Operations
- Tobacco policy

The following guidance has been issued

- 1st Aid guidance
- Corporate policy statement

3.2. Training during the period comprised:

- 4 Fire wardens
- 1 Risk Assessment: and
a number of tool box talks delivered during this period.

3.2.1 Total number of training places taken up during this period was 53.

3.3 The new occupational health supplier, People Asset Management Ltd, commenced on 1 February 2015. The Council wide health surveillance programme for 2015 programme is in the process of being developed.

3.4 The health and safety section continue to work with IT, currently enhancing and developing our electronic applications.

3.5 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. A transfer audit was undertaken with our new provider BSI on the 18th Feb with no non conformances raised. Audit visit schedule is being planned for the 3 year programme.

3.6 As part of the Healthy Working Lives Gold award programme, information and participative campaigns are being programmed for 2015; this will include smoking cessation, healthy weight, blood pressure and mental health.

3.7 The health and safety section continue to work closely with the risk and insurance section to identify accident causation type which could result in a claim against the council.

3.8 The health and safety section continue to develop the first aiders forum which will allow greater cooperation and communication amongst first aiders based within Renfrewshire house.

3.9 The health and safety section continue to work with services to survey the fire arrangements, which includes the number of fire wardens at key locations, across the council estate.

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 system requires 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

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JOINT CONSULTATIVE BOARD - (Non-teaching) March 2015

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL	TOTAL 01/15
Chief Executives				0	0
Community Resources	1			1	0
Development & Housing Services	1			1	1
Education & Leisure Services		1		1	1
Finance & Corporate Services				0	0
Social Work				0	0
TOTAL	2	1	0	3	2

(Information as at March 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 - February 2015					
Service	Job Title	No. of Agency Staff February 2015	No. of Agency Staff January 2015	No. of Agency Staff December 2014	Renfrewshire Council Headcount
Community Resources	Caterer	4	4	3	186
	Cleaner	0	4	1	238
	Housekeeper	0	0	3	66
Total for Community Resources		4	8	7	490
Development and Housing Services	Architect	0	0	1	2
	Asbestos Consultant	1	1	1	2
	CDM Co-ordinator Housing Client	1	1	1	0
	Domestic Energy Assessor	1	1	1	0
	Electrician	3	3	0	11
	Gas Engineer	1	1	1	21
	Joiner	3	0	0	43
	Quality Officer	2	1	2	5
	Total for Development and Housing Services		12	8	7
Finance and Resources	Customer Services Adviser	1	1	1	61
Total for Finance and Resources		1	1	1	61
Social Work Services	Clerical Assistant	0	1	1	0
	Day Centre Officer	0	0	1	11
Total for Social Work Services		0	1	2	11

