

Minute of Meeting Joint Consultative Board (Non-Teaching)

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

PRESENT

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

Representing Trade Unions – J Boylan, M Ferguson, S Hicks and K Kernachan (UNISON); and S McAllister (UNITE).

IN ATTENDANCE

J Trainer, Acting Head of Early Years and Inclusion (Children's Services); K Anderson, Amenity Services Manager – Waste, A Ash, Interim Streetscene and Land Services Manager, K Carr, Senior Facilities Manager and K Markwick, Amenity Services Manager (all Community Resources); and S Fanning, Senior Health & Safety Officer, R Laouadi, Human Resources Manager and P Shiach, Committee Services Officer (all Finance & Resources).

APOLOGIES

Councillor Harte (for lateness) and J McMenemy.

DECLARATIONS OF INTEREST

There were no declarations of interest intimated prior to the commencement of the meeting.

1 **APPOINTMENT OF CHAIRPERSON FOR THE MEETING**

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

DECIDED: That Councillor Williams chair the meeting.

SEDERUNT

Councillor Harte entered the meeting prior to the following item of business.

2 **MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 8 June 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 – working with Community Resources;

- CDM 2015 – ready to issue
- Guidance on Slips, Trips and Falls – currently being revised;
- Tobacco/smoke free policy – in the third stage of draft; and
- Control of Legionella Bacteria in Hot and Cold Water Systems - at the third stage of the draft.

The report intimated that the emergency evacuation guidance for Renfrewshire House had been revised and issued in line with a campaign to raise awareness.

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 had been scheduled for September 2016, however due to resource issues the current contractor (BSI) had postponed the audit and no new date had been confirmed.

The report indicated that the health and safety section continued to work with the incumbent occupational health contractor to further develop and enhance the electronic referral process, advising that the current project was based upon recruitment processes.

The report indicated that the health and safety section continued to support external partners, including Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure Limited.

The report stated 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.

The report advised that the Council had received a RoSPA Silver Award for the overall health and safety management system performance.

The Senior Health & Safety Officer was then heard in answer to questions from members on various aspects of the report and in relation to guidance for staff on aggression in schools and nurseries.

The Chair proposed that information on incidents of violence or aggression in schools be forwarded to the Senior Health and Safety Officer. This was agreed unanimously.

DECIDED:

(a) That the report be noted; and

(b) That information on incidents of violence or aggression in schools be forwarded to the Senior Health and Safety Officer.

4 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 August 2016, and detailing the capacity and Service in which they were engaged.

The Human Resources Manager indicated the figures had reduced since last reported in June 2016.

The Human Resources Manager was then heard in answer to questions from members on various aspects of the report, and in particular with difficulties in recruiting and retaining cleaning staff within care homes, and in relation to overtime working.

DECIDED:

(a) That the report be noted; and

(b) That the Senior Facilities Manager submit a report to the next meeting on the use of agency workers in facilities employing part-time staff.

5 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 six grievances as at September 2016.

DECIDED: That the report be noted.

6 WASTE SERVICES - UNDERWOOD ROAD

J Boylan referred to the waste services facility at Underwood Road indicating that at a meeting he had attended at the facility, concerns had been raised in relation to the canteen; the fridge freezer currently being used; the lack of cooking facilities; the toilets and showers being unfit for use; and the general dilapidated condition of the building.

He further advised that concerns had been raised regarding working practices in relation to the number of bins to be taken out per lorry. He indicated that instructions had been received from management to this effect to save time on routes.

Concerns had also been raised in relation to the perceived lack of protective clothing and alleged discrimination between the two shift patterns where one shift was allocated additional staff.

The Amenity Services Manager – Waste advised that regular meetings had taken place at the facility and that progress was being made in relation to the concerns raised. She advised that work was being undertaken to address the various issues.

Councillor Williams proposed that members visit the facility and this was agreed unanimously.

DECIDED:

(a) That a site visit be arranged to the Underwood Road facility for members interested in visiting the facility; and

(b) That the information be otherwise noted.

7 COMMUNITY RESOURCES - FACILITIES REVIEW

M Ferguson advised the Board of three areas of concern with regard to the review of Community Resources facilities and the lack of consultation thereon. He also highlighted concerns over the lack of written detailed proposals with regard to the review.

He expressed concern in relation to issues with care home staff where shift patterns had been introduced resulting in staff requiring to work two weekends in three; confusion among care home staff following meetings with management representatives; budget cuts; the overall deletion of posts throughout the establishment; and the continued use of agency workers when posts were being deleted.

M Ferguson also expressed concern with regard to the review of Roads Services indicating that additional posts had been funded through a reduction in overtime, which had resulted in a substantial reduction in pay for staff. He indicated that there might also be a contractual element to any discussions.

He advised that the Director of Community Resources had indicated that she would continue with the current process however no appointments would be made. M Ferguson advised that a failure to agree notice had been lodged.

M Ferguson expressed concern with regard to school cleaning where staff members had had their hours reduced. There were also issues with regard to uniforms and lack of consultation with the Unions.

DECIDED: That it be agreed that Union representatives meet with the Heads of the relevant Departments to discuss the concerns raised.

8 **DATE OF NEXT MEETING**

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday 26 October 2016.