

Notice of Meeting and Agenda 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

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Jim Harte: Councillor Jim Paterson:

Councillor Andy Steel (Convener): Councillor John McNaughtan (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

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Items of business

- 1 Apologies**
Apologies from members.
- 2 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.
- 3 Appointment of Chairperson**
- 4 Minute of Previous Meeting** **5 - 8**
Minute of meeting of JCB held on 14 June, 2017.
- 5 Developments in Health and Safety** **9 - 12**
Report by Director of Finance and Resources.
- 6 Agency Workers.**
Report by Interim Head of HR and Organisational Development.
Please note that the document related to this item is attached on CMIS as a meeting document.
For those receiving paper copies the document has also been attached at the back of the agenda pack.
- 7 Details of Grievances** **13 - 14**
Report by Interim Head of HR and Organisational Development.
- 8 Enterprise Resource Planning/CGI**
The Trade Union side have submitted this item for consideration.
- 9 Vacancy Management**
The Trade Union side have submitted this item for consideration.
- 10 School Janitorial Review**
The Trade Union side have submitted this item for consideration.
- 11 Group Life Assurance Scheme** **15 - 32**
Report by Director of Finance and Resources.
- 12 Timetable of Meetings 2018** **33 - 34**
Report by Director of Finance and Resources.

13 Date of Next Meeting

Note that the next meeting of the JCB Non- Teaching is scheduled to be held at 3pm on 25 October, 2017.

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 14 June 2017	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

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

Representing Trade Unions – J Boylan, M Ferguson S Hicks, K Kernachan and M McIntyre (UNISON); M Gallagher and C McLeod, (GMB); and A Gibson, (UNITE).

In Attendance

K Anderson, Amenity Services Manager and E Scott, Building Services Manager (both Community Resources); T Olowe, Interim Head of HR; R Cree, Principal HR Adviser, S Fanning, Principal OR and HD Adviser (Health and Safety), R Laouadi, Human Resources Manager and P Shiach, Committee Services Officer (all Finance & Resources); and M Ferguson, Head of Health & Social Care Services (West Renfrewshire).

Apologies

Councillors J Harte and J Paterson, and S McAllister and J McMenemy (UNITE).

Declarations of Interest

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

1 Appointment of Chairman

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

DECIDED: That Councillor Steel chair the meeting.

Additional Item

The Chair indicated that there were two additional items in relation to an update on group insurance cover and temporary workers and overtime which had not been included in the notice calling the meeting. The Chair, being of the opinion that the items, which were dealt with respectively at item 4 and 8 below were competent, authorised their consideration.

2 Minute of Previous Meeting

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 26 April 2017.

DECIDED: That that Minute be noted.

3 Matters Arising

(i) Care at Home Service

Under reference to item 5 of the Minute of the meeting of the Board held on 26 April 2017 the Human Resource Manager referred to the concerns raised by the Trades Unions over the restructuring of the Care at Home Service and indicated that previously the Principal HR Adviser had intimated that he had been advised that the restructure had not been implemented at that time and had suggested that he would arrange a meeting with all parties to address the trades unions' concerns.

DECIDED: That the information be noted.

(ii) Refuse Collectors - Underwood Road

Under reference to item 5 of the Minute of the meeting of the Board held on 26 April 2017 M Ferguson expressed concern that management had inferred that staff in relation to Underwood Road had been disruptive and that this was not a true reflection of the position as the issue had been in relation to welfare matters and that the management position had been unacceptable.

DECIDED: That the information be noted.

4 Update on Group Insurance Cover

M Ferguson requested an update on the position in relation to the outstanding issue on Group cover which had been outstanding since 2010.

The Human Resources Manager intimated that she would raise the issue of the appropriate forum for discussion on this item with the Head of Corporate Governance.
DECIDED: That the information be noted.

5 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 an update of progress was provided as follows: -

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

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 was scheduled for September 2017.

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.

The report indicated that the health and safety section were working with the risk and accident section to identify accident causation type which could result in claims against the Council. This would lead to further strategies which may reduce the impact of claims to the Council and raise health and safety awareness among employees.

The report intimated that the health and safety section were working with services to survey the fire arrangements within Renfrewshire House in line with the current refurbishment programme.

The report advised that the health and safety service continued to work with the Town Centres Team and other event organisers and had been involved in the British Pipe Band Championships, Renfrew Gala Day, Barshaw Gala Day and Sma Shot Day.

DECIDED: That the report be noted.

6 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 April 2017 detailing the service capacity and in which they were engaged.

DECIDED: That the report be noted

7 Annual Absence Report 2016/17

There was submitted a report by the Interim Head of HR relative to annual absence statistics for the period 1 April 2016 to 31 March 2017. The report detailed absence statistics by service and by category of staff.

The report detailed absence statistics for the quarters ending 30 June 2016 to 31 March 2017; analysis and trends; overall days lost per FTE employee; days lost per FTE teacher; days lost per FTE Local Government Employee; absence trends and ranking information; reasons for absence annual overview; supporting attendance activity; costs of sick pay; and details of occupational sick pay and statutory sick pay costs per employee group and overall for 2014/15 to 2016/17.

M Ferguson indicated that concerns he had previously raised in relation to reports received from People Asset Management had not been addressed. The Principal OD and HR Adviser (Health & Safety) advised that he would arrange a meeting with all parties to address the trades unions' concerns.

DECIDED: That the report be noted.

8 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. The report indicated that there were a total of six grievances as at June 2017, a decrease of one since the last report.

DECIDED: That the report be noted.

9 Temporary Workers and Overtime Report

M Ferguson advised that previously the Board had received reports on temporary workers and overtime, and requested that this practice be revived.

DECIDED: That the agenda for future meetings include reports detailing instances of the use of temporary workers and overtime.

10 Date of Next Meeting

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on Wednesday 13 September 2017.



To: Joint Consultative Board: Non-Teaching

On: 13 September 2017

Report by: Alan Russell, Director of Finance and Resources

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 Resources, health and safety section and other council services.
-

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:

- 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

- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The last audit took place 5, 6, 7 September 2017.

- 3.3 As part of the Healthy Working Lives Gold award programme, the health and safety section and the HSCP team are working together to further develop some shared events. Further to this, drug awareness sessions have 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 is to deliver the same sessions to the Building Services teams.
- 3.4 We are working closely with the risk and insurance section to identify accident causation type which could result in a claim against the council. This will lead to further strategies which may reduce the impact of claims to the council and more importantly raise the health and safety awareness amongst employees and managers
- 3.5 The health and safety section are continue to work with services to survey the fire arrangements within Renfrewshire House in line with the current refurbishment programme.
- 3.6 The health and safety section continue to support the Town Centres Team and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. We are currently involved in the planning of the winter events programme.
- 3.7 The health and safety section, Police Scotland and the RHSCP delivered a number of sessions to staff on lone worker safety, approximately 150 staff attended.
- 3.8 The health and safety section delivered a number of other safety training courses; Ladder Safety, Safety Training for RLL managers, Violence and Aggression (break away techniques), Fire Safety and IOSH Managing Safely.

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.

List of Background Papers

- (a) None
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RENFREWSHIRE COUNCIL**JOINT CONSULTATIVE BOARD (Non-teaching) SEPTEMBER 2017****DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 09/17	TOTAL 06/17
Chief Executives	0	0	0	0	0
Community Resources	0	0	2	2	2
Development & Housing Services	0	0	0	0	1
Children's Services	1	1	1	3	1
Health & Social Care Partnership	0	1	1	2	2
Finance & Resources	0	0	0	0	0
TOTAL	1	2	4	7	6

(Information as at 1 September 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.



To: Joint Consultative Board

On: 13 September 2017

Report by: Director of Finance and Resources

Heading: Group Life Assurance Scheme

1. Summary

- 1.1 At the last meeting of the Joint Consultative Board on 14 June 2017 a report was requested to provide the Board with information on 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.
 - 1.2 This report sets out the historical background to the Scheme and the introduction of the death in service benefit and also explains the council's position on the grievances lodged by Unison.
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2. Recommendations

- 2.1 The Joint Consultative Board is asked to note:
 - a) The decision of the Council in January 2010 to withdraw the Group Life Assurance Scheme and the subsequent unsuccessful attempts to reinstate it:
 - and
 - b) The request by Unison to now deal with a grievance from 2010 and the explanation of the Council's position in response to that request.
-

3. Background

- 3.1 Group Life Assurance formed part of the terms and conditions of employment for local government employees, with the scheme providing a benefit to the dependants of employees who die while in service. Entry to the scheme is dependent on holding a permanent appointment or a temporary appointment of more than thirteen weeks.

The payment made was equivalent to an amount equal to one year's salary.

- 3.2 Following the Council's decision on 18 January 2010 employees were advised that the cover would no longer apply from 1 April 2010 (Appendix 1), with the emphasis being on encouraging those not in the superannuation scheme to join the Local Government Pension Scheme (LGPS). In addition, further information was provided on life assurance providers.

The benefits of the superannuation scheme were increased in April 2009 from 2 to 3 years salary paid out on a scheme member's death also the contribution levels were changed to reflect earnings.

- 3.3 As part of the budget decisions made by the Council on 18 January 2010 the removal of the provision of non teaching group life cover at the end of its existing contract on 31 March 2010 was agreed.

This decision was taken at a time of unprecedented financial difficulties for Scottish Local Government, and in order to protect jobs and services tough decisions could not be avoided.

- 3.4 Subsequent to this decision, a notice of motion was brought to the Council on 1 April 2010 (Appendix 2) asking that the decision be reviewed.

- 3.5 The amendment was declared and carried from the meeting with the formal recording of the minute stating that "The Council notes the failure of the Labour Group to provide an alternative Council budget. The budget decisions made by the Council have been taken at a time of unprecedented financial difficulties for Scottish Local Government, and in order to protect jobs and services tough decisions cannot be avoided."

- 3.6 A further motion was brought to the Council on 31 March 2011 (Appendix 3) requesting that group life cover be reinstated following meetings with the workforce. Both motions were debated by the Council and were put to roll call votes, on each occasion the motion was rejected and the original decisions to remove group life cover remained.

4. Grievance

- 4.1 On 26 February 2010 a formal grievance was submitted by Unison (Appendix 4). The grievance sought a hearing in relation to the removal of group life cover together with a copy of the equality impact assessment in relation to the removal of the scheme.
- 4.2 The resolution that the grievance was seeking, was to overturn a decision of the council.
- 4.3 Subsequent to the grievance being raised, the matter had moved on, with two Council motions having been raised and the matter discussed again. Given that the matter had been raised and dealt with by the Council twice, no further consideration could be given to this as a grievance.
- 4.5 Unison did not raise the question of the group life cover again until 11 October 2016 when a new grievance was raised on behalf of an employee's widow (see section six of the report for further details).
- 4.6 The resolution sought from the grievance was recognition that the employee had signed the group life cover beneficiary form and should therefore be entitled payment under the terms of the group life cover agreement.

5. Introduction of death in service benefit

- 5.1 A paper was submitted to the General Management & Finance Policy Board 21 November 2012 (Appendix 5) to introduce a death in service benefit for those employees who were eligible but not members of the Local Government Pension Scheme (LGPS).
- 5.2 The paper noted that at present those employees who die in service and were members of the LGPS received a lump sum death grant of three times their final year's pay, with currently no provision for employees who were not members of the LGPS.
- 5.3 The payment to be made for a death in service benefit would be equivalent to the employee's annual contractual salary up to a maximum of £10,000 payable by the Council as employer, with immediate effect.
- 5.4 The board approved the paper and agreed to introduce death in service benefit to those employees are not members of the LGPS (Appendix 6).

6. Current Position

- 6.1 Unison intimated a grievance on 11 October 2016 (Appendix 7) on behalf of a deceased employee's beneficiary. It is the Council's position

that it is not competent to lodge a grievance on behalf of either a deceased employee or their relatives.

The basis of the grievance is that the employee was promised a payment equal to at least twice the annual salary being earned at the time of death. This was responded to by the Council by letter dated 26 October 2016 (Appendix 8) which explains the scope of the grievance procedure and advises that the matter should be progressed through the complaints procedure.

- 6.2 Unison then clarified their position in a letter dated 17 November 2016 (Appendix 9) which makes reference to a grievance lodged in 2010 regarding withdrawal of the group life scheme at that time and asking for the necessary arrangements to be made for a hearing. Unison have stated that given the decision to remove group life cover was taken by Council through its budget process in 2010, it is their view that the grievance can only be heard by Elected Members with the decision being referred back to Council.
- 6.3 Unison also raised the matter in the Joint Consultative Board meeting which took place on 14 June 2017. At that meeting, the board requested a report be written and submitted to the next JCB for their consideration on the matter.
- 6.4 The Council's position is that the grievance has been addressed on three separate occasions at Council meetings. Unison had the option to challenge the Council's decision on withdrawal of the scheme in 2010 through the courts or the Employment Tribunal but did not do so.
- 6.5 The decision in a grievance procedure could not overturn a decision taken at full Council. Furthermore, any challenge to the Council decision in 2010 or any employment rights claim arising from that decision are now time-barred.

Implications of the Report

1. **Financial – N/A**
2. **HR & Organisational Development -**
3. **Community Planning –**
 - Children and Young People – N/A
 - Community Care, Health & Well-being – N/A
 - Empowering our Communities – N/A
 - Greener – N/A
 - Jobs and the Economy – N/A
 - Safer and Stronger – N/A

4. **Legal - N/A**
5. **Property/Assets – N/A**
6. **Information Technology – N/A**
7. **Equality & Human Rights – N/A**
8. **Health & Safety – N/A**
9. **Procurement – N/A**
10. **Risk – N/A**
11. **Privacy Impact – N/A**
12. **Cosla Policy Position – N/A**

List of Background Papers

- Appendix 1 - 10 March 2010 Letter to council employees
- Appendix 2 - 1 April 2010 Council agenda & minute
- Appendix 3 - 31 March 2011 Council minute
- Appendix 4 - 26 February 2010 submission of grievance by Unison
- Appendix 5 - Report by Director of Finance (Death in Service Benefit)
- Appendix 6 - 21 November 2012 General Management & Finance Policy Board
- Appendix 7 - 11 October 2016 Unison Grievance (redacted)
- Appendix 8 - 26 October 2016 response to Unison grievance (redacted)
- Appendix 9 - 17 November 2016 Unison response

The foregoing background papers will be retained within Finance and Resources for inspection by the public for the prescribed period of four years from the date of the meeting.

Author: Mark Conaghan, Legal and Democratic Services Manager
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APPENDIX 1

My Ref: PERS/DM/LR
Date: 10 March 2010



Dear Colleague

GROUP LIFE ASSURANCE SCHEME

The Group Life Assurance Scheme will cease to apply from 31 March 2010.

Renfrewshire Council supports and encourages its employees to be members of the Local Government Pension Scheme which includes death in service benefits. Depending on circumstances this benefit is now 3 times an employee's salary. Further information regarding the Strathclyde Pension Scheme including joining the scheme can be obtained from its website at www.spfo.org.uk.

In addition, Legal and General have offered employees of the Council and associated bodies a 10% premium discount on their existing Life Assurance premiums. You can contact Legal and General direct on **free phone 0800 0481235**. This is a dedicated line only available to employees of the Council and associated bodies. Hours of business are **08.00 to 20.00 Monday to Friday and 09.00 to 17.00 on a Saturday**. Callers are reminded Legal and General may record and monitor calls. Please quote ref **RC10** to obtain your discount.

The Council has provided this information to you without any recommendation for any particular product or service provider. Employees are always recommended to seek appropriate and independent financial advice. Employees may find helpful the website of the Financial Services Authority (FSA) at www.fsa.gov.uk. The FSA is the regulator of all providers of financial services in the UK and their website includes a register of authorised and registered independent financial advisers.

Should you require any further clarification on this matter please email your query to: HROperations.cs@renfrewshire.gov.uk

Yours sincerely

[Redacted signature]

David Marshall
Head of Personnel Services.

Corporate Services
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Head of Personnel Services: David Marshall MCIPD
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APPENDIX 2

EXTRACT OF MINUTE OF MEETING OF RENFREWSHIRE COUNCIL – 1 APRIL 2010

PRESENT

Councillors Mackay, Murrin, Perrie, Fee, Grady, McEwan, B Lawson, Provost C Lawson, Councillors McDonald, Sharkey, Dillon, Kelly, MacLaren, Williams, Adam, Devine, McGurk, Mitchell, Cameron, Green, M Macmillan, McCartin, Caldwell, Hood, McGee, I McMillan, Arthur, Bibby, McFee, Clews, Doig, Hall, Noon, Langlands, Puthuchear, Harte, McQuade, Mullin and Nicolson.

Provost C Lawson presided.

APOLOGY

Councillor Holmes.

IN ATTENDANCE

D Martin, Chief Executive; P Gannon, Director of Corporate Services; R Naylor, Director of Education & Leisure; S MacDougall, Director of Environmental Services; S Black, Director of Finance & IT; M Crearie, Director of Housing & Property Services; R Darracott, Director of Planning & Transport; P MacLeod, Director of Social Work; R Morrison, Head of Policy (Chief Executive's); K Graham, Head of Legal & Administrative Services, F McFetridge, HR Manager (Operations), P Hissett, Legal & Administrative Services Manager, R Ferguson, Committee Services Manager, J Kerr, Assistant Managing Solicitor, and J Imlach, Senior Committee Services Officer (all Corporate Services); L Jamieson, Head of Planning & Community Services (Education & Leisure); and F Carlin Head of Planning & Development, S Allan, Head of Roads & Transportation and K Humphrey, Assistant Principal Planner (all Planning and Transport).

9. NOTICE OF MOTION

There was submitted a notice of motion from Councillors Mullin and I McMillan in the following terms:-

"Council agrees to review its decision to remove the Group Life Cover for non-teaching staff at the earliest opportunity."

Councillor Mullin, seconded by Councillor I McMillan, then moved the motion.

Councillor Noon, seconded by Councillor Arthur, moved as an amendment that Council notes the failure of the Labour Group to provide an alternative Council budget.

The budget decisions made by the Council have been taken at a time of unprecedented financial difficulties for Scottish Local Government, and in order to protect jobs and services tough decisions cannot be avoided.

On the group life insurance council cover Council notes that all employees have been advised individually by letter that the cover will no longer apply from 1 April, with the emphasis being on encouraging those not in the superannuation scheme to join the Local Government Pension Scheme (LGPS). It is important that the wider LGPS benefits are communicated to employees and the Council will continue to bring these to the attention of employee non-members.

The benefits of the superannuation scheme were increased in April 2009 from 2 to 3 years salary paid out on a scheme-member's death. Also, the contribution levels were changed to reflect earnings.

In terms of Standing Order 30, at least 3 of the members present requested a roll call vote.

On the roll being called, the following members voted for the amendment: Councillors Mackay, Perrie, McEwan, B Lawson, Provost Lawson, Councillors McDonald, Dillon, MacLaren, Adam, McGurk, Mitchell, Cameron, McCartin, McGee, Arthur, McFee, Clews, Doig, Noon, Langlands, Puthuchear, McQuade and Nicolson.

The following members voted for the Motion: Councillors Murrin, Fee, Grady, Sharkey, Kelly, Williams, Devine, Green, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Hall, Harte and Mullin.

23 members having voted for the amendment and 16 members having voted for the motion, the amendment was accordingly declared carried

DECIDED: Council notes the failure of the Labour Group to provide an alternative Council budget.

The budget decisions made by the Council have been taken at a time of unprecedented financial difficulties for Scottish Local Government, and in order to protect jobs and services tough decisions cannot be avoided.

On the group life insurance council cover Council notes that all employees have been advised individually by letter that the cover will no longer apply from 1 April, with the emphasis being on encouraging those not in the superannuation scheme to join the Local Government Pension Scheme (LGPS). It is important that the wider LGPS benefits are communicated to employees and the Council will continue to bring these to the attention of employee non-members.

The benefits of the superannuation scheme were increased in April 2009 from 2 to 3 years salary paid out on a scheme-member's death. Also, the contribution levels were changed to reflect earnings.

APPENDIX 3

EXTRACT OF MINUTE OF MEETING OF RENFREWSHIRE COUNCIL – 31 MARCH 2011

PRESENT

Councillors Mackay, Perrie, Fee, Grady, McEwan, B Lawson, Provost C Lawson, Councillors McDonald, Sharkey, Dillon, Kelly, MacLaren, Williams, Adam, Devine, Glen, McGurk, Cameron, Green, M Macmillan, McCartin, Caldwell, Hood, McGee, I McMillan, Arthur, Bibby, McFee, Clews, Doig, Hall, Noon, Holmes, Langlands, Puthuchearry, McQuade, Mullin and Nicolson.

Provost C Lawson presided.

APOLOGIES

Councillors Murrin and Harte.

IN ATTENDANCE

R Naylor, Director of Education & Leisure; S MacDougall, Director of Environmental Services; S Black, Director of Finance & Corporate Services; M Crearie, Director of Housing & Property Services; R Darracott, Director of Planning & Transport; P Macleod, Director of Social Work; O Reid, Principal Officer Corporate Policy (Chief Executive's); K Graham, Head of Legal & Democratic Services, P Hessest, Legal & Democratic Services Manager, R Ferguson, Committee Services Manager and J Imlach, Senior Committee Services Officer (all Finance & Corporate Services) and S McMillan, Policy and Regeneration Manager (Planning & Transport).

15. NOTICE OF MOTION

There was submitted a notice of motion from Councillors Mullin and I McMillan in the following terms:-

“Council agrees to reinstate the group life cover for its employees following on from concerns raised at meetings involving our workforce.”

Councillor Mullin, seconded by Councillor I McMillan, then moved the motion.

Councillor Noon, seconded by Councillor Arthur, moved as an amendment, that Council notes that this item had been determined as part of the Council budget process, where Labour failed to produce a budget.

Council recognises the need to make substantial savings of £75 million over the next 3 years.

The budget decisions made by the Council have been taken at a time of unprecedented financial difficulties for Scottish Local Government, and in order to protect jobs and services tough decisions cannot be avoided.

On the group life insurance Council cover, Council notes that all employees had been advised individually by letter that the cover no longer applies. Emphasis has been placed on encouraging staff to join the Local Government Pension Scheme (LGPS). It is important that the wider LGPS benefits are communicated to employees and the Council will continue to bring these to the attention of employee non-members.

In terms of Standing Order 30, at least of three of the members present requested a roll call vote.

On the roll being called, the following members voted for the amendment: Councillors Mackay, Perrie, McEwan, B Lawson, Provost C Lawson, Councillors McDonald, Dillon, MacLaren, Adam, McGurk, Cameron, McCartin, McGee, Arthur, McFee, Doig, Noon, Langlands, Puthuchear, McQuade and Nicolson.

The following members voted for the motion: Councillors Fee, Grady, Sharkey, Kelly, Williams, Devine, Glen, Green, M Macmillan, Caldwell, Hood, I McMillan, Bibby, Clews, Hall, Holmes and Mullin.

21 members having voted for the amendment and 17 members having voted for the motion, the amendment was accordingly declared carried.

DECIDED: That Council notes that this item had been determined as part of the Council budget process, where Labour failed to produce a budget.

Council recognises the need to make substantial savings of £75 million over the next 3 years.

The budget decisions made by the Council have been taken at a time of unprecedented financial difficulties for Scottish Local Government, and in order to protect jobs and services tough decisions cannot be avoided.

On the group life insurance Council cover, Council notes that all employees had been advised individually by letter that the cover no longer applies. Emphasis has been placed on encouraging staff to join the Local Government Pension Scheme (LGPS). It is important that the wider LGPS benefits are communicated to employees and the Council will continue to bring these to the attention of employee non-members.

Appendix 4

26 February 2010

David Marshall
Head of Personnel
Corporate Services Department
Renfrewshire Council

Dear David

GROUP LIFE COVER- NON-TEACHING STAFF

I am writing to lodge a formal grievance in respect of the removal of the above benefit.

I should be grateful if you would provide, in advance of the grievance hearing, an Equality Impact Assessment in respect of the removal of this scheme.

Given the proposed removal date of 1st April 2010, UNISON would respectfully request that you give this matter your urgent attention.

Yours sincerely

Mark Ferguson
Branch Secretary

Cc W Duffy, Regional Organiser
SCT

Renfrewshire Council

To: General Management and Finance Policy Board

On: 21st November 2012

Report

By

Director of Finance and Corporate Services

Death in Service Benefit

1. Summary

- 1.1. The Administration Group have asked for a report to be considered by the board on the immediate introduction of a death in service benefit for those employees who are eligible but not members of the Local Government Pension Scheme (LGPS).

2. Recommendations

- 2.1. The Board is asked to consider the introduction of a death in service benefit scheme as outlined in Section 3 of the report.

3. Background

- 3.1. At present those employees who are members of the Local Government Pension Scheme have a lump sum death grant of three times their final years pay. There is currently no provision for employees who are not members of LGPS.
- 3.2. At the request of the Administration Group, the Board is asked to consider, for those members who are eligible to join but are not currently members of the LGPS to be covered by a death in service benefit equivalent to the employee's annual contractual salary up to a maximum of £10,000 payable by the Council as employer, with immediate effect.
- 3.3. There are approximately 1400 employees who would benefit from the introduction of these proposals, principally in the following work groups Catering, Cleaning, Housekeeping, Home Care, Clerical Assistants, Classroom Assistants.

Implications of this report

1. Financial Implications

The cost of the proposal is estimated at approximately £40,000 per year, to be managed as required within Director's overall budgets.

2. Personnel Implications

This has the potential to provide death in service benefits to approximately 1400 employees who meet the appropriate criteria.

3. Community Plan/Council Plan Implications

Wealthier and - N/A

Fairer

Smarter - N/A

Healthier - N/A

Safer and - N/A
Stronger

Greener - N/A

Developing our - N/A
Organisation

4. Legal Implications

– N/A

5. Property Implications

– N/A

6. Information Technology Implications

– N/A

7. Equal Opportunities Implications

– N/A

8. Health and Safety Implications

– N/A

9. Procurement Implications

– N/A

10. Risk Implications

– N/A

11. COSLA Policy Position

– N/A

(author: David Marshall/ext 7359)

**EXTRACT OF MINUTE OF MEETING OF GENERAL MANAGEMENT AND FINANCE POLICY BOARD –
21 NOVEMBER 2012**

PRESENT

Councillors Murrin, Grady, Lawson, M MacLaren, Williams, McGurk, Henry, Bibby, Gilmour, Audrey Doig, Noon, Holmes and Harte.

Councillor Holmes, Convener, presided.

IN ATTENDANCE

S Black, Director of Finance & Corporate Services, M Crearie, Director of Housing & Property Services; O Reid, Chief Executive's Service Manager and R Hollywood, Corporate Policy and Performance Manager (Chief Executive's); K Graham, Head of Legal & Democratic Services, D Marshall, Head of HR & Organisational Development, A Russell, Head of Corporate Finance, J Welsh, Head of Strategic Procurement, A McMahon, Chief Auditor, E Shields, Depute Operations Manager and R Devine, Senior Committee Services Officer (all Finance & Corporate Services); and J Lynch, Head of Property Services, A Travers, HAPS Category Manager and P Lunney, Principal Asset Management Officer (all Housing & Property Services).

10. DEATH IN SERVICE BENEFIT

There was submitted a report by the Director of Finance & Corporate Services relative to the proposed reinstatement of a death in service benefit for employees who were eligible but not members of the Local Government Pension Scheme (LGPS).

The report indicated that at present those employees who died in service and were members of the Local Government Pension Group received a lump sum death grant of three times their final years' pay. There was currently no provision for employees who were not members of the LGPS. It was proposed that, with immediate effect, those members, who were eligible to join the LGPS but were currently not members of the Scheme, be covered by a death in service benefit equivalent to the employee's annual contractual salary, up to a maximum of £10,000, payable by the Council as employer.

The report advised that there were approximately 1,400 Council employees, principally catering, cleaning, housekeeping, home care, clerical assistants and classroom assistants who would benefit from the introduction of the proposal.

Councillor Holmes, seconded by Councillor Grady, moved that the General Management & Finance Policy Board agrees to introduce immediately death in service benefit to those employees who are not members of the Local Government Pension Scheme. This General Management & Finance Policy Board regards the removal of death in service benefit by the previous SNP/Liberal Democrat Administration as a basic attack on the terms and conditions of the lowest paid workers. This General Management & Finance Policy Board recognises that the vast majority of those affected by this were staff in catering, cleaning, home care, housekeeping, clerical assistants and classroom assistants. The death in service benefit to be provided will equate to the employee's annual contractual salary up to maximum of £10,000 and will be payable by the Council as the employer.

Councillor Lawson, seconded by Councillor Noon, moved as an amendment that the General Management & Finance Policy Board agrees to introduce immediately death in service benefit to those employees who are not members of the Local Government Pension Scheme. This General Management & Finance Policy Board recognises that the vast majority of those affected by this were staff in catering, cleaning, home care, housekeeping, clerical assistants and classroom assistants. The death in service benefit to be provided will equate to the employee's annual contractual salary up to maximum of £10,000 and will be payable by the Council as the employer. In addition, the Council will provide these employees with a factsheet stating clearly the cost and benefits of joining the Local Government Pension Scheme.

In terms of Standing Order 58, at least three of the members present requested a roll call vote.

On the roll being called the following members voted for the amendment: Councillors Lawson, M MacLaren, McGurk, Audrey Doig and Noon.

The following members voted for the motion: Councillors Murrin, Grady, Williams, Henry, Bibby, Gilmour, Holmes and Harte.

Five members having voted for the amendment and eight members having voted for the motion, the motion was accordingly declared carried.

DECIDED: That the General Management & Finance Policy Board agrees to introduce immediately death in service benefit to those employees who are not members of the Local Government Pension Scheme. This General Management & Finance Policy Board regards the removal of death in service benefit by the previous SNP/Liberal Democrat Administration as a basic attack on the terms and conditions of the lowest paid workers.

This General Management & Finance Policy Board recognises that the vast majority of those affected by this were staff in catering, cleaning, home care, housekeeping, clerical assistants and classroom assistants. The death in service benefit to be provided will equate to the employee's annual contractual salary up to maximum of £10,000 and will be payable by the Council as the employer.



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11 October 2016

Carole Donnelly
Head of HR, OD and Workforce Strategy
Renfrewshire Council

Dear Carole

GROUP LIFE COVER PAYMENT – FORMAL GRIEVANCE

UNISON is acting on behalf of [REDACTED], the sole beneficiary of the late Renfrewshire Council employee [REDACTED] employed as [REDACTED] was in continuous employment from around 1998.

Renfrewshire Council made an initial payment of £10,000.00 following inaccurate information provided to [REDACTED] by Council officers.

UNISON is now lodging a grievance relating to the Employer's failure to meet contractual arrangements as outlined in [REDACTED] terms of employment. [REDACTED] received a form requesting that [REDACTED] name a beneficiary in the event of [REDACTED] death in service. This was duly completed and returned and is held in the Council's files.

[REDACTED] had been promised that, in the event of death in service, [REDACTED] nominated beneficiary would receive a payment equal to at least twice [REDACTED] annual salary. This amount exceeds that of the initial payment made to [REDACTED] by the Council.

Our member had made the decision, due to financial difficulties, to exit the Local Government Pension Scheme in the belief that [REDACTED] contractual entitlement would be met.

[REDACTED]

This letter should be treated as a formal grievance and I should be grateful if, due to the circumstances, you would make the necessary arrangements for an early hearing.

Yours sincerely

[REDACTED]
Mark Ferguson
Branch Secretary

Cc J Lynch, UNISON Regional Organiser
Paula Graham

Telephone: 0141-618-6289
Your Ref:
My Ref:
Contact: Carole Donnelly
E-mail: carole.donnelly@renfrewshire.gov.uk
Date: 28 October 2016



Mr Mark Ferguson
Branch Secretary
Unison
Sir James Clark Building
Abbey Mill Business Centre
Seedhill
Paisley
PA1 1 TJ

Dear Mark

Group Life Cover Payment – Formal Grievance

I refer to your letter of 11 October 2016 and my acknowledgement of receipt of the grievance on 14 October 2016.

Having reviewed the content of the letter I note that you are acting on behalf of [REDACTED] who passed away on 28 October 2015 whilst in employment with Renfrewshire Council.

The scope of the grievance procedures, which cover Local Government Employees, Craft Operatives and Chief Officers, is only available for current Council employees and would not be applicable in this case.

I would advise that this matter should be raised through the Council's Complaints Procedure in the first instance as this would be the appropriate mechanism for this matter to be raised. Complaints can be lodged online through the Renfrewshire Council website.

Yours sincerely

[REDACTED]

Carole Donnelly
Head of HR, OD & Workforce Strategy

c.c J Lynch, Unison Regional Organiser



Finance and Resources
Director: Alan Russell CPFA
Head of HR, OD & Workforce Strategy: Carole Donnelly FCIPD
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17 November 2017

Carole Donnelly
Head of HR, OD and Workforce Strategy
Renfrewshire Council

Dear Carole

GROUP LIFE COVER PAYMENT – FORMAL GRIEVANCE

Further to your letter dated 26 October 2016.

I have attached copies of correspondence between UNISON and Renfrewshire Council in relation to a formal grievance and request for equality impact assessment.

To date, neither have been produced and I therefore request that a hearing be arranged without further delay to address our grievance.

Given the decision was taken by Council through its budget process in 2010, it would be our view that this grievance can only be heard by Elected Members with the decision being referred back to Council.

It would be our intention to cite at least three cases where the individuals have suffered losses as a consequence of this breach of contract.

I should be grateful if you would make the necessary arrangements for a hearing and look forward to your response.

Yours sincerely

A black rectangular box redacting the signature of Mark Ferguson.

Mark Ferguson
Branch Secretary



To: JCB Non-Teaching

On: 13 September, 2017

Report by: Director of Finance and Resources

Heading: Timetable of Meetings 2018

1. Summary

1.1 The JCB Non-Teaching requires to agree a timetable of meetings for 2018.

2. Recommendations

2.1 That the Board considers, and, if appropriate, approves arrangements for meetings of the Board during 2018, as detailed in the report.

3. Background

3.1 Section 6 of the Constitution of the JCB Non-Teaching details to the requirement of the employees' JCB to meet as and when required, but not less than four times per year. At its meeting held on the 23 April, 2014 the Board agreed that the frequency of the JCB Non-Teaching Board be increased from four to six meetings per year.

3.2 A timetable of Board meetings until the end of 2017 was agreed at the meeting of the Board held on 26 October, 2016. Accordingly proposed arrangements for meetings of the JCB Non Teaching during 2018 now require to be considered and agreed by the Board.

3.3 It has been the practice that meetings of the Board are held at 3pm

3.4 Following consultation, the following dates are proposed:-

Wednesday 31 January, 2018

Wednesday 28 March, 2018

Wednesday 6 June, 2018

Wednesday 5 September, 2018

Wednesday 14 November, 2018

Wednesday 12 December, 2018

Implications of the Report

1. **Financial** - None
2. **HR & Organisational Development** - None
3. **Community Planning – None**
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** – None
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. 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.
8. **Health & Safety** – None
9. **Procurement** – None
10. **Risk** – None
11. **Privacy Impact** – None
12. **Cosla Policy Position** – not applicable.

List of Background Papers – None

Author: Robert Devine Senior Committee Services Officer

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