

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

Date	Time	Venue
Thursday, 03 September 2015	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)

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.

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

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 FOR THE MEETING**
- 2 MINUTE** **5 - 8**

Minute of meeting of the Joint Consultative Board Non-Teaching held on 21 May, 2015.
- 3 DEVELOPMENTS IN HEALTH AND SAFETY** **9 - 12**

Report by the the Head of HR & Organisational Development relative to developments in health and safety.
- 4 AGENCY WORKERS** **13 - 14**

Report by the Head of HR & Organisational Development relative to Agency Workers.
- 5 DETAILS OF GRIEVANCES** **15 - 16**

Report by the Head of Organisational Development relative to details of grievances received.
- 6 RENFREWSHIRE HOUSE CAR PARKING**
- 7 PAY CLAIM 2015/16 - 2016/17**

- 8 OVERTIME AND TEMPORARY STAFF - COMMUNITY RESOURCES**
- 9 OVERLOADED WASTE VEHICLES - HEALTH & SAFETY**
- 10 ADMINISTRATION OF MEDICINES**
- 11 DATE OF NEXT MEETING**

Note that the next meeting of the JCB Non-Teaching Board is acheduled to be held on Thursday 29 October, 2015 at 3pm.

Minute of Meeting

Joint Consultative Board (Non Teaching)

Date	Time	Venue
Thursday, 21 May 2015	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

PRESENT

Representing Renfrewshire Council Management - Councillors Audrey Doig, Glen, Noon and Williams. Representing Trade Unions - J Boylan, M Ferguson and S Hicks, (UNISON); S McAllister and R Stewart (Unite).

IN ATTENDANCE

D Marshall, Head of HR & Organisational Development; S Fanning, Senior Health & Safety Officer; M Armstrong Senior Human Resources Adviser; and P Shiach, Committee Services Officer (all Finance & Resources).

APPOINTMENT OF CHAIRPERSON

It was proposed and agreed that J Boylan chair the meeting.

APOLOGY

Councillor Harte.

1 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 19 March, 2015.

DECIDED: That the Minute be noted.

2 MATTERS ARISING

The Head of HR & Organisational Development referred to item 5 of the minute of the previous meeting in relation to temporary workers and submitted a report advising that the number of temporary workers within the remit of the board totalled 880 out of a workforce of approx 6500. This represented an increase of 120 since the previous meeting. He indicated that this figure included approximately 85 seasonal workers.

The Head of HR & Organisational Development was then heard in response to questions from members, and undertook to provide for a future meeting a report detailing a breakdown of the reasons for temporary contracts within the various services.

DECIDED: The Board agreed that the Head of HR & Organisational Development submit a report to a future meeting of the Board detailing the reasons for temporary contracts within the various services.

3 DEVELOPMENTS IN HEALTH & 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 policies and guidance in relation to control of contractors; manual handling operations; and tobacco policy were being revised. The health and safety section continued to work with IT, enhancing and developing electronic applications in line with service changes across the Council. Following the commencement of the new occupational health supplier, People Asset Management Limited on 1 February, 2015, 207 employees had attended appointments.

The report indicated that prostate cancer posters had been displayed within Renfrewshire House and at the main depots, and 15 staff members continued to participate in the quit and win smoking cessation campaign.

DECIDED: That the report be noted.

4 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 five grievances as at May, 2015.

DECIDED: That the information provided be 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 March, 2015, 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 reduced to 12.

The Head of HR & Organisational Development Manager was then heard further in response to questions from Members of the Board on the report.

DECIDED: That the report be noted.

6 ABSENCE MANAGEMENT STATISTICS

There was submitted 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 24 March, 2014 to 23 March, 2015. Information was also detailed 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 outlined in the report.

DECIDED: That the report be noted.

ADDITIONAL ITEM

The Chair, being of the opinion that the following item was relevant and competent, agreed to its consideration at this time.

DECLARATIONS OF INTEREST

Prior to consideration of the following item of business, Councillors Audrey Doig and Glen declared a non-pecuniary interest and left the meeting.

7 RENFREWSHIRE LEISURE LIMITED

M Ferguson raised a number of issues in relation to Renfrewshire Leisure Limited which were of concern to UNISON, and sought clarification thereon. The Head of HR & Organisational Development provided an initial response to the points raised but confirmed he would seek further clarification and a response would be provided to Unison.

DECIDED: That the information be noted.

8 DATE OF NEXT MEETING

It was noted that the next meeting of the JCB Non-Teaching would be held at 3 pm on 3 September, 2015.



To: Joint Consultative Board: Non-Teaching

On: 3 September 2015

Report by: David Marshall, 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:

- 1st Aid arrangements

The following are being revised:-

- Control of contractors
- Statutory inspections
- CDM 2015
- Manual handling operations
- Tobacco Policy

3.2. Training during the period comprised of the following courses:

6 Fire Wardens

5 Ladder Awareness & Inspection

1 Violence and aggression

1 IOSH Working Safely

1 IOSH Supervising Safely

1 Risk Assessment

1 Lone Working 4 and:

A number of tool box talks delivered during this period with the total number of training places taken up during this period was 124.

3.3 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next audit visit schedule is planned for 21-23 September 2015, with

- Community Resources;
- Development and Housing Services;
- Children's Services; and
- Finance and Resources, in scope for this visit.

3.4 As part of the Healthy Working Lives Gold award programme, information and participative campaigns continue to be delivered across the council; an example of this was the FIT IN 15 posters that were sent out to various establishments and depots, as well as being displayed in Renfrewshire House. Furthermore an interim review is currently ongoing which will lead to the retention of the award by October 2015.

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 Council's 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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AGENCY WORKERS - JULY 2015						
Service	Job Title	No. of Agency Staff July 2015	No. of Agency Staff June 2015	No. of Agency Staff May 2015	Renfrewshire Council Headcount	
Community Resources	Caterer	0	0	1	193	
	Electrician	0	0	0	11	
	CDM Co-ordinator	1	1	1	0	
	Joiner	1	1	1	43	
	Security Person	3	3	0	0	
Total for Community Resources		5	5	3	247	
Finance & Resources	Architect	2	1	1	2	
	Asbestos Consultant	1	1	1	2	
	Domestic Energy Assessor	0	0	0	3	
	Quality Officer	0	0	1	5	
	Building Surveyor	1	0	0	0	
	Quantity Surveyor	1	1	1	0	
	Senior Architect	1	1	1	2	
	Mechanical Engineer	1	1	0	1	
		7	5	5	15	
Total for Finance & Resources		7	5	5	15	
Children's Services	Day Service Assistant	3	2	4	67	
Total for Children's Services		3	2	4	67	
Total Workers		15	12	12	329	

(Catering Assistant, Catering/Kitchen Assistant)

RENFREWSHIRE COUNCIL**JOINT CONSULTATIVE BOARD - (Non-teaching) September 2015****DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 09/15	TOTAL 05/15
Chief Executives				0	0
Community Resources	1	1	1	3	1
Development & Housing Services				0	1
Childrens Services	1	1		2	3
Finance & Resources				0	0
TOTAL	2	2	1	5	5

(Information as at September 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.

