

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

Date	Time	Venue
Wednesday, 26 October 2016	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):

M Ferguson and 5 APT&C staff representatives

.

Manual Spokesperson and 4 representatives of Manual Trade Unions.

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.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

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 - 10

Minute of meeting of JCB Non-Teaching held on 15 September, 2016.

3 Developments in Health and Safety 11 - 14

Report by the Head of HR, Organisational Development & Workforce Strategy.

4 Details of Grievances 15 - 16

Report by the Head of HR, Organisational Development & Workforce Strategy.

5 Absence Management Statistics 17 - 28

Report by the Head of HR, Organisational Development & Workforce Strategy.

6 JCB Agency Worker Report 29 - 30

Report by the Head of HR & Organisational Development & Workforce Structure relative to Agency Workers.

7 Timetable of Meetings 31 - 34

Report by the Director of Finance & Resources.

8 Date of Next Meeting

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 meantime been confirmed.

The report indicated that 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 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 area 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 shifty 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.



To: Joint Consultative Board: Non-Teaching

On: 26 October 2016

Report by: Carole Donnelly, Head of HR, Organisational Development and Workforce Strategy

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 and an update of their progress is as follows:-

- Statutory Inspections – Working with Community Resources.
- CDM 2015 – Delayed - new target date 1 November 2016
- Guidance on Slips, Trips and Falls is being revised
- Tobacco/ Smoke Free Policy – in the 3rd stage of draft

- Control of Legionella Bacteria in Hot and Cold Water Systems – at 3rd level 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 23/24/25th of November 2016. Safety officers have been working with Service representatives in preparation.
 - 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. We have submitted the annual review and are currently awaiting the outcome.
 - 3.4 The health and safety section continue to work with our incumbent occupational health contractor, we are currently working on the annual Flu vaccination program.
 - 3.5 The health and safety section continue to support our external partners, which include Clyde Muirshiel Regional Park Authority, Scotland Excel, Renfrewshire Valuation Joint Board and Renfrewshire Leisure.
 - 3.6 The health and safety section continue to support the Town Centres Team, Renfrewshire Leisure and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. The Council is about to embark upon the winter events program.

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) OCTOBER 2016****DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 10/16	TOTAL 09/16
Chief Executives	0	0	0	0	0
Community Resources	0	0	0	0	0
Development & Housing Services	0	0	0	0	1
Children's Services	1	1	0	2	3
Health & Social Care Partnership	0	2	0	2	2
Finance & Resources	0	0	0	0	0
TOTAL	1	3	0	4	6

(Information as at October 2016)

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: Non Teaching

On: 26 October 2016

Report by: Head of HR and Organisational Development

Heading: Absence Statistics

1. Summary

- 1.1 The purpose of this report is to advise the Joint Consultative Board: Non Teaching of the Quarterly Absence Returns for the period 1 January 2016 to 19 June 2016. The report breaks down the absence statistics by service and by category of staff. Attached to this report are appendices A-B described in the index of appendices at the end of this report
- 1.2 The report provides information in relation to absence targets and how services have performed against them. An analysis of the reasons for absence for the latest quarter has also been compiled and details are included within the report. Information is also provided on managing absence activity and the costs of sick pay.
-

2. Recommendation

- 2.1 It is recommended that the Board notes the content of the report.
-

3. Background

- 3.1 At its meeting on 28 October 2009 the Joint Consultative Board: Non Teaching agreed that arrangements be made for the quarterly absence levels and information relating to absence statistics and reasons for absence, by service and category of staff, which are reported to the Scrutiny and Petitions Board (now Audit, Scrutiny and Petitions Board), be submitted to meetings of the Joint Consultative Board: Non Teaching.

4. Absence Statistics - Quarters Ending 23 March 2016 and 19 June 2016

- 4.1 Please find service and Council overall absence performance for quarter ending 23 March 2016 given in the table to follow. In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee. The absence performance for quarter ending 23 March 2015 has also been included in the table for comparison purposes.

Service/Area	Quarter Ending 23 March 2015	Quarter Ending 23 March 2016	Quarter Ending 23 March 2016 Target
Chief Executive's Services	1.14	0.77	1.20
Education and Leisure Services	2.12	-	-
Children's Services	-	2.50	2.35
Community Resources	2.75	2.79	3.22
Finance and Resources	1.88	2.73	2.00
Development and Housing Services	1.66	1.93	2.53
Health and Social Care Partnership	-	3.68	3.54
Social Work Services	3.09	-	-

Council Overall	2.33	2.70	2.69
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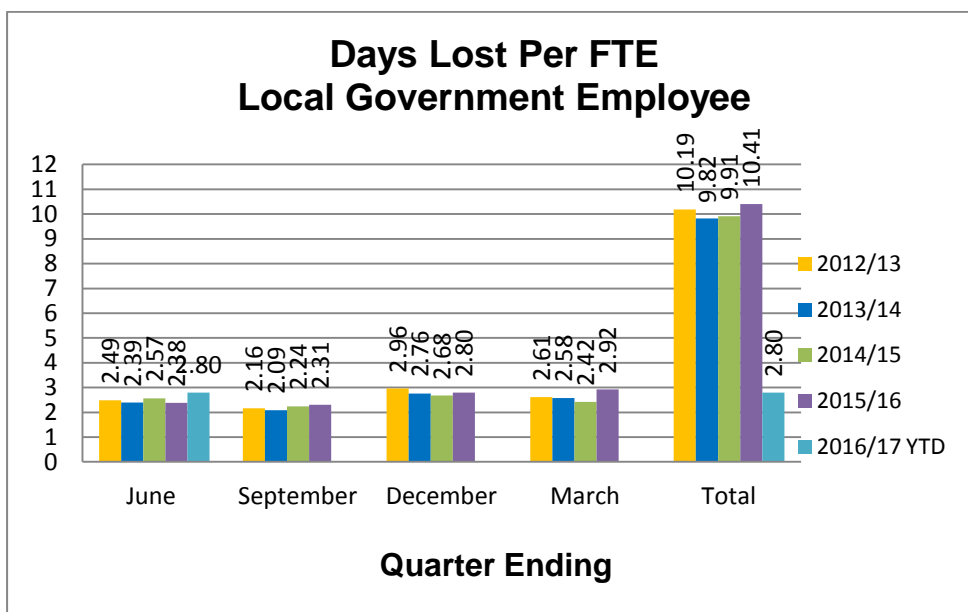
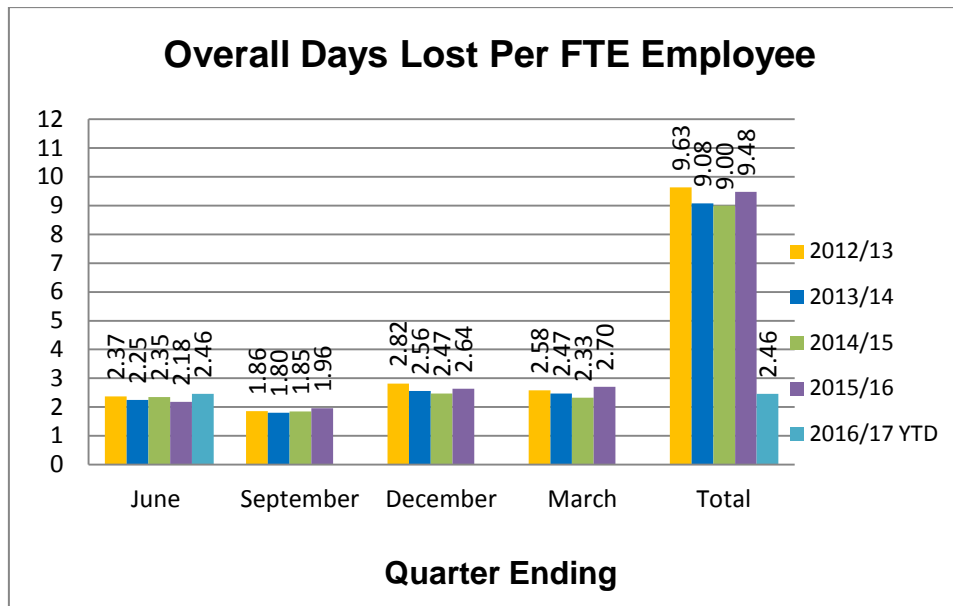
- 4.2 Please find service and Council overall absence performance for quarter ending 19 June 2016 given in the table to follow. In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee. The absence performance for quarter ending 22 June 2015 has also been included in the table for comparison purposes.

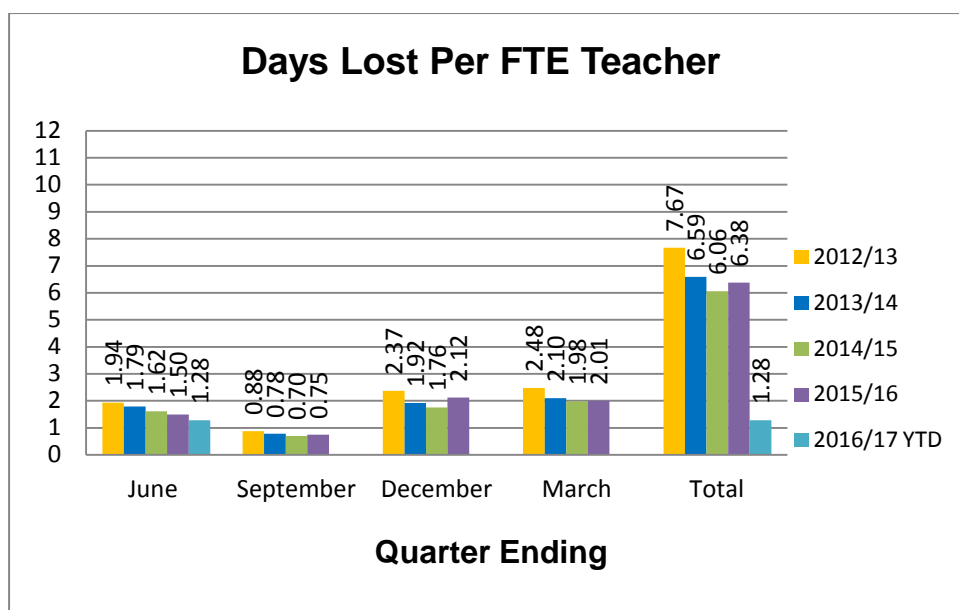
Service/Area	Quarter Ending 22 June 2015	Quarter Ending 19 June 2016	Quarter Ending 19 June 2016 Target
Chief Executive's Services	2.10	1.17	0.80
Education and Leisure Services	1.79	-	-
Children's Services	-	1.85	1.56
Community Resources	2.62	2.96	2.15
Finance and Resources	1.85	2.02	1.34
Development and Housing Services	1.52	1.79	1.69
Health and Social Care Partnership	-	4.29	2.36
Social Work Services	3.15	-	-
Council Overall	2.18	2.46	1.79

5. Analysis and Trends - Quarters Ending 23 March 2016 and 19 June 2016

- 5.1 The number of days lost per FTE employee due to absence has reduced from 2.70 to 2.46 between quarters ending 23 March 2016 and 19 June 2016 respectively. Also, overall absence in quarter endings quarters ending 23 March 2016 and 19 June 2016 has increased by 0.37 days and 0.28 days respectively per FTE employee compared to the equivalent quarters in the previous year.

- 5.2 The following tables detail the percentage absence levels by employee category for 2016/17 year to date as at quarter ending 19 June 2016, and for the equivalent quarters in 2012/2013 to 2015/2016:-





6. Absence Targets 2015/2016 to 2016/2017 and Ranking Information

- 6.1 The absence performance of services, the Council overall and employee groups against the set absence targets for quarter ending 19 June 2016 is shown at **Appendix A**.
- 6.2 The Council has recorded an overall absence rate of 2.46 days lost per FTE employee for the quarter which is 0.67 days **above** the target figure of 1.79 days. In addition the Teacher absence level of 1.28 days lost per FTE employee is also 0.26 days **below** the quarterly target of 1.54 days. The absence performance of Local Government employees at 2.80 days lost per FTE employee is 0.88 days **above** the quarterly target of 1.92 days.
- 6.3 The Council has recorded an overall absence rate of 9.48 days lost per FTE employee for 2015/2016 which is 0.51 days **above** the annual target figure of 8.97 days. This represents a 0.48 days per FTE employee increase in absence when compared to 2014/2015.
- 6.4 In addition the absence performance of Teachers increased by 0.32 days per FTE employee in 2015/2016 compared to 2014/2015 and was 1.30 days **below** the annual target of 7.68 days. The absence performance of Local Government Employees was 0.81 days per FTE employee **above** the 9.60 day annual target, and experienced a 0.5 days per FTE employee increase in the absence levels reported for 2014/2015.
- 6.5 Please see **Appendix B** for trends in Council overall and employee group absence performance in recent years, in comparison to other Scottish Councils.

7. Reasons for Absence

- 7.1 The category with the highest level of absence in quarter ending June is 'Psychological' – 26.47% (non work related – 23.58%, work related – 2.89%), with the second highest being 'Musculoskeletal and Joint Disorders' – 26.29%. This compares with quarter ending 23 March 2016 when the category with the highest level of absence was 'Psychological' - 23.90% (non work related - 20.77%, work related - 3.13%), with the second highest being 'Musculoskeletal and Joint Disorders' - 20.21%.

8. Supporting Attendance Activity

- 8.1 Recent and planned actions to improve absence performance include the following:-
- Proactively contacting managers who have absence cases of 2 to 4 weeks in duration, to monitor action taken to date and proposed next steps. This is to ensure that managers intervene early in absence cases and keep in regular contact with absent employees. In turn, discussion is facilitated around the employee's progress, any support that may be required and allows flexible return to work options to be explored.
 - Ongoing promotion of the Occupational Health Service Early Intervention Helpline for managers. The aim is to ensure managers receive prompt medical guidance and employees can be quickly referred to support services, where appropriate.
 - Continued delivery of supporting attendance training at a corporate level for managers, with the provision of tailored training for managers and employees at a service level on request.
 - Ongoing health promotion activities including smoking cessation, mental health awareness and events aimed at raising employee awareness of health issues.
 - Ongoing work to improve the absence information available to managers, and to streamline supporting attendance related processes to facilitate prompt absence reporting, recording and updating of relevant systems.

9. Costs of Sick Pay

- 9.1 The costs associated with sick pay are provided to the Audit, Scrutiny and Petitions Board. The table to follow outlines the costs of sick pay by employee group and overall for 2014/2015 to 2016/2017:-

**Details of Occupational Sick Pay and Statutory Sick Pay Costs Per Employee
Group and Overall for 2014/2015 to 2016/2017**

Quarter/Year	Teachers (includes Supply Teachers)	All Other Employees	Overall
Quarter 1 of 2014/2015	£490,739	£1,085,444	£1,576,183
Quarter 2 of 2014/2015	£231,365	£1,108,770	£1,340,135
Quarter 3 of 2014/2015	£396,512	£999,266	£1,395,778
Quarter 4 of 2013/2014	£552,457	£944,041	£1,496,498
2014/2015 Overall	£1,671,073	£4,137,521	£5,808,594
Quarter 1 of 2015/2016	£393,394	£935,284	£1,328,678
Quarter 2 of 2015/2016	£125,710	£1,286,198	£1,411,908
Quarter 3 of 2015/2016	£546,844	£1,089,060	£1,635,904
Quarter 4 of 2015/2016	£468,848	£1,188,264	£1,657,112
2015/2016 Overall	£1,534,796	£4,498,806	£6,033,602
Quarter 1 of 2016/2017	£352,501	£1,196,057	£1,548,558
2016/2017 Year To Date	£352,501	£1,196,057	£1,548,558

Implications of this Report

- 1 **Financial Implications** - Improvement in attendance impacts on the financial costs of absence.

- 2 **HR and Organisational Development Implications** - HR and Organisational Development Practitioners will continue to work with service managers and consult with the Trade Unions, on the implementation of the Supporting Attendance at Work Policy and Guidance and initiatives detailed in this report.

- 3 **Community Planning**

Children and Young People - none.

Jobs and the Economy - none.

Community care, health and wellbeing - provides for continuous improvement in health and attendance.

Safer and Stronger - provides for improved service performance across the Council.

Greener - none.

Empowering our Communities - none.

4 **Legal Implications** - none.

5 **Property/Asset Implications** - none.

6 **Information Technology Implications** - none.

7 **Equality and Human Rights Implications** - none.

8 **Health and Safety Implications** - it is integral to the Council's aim of securing the health and well being of employees.

9 **Procurement Implications** - none.

10 **Risk Implications** - Without continued effective supporting attendance focus, there is a risk that sickness absence levels will adversely impact on the Council both financially and in terms of service delivery. Consequently supporting attendance activities are monitored via the Corporate Risk Register.

11 **Privacy Impact Implications** - none.

List of Background Papers - none.

The contact officer within the service is Morna Armstrong, Principal HR and OD Adviser, telephone 0141 618 7329, e-mail morna.armstrong@renfrewshire.gov.uk

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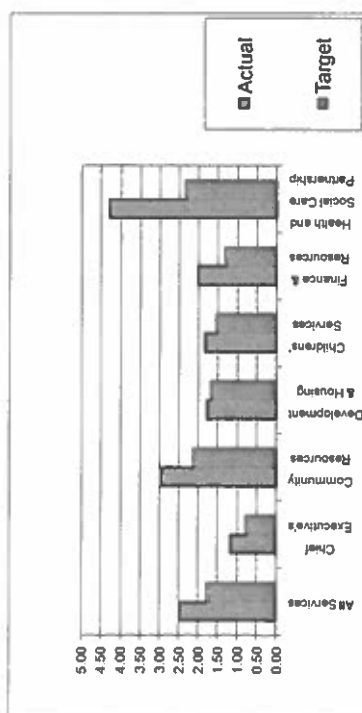
Index of Appendices

Appendix A	Graphs detailing trends in service, Council overall and employee group absence levels against targets for quarter ending 19 June 2016.
Appendix B	Graphs detailing trends in Council overall and employee group absence performance as well as sick pay costs, for the years 2010/2011 to 2016/2017 year to date.

PERFORMANCE V TARGETS 2016/2017

Quarter 1

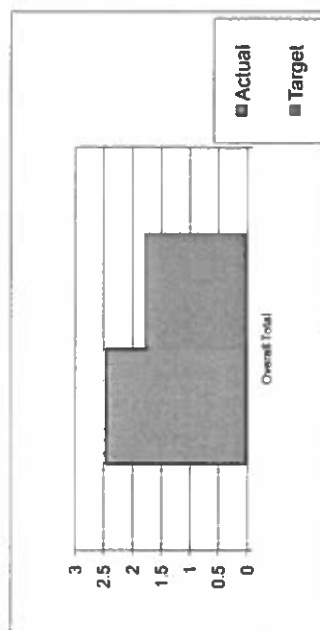
MARCH 2016 - JUNE 2016



	Actual	Target	Difference
All Services	2.46	1.79	0.67
Chief Executive's	1.17	0.80	0.37
Community Resources	2.96	2.15	0.81
Development & Housing	1.79	1.69	0.10
Children's Services	1.85	1.56	0.29
Finance & Resources	2.02	1.34	0.68
Health and Social Care	4.29	2.36	1.93
Partnership	1.17	0.80	0.37
Social Care	1.17	0.80	0.37

Quarter 1

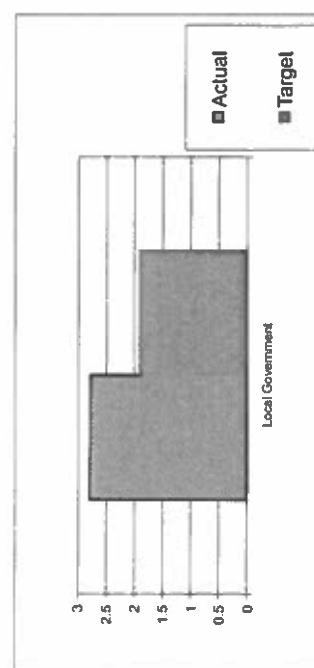
MARCH 2016 - JUNE 2016



Overall Total	Actual	Target	Difference
Overall Total	2.46	1.79	0.67

Quarter 1

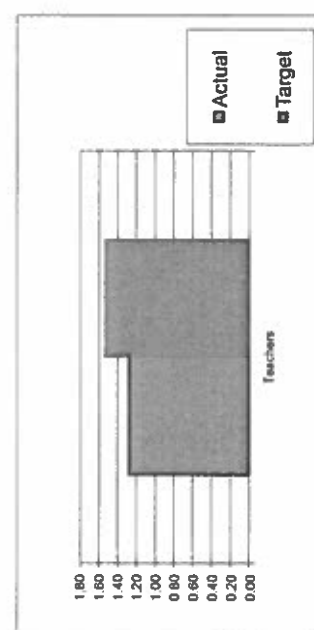
MARCH 2016 - JUNE 2016



Local Government	Actual	Target	Difference
Local Government	2.80	1.92	0.88

Quarter 1

MARCH 2016 - JUNE 2016



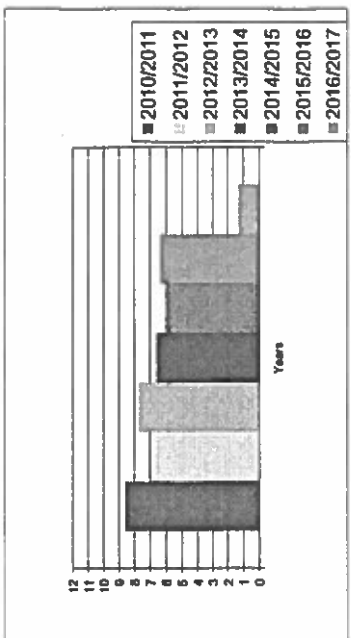
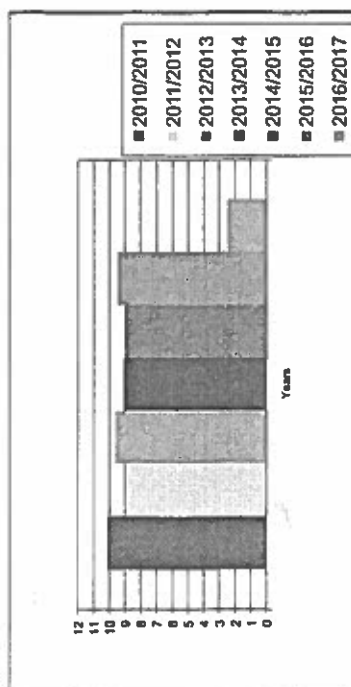
Teachers	Actual	Target	Difference
Teachers	1.28	1.54	-0.26

ABSENCE (DAYS LOST PER FTE EMPLOYEE) V OTHER SCOTTISH COUNCILS AND SICK PAY COSTS 2010/2011 TO 2016/2017

APPENDIX B

Council Overall

Teachers



Local Government Employees



Year	Actual	Ranking	Costs (£)
2010/2011	10.50	15th	4,929,071
2011/2012	9.60	7th	4,462,908
2012/2013	10.20	8th	4,083,003
2013/2014	9.82	10th	4,176,906
2014/2015	9.92	9th	4,137,521
2015/2016	10.41	Not known yet	4,498,806
2016/2017	2.80	N/A	1,196,057

AGENCY WORKERS - SEPTEMBER 2016					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in July 2016	Number of Agency Workers in this Role in August 2016	Number of Agency Workers in this Role in September 2016
Development and Housing					
Development and Housing	Sheltered Housing Officer	10	0	2	2
Total for Development and Housing		10	0	2	2
Community Resources					
Community Resources	Assistant Cook	1	0	0	6
	Catering Assistant	189	0	0	8
	Cleaner	202	0	2	3
	Cook	0	0	0	4
	Electrician *	30	4	4	5
	Housekeeper	44	1	14	16
	Trowel Slater	0	1	1	1
Total for Community Resources		276	6	21	43
Finance & Resources					
Finance & Resources	Building Surveyor	3	1	1	1
	Quantity Surveyor	0	1	1	1
	CS Advisor	2	14	14	8
	Project Manager	15	1	2	2
	Senior Quantity Surveyor	0	1	1	1
	Mechanical Engineer	0	0	1	1
Total for Finance & Resources		20	18	20	14
Renfrewshire Health & Social Care Partnership					
Renfrewshire Health & Social Care Partnership	Home Care Worker	348	0	0	58
Total for Renfrewshire Health & Social Care Partnership		348	0	0	58
Total Workers		654	24	43	117

* Council figure includes Apprentices/Apprentices



To: JCB Non-Teaching

On: 26 October 2016

Report by: Director of Finance and Resources

Heading: Timetable of Meetings

1. Summary

- 1.1 The JCB Non-Teaching requires to agree a timetable of meetings for 2017.
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2. Recommendations

- 2.1 That the Board considers, and, if appropriate, approves arrangements for meetings of the Board during 2017, as detailed in the report.
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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 2016 was agreed at the meeting of the Board held on 10 September, 2015. Accordingly

proposed arrangements for meetings of the JCB Non Teaching during 2017 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 8 February 2017
- Wednesday 26 April 2017
- Wednesday 14 June 2017
- Wednesday 13 September 2017
- Wednesday 25 October 2017
- Wednesday 13 December 2017

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

List of Background Papers - None

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