

## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 27 April 2016	15:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### PRESENT

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

Representing Trade Unions – R Connick, J McGinley and M McGuire, (UNISON); and C McLeod and J McMenemy, GMB.

#### IN ATTENDANCE

K Anderson, Amenity Services Manager - Waste (Community Resources); S Fanning, Senior Health & Safety Officer; R Laouadi, HR Manager; M Armstrong, Senior Human Resource Advisor; P Shiach, Committee Services Officer (all Finance & Resources) and S McNeill, Renfrewshire Health & Social Care Partnership.

#### APPOINTMENT OF CHAIRPERSON FOR THE MEETING

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

**DECIDED:** That Councillor Harte chair the meeting.

#### APOLOGY

Councillor Williams.

#### DECLARATIONS OF INTEREST

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

## **ADDITIONAL ITEM**

The Convener intimated that there was one additional item in relation to a Trade Union issue which had not been included in the notice calling the meeting. The Convener being of the opinion that the item which is dealt with at item 7 was relevant and competent, authorised its consideration.

### **1 MINUTE OF PREVIOUS MEETING**

There was submitted the Minute of the meeting of the Joint Consultative Board: Non-Teaching held on 10 February 2016.

**DECIDED:** That that Minute be noted.

### **2 MATTERS ARISING**

#### **AGENCY WORKERS**

Councillor Harte referred to item 2 (ii) of the previous meeting and advised that he had received confirmation of the status of agency workers in terms of PAYE.

**DECIDED:** That the information 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 policies and guidance in relation to control of contractors; statutory inspections; CMD 2015; guidance on slips, trips and falls; tobacco/smoke free policy; and control of legionella bacteria in hot and cold water systems were being revised.

The report provided updates on training courses attended; the Healthy Working Lives Gold award; and assistance provided to services in relation to the retention of accreditation to BS OHSAS 18001:2007, where audits had been undertaken within Community Resources; Development & Housing Services; Children's Services; and Finance & Resources, advising that the audit feedback had been positive.

The report indicated that the Health and Safety section continued to work with the incumbent occupational health contractor to further develop and enhance the electronic referral process; support external partners; and support the Town Centres Team, Renfrewshire Leisure and other event organisers to ensure that safe, controlled events were delivered.

The Amenity Services Manager – Waste advised the Board of a report submitted to the Leadership Board in relation to the Fatal Accident Inquiry into the Glasgow Bin Lorry crash and intimated that investigations by the task group confirmed that Renfrewshire Council's recruitment process was already robust in a number of areas which were relevant to the Sheriff's recommendations. Immediate action had been taken however in respect of requiring medical confirmation from medical practitioners of fitness to drive as part of recruitment where driving is a requirement of the job. All existing drivers of heavy goods vehicles and public service vehicles would undergo an interview with the Council's occupational health provider to confirm fitness to drive.

**DECIDED:** That the report be noted.

#### 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 March 2016, and detailing the capacity and Service in which they were engaged.

**DECIDED:** That the report be noted.

#### 5 **DETAILS OF GRIEVANCES**

There was submitted a report by the Head of HR, OD 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 four grievances as at April 2016.

**DECIDED:** That the report be noted.

#### 6 **ABSENCE MANAGEMENT STATISTICS**

There was submitted a report by the Head of HR, Organisational Development and Workplace Strategy 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 23 June 2015 to 31 December 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 Convener, being of the opinion that the following item was relevant and competent, agreed to its consideration at this time.

**7 WASTE SERVICES - UNDERWOOD ROAD, PAISLEY**

Concern was expressed by the Trade Union representative in respect of the shift imbalances relative to refuse collection employees based at Underwood Road, Paisley. In response, the Amenity Services Manager - Waste advised that the recruitment process was currently underway which would address the issue.

**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 Wednesday 8 June, 2016.