

HOUSING REGENERATION AND ENVIRONMENTAL SERVICES

REPAIRS & MAINTENANCE

JOINT CONSULTATIVE COMMITTEE

Notes of Meeting No 9 held at 09.00 a.m. on Thursday 1ST June 2006
at Elm Road, Dumbarton.

1. Attendees

J Thackrey GMB
J Flaherty GMB
D Hamilton GMB
J Parker T & G

J Doherty AMICUS
R Savage AMICUS
B Hamlyn T & G

S McGonagle Manager of Repairs and Maintenance
M Feeney Section Head, Housing Maintenance, Clydebank
J Drake Acting Section Head, Housing Maintenance, Dumbarton
I Fleming Operations Manager, Clydebank
A M Cosh Personnel

2. Apologies

None

3. Amendments to minute of meeting No 7.

- a) Management would like to retract from item No. 4 Performance for F/Y 2006 "the restriction on recruitment of agency staff and the overtime freeze"
- b) J McKerracher noted, he did not agree with item No. 4 VCT, " C McDonald noted he had not received notes of minutes of VCT contractor group meetings"
- c) All agreed remainder of minutes for Meeting No 7.

4. Matters Arising

4.1 Window Factory

- a) A report has been submitted for Chief Officer's consideration on the future of window factory.

- b) Await feedback.

4.2 Recruitment

- a) 2 painters and 1 joiner have to be recruited on permanent contracts for Dumbarton depot.
- b) 1 joiner and 1 electrician have been recruited on temporary contracts for Clydebank Depot.
- c) The recruitment drive continues for additional joiners and electricians.
- d) Agency supplied operatives will be off hired as direct employees are recruited.

4.3 Stores

- a) Responsibility for stores has been transferred to Repairs and Maintenance Management.

4.4 Appointments

- a) Appointments system being fully utilised.
- b) System to be developed further.

4.5 Plant

- a) A meeting to discuss issue was arranged for Thursday 8th June 2006 at 15.00 hours in Elm Road.

4.6 General State of Yard in Cochno Street.

- a) Full audit of Cochno Street and Overburn has been carried out. Actions to rectify identified faults are ongoing.
- b) A meeting of the H & S committee was held on 24th May 2006.

5. TU Agenda

5.1 Employee Pay & Conditions

- a) Stewards are keen to have this implemented.
- b) The exception is Amicus that expressed that their members are

totally against this proposal.

- c) Management will arrange a second ballot to gauge the support of the workforce.

- Ballot papers will be issued with appropriate employees wage slips for week ending 9th June 2006.
- Employees will be asked to sign for receipt of ballot papers.
- A ballot box will be located in receptions in Cochno Street and Overburn Repairs Centres for a period of one week.
- Employees will be asked to sign that they returned ballot paper.
- Papers will be opened in the company of trade union representatives and counted. Date to be confirmed

- d) R Savage requested the following is noted in minute of meeting.

- Amicus members do not wish to be balloted on consolidation and therefore do not wish to receive ballot papers.

- e) Management will issue ballot to **ALL** appropriate employees including Amicus members.

5.2 Stores, are storekeepers included in pay and condition talks.

- a) Management noted, storekeepers will be considered for inclusion at a later stage, once negotiations have been carried out.

5.3 Issues with canteen facilities in Overburn.

- a) New tables and chairs have been ordered.
- b) Shower head will be replaced.
- c) Canteen will be painted when workload and commitments permit.
- d) Graffiti will be removed from toilet doors.
- e) Management noted graffiti and missing showerhead are probably due to employees and requested that shop stewards raise these issues with there members.

5.4 Emergency orders, too many coming through at the same time.

- a) Management are looking at procedures to reduce overall number of emergencies.

- b) Administrative staff will be reminded of procedures for issuing emergencies to operatives. This should prevent a build up of emergencies.

6. A.O.C.B.

6.1 Unions raised working on scaffolds in wet weather.

- a) Management do expect employees to carry out certain types of work in inclement weather.
- b) Management will seek advice from H & S in regard to this matter.

6.2 Attendance at J.C.C.

- a) Management are reviewing attendance at these meeting and propose a reduction from both management and union representation.
- b) Shop stewards should utilise the JCC pre-meeting to discuss and agree agenda for meeting.
- c) 1 shop steward representing each union should suffice to attend actual meeting.

7. Date of next meeting

7.1 Pre meeting 22nd June 2006 at 15.00 in Overburn.

7.2 J.C.C. meeting 29th June 2006 at 9.00 in Elm Road.

Our Ref : MF/GP/0171

Distribution

**S McGonagle
J Drake
M Feeney
W Andrew
D Thomas
I Fleming
G Shaw
R Sweeny**

**L Pennycook
J Parker
J Thackrey
J MacMillan
J Flaherty
D Hamilton
J Doherty
R Savage**

**B Hamlyn
L McAllister
C McDonald
M Conroy
A Finlayson
J McLaren
A M Cosh**

Housing, Regeneration and Environmental Services

Repairs and Maintenance

Joint Consultative Committee

Note of Meeting No.10 held at 9.00 a.m. on Thursday 29 June 2006 at Elm Road, Dumbarton

- | 1. | Attendance | Action |
|--------|---|--------|
| | B. Hamlyn T&G | BH |
| | J. Thackrey GMB | JT |
| | D. Hamilton GMB | DH |
| | J. MacMillan GMB | JMacM |
| | R. Savage Amicus | RS |
| | J Doherty Amicus | JD |
| | J Flaherty GMB | JF |
| | C. McDonald TU Convenor | CMcD |
| | M. Feeney Section Head, Housing Maintenance | MF |
| | J. Drake Section Head, Housing Maintenance | JD |
| | W. Andrew Operations Manager | WA |
| | A. M. Cosh Personnel Officer | AMC |
|
2. |
Apologies | |
| | M Conroy and S McGonagle | |
| 3. | All agreed notes of meeting 9 | |
| 4. | Matters Arising | |
| 4.1 | Window Factory | |
| | A) Nothing to report (NTR) | |
| 4.2 | Recruitment | |
| | A) Interview for Maintenance Officer (2 posts) for Cochno Street will be held on Tuesday 4 July 2006. | |
| | B) Recruitment drive for Joiners and Electricians continues. | |

4.3 Plant

A) A separate meeting was held to discuss this issue and a note of meeting has been passed to senior management.

B) Await feedback

4.4 Employees Pay & Conditions

A) The results of the second ballot are as follows:

- ◆ 175 Ballot papers issued
- ◆ 143 ballot papers signed for by employees (the rest refused to take delivery of the ballot paper)
- ◆ 117 ballot papers returned (67% voter response)

B) The vote

- ◆ YES 101 (86%)
- ◆ NO 15 (13%)

C) Of total constituency eligible to vote (175) this is a 58% yes vote.

D) Of total ballot papers signed for (143) this is a 70% Yes vote.

E) Of total ballot papers returned (117) this 86% yes vote.

F) Unions requested working group is established to carry forward this issue.

G) Amicus will take advice from full time official on this issue.

H) CMcD advised that T&G now wanted consolidation to be implemented.

I) RS noted that it was not about the money alone and stated that 90 days notice means that your terms and conditions cannot be changed.

J) AMC explained that 90 days notice means that current conditions are changing.

K) RS noted that this could be considered as unfair dismissal.

L) AMC noted, individuals could claim this as a personnel issue.

M) Director will decide on timing of 90 days notice and introduction of consolidated rate.

4.5 Emergency orders, too many coming through at same time.

A) Instructions have been reiterated to administration staff to ensure there are no delays in putting out emergencies to trades staff over the telephone on radio system.

B) Unions noted there has been improvement.

4.6 Working on scaffolds in wet weather.

A) Management referred to S.I.C No 3, scaffolding and staging "no work should be carried out in high wind conditions" it does not mention wet weather and supervisor staff would make the decision whether conditions would allow work to proceed.

B) CMcD noted that individuals are responsible for their own health and safety and if they felt it was unsafe to carryout a task they should not carry it out.

C) Management noted this point and advised in the event of such occurrences individuals would be required to report the situation to supervisory staff immediately when the weather situation would be evaluated.

4.7 Attendance at JCC

A) N.T.R

5 AOCB

5.1 Transport situation within overburn.

A) Unions raised issue of lack of transport.

B) Management advised 6 vehicles had been taken off road due to various reasons. Arrangements have been made for additional vehicles and the situation would be rectified by Friday 30 June 2006.

5.2 Letter advising of deduction of net payment.

A) Unions raised issue of net deduction from pay for 6 July 2006 for cheques issued for short bonus pay at time of one-day strike earlier this year.

B) Management explained the decision to issue cheques was taken by Finance and normally this would not have been authorised.

- C) The short bonus payment did go into individuals rolling average the next week following normal procedures and this is why there will be a net deduction from pay.
- D) Stewards noted that they were not in agreement with this and in future if there are short payments that are not the fault of their members they would request a cheque for the shortfall.
- E) Management explained that this demand would not be met and existing procedures would prevail.

5.4 Kitchen Contract Rates

- A) Management notified that it was their intention to negotiate a reduction in all kitchen contract rates by 10%.
- B) RS referred to the commitment given by the Councillors that there would be no code cuts to the detriment of the men, therefore there is no room for negotiation.

6.0 Date of Next Meeting

- 6.1 Pre-meeting 27 July 2006 at 3 p.m. at Overburn Depot.
- 6.2 J.C.C Meeting 3 August 2006 at 9 a.m. in Elm Road.

Our Ref : MF/GP/0178

Distribution

S McGonagle
J Drake
M Feeney
W Andrew
D Thomas
I Fleming
G Shaw
R Sweeny

L Pennycook
J Parker
J Thackrey
J MacMillan
J Flaherty
D Hamilton
J Doherty
R Savage

B Hamlyn
L McAllister
C McDonald
M Conroy
A Finlayson
J McLaren
A M Cosh

Minutes

Meeting - JCC

Location – Grounds Maintenance Office, Elm Road

Date - 25 April 2006

Attending – D McLeish
B McLeish
A M Cosh
D Beattie
D Leitch
D McIver
J Gallagher

	<u>ACTION</u>
1 Apologies – S Symington	Noted
2 Minutes of Previous Meeting - Agreed	Noted
3 Matters Arising - None	Noted
<p>4 Health & Safety – DMcL confirmed Health & Safety Policy review and Workplace Assessments were complete and details passed to SS Departmental Health & Safety Co-ordinator.</p> <p><u>Risk Assessments</u> - DB Queried the height variances of skids for loading machines to Vehicles. BMcL to ensure Risk Assessment is in place and review as necessary.</p> <p><u>Hand Arm Vibration</u> - DMcL confirmed trigger times previously returned to health & safety for (HAVS) have now been analysed and that a maximum of 400vs per employee has been identified.</p> <p>A review of chain saw repair and maintenance procedures to ensure optimum machine performance and audit trail of repairs for individual machines will be carried out.</p> <p>Staff request that consideration should be given to the development of a fulltime Arborist Squad which would operate through out the authority 52 weeks of the year thus streamlining monitoring and recording procedures. BMcL to consult with Glasgow and other authorities re their procedures.</p>	<p>Noted</p> <p>BMcL</p> <p>Noted</p> <p>BMcL/WW</p> <p>BMcL/DMcL</p>

<p>5 Training</p> <p><u>Tree Survey</u> - Angus & Mearns confirmed date for Tree Survey course 9 to 11 May 2006, 3 members of staff to attend.</p> <p><u>Traffic Management</u> – consultation is ongoing with Glasgow City Council to provide 2-day supervisor and 1-day operative's courses for lane closures stop/go board working on dual carriageways/trunk roads etc.</p> <p><u>First Aid</u> – Six staff have now attended refresher course and consultations are ongoing with Kevin Murphy, Leisure Services regarding 4 day course for a further 5 staff.</p>	<p>Noted</p> <p>BMcL</p>
<p>6 Best Value Review – DMcL advised that the improvement action plan was now being addressed and that specific actions are now being progressed i.e. Charter Mark achieved April 2006.</p>	<p>Noted</p>
<p>7 Charter Mark – DMcL confirmed success of Grounds Maintenance assessment, also the requirement to develop an action plan to address the 8 partial passes in the recommendation of award.</p>	<p>DMcL</p>
<p>8 AOCB –</p> <p><u>Tendering Procedure</u> - DMcL advised that a Grounds Maintenance Tendering procedure meeting was scheduled for the 25 May 2006 to discuss the process timescale and client contractor arrangements etc.</p> <p><u>Re-grading Applications</u> – DMcL confirmed requests from existing employees currently receiving acting-up payments to be consolidated was passed to senior management for consideration.</p> <p><u>Golf Course Security</u> – DMcL asked if it was possible to employ a security company on the course to combat the abusive and anti social Behaviour towards green keeping staff and acts of vandalism on the course. Following discussion it was agreed that a formal incident recording procedure is developed to confirm the extent of the problem. Park rangers will continue to patrol the course and that community wardens are asked to provide additional support out with working hours.</p> <p><u>Machine Repairs</u> – Workers reps raised concern regarding the time involved with repairs. DMcL agreed to investigate and establish reasons for delays. It was also recognised that part of the reason was the age of existing fleet of</p>	<p>Noted</p> <p>Noted</p> <p>DMcL</p> <p>DMcL/BMcL</p>

<p>machines. DMcL confirmed a machine replacement programme was being prepared for discussion with senior management.</p> <p><u>Retirement Request</u> – DMcL asked for an update on John O D'riscoll for early retirement. AMC to check and reply to Mr O'Driscoll</p>	<p>AMC</p>
<p>9. Date of Next Meeting - 6 June 2006 at 10 a. m. Grounds Maintenance office Elm Road.</p>	<p>DMcL</p>

**MINUTES OF JCC MEETING
TUESDAY 13 JUNE 2006
GROUNDS MAINTENANCE OFFICE, ELM ROAD**

Present: D McLeish, A M Cosh, S Symington, D McIver, J Kinnaird, D Leitch, D Beattie, R McLeish

03 JUL 2006

Item		ACTION
1:	Apologies: K Munn, J Gallagher	Noted
2:	Minutes of Previous Meeting: Agreed with the exception of Item 4 Health & Safety – Hand Arm Vibration should read maximum of 400 points.	Noted
3:	Matters Arising: None	Noted
4:	Health & Safety: SS talked about the HAVS points table and went through the HAVS calculators. DB asked if these were to be issued to the workforce. SS confirmed that once they have been approved copies would be issued to workforce. DMcL, assessed the chain saw indicator would be sufficient to cover a four man arborist team providing that all employees were trained to the same level. DB asked if whole body vibration come under these calculations. SS confirmed they would do in the future.	SS BMcL
5:	Risk Assessments: Risk Assessments up to date continue to review and complete assessments any new machinery we purchase and revised procedures that may be introduced. DB asked do we have Safe Systems for Skids loading machines to vehicles, SS to check this out.	SS
6:	Training: Operatives went for training for Tree Surveys, training Course had to be aborted due to operatives not having enough basic training beforehand. BMcL to renegotiate training package with Mearns and Angus training Agency. DB referred to the First Aid course scheduled for 4 staff commencing 21 June 2006. Staff were unhappy about the timing of the course i.e. not enough notice given and time of year, could this not be done in the winter? DB advised he was not putting himself forward for first aid training and	BMcL

	<p>would stand down from being a first-aider. After a discussion it was agreed that staff will attend next weeks course. BMcL to find a replacement for DB on the course.</p>	BMcL
7:	<p>Best Value Review:</p> <p>Work was ongoing to complete 34 actions before 31 March 2007</p>	Noted
8:	<p>Charter Mark:</p> <p>Draft Action Plan for the 8 partial compliances will be submitted to Strategy 29 June 2006. Assessor will revisit in April 2007 to assess these actions. Copies of the final action plan will be issued to workers representatives.</p>	DMcL
9	<p>Ground Maintenance Tender Procedure</p> <p>DMcL updated the group re Client/Contractor teams assigned to prepare tender documentation. Client :- David McMillan, Lynda McLaughlin, Ian Bain, David Hartley, Ian Donald, Don Findlay, Kathleen Holmes.</p> <p>Tender Team :- Ronald Dinnie, Dave McLeish, William Wrethman, Struthers Symington, Jim Pow, Charlie McDonald. There will also be Ad Hoc Legal/Personnel as required. Client team are currently reviewing Specification, Tender team meeting is scheduled for 26 June 2006.</p>	Noted
	<p>AOCB</p> <p>DMcL informed the meeting that WDC have received 2005/6 Cleanliness Index result of 72 from Keep Scotland Beautiful (KSB) This is above our projected target of 70 and is the third successive year Ground Maintenance raised the standard of Cleanliness. All staff are to be congratulated on their input to continuous service improvements.</p> <p>JK asked if all the workforce will be issued with Fleece jackets. DMcL confirmed the agreement related specifically to drivers of ride-on machines with no Cab as staff were exposed to the elements. The scheme has been extended to incorporate Barrow Beat Operatives. DMcL review budget allocation and report back to the next meeting.</p> <p>JK stated Street Cleaning had no first aiders. Staff certificates lapsed sometime ago. SS informed the Meeting employees can access other Council facilities for assistance, depots, housing office, libraries etc. BMcL to review no of first aiders for Ground Maintenance</p> <p>JK asked if additional litter-bins could be installed in Cardross Road, Woodyard Road and Clydeshire Road. BMcL to conduct review with Litter Control Officers.</p>	<p>Noted</p> <p>DMcL</p> <p>BMcL</p> <p>BMcL DHay</p>

JK Asked about Risk Assessments for accessing roundabouts for litter picking. BMcL to visit locations with JK to resolve concern and establish appropriate safe systems of work are in place.	BMcL JK
DM raised concern about the timescale for machine repairs through workshops. DMcL acknowledges the increase in the amount of repairs which is in part due to the age of existing machines and confirmed a machine replacement programme was being prepared. DM suggested that a review of staff resources should also be carried out. DMcL to consider this in conjunction with the review to centralise the two Workshops.	DMcL
DL asked if stone masons could go onto the bonus scheme. DMcL advised that employees were being paid the appropriate rate that the job was advertised, this did not include bonus. DL asked if this could lead to a claim under single status. AMC confirmed there is no female equivalent so single status doesn't apply.	Noted
DL Is there a time limit for submitting claims regarding bonus payments on overtime. AMC advised there is no paper work on this at present.	Noted
DB asked what is the situation with all weather suits? BMcL advised that the consensus was the original sample was the preferred choice. DMcL approved purchase.	BMcL
DL Asked if there was a procedure for doing blood test on workers who work with pesticide. SS advised that the pesticides we use have a low level risk and agreed to double check that health surveillance is not required.	SS
DB stated that a solid trailer was being used in the Vale, skids are metal and wood can these be changed to aluminium skids. BMcL to obtain prices for replacements.	BMcL
DL enquired about lifting equipment for workshops. BMcL confirmed receipt of cost £5k. DMcL asked SS & BMcL to review workshops prior to purchase and possible centralisation of workshops.	SS BMcL
DB asked for update regarding refurbishment of Canteen facilities? BMcL to consult with property maintenance re delay.	BMcL
DB asked is there a council policy with regard to employees wearing shorts in the hot weather. SS advised HSE guidance is to cover up.	Noted
DM enquired if the department will issue bottled water and insect repellent during hot weather. DMcL advised Insect repellent is available. Drinking water is readily available at depots.	Noted

	<p>DB Asked what impact the schools Public Private Partnership (PPP) programme will have on grounds maintenance workforce, and why weren't the union involved. AMC advised programme already started will take approximately three years before it as an impact on staffing levels. Full time union reps have been fully involved in all stages.</p>	Noted
<p>Date of Next Meeting: 8 August 2006 at 2pm in Elm Road, Meeting Room.</p>		

Housing and Technical Services

Leisure Services Section

WEST DUNDEE TOWN COUNCIL

JOINT CONSULTATIVE COMMITTEE MEETING

26 MAY 2006

18th May 2006, Clydebank

PERSONNEL SERVICES

Present: Fiona McIntyre Section Head Leisure Services (FMcl)
 Sandra Colrairie Facilities Development Co-ordinator(SC)
 Colin Paterson GMB Representative(CP)
 Struthers Symington Health & Safety Co-ordinator, H&TS (SS)
 Iain Brown Leisure Attendant & T&G Representative (IB)

James McLaughlin GMB Representative(JM)

Apologies: Anthony O'Shea T&G Rep – Meadow Centre(AO'S)
 Charlie McDonald Trades Union Convenor
 Kevin Murphy Facilities Development Co-ordinator (KM)

Action1. Apologies

1.1 Apologies were tendered as noted above.

2. Minutes of Previous Meeting

Agreed

Note

3. Matters arising from previous meeting

Item 3.1

3.1 New trolley for moving mats was purchased in January 06. I.B. confirmed that this had been sufficient to address the problem he had raised. Note

Item 4.1

Violence and abuse towards staff poster had been approved and was now displayed in the Meadow Centre. S.C. to check Vale Pool and order extra posters for that site if required. K.M. to ensure that Play Drome has these posters displayed too. S.C. K.M.

Item 4.3

Store layout plans have been updated for Meadow Centre. In addition following further concerns raised about amount of equipment to be stored an additional outside container has to be used for storing A.O'S

equipment less often used. Anthony O'Shea is dealing with this and has consulted with IB. The old container will continue to be used for the canoes.

4. Health & Safety

4.1 Hand/Arm Vibration Assessment

As a prelude to this process taking place in Leisure Services FMCI to supply SS with a list of all staff who use vibrating equipment in Leisure Services. SS explained the process that would take place in assessing machinery and individuals and clarified which types of equipment would be included. In approx a one years time a pre meeting would take place with union reps before questionnaires were issued to staff on the list. The list supplied to SS would be updated just prior to this as staff changeovers would have taken place during the preceding time. CP asked if the same legislation covered Repetitive Strain Injury as associated with using keyboards, SS stated that RSI did not come into the category of injury caused by vibration machinery.

Note

4.2 DSE Assessments

All Play Drome and Vale Pool work stations have been assessed, Meadow Centre has a couple of work station to be assessed but these should be completed within the next month. A list of adjustments and costs for each centre is being compiled. Play Drome list is complete and consists of chairs, desks, foot rests, document holders and total expenditure of around £900. SS confirmed that the initial list of DSE expenditure, which had totalled about £700, had been approved for spending. FMCI advised that capital funding had also been obtained for the Meadow Centre Reception desk which had been identified as requiring a major expenditure (£8,500) to bring up to DSE standard. JM asked about adjustments to be made to the Play Drome Reception area, FMCI confirmed that this area was included in the list of requirements for the DSE stations at the Play Drome and adjustments identified by the DSE assessor would be actioned. JM asked about the main office in the Play Drome where wear and tear in flooring had been identified as a trip hazard. FMCI stated that plastic workstation floor mats had been purchased and put in place to address this problem. JM stated that he considered these to still represent a trip problem and one member of staff had fallen in the office. SS suggested that sometimes these mats can be fixed to the floor with adhesive. FMCI clarified in answer to question by JM that a refurbishment of the office was unlikely to be taking place as the centre was due to cease operation in a couple of years and the new centre to open therefore temporary measures such as the floor mats would be used where the carpet was worn. SS stated that the floor could be taken back to bare concrete and this had been done in the past where offices were going to be used for a limited period

of time. KM to assess mats and report back to FMcl.

- 4.3** Discussion took place on the new steering group that is being formed to address/discuss Occupational Health Issues. SS and FMcl are in this group which is being formed and is yet to meet. SS clarified that items such as the Physio service will be discussed as there have been some problems with this occupational health service which is supplied by Sterling Health Care. FMcl asked the reps to report to her if any leisure staff had experienced problems with the Physio service as she wasn't aware of this service being anything other than successful in its application with Leisure Staff.

5. Conditions of Service & Staffing Issues

5.1 Job Evaluation

IB informed the group of the current progress of the job evaluation process. Unique posts are being evaluated at present. 71 posts had been identified as being unique and a further 20 were under consideration for being classified as unique. In Leisure Services the Service Development Co-ordinator post as been classified as unique and two posts (Cashier, Operations Controller) are under consideration for unique post classification at present. JM asked how to find out information about the progress of the job evaluation and what timescales could be placed on the process. SC said that the intranet had updates on the evaluation process so advised to check that. FMcl advised that the Directors Team Brief contains regular updates on the process. IB stated that Alex Thomson from Corporate personnel is leading the process and can be contacted for specific information. IB stated that he was programmed to be involved in the evaluation process until December 2006 so he could advise that the timescale would be at least till then for completion.

Note

6. Conditions of Service and Staffing Issues

- 6.1** JM raised an issue about the First Aid responsibility payment that is currently paid to LO's and OC's. He was currently out of qualification and not receiving payment and would be for a period of approximately two months as he was booked on a course in June. He added that he thought there was another member of staff out of qualification that was still receiving payment. He asked if his payment could be passed to a Head Lifeguard in the meantime, FMcl advised that payment would continue to be made to LO's, OC's and FDC's and not passed down to Head Lifeguards. There followed discussion about who was carrying out first aid for members of public. SS clarified that the first aid responsibility payment was made for having a responsibility for staff and

that Leisure Services currently had a high level of staff receiving this payment. FMcl stated that the reason for LO,OC and FDC receiving the payment was to try to ensure that at all times there was at least one person in the centre with the qualification and receiving the responsibility payment for it. This was the aim but not legislation and there had been times in the past when qualifications had run out and cover on every shift had not been achieved. CP stated that he had been plussed up as an OC in the past and not received the first aid payment although he had the qualification. FMcl could not recall when this could have been, SC suggested that CP check the dates that he was plussed up, this would be clarified in his personnel file. FMcl agreed that when a Head Life Guard was officially plussed up into a position of OC for a period of months to cover absence/vacancy not just days here and there then it was reasonable to expect to be paid the First Aid payment. CP to check the period that he was plussed into an OC post and clarify with KM.

CP/KM

FMcl asked JM to clarify his comment about another member of staff receiving First Aid payment and being out of Qualification. JM said he believed that Gordon McFarlane was out of Qualification but had told him he was still getting a payment. FMcl said that she was sure that GM had been on a first aid course she had been on in January 2004 therefore he would still be in a period of qualification. This to be checked by FMcl/KM

FMcl/KM

- 6.2 JM asked if it was possible to use part time Cosmo staff that are NPLQ qualified to cover poolside shifts at single time. FMcl asked if this had been covered at an Ops meeting. JM said he had asked KM and he had referred him to Marion Trail (Fitness Officer). JM said that the Cosmo staff had been instructed by Marion that they could not work any extra shifts on the poolside. FM said that she wasn't sure what reason there could be for not allowing the Cosmo staff to work extra hours on the poolside if they were not required for the Cosmo. She stated however that any request to use Cosmo staff would have to go through Marion and not directly to the Cosmo Staff, and the same would be expected if Marion required additional Cosmo cover and wanted to use pool staff. This to be clarified with KM/MT at the Ops meeting

KM/MT

- 6.3 JM asked if it would be possible to replace/fix the high chair that had previously been used on the teaching pool position in the Play Drome. CP made the point that the high chair elevated position was required for the Leisure Attendant to adequately scan the teaching pool and the shallow end of the competition pool. FMcl asked if this had been reported to KM as she wasn't aware of there being an issue about replacing/fixing the chair and she hadn't received any essential spend form for it. JM said that KM was aware and the chair had been out of action for a couple of months. CP added that it was possibly some welding that was required. FMcl assured that the chair would be fixed or replaced.

FMcl

- 6.4 JM asked about the early opening of the Cosmo at the Play Drome on Mondays and Thursdays, he had been unaware of this and had heard from a member of the public. FMcl stated that she would have expected this to have been discussed at an Ops meeting, the opening hours of the centre are not changing as the pool currently opens at 7.00am on these

two days. KM and MT had discussed also opening the Cosmo Gym at 7.00am to add to the early morning service, the Cosmo currently opens at 8.00am on these two days. MT had made arrangements for the Cosmo to open earlier and operational issues had been discussed with KM. JM and CP had concerns over cleaning arrangements as they didn't want the area to open and not be ready for the public. CP asked if the health Suite was also going to open at 7.00am. FMcl clarified that it was only the Gym that was opening at 7.00am and the pool would continue to open at 7.00am. CP to discuss the cleaning concerns with KM.

CP/KM

IB confirmed that staff were all aware of the new early opening trial period that was going to run in June/July in the Meadow Centre on Tuesdays and Fridays. The Meadow early opening is only for the Gym at present.

- 6.5 JM stated that Cashiers were very pleased at the addition to the CCTV coverage in the reception area. They were however uncomfortable with the thought that the television in the main office would show this new coverage of the reception desk and they felt they would be being watched all day. JM requested that the TV monitor be switched off and only put on when they need to look back at an incident that had taken place. FMcl said that she saw no need to switch the TV off and that the TVs for the CCTV coverage were both in the main offices in the other two centres. SC added that nobody would be sitting for eight hours at a time staring at the screen to see what was happening. JM stated that the TV was in a very prominent position in the office. FMcl stated that if the monitor could be moved to a less conspicuous place in the office she had no objection to that but the monitor was not to be switched off. JM to consult KM on this matter.

KM/JM

- 6.6 CP raised a concern about staffing levels specifically Cashier cover and pool cover for the summer. FMcl confirmed that two part time cashier vacancies for the Play Drome had been advertised and they would also hope to get a couple of casuals from this interview process. New Casual cashiers had recently been recruited but police checks were still awaited, one person had started training and had then got a full time job elsewhere. Vacant pool staff positions had also recently been advertised and it was hoped to also employ some new casuals from this process. FMcl confirmed that MT would be interviewing shortly for the Cosmo positions that had been advertised including casuals. SC suggested that the ops team should be collating holiday requests for the summer period from cashiers and ensuring that cover is available before holidays are granted. CP made the point that other staff are being trained and drafted in to cover reception and this has a knock on effect in leaving pool cover short.

7. Training Issues

- 7.1 CP raised a concern over the generic morning training. The equipment (lap top & projector) are kept in the locked admin store. Admin don't start till 9.00am and there is a problem in having the equipment set up in

Note

time as the training session should start at 9.00am. CP suggested that the Lap Top and Projector could be put in the safe on the Tuesday evening for the LO/OC to access before 9.00 on the Wednesday morning. JM suggested that the admin store could be left unlocked. FMcl advised that the admin store would remain locked and that the idea of putting the Lap Top and projector into the safe on a Tuesday evening was the best solution and Cp to discuss this with KM and at ops meeting.

CP/KM

SC

CP also stated that accessing the training presentations in advance to run through them before presenting them to staff was also a problem. JM suggested that an hour could be scheduled on a Wednesday to go through the next presentation topic. FMcl advised that the LO/OC could schedule their own work time to go through the training topics and did not require a specific time for this. SC advised that she was in charge of this area and would ensure that training presentations would be loaded onto the lap tops in advance and she would email ops teams to let them know of the next few topics in advance. She advised that she had already been taking this approach however would endeavour to ensure that the software was available for the ops teams to review before presenting.

SC

8. A.O.C.B

CP stated that he had not been getting notification of the JCC meetings in advance which is why he had missed the last one. He had also not been getting copies of the minutes. FMcl assured that now that he was on email he would be included in the email notification and copies of minutes.

FMcl

SS advised that he was gaining an additional health and safety assistant officer on a part time basis, this being John Reid who had previously worked with the policy section and then moved to DES

Note

9. Date of Next Meeting

TBA for August 2006. SC advised that she was not available last week in August.

FMcl

Distribution List:

Fiona McIntyre	Section Head – Leisure Services
Kevin Murphy	Facilities Development Co-ordinator
Sandra Colrairie	Facilities Development Co-ordinator
Anne –marie Cosh	Section Head – Support Services
Struthers Symington	Health & Safety Co-ordinator, H&TS
Charlie McDonald	Trades Union Convenor
Anthony O'Shea	Operations Controller and GMB Representative
Ian Brown	Leisure Attendant and T&G Representative
Colin Paterson	Operations Controller and GMB Representative
Kevin Kelly	Leisure Attendant and GMB Representative

James McLaughlin

Operations Controller and GMB Representative

For Information:

David McMillan

Director of Housing, Regeneration and Environmental Services

Ronnie Dinnie

Head of Land Services

Lynda McLaughlin

Manager of Commercial Operations

Linda McAlister

Representation to Joint Consultative Forum

Michael Conroy

GMB Representative

Bobby Kerr

Service Development Co-ordinator

Housing, Regeneration and Environmental Services

Waste Services Section

Joint Consultation Meeting held on 18 May 2006.

Attending

R Thornton (RT) G Kane (GK) C McDonald (CM)
R Robb (RR) T Griffin (TG) D Devanney (DD)

Apologies

Item 1 - Minutes of last meeting

Agreed

Item 2 - Matters arising

Covered in agenda

Item 3 -- Operations Update.

Vehicle Situation

Currently 4 vehicle's off road awaiting parts / MOT prep.

No effect to operations due to availability of new fleet.

New vehicle teething problems which were minor overall have now been resolved.

Digital Tachograph legislation

TG informed the group regarding new vehicle manufacturer legislation. Any vehicles (LGV + Buses) manufactured after September 2005 will, by law, be fitted with a digital tachograph. The early implications for Waste Services would involve the next intake of vehicles including skip vehicles.

In relation to the above identified drivers will have to apply for an ID card to be used in conjunction with the digital tachograph system. The cost of this card (£30 per card) will be met by the employer. TG to identify drivers.

It has been advised by VOSA that the current exemption from tachographs legislation for Refuse Collection vehicles will be withdrawn in the near future. (No official date as yet)

The implication of this is that all our LGV drivers will eventually have to apply for a personal driver card. TG will keep stewards informed.

CMcD commented that the system currently in place seems to be adequate, and that this new legislation seems to overburden employers and their employees with further unnecessary red tape.

Item 4 -- SWIP Update.

- RR reported that the blue bin kerbside scheme continues to perform in a reasonable fashion with stable participation and low level contamination. The brown bin scheme has now entered growth season, after the inevitable fall off in collection in winter and will be increasing significantly over the coming months. Approximately 26000 households have blue and brown bins.
- RR advised the group that the Council had signed of a tender for the reprocessing of blue bin dry recyclate. The new contract specification included cardboard, to divert more waste. As it is anticipated that there would be significant – cardboard boxes placed beside the blue bins rather than in them, clean cardboard side waste will be uplifted by the recycling crews. Any household with capacity problems due to the addition of the cardboard can be issued with an additional bin, if required.
- RR advised the construction of the new Household Waste Recycling Centre at Stanford Street is finalised with only some snagging work and fitting out to be carried out until July 06. Dalmoak and Ferry Road have been upgraded and will receive new signage in the coming weeks.
- RR reported that the high rise/tenemental pilot scheme which has been extended to July 2006 is being evaluated by the Scottish Executive.
- RT reported that the recycling A-Z guide for householders was due for delivery in the summer 2006. The guide would inform residents of service standards and offer recycling guidance.

- RR reported that the Internal Waste Audit was complete and the Council had approved an Internal Waste Prevention Plan which will be implemented through an action plan over the coming year.
- RR reported that (un-audited) performance indicators for recycling and recovery for financial year 2005-2006 showed a significant improvement to 19% from the previous years 7%. This increase was not only the effect of implementing new services and raising awareness but through the conscientious work of all employees within the Section.

GK questioned whether a new access vehicle was being procured and whether this would be routed to collect recycle from difficult access areas. RR confirmed that the new access vehicle is on order and would be a back up for existing routes playing a role in the collection of recycle from these properties.

Item 5 – Special Uplift Service

RT circulated a consultation paper on the proposed 'absorption' of special uplifts into daily routes for discussion.

CMcD noted that there had been a noteworthy relationship between management and the work group in the past and that if management were asking for reasonable service improvements, the work group would not be too concerned. But he also noted that there would come a time when the resources available to the service would be overstretched by demand and that management should not believe that they can continue to add service improvement requirements onto crews without reasonable justification.

DD queried the benchmarking process which took place to substantiate the proposals in the consultation paper. RT confirmed that the data provided from other local authorities was robust.

GK asked if regard to new build developments was reviewed timeously by management. RT confirmed that while there were new developments within the area, there was also substantial demolition programmes in place which have balanced out through time. He also confirmed that the Team Leaders review additional properties on routes as matter of course.

After much discussion and clarification on the following matters:

- it is envisaged that up to 8 "on route" special uplift jobs will be issued each day to each of the 8 crews (6 wheeled bin crews and 2 commercial crews). The type of uplifts issued will be controlled by the Operations Supervisor and be restricted to those uplifts that require a low level labour

input. (i.e. Typically 1 to 4 items of bulky waste that can be easily and quickly collected and put in the vehicle.).

- Uplifts will not be issued in circumstances where there are operational difficulties due to for example; vehicle breakdowns, severe weather etc.
- There will be no impact on jobs or overtime as the existing dedicated special uplift and white goods collection crews will continue to operate as normal, as will the programmed overtime for Saturdays and Public holidays.
- An agreed protocol would be designed for the group to sign off.

The representatives agreed to take forward the consultation to the work group for further consultation. RT asked that this be done as a matter of urgency and that Waste Services staff would be available to attend any group meetings, should this be required.

Item 6 -- Job & Finish Working Arrangement.

RT advised that following a workforce meeting last year he was advised that the working arrangement had been agreed. C McD also intimated that he believed that the protocol had been signed off.

TG noted that the protocol, while not formally signed off, was working in both depots.

After discussion and deliberation CMcD asked that the Section Head add a paragraph to ensure that additional discretion is allowed for Team Leaders in consultation with the Shop Stewards

RT agreed to draft a final agreement for sign off, as soon as is practical.

Item 7 -- Health & Safety Issues.

Matters arising from previous meeting

1. Shower block at Richmond Street Depot – Team Leader is arranging for the area to be cleaned. This should be actioned in the coming weeks.
2. Review vehicle movement arrangements at exit from tipping area/MOT station egress at Richmond Street Depot as it is considered that potential exists for a vehicle collision. TG to progress

3. Refuse collection operations – vehicle access problems. One area requires a cut back of the overgrowing branches etc. TG to liaise and consult with owners and organise as matter of urgency.
 - Glen Road, Old Kilpatrick – (vegetation)
4. Threatening note left on top of bin – New Bonhill. After investigation TG reported that there was no clear evidence of the culprit. Team Leaders will report any reoccurrence of this issue to TG

Item 8 – Driver Training Programme

RT circulated the Training of Operatives to Large Goods Vehicle (LGV) class II driving standard which had been developed due to Waste Services identifying a skills gap for drivers of heavy vehicles within the service.

TG noted that Waste Services after evaluation had established four individuals who should go forward with this training.

C McD queried the process of drivers paying back the training cost, as he felt that A/T/C staff offered similar opportunities (which benefited the individual and the Council) were not subject to this process. C McD also stated that as the training was being driven by the operational needs the employer should bear the costs. It was agreed that RT would review the matter further and establish whether there were sufficient funds to pay all the training costs or to co fund on a 50/50 cost split basis between the individual and the Council.

Item 9 – Council Departmental Structure.

RT advised the new Council structure was implemented, and that the work force would not notice any significant change.

Item 10 – Other Competent Business

TG noted that there had been recent queries from manual employees regarding ID badges. TG to progress with Corporate Services.

GK asked if there was sufficient funding available to supply employees with Gard T-shirts for use during the summer months. TG to progress.

Date of next meeting

Wednesday 21 June at 2.00 pm within Richmond Street Depot, Clydebank

WEST DUNBARTONSHIRE COUNCIL**DEPARTMENT OF EDUCATION AND CULTURAL SERVICES****JCC MINUTES HELD ON WEDNESDAY 14 JUNE 2006**

Present: Terry Lanagan, Head of Service
Paul McGowan, Personnel
Julie Hughes, Personnel
Katie McGeachie, Unison
Isobel Paterson, Unison
George McEwan, Amicus
Tom Dick, Unison

Apologies: Jackie McMonagle, Amicus
Tom Rainey, Unison

1. Minutes of Previous Meeting

The minutes of the previous meeting held on Wednesday 15 March 2006 were read and agreed as accurate.

2. Matters Arising from Previous Meeting

Knoxland Primary School

Terry highlighted that staff and pupils will not be decanted as previously intimated as they were going to encapsulate the asbestos.

Agenda Items**3. Regeneration**

Terry informed the group that there was no further update at this time.

4. Redeployment of Section Head Personnel

Terry stated that this is currently under discussion with the Director of Education and Cultural Services and the Head of Personnel. It was agreed that Terry would update the Trade Unions when an outcome was known.

5. Redeployment of Displaced Staff

Braidfield High Staff - Paul reported that a letter to all non teaching staff is currently being compiled and will advise them of their redeployment. He further indicated that an appeals mechanism is in place, it required.

The Trade Unions wished a copy of the job remit for the 2 newly created posts for the redeployed staff.

Trade Unions concerned that these redeployed employees may not be fully qualified and skilled and that existing staff would be disadvantaged. Paul outlined that these posts had been created to meet service delivery needs and that priority had to be given to these staff due to time constraints, and ensuring that displaced staff are redeployed.

ERS - Tom Dick wished clarification on whether this service had been given a reprieve. Terry reported that the staff will be retained but there will be a slight change in their remit and that the only post to be redeployed was the drivers post which would be absorbed in the library sector. Terry further advised that the staff had been kept up to date during the whole process.

Renton Library - The group were advised that 1 employee had been redeployed to Ladyton Library and the other employees post was still under discussion.

6. Performance and Development Planning (PDP)

Trade Unions wished clarification if there is a departmental approach on the roll out programme. Paul informed the group that a very precise pack from the PDP unit is going out shortly to all establishments to assist in this process to allow them take forward as soon as possible.

7. Procedure/Guidelines for Establishing Grading Competencies within Education and Cultural Services

Tom Dick wished clarification on who held the guidelines for the above. Paul explained that managers of each sector/head teachers had been advised of the process. He agreed to pass paperwork to Trade Unions for their information. He further informed the group that no salary scale was accelerated unless the paperwork came through the Personnel Section. Paul then advised that external candidates could potentially fast track through the grade scale if competency evidence is given and demonstrated.

Trade Unions concerned that the competencies were not measured against other posts. Paul highlighted that there was no mechanism for this at present. Paul assured the Trade Unions that he would revisit this in the future.

8. Instructors

Trade Unions requested that due to the length of time some temporary members of staff had been in the above posts, the positions should be made permanent. Paul indicated that most authorities were in the same position due to historical legal details. This has now come to an end therefore the department will be looking to review the staffing and a meeting with the Head Teacher, Head of Service and Paul will be arranged. The group were advised that there was no timescale available for the above.

9. Learning Assistants - Promoted Posts

Trade Unions unhappy about delay in introducing the GS3 posts as outlined in the review report. Paul assured the group that he would take this forward with Lynn Townsend, Head of Service.

10. Contractual Hours

After a detailed discussion Paul advised that if employees are contracted to finish at a certain time in the day they did not have to work beyond this if their line manager requested them to do so. He instructed the Trade Unions if there was any specific cases regarding this to write directly to himself.

11. Reports

Single Status

Pay modernisation working group meeting once a month.

Job Evaluation

The Trade Unions were advised that to date the working group were looking at all unique posts within the authority and it was noted that all Education and Cultural posts within this group have been submitted to the working group.

Paul informed the group that the new pay model is progressing and the implementation date is still April 2006 and any backdating implications will be from the aforementioned date.

Best Value

Libraries (Housebound) - no information has been submitted to how this is progressing.

12. AOB

Isobel Paterson asked who is covering as manager for the library sector due to outstanding vacancies and she was advised that Fiona MacDonald is assisting and the posts will be advertised in the next vacancy bulletin/national press.

Levenford House

The group were advised that the moving date for the above establishment is still projected as November 2006.

13. Date of Next Meeting

The date of the next meeting will take place on 20 September 2006 at 2.00 pm in the Education and Cultural Services meeting room.

WEST DUNBARTONSHIRE COUNCIL**JOINT CONSULTATIVE COMMITTEE (TEACHERS)****MINUTE OF JCC MEETING – 16th May 2006****1. SEDERUNT**

Management Side Terry Lanagan (Head of Service).Paul McGowan.
(Personnel)

Teachers' Side K.Burns (EIS), J. Cleife (EIS), S. Paterson (EIS), J.Wardrop
(EIS), A.McEwan (SSTA)

Apologies N.Bissell (EIS), C.Docherty (EIS),

2. MINUTE OF JCC MEETING

The minutes of the JCC of 7th February2006 were approved as correct.

3. MATTERS ARISING

- Discipline sub group
 - SP had not arranged this meeting as yet
- Advanced Higher Classes
 - There was discussion on the teaching of Advanced Higher classes and the problems that schools may encounter running AH classes due to timetabling pressure
 - The JCC will monitor the provision of AH classes.
- Vocational Learning
 - A copy of the partnership agreement has not been received by the teachers' side T L will ensure that a copy is sent.
- Age and stage Regulations
 - The SLWG has produced a report which has been sent to the Directorate. Head Teachers will now explore the wider issues of curricular flexibility .A comprehensive paper will be produced next session taking account of Curriculum for excellence.
- Faculties
 - There was discussion on the ongoing problems in the Faculty structure in some schools. The Teachers ' side continue to express concerns re faculties.
- Stress Forms
 - P.McG has spoken to Health & Safety and there are no plans to collate statistics on stress forms into the statistics for absences due to stress. This will be further pursued by the Teachers' side.

- Jobs Freeze
 - This has been lifted.

AGENDA

4. Regeneration of Schools Estate

- TL gave an update on progress.
 - 5 bidders
 - PQQ have been assessed
 - External advisors are involved
 - References are checked
 - A report will go to the project board
 - 3 companies will have a day in each school to consult with School staff, pupils and school boards.
 - Preferred bidder will be chosen around December 2006
 - Schools will be involved in making selection of preferred bidder
 - Trade Unions will also be involved in this process
 - No money will be paid until 1st School is handed over

5. Monitoring of Learning & Teaching by WDC

- The Teachers' side expressed concern about the pressure that pre inspection monitoring placed on some schools and on some individual Teachers.
 - T L explained that the purpose of these monitoring visits was to provide a dry run for HMIE inspection and that the pre inspection team may have to ask challenging questions but that they were there to support the school.
 - The Teachers' side wished a meeting with Liz McGinlay to discuss this further.

6. Camera Phones

- The Teachers' side expressed concerns over the misuse of these phones in schools and other educational establishments. Especially with regard to pictures being taken of members of staff and of incidents of "Happy slapping" It was suggested that WDC should consider having an overall policy regarding the use of camera phones in schools.
 - T L replied that this would be given consideration but that in the meantime Headteachers should respond to any concern brought the His/her attention.

7. Holidays

- A meeting will be arranged to discuss holiday options for 2007-2008

8. Budget Cuts "management savings"

- There will be less of a cut in DMR budgets this year than last year as all available monies have been given to schools
- It is not anticipated that there will be any further cuts this financial year
- Regarding the money downloaded to schools to cover for the class contact time reduction

- Almost all of the available finance has been downloaded to primary schools, however a sum equivalent to 9.77 FTE will be downloaded to secondary schools. The staffing formula for secondaries has not been altered. The Teachers side expressed concern that this figure will not be sufficient to cover CCTR in secondaries and will closely monitor this

9. PRC Trawl

- Information was requested on when staff would be informed of the outcome of their application for PRC
 - P.McG informed the meeting that the letters would be out within 2 days

10. Teacher Competence Training

- The training being undertaken at present for Headteachers and DHT's is more of awareness raising of how to support staff who are not coping. Teacher Unions will be fully involved in discussing any implications of this training. The Teachers' side requested that Teachers Unions be invited to any future training.
- A PP will be developed to provide guidance on competence issues. Trade Unions will be consulted on the development of the PP.

11. Smoking Policy

- It was agreed that this is a sensitive issue and that the policy will be implemented in schools and that staff will be offered support where required
 - Signage has not been provided for schools. This is an education Department responsibility Appropriate signage will be provided.

12. Probationer Teacher Numbers

- Numbers will be sent to SP as soon as they become available.

13. First Line Guidance Staff

- Some secondary schools have introduced First Line Guidance Teams
 - Assurance was given that these volunteer staff are not a replacement for promoted Pastoral Care Staff. This is a CPD opportunity for staff interested in Pastoral Care
 - Staff will be supervised and will not be responsible for "high maintenance pupils"

14. Support for Teachers with Medical Conditions

- This will be looked at on a case by case basis with regard to the DDA with regard to "reasonable adjustments "

15. Employment of Teachers who have retired

- The policy of employing teachers who had retired was discussed. This would include supply and short term appointments.
 - Teachers who have retired with no PRC can be given employment by the council

- Teachers who have been awarded PRC would only be employed if it was not possible to obtain a teacher who was not given PRC.
- The Chief Exec may have to approve any appointment
- Teachers over 65 years of age would not normally be offered employment at this time. However this may change due to age legislation.

16. Childcare Vouchers

- The scheme of purchasing Childcare vouchers through salary sacrifice is currently being investigated by the Corporate Management Team working group.

17. Staff Absence Statistics

- Assurances were given to the Teachers' side that individual schools do not keep a league table of Staff absence.

18. Travelling Expenses Memos

- The memos issued recently on
 - Car document checking
 - Vat receipts were discussed
 - These items are at present being discussed at the JCF
 - Further information on the above will be issued after the next JCF

19. Cat Testing in Schools

- The use of these tests was discussed. These tests alone will not be used to stream or set pupils. The main use of these tests at present will be to identify underachieving pupils

20. Braidfield Closure

- A meeting to discuss issues regarding the closure of Braidfield and Adaptations to CHS was arranged.

21 AOCB none

CORPORATE SAFETY COMMITTEE

Note of Meeting of the Corporate Safety Committee held on Wednesday, 14 June 2006 in Meeting Room 2, First Floor, Council Offices, Garshake Road, Dumbarton, at 10.00 a.m.

Present: Stewart Paterson, Teachers' Convener, Education, EIS.
Tom Dick, Unison.
Neil Casey, T&GWU.
George McEwan, AMICUS (substitute for Jackaleen McMonagle).
Stephen B. Brown, Head of Legal and Administrative Services, Chief Executive's Department.
Don Findlay, Manager of Building Services, Department of Housing, Regeneration and Environmental Services.
John Duffy, Section Head (Risk Management), Legal and Administrative Services, Chief Executive's Department.
Russell Miller, Health and Safety Officer, Legal and Administrative Services, Chief Executive's Department.
George Hawthorn, Senior Administrative Officer, Legal and Administrative Services, Chief Executive's Department.

Apologies: Apologies for absence were intimated on behalf of Jackaleen McMonagle, AMICUS.

Stewart Paterson in the Chair

MINUTES OF PREVIOUS MEETING

The Note of Meeting of the Committee held on 10 March 2006 was submitted and approved as a correct record.

MATTERS ARISING FROM PREVIOUS MINUTES

- (a) With reference to Item 11 – Food Handling, Mr. Findlay reported that the Food Safety Policy had already been revised.
- (b) In response to a question by Mr. Casey, in relation to Item 8 – Training, Mr. Miller informed the Committee that there had been approx. 4 Health and Safety Induction Training Courses organised since the last meeting.

Mr. Paterson informed the Committee that there was a need for new teachers (commencing employment in August 2006) to receive induction training on health and safety but at present there was no provision for this. Mr. Miller agreed to raise this matter with the Education Department.

TRADES UNION ISSUES

(a) Stress Statistics

In response to questions by the Trades Unions on the progress of the Council's Policy on Stress, Mr. Russell confirmed that the Policy was still in the process of being updated.

(b) Smoking in Clients' Homes

Mr. Dick raised the issue of smoking in clients' homes and advised that there did not appear to be any corporate approach to this issue.

Following discussion, the Committee noted that the Council had approved a policy on smoking in the workplace which was currently under review.

In the interim, Mr. Paterson agreed to write to all Directors to ascertain their procedures for dealing with this situation.

(c) Workplace Temperatures

Mr. Dick advised that a number of his union's members had complained about the high temperatures in their offices and asked management to do whatever they could to help alleviate the problem.

Following discussion, Mr. Paterson informed the Committee that he was aware that a portable air conditioning unit had been used in a primary school but did not know how effective it had been. Mr. Dick agreed to contact the Education department to find out about the effectiveness of the air conditioning unit.

After hearing Mr. Duffy, it was noted that there was no maximum temperature stated within the legislation, only a minimum temperature.

(d) Health and Safety Audit

Mr. Casey requested that the trades unions be invited to meet with the Health and Safety Executive when they carry out a Management Audit in Garshake Road later this year.

It was noted that the Health and Safety Executive would normally decide who should attend such meetings but it was normal practice for trades unions to be invited.

(e) Management Attendance at Corporate Services Committee

In response to concerns expressed by the trades unions on the lack of senior management representation at the Committee, Mr. Brown agreed to write to all relevant departments.

(f) Incident Controllers

Mr. Casey informed the Committee that following changes to the staffing of Community Education Centres there was no longer any incident controllers to take charge in the event of an emergency. He also pointed out that during school holiday periods when secondary schools were open and the Head Teacher was not present, there was no incident controller, which he considered to be a breach of the legislation.

Mr. Duffy agreed to investigate this situation and report back to a future meeting.

Mr. Brown left the meeting during the discussion on the above item.

(g) Policy on Violence in the Workplace

Mr. Casey raised the issue of Violence in the Workplace and asked if any corporate posters, advice etc had been issued following the approval of the Policy.

It was noted that the Social Work Department had designed a poster and that this had been adapted by other sections within the Council.

Following discussion, it was agreed:-

- (i) that as the production of posters, leaflets, etc. was a departmental matter, the trades unions would raise the matter at the Departmental Joint Consultative Committees (JCC); and
- (ii) to note that the Corporate Violence and Aggression reporting form was difficult to understand and required to be simplified.

ACCIDENT STATISTICS

A note of the absence statistics for the fourth quarter of 2005/2006, together with the relevant departmental reports were submitted for consideration.

After hearing Mr. Duffy give a summary of the statistics and following discussion, the Committee noted that there had been 172 days lost during the quarter as a result of accidents at work compared to 285 for the fourth quarter of last year, a 39% decrease. It was also noted that the annual trend for days lost since 2003/2004 showed an overall increase of 42% and that there had been a 7% increase this year on the previous year.

RISK ASSESSMENTS

A summary of the departmental risk assessment review returns as at 1 June 2006 were submitted for consideration.

After hearing Mr. Findlay, the Committee noted that the returns for Housing and Technical Services and Development and Environmental Services would appear as a single report at the next meeting.

POLICY AND PROCEDURES

Copies of the departmental progress reports on the development for policies and procedures as at 1 June 2006 were submitted for consideration.

Following discussion on the issue of procedures for banking cash, the Committee agreed:-

- (1) to note that Mr. Duffy would investigate the issue of banking cash in schools and report back to the Committee, if necessary; and
- (2) to note that the timescale for the review of risk assessments would vary dependent upon the level of the risk and whether or not there had been any changes to the activity.

TRAINING

Copies of the departmental reports detailing the on-going, planned and proposed training in health and safety related courses for 2005/2006 were submitted for consideration.

After hearing Mr. Miller in answer to questions, the Committee agreed to note the reports.

REVITALISATION HEALTH & SAFETY

Mr. Duffy informed the Committee that the new Occupational Health Service was being well utilised and that management were considering increasing the level of staffing.

In response to a question by Mr Paterson, Mr Duffy advised that it was unlikely that the Council could extend the service to be self-referral due to the lack of resources.

The Committee noted the situation.

ASBESTOS

(a) Implementation of Action Plan

Mr Findlay informed the Committee that the statement in the previous minutes concerning the population of the Electronic Asbestos Register (EAR) was

inaccurate and explained that while the framework for the register was available on the intranet, it had not yet been populated as there had been a few glitches which required to be addressed. He informed the Committee that he hoped that the problems would be resolved within two weeks and that the data would be transferred within 3-4 weeks.

(b) Implementation of Training Programme

It was noted that Asbestos Awareness Training would take place on a regular basis; as and when new employees entered the workforce.

In response to a question by Mr Casey, Mr Findlay confirmed that there was no specific policy on the removal of asbestos. However, it was noted that there was a regular inspection programme of asbestos to assess the risk and, if necessary, the asbestos would be removed or encapsulated.

The Committee noted that although there was limited access to the EAR at present, a hard copy of the relevant pages would be available in each location.

ANY OTHER BUSINESS

(a) Annual Health and Safety Report

Mr Duffy informed the Committee that the annual report was almost complete and would be issued in due course.

(b) Director with responsibility for Health and Safety

Mr Duffy informed the Committee that Stephen Brown, Head of Legal and Administrative Services, would take on this responsibility in the interim.

(c) Elected Member Representation

It was noted that following the resignation of Councillor Pilkington (former Convener of Personnel Services), the Council had not yet identified another member to take on this responsibility but it was anticipated that the matter would be dealt with at the meeting of Council on 28 June 2006.

DATE OF NEXT MEETING

It was agreed that the next meeting of the Committee would be held on Thursday, 14 September 2006 at 10.00 am in Meeting Room 2, Council Offices, Garshake Road, Dumbarton.