

**Minutes of JCC Meeting  
Facilities Management Section  
Elm Road Office – Meeting Room**

**Thursday 14<sup>th</sup> December 2006**

**Present**

Malcolm Dalzeil – TGWU (Chairperson / Shop Steward Centre Supervisors)  
Andy Mc Eachran – GMB (Shop Steward Janitors)  
Bob Davidson – H, R & ES (Section Head: Facilities Management)  
Brian Courtney – TGWU (Shop Steward Centre Supervisors)  
Charlie Mc Donald – TGWU (Manual Workers Convenor)  
Donald Mc Dougall – TGWU Shop Steward Janitors)  
Duncan McPhail – TGWU (Shop Steward Janitors)  
Eileen Morrison - H, R & ES (Asst Personnel Officer)  
Ellen Mc Farlane - H, R & ES (Area Manager Catering)  
Lynda Mc Laughlin - H, R & ES (Manager of Commercial Operations)  
Steven Devenney – TGWU (Health & Safety)  
Struthers Symington - Health & Safety Officer

**Apologies**

Anne Marie Duffy – TGWU (Shop Steward Catering)  
Donna Cole – TGWU (Shop Steward Cleaning)  
Doris Campbell – H, R & ES (Area Manager Janitorial & Cleaning)  
Janet Johnson – TGWU (Shop Steward Catering)  
Neil Casey – TGWU (Health & Safety)  
Paul Gardiner – GMB (Shop Steward Janitors)

Item **5. Security Checks over Christmas**, was brought forward as Lynda had another appointment.

There was a discussion regarding cover for Educational establishments over the Xmas holidays. Lynda and the Janitorial Shop Stewards agreed that they would be paid 2 hours at plain time but not for the public holidays and a further meeting to discuss this issue would be arranged in January. Lynda then left the meeting.

**(Action By: Lynda/Charlie)**

**3. Matters Arising from Previous Meeting**

(a/b) Risk Assessment & Shutter Maintenance

Struthers said that the draft risk assessment would be ready next week and then it would be giving to the groups, when asked if shutters were a danger, Struthers replied no not if they are maintained, but as there is no program of maintenance he advised Janitors that if they have problems with shutters to record it in the Property Logbook.

**(Action By: Note)**

(c) Disposal of Light Bulbs

Property Maintenance will not remove Light Bulbs, Bob advised Janitors to continue to store them (unbroken), but as of the 1<sup>st</sup> April 2007 the supplier will remove them.

**(Action By: Note)**

(d) Hand & Arm Vibration

Struthers produced a report from the HSE to be passed onto the Trade Union H & S Reps; he also said that the relevant machines will be risk assessed

**(Action By: Struthers)**

**4. Health & Safety Issues**

(a) Floor Surface in Kitchen in St Columbas

Floor in St Columbas is broken and is causing a trip hazard, Ellen will check this and if required rectify it.

**(Action By: Ellen)**

(b) Uniforms (Cleaners)

Bob said the uniforms are in and will be issued.

**(Action By: Bob)**

(c) Waterproofs for Kitchen Staff

Management were asked about looking into the issue of waterproofs for kitchen staff who are taking rubbish out to the bins. Ellen said she will look into this.

**(Action By: Ellen)**

(d) Heating in Staff Room in Kitchen in St Columbas

Complaints re the above. Steven will check to ensure that the temperature is set correctly.

**(Action By: Steven)**

**5. Security Checks over Christmas**

See Above

**6. Pick up Keys for Janitors**

Bob said that Janitors can leave the school during school time to pick up keys if they are providing janitorial cover in another school. Janitor shop stewards said they cannot leave the school during school time as they have their own duties to attend to during school time.

As there was no agreement on this issue the decision will be deferred till later to enable further discussion to take place.

**(Action By: Note)**

**7. Location of JCC**

It was agreed that the location of the JCC will rotate between Dumbarton and Clydebank.

**(Action By: Note)**

**8. Minute of JCC**

Bob apologised for the delay in production of the JCC Minutes.

**(Action By: Note)**

**9. Charter Mark Update**

Bob said that there would be a delay on the above of about 4/6 weeks, but that there would be a new customer satisfaction form that will be issued and returned using the council's e-mail system and it will also be issued to Headteachers.

**(Action By: Note)**

**10. Date of Next Meeting**

Thursday 15<sup>th</sup> Feb 2007, The Hub C.E. Centre, Clydebank at 2-00pm

Trade Unions will have pre JCC Meeting Friday 9<sup>th</sup> Feb 2007, at 10 am, location to be arranged.

(Action By: Charlie)

APPENDIX 2

**Minutes of JCC Meeting  
Tuesday 17<sup>th</sup> November 2006  
Levensgrove Training Suite**

<b>PRESENT:</b>	D McLeish, E Morrison, S Symington, D Mclvor, McMcIlmun, J Kinnaird, D Leitch, W Wrethman, B McLeish	<b>Noted</b>
<b>1.</b>	<b>Apologies</b> D Watson, A Battersby	<b>Noted</b>
<b>2.</b>	<b>Minutes of previous meeting</b>	<b>Agreed</b>
<b>3.</b>	<b>Matters Arising</b>  DMcL Clarified the issue of tractor drivers in Clydebank area, stated that at present he was not prepared to upgrade to G4 and that drivers will continue to be paid a differential payment when working with specialised equipment.  DMcL advised that a grievance will be raised.  BMcL advised that the basic tree survey course training is not to go ahead as the provider did not have enough trainees to make the course financially viable. BMcL will contact provider for another date.	<b>BMcL</b>
<b>4.</b>	<b>Health and Safety</b>  DMcI enquired about the HSE meetings and any feedback.	

	<p>WW advised that he was asked questions on slips trips and falls, hand arm vibration and early intervention with regards to employee welfare after an injury at work.</p> <p>DMcL and BMcL advised that there meeting was along the same lines and focused on occupational health and PPE.</p> <p>SS advised that HSE were here to carry out fact finding into how we as a council deal with Health and Safety. In his opinion more work on Health and Safety will come from there finding in general. They appeared to concentrate on noise and vibration which we are behind on with regard to testing, procedures and cascading of information.</p> <p>MM stated that he had five appointments to see the occupational health nurse but had only been once and that he thought the service was very poor.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
<b>5.</b>	<p><b>Risk Assessments</b></p> <p>Review on-going</p>	<p><b>Noted</b></p>
<b>6.</b>	<p><b>Training</b></p> <p>BMcL will arrange date with training provided with regard to basic tree survey course.</p> <p>EM advised that PDP course for section had been cancelled and rescheduled for end November.</p>	<p><b>BMcL</b></p> <p><b>Noted</b></p>
<b>7.</b>	<p><b>Best Value</b></p> <p>DMcL implementation of action plan ongoing.</p>	<p><b>Noted</b></p>
<b>8.</b>	<p><b>Chartermark</b></p> <p>DMcL eight partials to be achieved by March 2007.</p>	<p><b>Noted</b></p>
<b>9.</b>	<p><b>AOCB</b></p>	

	<p>MMcI asked if there is a risk assessment and safe system of work for working on the roadside at the lions gate in Alexandria for cutting grass where no pavement exists.</p> <p>DMcL not for this area but one is available for a similar situation on A82.</p> <p>A general discussion took place on the risks etc and that this would have to be addressed along with working on slopes between 30-40 degrees.</p> <p>DL asked about arrangements for xmas and new year pay.</p> <p>DMcL no information as yet. Supervisors will liase with wages admin and inform staff.</p>	<p><b>Noted</b></p> <p><b>BMcL/WW</b></p>
<p><b>10.</b></p>	<p><b>Date of Next Meeting</b></p> <p>Wednesday 21 February 2006 at 10am at Levensgrove Training Suite</p>	<p><b>Noted</b></p>

## Housing, Regeneration and Environmental Services

### Leisure Services Section

#### JOINT CONSULTATIVE COMMITTEE MEETING

25 January, The Meadow Centre, Dumbarton

Present:	Fiona McIntyre Kevin Murphy	Section Head Leisure Services (FM) Senior Officer - Service and Facilities Development (KM)
	Struthers Symington Colin Paterson Cameron Taylor Ian Brown	Health & Safety Co-ordinator, H&TS (SS) GMB Representative(CP) Facilities Development Co-ordinator (CT) T&G Representative(IB)
Apologies:	Anne Battersby Charlie McDonald James McLaughlin	HRES Personnel Officer Trades Union Convenor (CMcD) GMB Representative(JM)

#### Action

#### 1. Apologies

1.1 Apologies were tendered as noted above.

#### 2. Matters arising from previous meeting

2.1 Item4.3 List of specific improvement/non compliance points from last 1/4erly H&S check had not as yet been supplied by Colin Adam or JM as discussed at the last meeting. CP to speak to JM and ensure list is supplied to KM. KM advised that Helen Smith would lead the next 1/4erly check and ensure that a descriptive list of any areas of concern was produced for action. CP

SS advised that copies of the 1/4erly H&S checks should be kept for two years. There is a corporate H&S audit programme being piloted in the education department at present. Note

2.2 Item 5 FM advised that she had not received the proposal in relation to Play Drome Friday Public holidays. CP to speak to JM and ensure the proposal is forwarded to FM. CP/JM

2.3 Item 7 CP advised that the system in place in relation to refunds for the vending machine appeared to be working well at this time and there was no need for a refund float to be held. Note

### 3. **Health & Safety**

3.1 FM advised that following the completion of the DSE assessments at the Vale Pool and the Meadow Centre the equipment requirements for the Vale Pool had been purchased. CT confirmed that these items had been delivered and he was co-ordinating the correct installation of these items at each work station. Note

FM to provide SS with names of two members of staff for DSE training. FM

3.2 SS gave a detailed explanation of the process that has been undertaken to assess the vibration risk of machinery used within the Leisure Services operations. The conclusion reached is that there is no significant vibration risk to operators from the electrical cleaning equipment and usage patterns in Leisure Services. All present were satisfied with the explanation of the assessment process given by SS and any queries were answered by SS. Note

SS advised that the vibration magnitude figures for any new equipment should be checked with the supplier before purchase. In the future when relevant equipment purchases are to be made compare different models/manufacturers and select the lowest vibration model if possible.

### 4 **Job Evaluation**

IB advised that an offer is to be tabled of the final pay model by 31<sup>st</sup> January. All leisure staff have been consistency checked and all council staff should expect notification of their placement on the scale by mid February. Following query from CP IB confirmed that there is an appeals process in place for staff who may not be satisfied with their placement on the pay scale. Note

Personally IB is expecting to be released from full time job evaluation duties by 19<sup>th</sup> February and will go back to working two days a week with Leisure and three days with the Job Evaluation team.

### 5. **Conditions of Service & Staffing Issues**

5.1 CP requested that consideration be given to advertising for casual staff earlier this year than last year to ensure the service had staff for the



- Easter/summer holidays. The police checks are still holding up the recruitment process by six to eight weeks. This was agreed, CT to pass RS2 to FM for Casual Leisure Attendants for all sites. CT
- 5.2 IB asked when jobs freeze was likely to end and if jobs in the Meadow were going to be filled. FM advised that jobs freeze would be unlikely to end before April 07. FM also advised that jobs freeze did not mean that no jobs could be filled but that permission to fill posts had to go through the Chief Executive, Meadow and Vale full time and Part Time jobs had recently been filled. Note
- 5.3 CP asked what was to happen about the catering facilities in the Play Drome and the Meadow. FM advised that the vending provision that was presently in the two centres was a temporary measure until a decision was reached on the future provision of catering for leisure facilities. A report had been prepared for council giving three different options,
- in- house service,
  - go back out to tender for external provider,
  - full vending service only,
- FM was of the understanding that this report had been discussed at a council meeting and would seek clarification from Lynda Mclaughlin, Manager of Commercial Operations on whether a decision had been reached. FM
- CP asked about the possibility of adding hot drink vending machine at the Play Drome in the meantime. FM advised that Helen Smith FDC Play Drome had made this request at the Management meeting and it was being clarified by FM. FM
- 5.4 Following the discussion at the previous JCC meeting CP asked when it was likely that a decision would be made on any changes to be made to the Weekend opening hours for the Play Drome. FM stated that it was likely that a decision would be made on this in the next couple of months. Thereafter consultation on shift patterns would commence if a change to the opening hours was agreed by council. Note
- 5.5 CP asked about Public Holiday opening hours for the Play Drome and whether further negotiation was going to take place. FM confirmed that the revised opening hours were those which were implemented in September 2006 and all three sites would open 10.00am – 6.00pm in the future. Note
- FM noted that at the last JCC meeting she had agreed to give

consideration to alternative proposals which JM indicated he would be providing however to date these have not been received. FM clarified that revised opening hours for Public Holidays had been introduced and made it clear that although she would look at any proposal(s) submitted, any decision to amend the current hours upon her recommendation would be made at senior departmental management level as the hours had already been finalised.

Note

FM noted that the proposal which CP and JM had spoken about at the last meeting in relation to Friday Public Holidays at the Play Drome would require to have some real merit before FM would pass this to senior management for consideration. Any proposal would require to contain proposed opening hours, staffing levels, which facilities within the centre would be open, etc. and would require to include some justification for the proposed changes. CP advised that he intended to speak to JM about the proposal.

CP/JM

## **6 Training**

- 6.1 Child Protection training sessions had been arranged with the Child Protection Officer from Education – Gerry Neal. Most of the officers from all three Ops teams would be attending this training.
- |      |          |            |             |
|------|----------|------------|-------------|
| 30th | Jan 2007 | MSC course | 1.30 - 4,00 |
| 5th  | Feb 2007 | Play Drome | 1.30 - 4.00 |

Note

- 6.2 FM informed the group that Sandra Colraine was co-ordinating the generic morning training sessions and was in the process of reviewing the related paperwork as some trainers were returning the paper work incorrectly completed. Most training sessions will now include a mini questionnaire at the end of the sessions, the questionnaire sessions are being utilised as an additional training tool and evidence of attendance on the course.

Note

FM emphasised that it is the ops teams responsibility to ensure they are familiar with the training material prior to delivering the session. CP stated that he had not been able to look over the content of the 'Service Planning' course in advance of taking the course. FM advised that the information for the first two courses to be run in January 07 had been sent to all ops teams in mid December. CP advised that he had not expected to be taking the session and had not known until the night before when LO Colin Adam had told him that he was now off the next day and CP would have to take the course.

FM advised that the next training session was on Special Leave and all

trainers should ensure they understand the content of the course in advance.

- 6.3 KM advised that he is waiting for George Steele to get back to him re the Pool Plant Operators course which is to run in-house. KM

## 7. A.O.C.B

- 7.1 CP asked what the outcome of the recent recruitment process for the temporary Leisure Officer position had been. FM confirmed that Pauline Sharp had been appointed to this position following interviews in early January. Note

- 7.2 CP asked who he should be sending his service quality analysis return to. FM advised that this should be sent to Bobby Kerr and copied to Sandra Colraine. FM advised CP that this was a question he should be raising at his Ops Meeting not at the JCC. Note

- 7.3 SS advised that the Council was still awaiting the final report from the HSE inspection but that this was imminent.

- 7.4 FM advised that as was approved and implemented at the previous meeting the meeting date for the next meeting would be set and agreed at each meeting and would be on the distributed minutes for the meeting. All to note this in their diary this time as some had forgotten this and only been reminded when the agenda was sent out two days previous to the meeting. FM will send out the next agenda a week before the next meeting as an additional reminder. FM

CP asked if all could get an email copy of minutes as well as a hard copy. FM agreed that all involved in JCC who were on email would get hard copy and electronic copy. IB advised that he would pick up his copy from the Meadow Centre rather than having them sent to the Job Evaluation team. FM

**Date of next meeting 22 March 2007 2pm @ MSC**

**Distribution List:**

Fiona McIntyre	Section Head – Leisure Services
Kevin Murphy	Senior Officer Service and Facilities Development
Sandra Colraine	Facilities Development Co-ordinator
Helen Smith	Facilities Development Co-ordinator
Cameron Taylor	Facilities Development Co-ordinator
Anne Battersby	Personnel Officer, HRES
Struthers Symington	Health & Safety Co-ordinator, H&TS
Charlie McDonald	Trades Union Convenor
Colin Paterson	Operations Controller and GMB Representative
James McLaughlin	Operations Controller and GMB Representative
Ian Brown	Leisure Attendant and T&G Representative

**For Information:**

Ronnie Dinnie	Acting Director of Housing, Regeneration & Environmental
Lynda McLaughlin	Manager of Commercial Operations
Anne Marie Cosh	Section Head Support Services
Linda McAlister	For presentation to Joint Consultative Forum
Michael Conroy	GMB Representative

## Housing, Regeneration and Environmental Services

### Repairs and Maintenance

### Joint Consultative Committee

### Note of Meeting No. 14 held at 9.00a.m. on Thursday 09 November 2006 in Elm Road, Dumbarton

<b>1. Attendance</b>	<b>Action</b>	
J McMillan	GMB	JMcM
J Thackrey	GMB	JT
D Hamilton	GMB	DH
J Flaherty	GMB	JF
J Parker	GMB	JP
B Hamlyn	T & G	BH
J Doherty	AMICUS	JD
C McLoone	UCATT	CMcL
S McGonagle	Manager of Repairs & Maintenance	SMcG
M Feeney	Section Head, Housing Maintenance	MF
J Drake	Section Head, Housing Maintenance	JD
W Andrew	Operations Manager	WA
A Battersby	Personnel Officer	AB
A McDonald	Personnel Officer	AMcD

### **2. Apologies**

### **3. Stephen McGonagle commenced meeting.**

#### 3.1 Voluntary Competitive Tender

- a) At the Social Justice Committee Meeting of 8 November 2006, committee agreed to continue the report by Director of Housing, Regeneration and Environmental Services recommending acceptance of our offer to carry out the Measured Term Contract for Housing Repairs and Planned Maintenance and call on the Audit Scotland review team and the Council's External Auditors to review the process used to evaluate the tender documents.

b) Statement by Manager of Repairs and Maintenance

“It is disappointing that council yesterday felt unable to approve our Director’s recommendation that we be awarded the Housing Repairs and Planned Maintenance Contract.

“I appreciate that the continued uncertainty has an unsettling effect - however we can’t let the uncertainty distract us from continuing to provide the best services we can.

“From a positive perspective, the committee noted with satisfaction that our tender was considered the most economically advantageous tender received.

“We now await the outcome of the process review and trust that we will be awarded the contract ultimately”.

**4. Amendment to meeting No13 notes.**

- a) Item raised was Apprentices that have contracts for 37 hours but are working 39
- b) All agreed notes of meeting No.13 with the above amendment

**5. Matters arising**

5.1 Window Factory

- a) Production will cease by end of November 2006
- b) Tender is being prepared for the supply of PVC-u windows and doors
- c) All other issues should be concluded by end December 2006

5.2 Recruitment

- a) 2 new joiners and 1 electrician commenced on 06 November 2006
- b) Ian Cummings commenced as the acting Operations Manager (Clydebank) on 06 November 2006
- c) Recruitment of direct employees is continuing

5.3 Attendance at JCC

- a) Management suggested that 1 Union Steward from each union from each depot should attend at future meetings

- b) Shop Stewards to consider proposals and advise at next meeting

#### 5.4 Kitchen contract rates

- a) Meeting to be held week commencing 13 November to discuss issue

#### 5.5 Gas Training

- a) Names of interested operatives from Clydebank is being collated

### **6. T U Agenda**

#### 6.1 Christmas Holidays

- a) Management are collating request for holidays currently but none will be authorised until the number of operatives available and wishing to work the festive period meet the requirement for service provision
- b) If these numbers are not reached management will decide on those that will be required to work
- c) Consideration will be given to requests from operatives that worked over the festive period 2005 and wishing annual leave for this year in the first instance

#### 6.2 Shower in Overburn not working

- a) Management to review shower locations and type of shower installations

#### 6.3 Recruitment

- a) Covered under item 5.2

#### 6.4 Contracts

- a) Management will review temporary contracts issue

### **7. ACOB**

#### 7.1 Petrol card Cochno Street

- a) Location of card is a problem, operatives holding on to the card all day
- b) Management to investigate

7.2 Long service awards

- a) Operative applied months ago but still has hasn't received his award
- b) Personnel to investigate

7.3 Pot holes in yard at Cochno Street

- a) Management to investigate

7.4 Apprentices with 37 hour contracts

- a) Some apprentices have contracts for 39 hours, however some were issued contracts with 37 hours and these contracts are incorrect. This was a genuine error.
- b) All Housing Maintenance apprentices currently work 39 hours and are paid for 39 hours
- c) Management do not intend to issue new contracts at this time, but these will be reissue in the future, probably when the pilot scheme for pay and conditions is introduced.

**8. Date of next meeting**

8.1 Pre-meeting 30 November 2006 at 3.00p.m. in Overburn Repairs Centre

8.2 JCC Meeting 07 December 2006 at 9.00a.m. in Elm Road

Our Ref: MF/EH/0235

**Distribution**

<b>J McMillan</b>	<b>J Doherty</b>	<b>A Battersby</b>	<b>L Pennycook</b>
<i>J Thackrey</i>	<i>C McLoone</i>	<i>A McDonald</i>	<i>R Savage</i>
<b>D Hamilton</b>	<b>S McGonagle</b>	<b>D Thomas</b>	<b>J Marshall</b>
<b>J Flaherty</b>	<b>M Feeney</b>	<b>G Shaw</b>	<b>C McDonald</b>
<b>J Parker</b>	<b>J Drake</b>	<b>R Sweeney</b>	<b>M Conroy</b>
<b>B Hamlyn</b>	<b>W Andrew</b>	<b>I Cummings</b>	<b>A Finlayson</b>
<b>J McLaren</b>	<b>AM Cosh</b>	<b>P Jennings</b>	



**Housing, Regeneration and Environmental Services**

**Repairs and Maintenance**

**Joint Consultative Committee**

**Note of Meeting No.15 held at 9.00 a.m. on Thursday 07 December 2006 in Elm Road, Dumbarton**

<b>1. Attendance</b>		<b>Action</b>
J McMillan	GMB	JMCM
J Thackrey	GMB	JT
D Hamilton	GMB	DH
J Flaherty	GMB	JF
J Parker	GMB	JP
C McCloone	UCATT	CMcL
J Doherty	AMICUS	JD
C McDonald	Convener	CMcD
S McGonagle	Manager of Repairs & Maintenance	SMcG
M Feeney	Section Head, Housing Maintenance	MF
J Drake	Section Head, Housing Maintenance	JD
W Andrew	Operations Manager	WA
A. M. Cosh	Section Head, Support Services	AMC
A Battersby	Personnel Officer	AB

**2. Apologies**

**3. All agreed notes of meeting No 14.**

**4. Matters Arising**

4.1 Voluntary Competitive Tendering

- a) SMcG advised that he had nothing to report regarding the scrutiny of evaluation process by Audit Scotland review team/Council's external auditors.

4.2 Pay and Conditions

- a) SMcG reported that two trade unions (T & G and GMB) representing the majority of employees had accepted the pay and conditions offer. The three other trade unions (Amicus, UCATT and Unison) representing a

minority of employees had rejected the offer and requested a meeting with Chief Executive.

- b) SMcG outlined possible timeframe for issues of new conditions and contractual notice.
- c) SMcG/AMC to ensure all employees receive offer letter. SMcG/AMC

#### 4.3 Window Factory

- a) Production ceased on 30 November 2006.
- b) Currently we await offers for the purchase of machinery.
- c) Training is being organised for operatives to go to Cochno Street Depot week commencing 18 December 2006. Glass handling course also being arranged.
- d) Plan is for all issues to be concluded by end of December 2006 and production of D/G units will commence in early January 2007.
- e) Unions requested that additional operatives receive training to cover for holiday and sickness cover.

#### 4.4 Recruitment

- a) No movement since meeting No 14.

#### 4.5 Attendance at JCC.

- a) Subject will be revisited in future.

#### 4.6 Kitchen Contract Rates

- a) Meetings have been held to discuss this issue from meeting No 13 and points were agreed as follows:
  - 1) Item withdrawn.
  - 2) Moving light switches – no change, included in composite code.
  - 3) Job and finish, no change, there is no job and finish, employees are expected to work contractual hours.
  - 4) Withdrawn.

#### 4.7 Gas Training

- a) Names have been collated and details of course dates, times and costs obtained. The courses can be arranged for January 2007 but these will be held in evenings. Dumbarton operatives have agreed to attend at evenings and will be paid travel expenses only. Clydebank and contract operatives still to be confirm acceptance.

#### 4.8 Christmas Holidays

- a) Details of those working has been posted in Overburn, Clydebank's will be posted by 8 December 2006.

#### 4.9 Shower in Overburn

- a) Shower has been repositioned in new location and completely renewed.
- b) Showers in Clydebank depot still to be fabricated.

#### 4.10 Contracts

- a) Management / Personnel will view temporary contract issue. Item carried forward.

#### 4.11 Petrol card in Cochno Street

- a) New procedures now in place and will be monitored to ensure these are working correctly.

#### 4.12 Long Service Award

- a) Award will be presented today, 7 December 2006.

#### 4.13 Pot Holes in Cochno Street

- a) Management will carry out medium term repairs in the next few weeks.

#### 4.14 Apprentices Contracts

- a) CMcD raised issue where he presented a copy of an apprentice's contract with 37 hours noted.
- b) Personnel reiterated that this was an error and referred to Items 7.4(a), (b) and (c) of meeting No 14.

## **5. TU Agenda**

### 5.1 Electrical call out in Clydebank

- a) Unions noted that some operatives working from Overburn may be interested in standby for Clydebank area.
- b) Management will issue memorandum requesting names of interested employees to gauge scope of interest.

### 5.2 Pot Holes in Overburn Depot

- a) Pot holes have now been repaired.

### 5.3 Stores Issues

- a) JT requested that management look at using carbon copy store issue notes to allow ease of returning materials.
- b) Management will carry out a feasibility survey.

### 5.4 Checking job inspections.

- a) Job orders are being raised with incorrect descriptions and wrong codes.
- b) Management will investigate and take appropriate action.

## **6. AOCB**

### 6.1 Emergency in Clydebank

- a) Problem with emergencies (in hours) not being phoned to operatives and job print runs not being done. This results in job backlogs building up when operative returns to depot.
- b) Handsets are no longer in use and operatives require mobile phones. Note: Overburn have already been provided mobile phones to emergency operatives.
- c) Management will investigate and provide feedback at next meeting.

### 6.2 Personal equipment removed from canteen in Overburn.

- a) Management gave two days notice to employees to remove personal belongings from canteen before it was cleared of rubbish that was building up.

### 6.3 Safety footwear

- a) Unions raised issue of safety footwear where previously a choice was offered and now no choice is provided.
- b) Management noted since 2000 no choice has been available; only those with medical condition would have a choice of suitable trainers.
- c) Management would consider providing a choice at time of next issue April 2007.

### 6.4 Health and Safety

- a) CMcL raised issue of H & S, is there a procedure where an operative raised a concern about Health & Safety and is it followed through?
- b) Management noted there was a procedure and this is followed through. Also advised if operatives had concerns these should be raised not only with Management but also with the H & S reps that work from each depot.
- c) CMcL added that he raised a concern over H & S and the job was allocated to another operative. He also had concerns over the use of 3 x 2 slabs.
- d) Management had to get the job in question completed as it was an H & S issue for the general public. 3 x 2 slabs are no longer purchased for stock.

### 6.5 Wet Time

- a) CMcL also raised, management refused to pay wet time on a job that in his opinion should have been subject to wet time pay.
- b) Management noted it was agreed that wet time would not be paid prior to starting the job.

### 6.6 Overtime in Clydebank

- a) Management had a concern that after requesting overtime and this being authorised by Chief Officers that no Clydebank operatives were engaged in overtime for weekend 02/12/06 – 03/12/06, it was noted that operatives were asked but refused. Management request that unions representatives would seek clarification with members the reason for this sudden change of recent weekend working practice.

**7. Date of Next Meeting**

7.1 Pre-meeting 11 January 2007 at 15.00 in Overburn and Cochno St Repair Centres.

7.2 JCC meeting 18 January 2007 at 09.00 am. in Elm Road, Dumbarton.

Our Ref : MF/GP/0254

Distribution

**S McGonagle**

**J Drake**

**M Feeney**

**W Andrew**

**D Thomas**

**I Cummings**

**G Shaw**

**R Sweeny**

**A Battersby**

**L Pennycook**

**J Parker**

**J Thackrey**

**J McMillan**

**J Flaherty**

**D Hamilton**

**J Doherty**

**R Savage**

**C McLoone**

**B Hamlyn**

**L McAllister**

**C McDonald**

**M Conroy**

**A Finlayson**

**J McLaren**

**A M Cosh**

**P Jennings**

**Housing, Regeneration and Environmental Services**

**Repairs and Maintenance**

**Joint Consultative Committee**

**Note of Meeting No.16 held at 9.00 a.m. on Thursday 18 January 2007 in Elm Road, Dumbarton**

- | <b>2. Attendance</b>  | <b>Action</b> |
|---|---------------|
| D Hamilton      GMB   | DH            |
| J Flaherty      GMB   | JF            |
| J Thackery      GMB   | JT            |
| J McMillan      GMB   | JMcM          |
| J Parker          GMB                                       | JP            |
| J Doherty        UNISON                                     | JD            |
| A M Cosh        Section Head, Support Services              | AMC           |
| S McGonagle    Manager of Repairs and Maintenance           | SMcG          |
| M Feeney        Section Head, Housing Maintenance Clydebank | MF            |
- 2. Apologies**
- 3. No amendments to notes of meeting No 15.**
- 4. Matters Arising**
- 4.1 Voluntary competitive tender
- |  |      |
|--|------|
| a) SMcG advised that Social Justice Committee of 17 January 2007 has agreed Chief Officer's recommendation that measured term contract should be awarded to Housing Repairs and Maintenance. | Note |
| b) SMcG thanked everyone attending for their efforts in achieving this success.  | Note |
- 4.2 Pay and Conditions
- |  |      |
|--|------|
| a) SMcG advised that over 70% of those employees eligible to vote had indicated acceptance of proposed pay and conditions. | Note |
|--|------|

b)	Notice letters and re-engagement on amended terms and conditions letters are scheduled for issue on 19 January 2007. Target MTC implementation date 16 April 2007.	Note
c)	SMcG advised that a date for Amicus and Ucatt's requested meeting with CEO requires to be set.	Note
d)	First meeting of pay and conditions implementation group was arranged for 9.00 a.m. on Tuesday, 30 January 2007 in Elm Road Training Room. Formal invitations will be sent out to trade unions. Position of storekeepers will be part of initial agenda.	Note
4.3 Window Factory		
a)	Machinery due to be removed week commencing 15 January 2007, unfortunately the contractor was delayed and they advise this should now take place week commencing 21 January 2007.	RS
b)	Glass handling and cutting course identified, dates of course to be confirmed.	RS
c)	Unions requested that additional operatives receive training.	RS
d)	New deal section will occupy part of facility as planned.	Note
4.4 Recruitment		
a)	Current advert for joiners and electricians placed in job centres, TU requested this is displayed on depot notice boards.	MF
b)	Management confirmed that vacant craft operative posts will now be advertised using new terms and conditions details.	Note
4.5 Gas Training		
a)	All operatives that have shown an interest have agreed to attend collage on evenings.	Note
b)	Arrangements are currently being made and training	WA



is scheduled to be completed prior to 31 March 2007.

#### 4.6 Cochno Street - Shower Facilities

- a) Materials for shower installation have been acquired and will be fitted when current demand on resources allows, however this will be completed prior to 31 March 2007. Note

#### 4.7 Temporary Contracts

- a) Management in consultation with personnel will review the issuing of temporary Contracts. When contracts are due for review it is intended to issue permanent contracts. Note
- b) Management will ensure establishment figures are not exceeded (number of craft operatives). Note

#### 4.8 Electrical Call Out in Clydebank

- a) Management will now issue memorandums requesting names of interested employees to gauge scope of interest. This was delayed due to VCT and pay and conditions negotiations. MF

#### 4.9 Stores Issues

- a) Samples of carbon copy store issue notes have been requested. Note
- b) Management advised indicative costs are expensive. Note

#### 4.10 Incorrect job descriptions and codes

- a) Analysis shows year on year variation value is adding 13% costs to the initial job price on average, the year to date figure is 22% and this could be an indication of poor job specification. Note
- b) MO's have been instructed to be more vigilant when coding job orders and writing descriptions. Note
- b) Management did note that only approximately 30% of jobs are pre-inspected.

- 4.11 Emergency in Clydebank
- a) Mobile phones for emergency operatives will be purchased. MF
- 4.12 Safety Footwear
- a) Examples of footwear have been requested from Procurement. Note
- 5.0 Trade Union Agenda**
- 5.1 Work Situation
- a) Management confirmed there is a high volume of work for all trades at this time. Note
- 5.2 Material Waste
- a) Complaint of materials strewn in the yards, mainly nails, screws, etc. TU request for professional rack systems be fitted to vehicle fleet or container type boxes be used. Note
- b) Management will evaluate request but noted a similar evaluation of racking systems proved prohibitive on costs at approximately £1500 per vehicle. Boxes are not an option due to Health and Safety (Manual Handling) MF
- c) JD advised his vehicle has a suitable purpose fabricated system that could be adopted for use. Note
- 5.3 Redundancies
- a) AMC advised the current package only apply to APT & C staff. Note
- 5.4 Press release – Public Relations
- a) Publicity in local press was a complaint regarding bad workmanship – TU feel management should have replied. Note
- b) Management did reply but Senior Management made decision not to respond. Note

## **6. AOCB**

### **6.1 Stock Items**

- a) Window factory stock is diminishing with some items exhausted; these are required to enable repairs to be carried out to PVC-u windows and doors. TU suggested items should be stocked in main stores. Note
- b) Unions advised W Andrew was dealing with the issue. WA

## **7. Date of Next Meeting**

- 7.1 Pre-meeting 15 February 2007 at 15.00 in Overburn and Cochno Street Repair Centres.
- 7.2 JCC Meeting 22 February 2007 at 9.00 a.m. in Elm Road, Dumbarton.

Our Ref : MF/GP/0279

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P Jennings**

**Housing, Regeneration and Environmental Services**

**Waste and Transport Services Section**

Joint Consultation Meeting for Waste Services held on 9 November 2006.

Attending

R Thornton (RT) - Section Head  
R Robb (RR) – Senior Officer  
J Gallacher (JG) – Team Leader  
G Kane (GK) – Shop Steward GMB  
P Joyce (PJ) – Shop Steward TGWU  
T McLaughlin (TM) - Shop Steward TGWU

Apologies

T Griffin (TG) – Operations Supervisor

**Item 1 - Minutes of last meeting**

It was agreed that the agenda covered the matters arising

**Item 2 - Matters arising**

Covered in agenda

RT noted that the last meeting was held in May 2006 however there had been a number of consultation meetings held in the lead up to the integration of special uplifts to the wheeled bin rounds on 25 August.

The meetings will resume the normal 6 weekly schedule in 2007

**Item 3 – Operations Update.**

**Vehicle Update**

Both areas are operating well with programmes of work up to date at present. Some discussion took place regard the new vehicle intake. RT to discuss with TG and the Team Leaders to ensure the correct allocation of the new vehicles.

RT also noted that once all the new vehicles had arrived that there would be an equitable back up of 2 RCV's for each depot.

### **Human Resource Update**

The back up manpower at both depots is now back to a balanced level following the transfer of D Rodger and C Harkins to Elm Road, although one of the employees who transferred to Elm Road has been on sickness absence.

### **Item 4 – Recycling**

RR reported that the blue bin kerbside scheme has seen an upturn of material diverted since the addition of cardboard no doubt helped by the A-Z guide which was issued to all households in October 06. The brown bin scheme has now entered low growth season and it is anticipated some reorganisation of the operations on the brown scheme will help with the special uplift service performance. JG noted that he would be changing the collection days for the recycling routes for the Gartocharn areas, subject to consultation with the residents affected. RR asked all to note that it was the intention to offer a door step/back door collection service for green waste for, collected in bio-degradable bags for the *bag beat* areas from April 2007. The waste aware team would liaise with JG to set up a service.

RR advised the construction of the new HWRC at Stanford Street and the site was opened on 17 October 2006. All HWRC's had now received or were about to receive upgraded traffic management systems with additional signage. RR reiterated that the Stanford Street was being operated on an interim basis by Greenlight and that throughput was less than anticipated due to the licence/planning condition of 'no refuse' being allowed to be accepted, only recycle. A promotional campaign would be undertaken to maximise public use of HWRC's.

RR reported that the high rise/tenemental pilot scheme will be rolled out to around 12,000 households as a result of a £2.9M funding award from the Scottish Executive. Greenlight will roll out the service and provide the fortnightly collection service for the immediate future and until Waste Services develop a tendering exercise for the operation of the service to ensure best value is demonstrated.

RR reported that the Internal Waste Prevention Plan was being implemented over the coming year. Each employee of the Council had been issued with a guide to reduce waste and each property would receive a waste minimisation guidance visit from the waste aware team.

RR reported that (un-audited) performance indicators for recycling and recovery for the first quarter of financial year 2006/2007 was over 30%, a significant improvement on the previous year and ahead of the target recycling rate for 2006. This increase was not only the effect of implementing new services and raising awareness but through the conscientious and hard work of the work group.

The new awkward access (Minimatic) vehicle will play a role in the collection of recyclate from some properties. The route will be devised by the Waste Aware Team in consultation with the Team Leaders.

### **Item 5 – Special Uplift Service**

RT thanked the work force on the integration of controlled types/numbers of special uplifts into daily wheeled bin routes. He felt that this process had no doubt helped the special uplift service perform better over the last few months.

RT also noted that an integrated special uplifts monitoring process had been implemented to ensure consistency across the work group.

### **Item 6 – Complaints**

RT advised that complaints against the service had increased in the last quarter. He asked that all of the work group remain vigilant in ensuring the Council's customer first strategy was implemented and that complaints against the service are minimised. The complaints statistics for June – September 2006 are attached.

### **Item 7 – Health & Safety Issues.**

1. Refuse collection operations – vehicle access problems. Three areas require a cut back of the overgrowing branches etc. RT to assess and to progress with appropriate Team Leaders and Grounds Maintenance.
  - Glen Road, Old Kilpatrick
  - Boghead Road
  - Ferry Loan
  
2. 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 recurrence of this issue to TG

### **Item 8 – Driver Training Programme**

RT noted that 4 drivers had been through the above, with 2 successful in passing first time. One employee was re-sitting soon and one employee did not wish to resit the test.

RT asked that another 2 suitable candidates were put forward for LGV training. RT would liaise with the Transport to establish whether the costs could be reduced through internal training prior to the test.

### **Item 9 - Working arrangements for Christmas/ New Year period**

Following on from workforce consultations in October it was agreed that the Saturdays and Sundays, prior to the public holidays in Christmas and New Year weeks, be utilised to perform the collections that would normally be carried out on Monday 25/12 & Tuesday 26/12 and Monday 1/01 & Tuesday 2/01

All festive period service delivery changes will be advised to the affected residents through local newspaper adverts and by stickers placed on individual bins.

### **Item 10 – AOCB**

TM advised that he was resigning as representative for the Clydebank area. RT thanked him for his sterling work as a Shop Steward in the past.

Special leave was discussed and RT noted that when approving requests for special leave, consideration should always be given to the operational requirements of the service along with any requests that may have previously been granted, outstanding annual leave and requests which are governed by legislation.

**Date of next meeting – To be advised by RT**

**Department of Education and Cultural Services**

**JCC Minutes held on Tuesday 16 January 2007**

Present:

**Management Representatives**

Terry Lanagan, Head of Service  
Julie Hughes, Personnel Section

**Trade Union Representatives**

Kate McGeachie, Unison  
Isabel Paterson, Unison  
Tom Dick, Unison  
Margaret Ferris, Unison  
Jacqui McMonagle, Amicus

**1. Minutes of Previous Meeting**

The minutes of the previous meeting held on 20 September 2006 were read and agreed as accurate.

**2. Matters Arising from previous meeting**

Learning Assistants

As a result of the Stage 2 Grievance regarding the implementation of new GS3 positions, a Working Party has now been set up to progress with this.

School Holidays

Terry indicated to the group that the above is being prepared in consultation with the SSTA and the EIS for 2008/2009.

Violence against staff in Special Sector

Terry advised that he has contacted the relevant parties to take this forward and he will investigate what stage this is at presently.

Instructors at Kilpatrick School

Katie reported that temporary staff with 4 years' continuous service have now been given permanent contracts.



### **3. Single Status/Job Evaluation**

The group were aware that the current up-to-date information had been submitted to all Council staff in the pay modernisation information bulletin issue 5.

### **4. Best Value Reviews**

Terry informed the trade unions that the only Best Value group at present was for “transport”. This group met last week for the first time.

### **5. School Regeneration**

#### PPP

Terry reported that they have three good bids and there are currently issues arising from these. Individual bidders have been asked to submit a “Best and Final Offer” (BaFO) with a return date of mid-February.

#### Our Lady of Loretto Primary

Due to the controversy surrounding the allocation of the funds, Our Lady of Loretto Primary School will now not be re-built; instead, there will be a new build for Goldenhill Primary School on its current site.

Terry advised that monies had been given by the Scottish Executive to be used by the end of March and that he had submitted a report to Council for 17 January 2007 for approval on how the monies have to be spent.

### **5. Validity and Integrity of completed review documents**

Tom Dick informed that after reviews had been finalised the trade unions kept their documents for evidence for their stewards and trade union members.

He is concerned that some final documents are not dated and other documents are being distributed with some inaccuracies in them. Terry advised all documents should state clearly that it is a final document and dated; therefore there should be no confusion in future.

### **6. Regrading**

#### Clarification/confirmation of regrading/remit changes

Unison wished clarification on two particular posts i.e. Principal Technical Support Officer and Education and Cultural Services Health & Safety Officer. Unison were of the understanding that part of the remit of the Principal Technical

Support Officer had been passed down to the new Senior Technician post at the establishment. Terry clarified that this was not the case, but the postholder would deputise in his absence. The post of the Senior would be to assist the Principal who would still have the responsibility of any remit that he had requested the Senior to carry out.

Tom wished clarification on the mechanism on how the post was regraded. He was advised by Terry that due to the levels of responsibility in the schools, as part of the McCrone Agreement, the Principal put in a regrading letter. The previous Directors of Education and Cultural Services and Corporate Services discussed this and subsequently authorised the regrading. Tom wished an update on how clear and transparent the above procedure had been and he was advised that each Director has the powers of delegation to regrade; if the Director does not approve the application then the applicant can go through the Regradings Panel.

Tom was still unhappy and sought further clarification on the process which had led to the regarding of the Department's Health & Safety Officer. Terry assured the meeting that the correct procedures had been followed with regard to this regarding and described in detail the circumstances surrounding it.

The Trade Unions continued to question these procedures and Terry undertook to investigate further the current regarding procedures.

Trade unions were also concerned about Officers being regraded without advising trade unions. Terry advised he will convey the above in future for maximum transparency.

## **6. First Aid dispensing of medication in Schools/Nurseries**

Unison gave copies of a letter that they have issued to their members regarding the above after receiving telephone calls from members with concerns. Terry advised that he was aware there were issues regarding this and he is presently looking at new guidelines.

Terry confirmed that the above is a statutory duty in the administering of medicines and he is aware that at present this is carried out by staff on a voluntary/goodwill basis. He did report that if it was of a specialist nature then the employee would be given appropriate training which would indemnify them. He also confirmed that the Health Service are, on occasions, brought in for specialist training. He stated that in his opinion the administration of some medicines should not be an issue, i.e. when the parents have given clear instructions, for example, giving a child tablets that are clearly marked.

Terry did indicate that first aid administered in the true meaning of the word should not be carried out by unqualified staff to any pupil. He also stated that minor cuts etc should not be classed as first aid.

Unison advised there should be no pressure/harassment on individuals to carry out first aid duties and the onus was on the authority to find a solution to any problems arising, but they are aware of cost implications.

Terry advised that he would like to be advised of any problems in any of the schools/nurseries.

On checking current learning assistant remit, Terry informed the group that their remit states care for "minor accidents, upsets or ailments have to be carried out by a learning assistant".

## **8. Risk Assessment - Noise in Nursery Establishments**

The Trade Unions expressed concern about staff being exposed to noise levels which may lead to tinnitus. It was agreed to put on the agenda for the next Health & Safety meeting.

## **9. Any Other Business**

### Clydebank Library

Trade unions raised concerns about the ongoing flooding issues at the above establishment. Terry advised that he had been made aware of the chronic problems and that senior management are trying to investigate on how to take forward on a long term basis. The flooding is on the basement level only which predominantly affects the archives and at present staff are still being asked to work in this environment. Trade unions advised that they were aware equipment had now been made available if more flooding persists.

### Term time salary deductions

Trade unions were unsure if after the last strike if the hourly rate that had initially been deducted from salaries had been rectified and staff reimbursed. Julie to take forward and advise trade unions directly.

### Music Instructors

Tom Dick wished some further information on this sector of staff and was advised that they are paid through the teachers payroll and are on teachers conditions; however, they are paid less than teaching staff.

### Levenford House

Terry clarified that there would be no agreement to sell the establishment until alternative accommodation had been sought for current staff.

### Cleaning - Clydebank High School

Trade unions updated the group that "high level cleaning" has taken place using specialist equipment.

### Voluntary Severance

Jacqui wished clarification on whether employees whose posts could not be deleted from the establishment and are currently at the top of their scale would not be considered for the current trawl and she was informed a permanent saving had to be made.

## **10. Date of Next Meeting**

The next meeting will be on 17 April 2007 at 2.pm.

### Distribution List:

Liz McGinlay, Director  
Terry Lanagan - Head of Service  
Lynn Townsend - Head of Service  
Sandra Love - Head of Service  
Head of Personnel  
Tom Dick - Unison  
Isabel Paterson - Unison  
Katie McGeachie - Unison  
Margaret Ferris - Unison  
Jacqui McMonagle - Amicus  
Tom Morrison - Unison

**WEST DUNBARTONSHIRE COUNCIL**  
**JOINT CONSULTATIVE COMMITTEE (TEACHERS)**  
**MINUTE OF JCC MEETING – 28<sup>th</sup> November 2006**

**1.Sederunt**

**Management Side** Terry Lanagan (Head of Service).Margaret Mackay  
(Personnel)

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

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

**2. Minute of JCC Meeting**

The minutes of the JCC of 19<sup>th</sup> September were approved as correct.

**3. Matters Arising**

- Teachers who were given a PRC package being allowed to do supply work
  - This will be looked at on a case by case basis.
- Facility time A.McEwan
  - T L will look into this.
- CHS Issues
  - Discussions took place with regard to toilets and other Health & Safety issues.
  - Planned pupil toilets could not be progressed Alternatives are now being examined.
- SQA statistics identification of individual teachers
  - Individual cases could not be discussed at the JCC
  - A M will discuss this at another forum.

## **Agenda**

### **4. Regeneration of the Schools Estate**

- T L gave an update
  - There remain 3 bidders
  - Models are available for inspection
  - Presentations from bidders will be given to staff and others
  - Target date for preferred bidder is end of January 2007
  - Schools are scheduled to open 2009/2010
- Non PPP
  - Knoxland Sub contractor has stopped trading
    - Main contractor is responsible for completing job.
  - St. Josephs
    - There have been some problems with the electrical contractor.
  - OLSP
    - There are heating control problems
      - TL will investigate this

### **5. Peripatetic Teachers**

- The proposal to “match in” Peripatetic staff was discussed .this will be further discussed at a future JCC.

### **6. Recruitment and Selection Procedures**

- The procedures for advertising and selection of permanent, temporary, acting and secondments were discussed. These procedures will be reviewed.

### **7. Holidays**

- A date for this was agreed.

### **8. Education Budgets**

- There is no freeze on appointment of teaching staff, however support staff positions may be frozen. This will have an effect on the delivery of the education service.
- The Director can apply to the Chief Exec to release some posts for advert and selection.

## **9. Workload**

- The increased workload of promoted staff and support offered was discussed.
  - S.Muir has plans to meet Faculty PT's
  - Support is available from Staff Welfare Officer.
  - The HSE standards on stress will be looked at
  - Stress forms are available for staff to complete.

## **10. Early Intervention Team**

- The future of the Early Intervention team and the service to pre 5 establishments was discussed. There has been no decision made to date of regarding the future numbers in this team.
- There will be no redundancies, however any proposals to reduce this team will have to be made at the CMT.

## **11. Cleaning in schools**

- Concerns re the cleanliness of schools were discussed. T L is aware of these and has arranged a meeting with L McGinley and HRES to resolve this.

## **12. Employment of External Consultants**

- The reasons why WDC have to employ external consultants were discussed. It was reported that these consultants were employed to fill gaps in the QIO team and were cost effective. This was questioned by the Teachers side.

## **13. Provision for children of immigrant workers**

- There are at present a number of pupils in schools in WDC who require additional support in language skills. There is no additional funding made available to schools to provide this support. WDC must provide this support from existing resources Staff are allocated to schools where there is a need. More staff are being trained in EAL and Bi Lingual. A polish speaking Learning Assistant has been appointed.

## **14. Flu Pandemic**

- EIS advice on further planning was distributed. This will be placed on a future agenda for further discussion.

## **15. Issuing of Contracts**

- There have been delays in issuing of contracts Margaret McKay will discuss this with education personnel.





**West Dunbartonshire Council****Department of Social Work Services****Meeting of Social Work J.C.C held on Tuesday 5 December 2006**

**Present:** H Anne Ritchie, Head of Social Work (Operations), Chair  
 Elaine Foulkes, Personnel Officer  
 Tom Morrison, Unison – Vice Chair JCC  
 Karen Dunlop, Unison  
 Pauline Bradley, Unison  
 Jean Crawford, Unison  
 Cathy Smith, Unison  
 Peter O'Neill, Unison  
 Charlie McDonald, T&G  
 Margaret Pittam, T&G  
 Nazerin Wardrop, T&G  
 Mick Conroy, GMB  
 Pat Whitelaw, GMB  
 Julie McGregor, GMB  
 Duncan Borland, GMB  
 Jean Mulvenna, Personnel Section – Observing  
 Joanne Campbell, Minutes

**Apologies:** None

		ACTION
1.	<b><u>Welcome and Introductions</u></b> Anne Ritchie welcomed everyone to today's meeting.	
2.	<b><u>Matters arising from meeting of 4<sup>th</sup> September 2006 and not on agenda</u></b>  <input type="checkbox"/> <b>Joint Future Staff Forum</b> Helen Watson has clarified that PIGS are no longer being held. Mick Conroy attended the Joint Strategy Group last week and there is another one being held in January. CHP is now in place and this has a staff forum established. Anne Ritchie has had confirmation from Keith Redpath that he is happy for the Joint Future Staff Forum to be set up again.	

<p> <input type="checkbox"/> <b>Bruce Street Housekeeping</b>  Peter O'Neill confirmed that he has met with Lynn McKnight. </p> <p> <input type="checkbox"/> <b>Day Care</b>  Grievance did not happen – it was cancelled. Now at third stage. </p> <p> <input type="checkbox"/> <b>Home Care</b>  Margaret Pittam met with Lynne McKnight. Charlie McDonald said there is an issue about augmented care and staff looking to be paid the higher grade. Anne Ritchie suggested that Charlie meet with Margaret to go over what was discussed with Lynne McKnight. Cathy Smith asked that Unison be involved in that. </p> <p> Discussion took place on staff taking on augmented tasks. It was agreed to reconvene a meeting about Home Care separately to allow this the time it needs. </p> <p> <input type="checkbox"/> <b>Glencairn Issues</b>  Staff are moving from Glencairn to Bridge Street on 11 December. Karen Dunlop reported that an email has been circulated advising staff they are not allowed lamps, kettles etc as there is a problem with amp/voltage allowance in Bridge Street. Karen felt this was a bit extreme and is the situation as serious as the email is saying. Anne Ritchie advised that the advice from the electrician is that more electricity is needed to go into the building to cover all the staff for their appliance. Everyone should try to keep appliances to a minimum. </p> <p> <input type="checkbox"/> <b>Workforce Development and Training – Wise Group</b>  Discussion took place on the Wise Group at the last meeting. At the stage of selection unions would like to know what is the correct procedure for selecting. Anne Ritchie said she would find out what the procedure is. Charlie McDonald asked how long the training is for and Anne Ritchie advised it is 12 weeks. </p> <p> Cathy Smith asked for clarification that trainees are not being used as members of staff. Anne Ritchie pointed out that this is in a previous minute and that they are not. </p> <p> Charlie McDonald asked what the long term plan was in using the Wise Group. Anne Ritchie said that this will depend on how successful this proves to be in recruiting people once we reach the end of the process. </p>	<p>Next Meeting</p>
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<p>Feedback to next meeting.</p> <p>❑ <b>SSA Pilot</b></p> <p>Karen Dunlop advised that a number of issues have arisen. 95% of staff are doing their own typing. Glencairn typing pool have lost approximately 20 SSA per month. A number of staff are not happy doing their own typing. Karen asked for clarification on this. Anne Ritchie asked if anyone has actually told staff to not use the typing pool. Anne's reassurance is that no-one has suggested that we don't use clerical staff. Some people do prefer to do their own typing and that is their personal choice.</p> <p>Peter O'Neill said this issue has also been raised by staff in Clydebank re inputting on to Carefirst. Anne Ritchie advised that additional clerical staff were provided in Bruce Street.</p> <p>Anne will check with managers that staff who are seeking to have their typing done have this happening.</p> <p>❑ <b>Admin Regrading</b></p> <p>Tom Morrison advised he has spoken to Tricia O'Neill who has been dealing with Anne on this matter. The opinion Tom got from Tricia was that it was back with Social Work as this is to come out of Social Work's budget. Anne Ritchie advised she does know about this and that she is working on this with Elaine Foulkes. Anne is hoping for a resolution by the end of this week. Elaine will contact people's line managers.</p> <p>❑ <b>Mobile Phones</b></p> <p>Margaret Pittam asked about Home Helps using their own personal phones. They have been told that they won't be reimbursed if it is a pay as you go mobile. Jean Crawford advised that she was also told this. Can check last call and time duration on the mobile. Anne Ritchie said that this does not seem fair but in audit terms this is the rule. Anne advised raising this with Lynne McKnight to try and get a solution on this.</p> <p>❑ <b>Parking at Glencairn</b></p> <p>This was raised at the JCF and Stephen Brown was going to write to departments. Tom Morrison thought he would get a report back but this has not happened - purpose in writing to departments was to raise the issue at that level.</p>	
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	<p>Charlie McDonald advised that DLO/HATS had the same problem and Jack Stevenson applied for parking permits. There are parking permits available for their workers but it is a permit for the vehicle and not the worker. Request for these go via individual departments to Stephen Brown. Anne will check how much of a problem persists once the office has moved to Bridge Street.</p>	
	<p><b>As various members had other meetings to attend to it was agreed to deal with the most urgent agenda items first and re-arrange another date and time for JCC to meet.</b></p>	
3.	<p><b>Budgets</b>  Julie McGregor raised the issue of budgets being cut in residential units for older people. The budget for the kitchen in Dalreoch has been cut by almost £20,000. Julie has checked with the other homes and they have not been cut anywhere near this amount. Anne Ritchie said that she will check this out with Agnes Trotter and Stephen West.</p>	HAR
4.	<p><b>Sickness and Annual Leave</b>  To be discussed at next meeting.</p>	
5.	<p><b>Sickness – Phoning In</b>  To be discussed at next meeting.</p>	
6.	<p><b>Maternity Support</b>  To be discussed at next meeting.</p>	
7.	<p><b>Mileage/Vandalism to Cars</b>  To be discussed at next meeting.</p>	
8.	<p><b>Bullying</b>  Karen Dunlop raised this. In light of the Audit Scotland report she would like to raise some issues.</p> <p>In Karen’s experience in Glencairn House the Dignity at Work procedure is not working – there is a general lack of understanding on this.</p>	

	<p>Disciplinary Procedures – where management have raised issues with staff they are dealt with timeously. When staff make complaints these appear to take a very long time to be dealt with.</p> <p>There is an issue of transparency.</p> <p>Specifically in Glencairn there is a general lack of clarity on role of management. This provides a breeding ground for a culture of bullying/victimisation/harassment.</p> <p>In terms of the Audit Scotland report what is the response to this and what will be put in place. Is there anything in place locally for Social Work?</p> <p>Elaine Foulkes said she could arrange for briefings for staff on Dignity at Work.</p> <p>Anne Ritchie said she doesn't accept bullying in any shape or form.</p> <p>It was clarified that in disciplinary meetings there is not a procedure for minute taking. Personnel may take notes for their own use but this is for Personnel. As a courtesy on occasions unions have been given copies of minutes Personnel have taken.</p>	
9.	<p><b><i>Seniors on Duty Cover</i></b> To be discussed at next meeting.</p>	
10.	<p><b><i>Post of Support Home Worker</i></b> To be discussed at next meeting.</p>	
11.	<p><b><u>Date of Next Meeting</u></b> The reconvened meeting has been arranged for Friday 22<sup>nd</sup> December at 10 am in Meeting Room 2, First Floor, Garshake. Room available from 9am for trade unions to meet.</p>	

**West Dunbartonshire Council****Department of Social work Services**

**RECONVENED MEETING OF SOCIAL WORK J.C.C.  
Held on Friday 22 December 2006  
To conclude business from 5 December**

**PRESENT:** H Anne Ritchie, Head of Social Work (Operations)  
Chair of JCC  
Elaine Foulkes, Personnel Officer (Mintes)  
Cathy Smith, Unison  
Karen Dunlop, Unison  
Duncan Borland, GMB  
Julie McGregor, GMB  
Margaret Pittam, T & G  
Jean Crawford  
Charlie McDonald, T & G

**APOLOGIES:** Tom Morrison, Unison  
Peter O'Neill, Unison  
Mick Conroy, GMB  
Pauline Bradley, Unison

		<b>ACTION</b>
<b>1.</b>	<b>Introduction, Welcome and Apologies</b>  Anne Ritchie welcomed everyone to the meeting and reminded members that this was continued from previous meeting to cover agenda items which were not discussed on 5 December.	
<b>2.</b>	<b>Sickness and Annual Leave</b>  J. McG raised the issue that people on long term sick leave are penalised due to their annual leave being reduced. If you have already taken all your due leave you are not penalised but you lose it if you have not.  E.F. advised that this was not correct. If more leave has been taken than is due then this should be deducted from pay.	

	Discussion around part time workers. Unions to consider raising at JCF but meantime will try to get clarification.	<b>EF/HAR/UNIONS</b>
<b>3.</b>	<p><b>Phoning In Sick</b></p> <p>J.McG highlighted the difficulty in phoning in sick personally if you do not have a phone or no money in your mobile.</p> <p>Advised that one employee had received a letter about failure to follow procedure and she felt this was unfair. Agreed that each case would be considered in its merits, that it would be unnecessary to issue such a letter if this was the first time but if there is a pattern of not phoning in then this would be of concern. Employees do have an obligation to adhere to agreed policies and procedures but managers should also use their discretion. Agreed that E.F would issue guidance to managers regarding good practice in this area.</p>	<b>EF</b>
<b>4.</b>	<p><b>Maternity Support Leave</b></p> <p>Concern raised about this policy. Managers and Union representatives felt it was open to abuse and needed looked at again. Clarified that leave can be granted to the nominated carer but there are difficulties as anyone could be nominated. Discussion around how this is open to abuse and some may spoil the benefit for those who genuinely qualify. This has been raised with Corporate and all policies are in the process of being reviewed so hopefully this will be tightened up.</p>	
<b>5.</b>	<p><b>Mileage/Vandalism</b></p> <p>Mileage - issue was raised that rates have not increased. This is outwith control of department as set at Corporate level.</p> <p>Union representatives raised the issue of difficulties around getting compensation from Council's insurers if vehicle damaged whilst on Council duties or other damage is sustained to workers' personal property. If claim via own insurers, can affect no claims bonus. Again this is outwith control of department and the issue is that</p>	

	<p>the Council's insurers will only pay if the Council can be shown to be at fault. This is a matter which has been raised before and needs to be covered by a Scheme of Delegation.</p>	
<b>6.</b>	<p><b>Seniors on Duty</b></p> <p>K.D advised that senior social work staff are concerned about new duty arrangements. A.R advised that Peter Duffy would be monitoring this, that he has already met with all seniors affected and explained the reasons for the changes introduced.</p> <p>The new arrangements will be reviewed. Peter Duffy is well aware of staff concerns about maintaining senior back up at Bridge Street.</p>	<b>HAR</b>
<b>7.</b>	<p><b>Post of Home Support Worker</b></p> <p>No-one present at meeting aware of this issue. To be added to next agenda if appropriate.</p>	
<b>8.</b>	<p><b>Scheme of Early Retirement/Voluntary Severance</b></p> <p>Asked if Sheltered Housing staff would be considered. Advised to submit applications but no guarantees.</p>	
<b>9.</b>	<p><b>Pay Modernisation</b></p> <p>D.B raised the issue of which qualifications or what level of SVQ is required for social work posts as this has an effect on Pay Modernisation. E.F noted that this was being discussed through Single Status/Pay Modernisation meetings and felt that this was not the correct forum in which to discuss this issue. Advised that she was looking at this issue and information would be fed back through Pay Modernisation working party meetings.</p>	
<b>10.</b>	<p><b>Date of Next Meeting</b></p> <p>Wednesday 7 March 2007 at 10.00 a.m.</p>	



**CORPORATE SAFETY COMMITTEE**

Minutes of Meeting of the Corporate Safety Committee held on Thursday 14 December 2006 in Meeting Room 2, First Floor, Council Offices, Garshake Road, Dumbarton at 2.00 p.m.

**Present:** Stewart Paterson, Teachers' Convener, Education, EIS.  
Tom Dick, Unison.  
Neil Casey, T&GWU.  
Stephen Brown, Head of Legal and Administrative Services, Chief Executive's Department.  
Jim Pow, Manager of Resources, Department of Housing, Regeneration and Environmental Services.  
John Duffy, Section Head (Risk Management), Legal and Administrative Services, Chief Executives Department.  
Alan Pursley, Health and Safety Officer, Legal and Administrative Services, Chief Executives Department.  
Russell Miller, Health and Safety Officer, Legal and Administrative Services.  
Donald Gordon, Training Officer, Personnel Services, Chief Executives Department.  
Frank Gardiner, Health & Safety Resource Development Officer, Education and Cultural Services.  
Jackaleen McMonagle, AMICUS.  
Stephen Gallagher, Health and Safety Co-ordinator, Social Work Services.  
George Hawthorn, Senior Administrative Officer, Legal and Administrative Services, Chief Executive's Department.  
Jennifer Marshall, Administrative Assistant, Legal and Administrative Services, Chief Executives Department.

**Apologies:** Apologies for absence were intimated on behalf of:-  
Tricia O'Neill, Head of Personnel Services, Chief Executives Department;  
Terry Lanagan, Head of Service, Education and Cultural Services; and  
Bill Clark, Director of Social Work Services

**Stewart Paterson in the Chair**

## **MINUTES OF THE PREVIOUS MEETING**

Minutes of Meeting of the Committee held on 14 September 2006 were submitted and approved as a correct record. With reference to the item under the "Display Screen Equipment Eye Car Voucher System," Mr Pursley informed the Committee that the paper for consideration by the Corporate Management Team was still in draft format.

The Committee noted the position.

### **COSHH ASSESSMENT AND TOOL BOX TALKS - FACILITIES MANAGEMENT SECTION**

With reference to the Minutes of the Meeting of the Corporate Safety Committee held on 14 September 2006, correspondence from the Acting Director of Housing, Regeneration and Environmental Services was submitted to the Committee providing an update on progress made in respect of COSHH assessments and toolbox talks within the Facilities Management Section.

Mr Casey expressed concerns that not all employees had been given the opportunity to sign off the circulars therefore there was no mechanism for feedback from staff to management. Mr Pow advised that he would discuss this issue further with the Acting Director of Housing, Regeneration and Environmental Services and report back to the Committee.

Having heard Mr Pow in further explanation and in answer to Members' questions, the Committee agreed to note the contents of the above correspondence.

### **TRADES UNION ISSUES**

#### **(a) Cleaning**

Mr Casey expressed concerns regarding the issue of high risk cleaning in schools due to the lack of cleaners. After discussion it was agreed that this issue should be looked at as priority for health and safety and insurance purposes and a plan for improvements should be put in place. It was noted that Mr Pow would discuss this issue further with the Acting Director of Housing, Regeneration and Environmental Services and report back to the Committee.

The Risk Management Section advised that any such cleaning should be carried out using Low Volume – High Velocity equipment.

In addition a cleaning programme should be established to ensure that such areas are cleaned at suitable intervals.

**(b) Mental Health**

Mr Casey expressed concerns in relation to employees returning to work after suffering from mental health illness.

After hearing Mr Miller, the Committee noted that the Scotland's Health at Work Group would promote a Mental Health and Wellbeing event in March to provide advice and promote awareness of these issues.

**(c) Emergency Callouts**

Mr Casey expressed concerns regarding emergency callouts to false alarms in establishments. Mr Casey felt that employees were not being supported and were not receiving adequate training. As a result of this the emergency services were not responding to false alarms.

After hearing Mr Duffy and Mr Pow, it was agreed:-

- (i) the department should contact the appropriate Police Liaison Officer regarding this issue; and
- (ii) Mr Casey submit his concerns in writing to enable Mr Pow to raise these issues with the Acting Director of Housing, Regeneration and Environmental Services.

**ACCIDENT STATISTICS**

**(a) Corporate Statistics**

A report was submitted by the Chief Executive on the Corporate Quarterly Accident Statistics for the period 1 July to 30 September 2006 (2<sup>nd</sup> quarter).

Having heard Mr Miller in further explanation and following discussion, the Committee agreed:-

- (1) to note that there had been a 36% increase in reportable accidents and a 9% decrease in non-reportable accidents during Quarter 2, and although there had been no specific trends it was noted that items 1 (slips, trips and falls) and 2 (manual handling) continued to be the main cause of injury;
- (2) to note that to enable departments to reduce their workplace accidents caused by items 1 and 2 there was a greater need for investigations to take place and to implement control measures to reduce the risk of a recurrence, including assessing flooring, particularly catering areas; and

- (3) that in respect of the number of working days lost due to accident/injury at work, to note that 310 days were lost this quarter with a running total this year of 844 days compared to 805 days in the same period last year.

**(b) Departmental Reportable Accidents**

Reports were submitted on HSE reportable accidents for the period of 1 June 2006 to 30 September 2006 (2<sup>nd</sup> quarter) as follows:-

- (i) Chief Executives Department
- (ii) Education and Cultural Services
- (iii) Housing, Regeneration and Environmental Services
- (iv) Social Work Services (circulated at meeting)

After discussion, the Committee noted the above reports.

### **RISK ASSESSMENTS**

The undernoted departmental summaries on risk assessments and activity review returns, as at 1 December 2006, were submitted for consideration:-

- (a) Chief Executive's Department
- (b) Education and Cultural Services
- (c) Housing, Regeneration & Environmental
- (d) Social Work Services

Mr Gardiner expressed concerns regarding the lack of support provided by the Trade Unions whilst carrying out risk assessments.

After discussion, it was agreed:-

- (1) That Mr Gardiner and Mr Patterson should meet with Mr Lanagan to discuss the issue surrounding risk assessment in school premises; and
- (2) otherwise to note the content of the report.

### **POLICIES AND PROCEDURES**

The undernoted departmental reports detailing progress on the implementation of Health and Safety policies and procedures were submitted for consideration:-

- (a) Chief Executive's Department
- (b) Education and Cultural Services

- (c) Housing, Regeneration and Environmental Services
- (d) Social Work Services

Having heard Mr Pursley in further explanation, the Committee agreed:-

- (1) that the period for submitting policy reviews and risk assessments would be every 6 months; and
- (2) otherwise to note the contents of the reports.

## **HEALTH AND SAFETY TRAINING**

### **(a) Management Training**

The undernoted departmental reports on ongoing, planned and proposed training for management were submitted for consideration:-

- (i) Chief Executive's Department
- (ii) Education and Cultural Services
- (iii) Housing, Regeneration and Environmental Services
- (iv) Social Work Services

Having heard Mr Pursley in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that the Management Training has been rescheduled to February;
- (2) that there was a need for departments to review their implementation plans; and
- (3) otherwise to note the contents of the reports.

### **(b) Safety Basics**

A report was submitted by the Chief Executive's Department providing an update on the Safety Basics training course.

Having heard Mr Miller in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note that copies of the completed attendance registers for the Safety Basics training courses would be sent to all departmental Health and Safety Co-ordinators for their information; and
- (2) otherwise to note the contents of the report.

## **POLICY ON VIOLENCE IN THE WORKPLACE**

A copy of Section 9 of the Policy on Violence in the Workplace was submitted to the Committee where Mr Pursley explained that this section of the policy had been reworded to accommodate changes suggested by Social Work Services and the HS1 Incident Report Form had also been amended.

Having heard Mr Pursley in further explanation and in answer to Members' questions, the Committee agreed:-

- (1) to note the proposed revised policy and HS1 Incident Report Form;
- (2) to note that the Trade Unions would pass their comments for changes to the policy and form to the Risk Management, Health and Safety Section;
- (3) that the information and the HS1 form could be transferred electronically (via e-mail) between respected parties in order to save time; and
- (4) to note, that if the revised policy and forms were approved, a memo would be sent to all managers providing instructions for the new procedures.

Note: Stephen Brown left the meeting at this point.

## **VISIT BY THE HEALTH AND SAFETY EXECUTIVE**

Mr Duffy gave a verbal update on the visit by the Health and Safety Executive.

The Committee agreed:-

- (1) to note that the Health and Safety Executive has provided Mr Duffy with a report on their findings from their audit which would not be made available until Mr Duffy has had the opportunity to discuss the outcome with the Trade Unions; and
- (2) to note that the Health and Safety Executive had intimated their intention to serve 2 improvement notices on the Council.

## **PORTABLE AND TRANSPORTABLE ELECTRICAL EQUIPMENT**

The Committee was informed that the Risk Management, Health and Safety Section had carried out a sample survey of portable appliance testing and that their findings from the survey indicated that in some cases equipment was not being tested in accordance with the policy recommendations.

It was agreed that all managers should liaise with their Directors to ensure that the frequency of inspections and testing fell within the time scales identified in the policy and that registers were regularly updated.

### **VULNERABLE GLAZING**

Mr Pursley was heard in relation to issues concerning vulnerable glazing.

The Committee noted that the replacement of all vulnerable glazing should be completed by the end of June 2007.

### **POLICIES: WORKPLACE TRANSPORT AND WORKING AT HEIGHTS**

Mr Pursley informed the Committee that the Workplace Transport policy was currently out for consultation and advised that all departments should submit their comments to the Corporate Health and Safety Team by 8<sup>th</sup> January 2007.

Mr Pursley also provided an update on the Working at Heights policy where it was noted that policy currently was in the process of being drafted and that a further update would be provided at the next meeting.

### **AUDIT OF PREMISES**

Mr Miller provided the Committee with an update on the proposed internal audit of premises.

Having heard Mr Miller in further explanation and in answer to Members' questions, the Committee noted that the audit would commence at the end of January and a schedule would be circulated to departments over the next coming weeks.

### **DATES OF FUTURE MEETING**

A timetable of dates for future meetings was submitted to the Committee for consideration. The Committee agreed to meet on the following dates:-

<u>Day</u>	<u>Date</u>	<u>Time</u>
Thursday	15 March 2007	10.00 a.m.
Thursday	14 June 2007	10.00 a.m.
Thursday	13 September 2007	10.00 a.m.
Thursday	13 December 2007	10.00 a.m.

The next meeting will be held on Thursday 15<sup>th</sup> March 2007 at 10.00 a.m. in Meeting Room 3, Council Offices, Garshake Road, Dumbarton.

### **CHANGE OF CONVENER**

The Committee noted that in terms of the Constitution, that this was the last meeting to be chaired by Mr Paterson (representing the Trade Union side) and therefore the Management Side would be required to nominate a representative to chair the Committee during 2007.

It was agreed that Mr Hawthorn would invite the Corporate Management Team to nominate a Chair.



## WEST DUNBARTONSHIRE COUNCIL

## DEPARTMENT OF EDUCATION &amp; CULTURAL SERVICES

**MINUTES OF HEALTH & SAFETY COMMITTEE MEETING  
HELD ON THURSDAY 7 DECEMBER 2006 AT 2.00PM  
IN EDUCATION MEETING ROOM**

Sederunt: Tom Dick, Unison  
Stewart Paterson, EIS  
Jacqui McMonagle, Amicus  
Frank Gardiner, Health & Safety Resource Development

Officer  
Karen Goodwin, Health & Safety Section

Apologies: Neil Casey, TGWU  
Iain Cameron, Principal Technical Support Officer

1. Chair for Department of Safety Committee

Frank Gardiner proposed that Stewart Paterson take over the position of chair to the committee, which was seconded by Tom Dick.

2.0 Minutes of Previous Meeting

The following amendments were made to the previous minutes:

2.9 Tom Dick should be removed from the action against this item.

9.0 Tom Dick requested the testing and inspection of this equipment.

10. Should read "sanding bags" and not "band saws".

3.0 Matters Arising

3.1 Fire Extinguishers

It was reported that this item is ongoing.

**ACTION**

FG

	<b>ACTION</b>
<p>3.2 <u>Violence to Staff</u></p> <p>Frank Gardiner informed the meeting that he had approached Corporate Safety Section, Social Work and PR for a further supply of posters but was informed there was none. It was agreed to obtain copies of the Social Work leaflet. Frank Gardiner also informed the meeting that he had been sent copies of proposed changes to the HSI re violence reporting.</p>	FG
<p>3.3 <u>Risk Assessment for School Trips</u></p> <p>Stewart Paterson will request an update from Terry Lanagan for the next meeting.</p>	SP
<p>3.4 <u>Personal Protective Equipment</u></p> <p>Tom Dick agreed that this matter had now been concluded following confirmation that risk assessments had now been put in place.</p>	
<p>3.5 <u>Drinking Water</u></p> <p>This matter remains outstanding, however, attempts will be made to obtain updates for the next meeting from Mike Thomson.</p>	FG
<p>3.6 <u>First Aid</u></p> <p>Tom Dick informed the meeting that a recent Unison survey had shown that a large percentage of First Aiders in schools were also carrying out administration of medication duties. A discussion followed this regarding the variations of First Aid duties to the adm. of medicine and levels of training required.</p> <p>Frank Gardiner stated that he had had an enquiry from HRES regarding ECS providing first aid cover from this department's employees. This had been declined due to the practicalities of providing this service.</p> <p>A further discussion took place regarding the levels of cover with Educational Establishments for First Aid. Tom Dick requested that the exact numbers and locations be obtained for the next meeting.</p>	FG
<p>3.7 <u>Risk Assessment in Secondary Schools</u></p> <p>Stewart Paterson stated that he has still to meet with Terry</p>	SP FG

	<b>ACTION</b>
<p>Lanagan regarding this issue and will endeavour to do so before next meeting. Frank Gardiner informed the meeting that he had recently attended to SMT meetings at two secondary schools regarding progressing this issue, with a positive outcome.</p>	
<p>4.10 <u>Annual Inspections</u></p> <p>Frank Gardiner stated the importance of this being carried out and ask the representatives to pass this on to members.</p>	All Safety Reps
<p>5.0 <u>Secondary School - Fire Risk Assessments</u></p> <p>Frank Gardiner stated that these had been issued during February 2006 and to date no returns had been received. Stewart Paterson agreed to look into this matter.</p>	FG/SP
<p>6.0 <u>No Smoking Policy</u></p> <p>Frank Gardiner stated that he had met with Debbie Queen/Vicki McGraw, however nothing had been finalised. An update will be provided for next meeting. The group agreed that the Social Work version should be used and adapted.</p>	FG
<p>7.0 <u>Cleaning Standard in Schools</u></p> <p>Jacque McMonagle stated that at a recent JCF meeting it had been established that no new schedules were available. Terry Lanagan /Jacque McMonagle had attended a meeting with HRES in an attempt to resolve this issue. An update will be provided at the next meeting.</p> <p>Two specific schools had raised issues with cleaning standards, which FG agreed to action immediately.</p>	FG
<p>8.0 <u>Safety &amp; Maintenance Inspections in High School Tech. Depts</u></p> <p>Frank Gardiner stated that Iain Cameron maintained these had not been carried out due to staff shortages. Following a discussion regarding remits of Principal Technician involving carrying out these inspections, it was agreed that Iain Cameron should be writing to requesting this information.</p>	FG
<p>9.0 <u>LEVs in Tech. Depts</u></p> <p>Following discussion on the types of LEVs that are suitable, it was</p>	FG

**ACTION**

- 10.0 agreed that confirmation be sought from Iain Cameron that the existing systems will be adopted to take sealed bags.
- Communication of issues to Health & Safety Committee
- Frank Gardiner suggested that each issue issued should remain with the individual raising it. He then stated that management input would be requested when issues are not resolved/out with budgets of HS. It was also agreed that all future meetings would be held at Braidfield Campus in Room 8A, the Health & Safety Training Room.
- 11.0 Asbestos
- Frank Gardiner informed the meeting that he had received a disc from Jack Stevenson containing all 34 registers, which would be issued before Xmas.
- 12.0 Functions of Safety Representatives
- A discussion took place regarding the duties and liabilities of the above. Frank Gardiner distributed copies of Croner's paperwork on this issue. It was agreed that this would be investigated - report back at next meeting.
- 13.0 Hygiene/Injection Control in Schools
- Tm Dick raised issues of the toileting of additional support needs pupils. Frank Gardiner confirmed that each pupil has a "Care Plan" from which their Risk Assessment is generated. It was agreed that the importance of timescales be highlighted to Lynn Townsend. Frank Gardiner agreed to e-mail Lynn Townsend.
- 14.0 Incident Officer's Remit
- A discussion took place regarding the duties of an Incident Officer and in particular public entertainment and the duties of management.
- 15.0 Date of next meeting
- The next meeting will take place on Tuesday 27 February 2007 at 2.00pm in Room 8A, Braidfield Campus.

FG

FG

FG

**West Dunbartonshire Council  
Department of Social Work Services**

**Minute of Health and Safety Committee Meeting  
Held on Tuesday 21<sup>st</sup> November 2006**

**Present:-**     **Anne Ritchie, Head of Social Work (Operations)**  
                   Stevie Gallagher, Health and Safety Co-ordinator  
                   Tom Morrison, Unison  
                   Pauline Bradley, Unison  
                   Peter O'Neill, Unison  
                   Duncan Borland, GMB  
                   Pat Whitelaw, GMB  
                   Margaret Swan, GMB  
                   Julie McGregor, GMB  
                   Charlie McDonald, T&G  
                   Margaret Pittam, T&G

**Apologies:-** Elaine Foulkes, Personnel Officer

		Action
<b>1.</b>	<p><b><u>Welcome and Introductions</u></b>            Anne Ritchie welcomed everyone to the meeting and introductions made as there are a few new members,</p>	
<b>2.</b>	<p><b><u>Minutes of Previous Meeting</u></b>            Minutes agreed.</p> <p><b><u>Matters Arising and not on Agenda</u></b>            Glencairn House            Move will be in approximately 3 weeks.</p> <p>Policy Development            Moving and Assisting has been issued and is now a live document. Loler has been issued but now there is a new system coming out from Allianz Cornhill Engineering so will need to go back and review that.</p> <p>Infection Control            Charlie McDonald raised his concern about practice in residential units where managers and deputes don't remove their jewellery. Charlie said it would be good</p>	

	<p>practice. Stevie said that the risk assessment for infection control is that staff who carry out personal tasks should remove their jewellery. Charlie asked what happens in the NHS setting with admin/clerical staff.</p> <p>Peter O'Neill asked if the Infection Control Group still meet. Stevie advised that at the last meeting it was agreed that there was no need to continue meeting and that if anything came up then it should be brought to this meeting. Anne Ritchie said that it was a short life working group. This item could be a standing item on Health and Safety Committee agenda.</p> <p>Work Related Stress Tom Morrison not aware that Corporate have revised their policy. Tom has a letter from Tricia O'Neill and will copy to the other trade unions. Anne suggested that unions take this up corporately.</p>	<p><b>Tom Morrison</b></p>
<p><b>3.</b></p>	<p><b><u>HSE Visit</u></b> Stevie Gallagher gave a quick update. Inspectors visited on 6 November and the topics they looked are were:- Management of Stress Return to Work Occupational Health Manual Handling Slips, trips and falls</p> <p>The inspectors met with various members of staff. It was mainly corporate issues they raised. One of points raised in relation to Social Work was the water temperature in care homes and arrangements have now been put in place for this. The other issue they raised for Social Work was slips in kitchens and they have asked that we look at this.</p> <p>HSE will be compiling a report on their visit.</p> <p>Charlie McDonald advised that unions also met with the inspectors and that the unions will receive a copy of the report when it is ready.</p>	
<p><b>4.</b></p>	<p><b><u>Fire Legislation</u></b> New legislation is in place and we are going to have to look at this, particularly in our residential units. Charlie</p>	

	<p>McDonald raised the issue of fire log books and the responsibility of filling the books in. Stevie advised that books we provide can be filled in by anyone. Within each unit it is the manager's responsibility to ensure that the books are up-to-date and filled in correctly, although they don't necessary have to fill it in themselves. Anne Ritchie asked if there is any evidence of this not happening.</p> <p>Anne asked Stevie to check the books again and ensure that they are being filled in properly.</p> <p>Peter O'Neill asked if this is in all units/office, Stevie said yes but he will look at this again.</p> <p>Stevie advised the group that he has a meeting this month and John Duffy, Alan Pursley and Strathclyde Fire and Rescue.</p>	<p><b>Stevie Gallagher Stevie Gallagher</b></p>
<p><b>5.</b></p>	<p><b><u>Workplace Inspection</u></b>  Stevie Gallagher gave an update. Inspections started in March. 40 properties have been inspected so far and reports on these visits should be on the website within next 3-4 weeks.</p> <p>Any trade union representative who wishes to accompany Stevie on a visit are more than welcome to do so.</p> <p>There is a list of inspection dates. Managers for each unit have this and it is available.</p> <p>Peter O'Neill said that there is a problem with consultation from management to health and safety union reps. Anne Ritchie advised that not all health and safety issues are raised by the health and safety reps. Charlie said it would be good practice to alert health and safety reps that an inspection is taking place. Tom Morrison said he would argue that managers should tell the reps that an inspection is about to take place. Anne Ritchie said that the department is very much committed to all health and safety issues and a lot of work has been done on this.</p>	
<p><b>6.</b></p>	<p><b><u>Smoking</u></b>  Advice leaflets have gone out to clients – and what Social Work have in place is based on Scottish Executive guidance.</p>	

	<p>This forum needs to agree that what we've put in place is adequate for the department.</p>	
7.	<p><b><u>Mobile Phones</u></b>  Anne Ritchie advised that the contracts are done so phones should be arriving any day. Pauline Bradley asked who is getting mobiles. Anne advised that line managers have a list of staff in their units who require a mobile.</p> <p>There is a rolling programme for Home Care Section. Lynne McKnight will be doing this and will be starting with evening and weekend workers.</p> <p>Stevie Gallagher advised that he has had enquiries re hands free. The Council is advising staff not to use their phone at all when driving and will not be issuing hands free kits. Advice is to turn phone off when driving.</p> <p>Charlie said that legislation has changed regarding driving with mobile phones.</p> <p>Health and Safety flash has been distributed to Social Work DMT who should be distributing this to all staff for their information.</p>	
8.	<p><b><u>Accident Statistics</u></b>  Stevie Gallagher apologised for not having stats ready for today. Stevie gave an update on stats. This is due to Stuart McLean being away on Job Evaluation duties.</p> <p>Will bring them along for the next meeting</p> <p>Corporate Health and Safety have reviewed accident reporting procedures and they want it developed by all departments. Stevie has concerns about the time delay this would take and he has advised Corporate Health and Safety of this. One of the reasons for this change is to make sure Section Heads/Line Managers are made aware of accidents that happen to their staff group.</p> <p>Tom Morrison suggested doing a reminder to managers to remind them of their responsibility in filling out HS1s if the member of staff who should be filling it out is absent from work.</p>	<p><b>Stevie Gallagher</b></p> <p><b>Stevie Gallacher</b></p>



<p><b>9.</b></p>	<p><b><u>AOCB</u></b>  Charlie McDonald wanted to raise the issue of Asbestos Registers and asked where Social Work is with this. Anne Ritchie advised that Stuart MacLean is the Asbestos Co-ordinator for the department. If we receive a register for a particular unit then we send it to that unit and it is available for all workmen/contractors to see when they arrive in the unit.</p> <p>Charlie asked if there are any indicators in units that have asbestos. Anne said we will have to check this out – Stevie will do this.</p> <p><b><u>Legionella</u></b>  There are new regulations on Legionella and staff groups have been made aware of this.</p> <p><b><u>Car Seats</u></b>  Stevie Gallagher reported that there is an arrangement with Halfords for Social Work as the new legislation is now in place. Leaflets have been distributed throughout the department.</p>	<p><b>Stevie Gallagher</b></p>
<p><b>10.</b></p>	<p><b><u>Date of Next Meeting</u></b>  21<sup>st</sup> February at 10am in Meeting Room 1, First Floor, Garshake.</p>	