

## Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 02 June 2021	15:00	Microsoft TEAMS Platform,

### PRESENT

Representing Renfrewshire Council Management - Councillors T Begg, J Harte, J McNaughtan and A Steel.

Representing Trade Unions – M Ferguson, J Boylan, , K Kernachan L Glover and M McIntyre (UNISON).

### IN ATTENDANCE

G McKinlay, Head of Schools (Children's Services); D Gillies, Head of Facilities Management, G Hannah, Infrastructure, Transportation & Change Manager and D Kerr, Service Co-ordination Manager (all Environment & Infrastructure); R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician and R Devine and E Gray, both Senior Committee Services Officers (all Finance & Resources); and K Kilcaslan ( Renfrewshire Health & Social Care Partnership).

### RECORDING OF MEETING

Prior to the commencement of the meeting members were reminded that this meeting would be recorded and that the recording would be available to watch on the Council's website.

### APPOINTMENT OF CHAIRPERSON

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

**DECIDED:** That J Boylan (UNISON) chair the meeting.

### APOLOGIES

Councillor J Paterson S Hicks (UNISON); S McAllister (Manual Workers Trade Union Spokesperson); and L Rennie, Operations Manager (Environment & Infrastructure).

## **DECLARATIONS OF INTEREST**

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

### **1 ABSENCE STATISTICS**

There were submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period ending 31 March 2021.

The report provided information in relation to absence targets and how Services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included within the report. Information was also provided on supporting attendance activity levels by Service and the overall number of days lost.

During discussion reference was made to the desirability of entering into dialogue regarding the impact of long Covid in terms of the Fair Worker Statement, which outlined fair work expectations during the transition out of lockdown.

**DECIDED:** That the reports on absence statistics for the fourth quarter of 2020/21 be noted.

### **2 DEVELOPMENTS IN HEALTH, SAFETY AND WELLBEING**

There was submitted a report by the Director of Finance & Resources relative to activity undertaken in relation to health, safety and wellbeing issues since the previous meeting of the JCB Non-Teaching.

The report focussed on actions and activities undertaken to support the Council's response and recovery plans. It was highlighted that the Health & Safety team had been an integral part of the Council's emergency management team providing guidance as documents had been released by the UK and Scottish Governments, the NHS and Health Protection Scotland.

The report also detailed guidance and policies that had been reviewed and/or issued, and outlined the support provided to front-line Services in the delivery of emergency and prioritised work and to other businesses. Updates were provided in respect of activities undertaken relative to support for the Vaccination Centres and Scottish Parliamentary Elections, the development of new guidance and supplemented by risk assessments and standing operating procedures relating to specific Service activities. It was noted that consultation and collaboration had been undertaken with the trade unions to ensure the health and wellbeing of those involved in these activities.

It was highlighted that meetings of the Corporate Health and Safety Committee had been reinstated.

Mention was made during discussion to the Cleaner Safer Schools Campaign which had been undertaken.

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

### 3 **DETAILS OF GRIEVANCES**

There was submitted a report by the Director of Finance & Resources relative to the number of grievances received

The report provided information on grievances at both the informal and formal stages. The report indicated that there was a total of 9 grievances as at May 2021. Members noted that the number of overall grievances had reduced from 15 in the previous report in March 2021. In addition, it was noted that hearings were held remotely, that appropriate protocols had been agreed in this connection and that relationship issues between employees had been identified as a trend when analysing reasons for grievances. It was highlighted that early intervention was used to resolve grievances where possible and trained mediators were available to help resolve matters if required.

M Ferguson (UNISON) made reference to the National disagreement regarding the pay award and advised that arrangements were in place locally to formally submit notices of dispute with individual employers and to conduct a ballot relative to possible industrial action ballot. It was noted that this course of action would be recorded as a formal grievance.

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

### 4 **AGENCY WORKERS**

There was submitted a report by the Director of Finance & Resources relative to the number of agency staff employed within the Council as at May 2021 and detailing the capacity and Services in which they were engaged. The report advised that as at May 2021, 156 agency workers were employed across all Services. It was noted that this was an increase of 58 since the previous report and the reasons for this increase were outlined. There then followed a general discussion regarding the Soft Facilities Management Review.

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

### 5 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the JCB Non-Teaching was scheduled to be held at 3pm on 1 September 2021.