

## Minute of Meeting

### Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 31 March 2021	15:00	Microsoft TEAMS Platform,

**Present:** Councillor Tom Begg, Councillor Jim Harte, Councillor John McNaughtan, Councillor Jim Paterson, Councillor Andy Steel

### Present

Representing Trade Unions – J Boylan, S Hicks, K Kernachan and M McIntyre (UNISON); and J O'Connell and G Cochrane (Unite).

### In Attendance

G McKinlay, Head of Schools (Children's Services); A Bennett, Housing Services Manager (Communities, Housing & Planning Services); D Kerr, Service Co-ordination Manager (Environment & Infrastructure); L Neary, Head of Transformation HR & OD, R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, D Blair, Senior Health & Safety Officer, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician and R Devine and C MacDonald, both Senior Committee Services Officers (all Finance & Resources); and N Harner, L Cameron and C O'Byrne (all Renfrewshire Health & Social Care Partnership).

### Appointment of Chairperson

It was proposed and agreed that Councillor J McNaughtan chair the meeting.

**DECIDED:** That Councillor J McNaughtan chair the meeting.

### 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.

## 1 **Apologies**

D Gillies, Head of Facilities Management and L Rennie, Operations Manager (both Environment & Infrastructure).

## 2 **Declarations of Interest**

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

## 3 **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 Freedom of Information enquiries, the development of new guidance and supplemented by risk assessments and standing operating procedures relating to specific Service activities. It was highlighted that an essential element of the workload for the Health & Safety team had been liaison with relevant Services in relation to the safe working operation of the Covid-19 Vaccination Centres, and site visits and Covid-19 compliance checks of polling places. 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.

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

## 4 **Absence Statistics**

There were submitted reports by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 April to 31 December 2020.

The reports 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 reports. Information was also provided on supporting attendance activity levels by Service and the overall number of days

lost.

**DECIDED:** That the reports on absence statistics for the period 1 April to 31 December 2020 be noted.

## 5 **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 15 grievances as at March 2021. Members noted that the number of overall grievances had increased by 4 from the previous report in November 2020. In addition, it was noted that relationship issues between employees had been identified as a trend when analysing reasons for grievances, that early intervention was used to resolve grievances where possible and trained mediators were available to help resolve matters if required.

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

## 6 **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 March 2021 and detailing the capacity and Services in which they were engaged. The report advised that as at March 2021, 122 agency workers were employed across all Services. It was noted that the number of agency workers had increased during the pandemic but that there had been a reduction in numbers since December 2020 and that trend was continuing. Clarification was provided, in response to an enquiry, in relation to payment arrangements for agency workers.

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

## 7 **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 2 June 2021.