

Minute of Meeting

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 02 February 2022	15:00	Via Teams Platform,

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

Representing Trade Unions

J Boylan, K Kernachan, M McIntyre and L Cameron (UNISON); K Muat, A Canning and G McLean (GMB) and G Cochrane (UNITE).

In Attendance

T Stewart, 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); M Boyd, Head of HR & OD; R Laouadi, HR Manager; S Fanning, Principal HR & OD Adviser; R Cree, OD & Workforce Planning Manager; G Richards, Health & Safety Officer; D Pole, End User Technician; R Devine, Senior Committee Services Officer and J Barron, Assistant Committee Services Officer (all Finance & Resources).

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 Councillor Steel chair the meeting.

DECIDED: That Councillor Steel chair the meeting.

Apologies

C Lavery (HSCP), M Ferguson and S Hicks (both UNISON).

Declarations of Interest

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

1 Developments in Health, Safety and Wellbeing

There was submitted a report by the Acting 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 on 10 November 2021.

The report focused on the actions and activities that continued to support the council's response and recovery plans. The Health and Safety team had been an integral part of the council's emergency management team, providing clear guidance as documents had been released from the UK and Scottish Governments, the NHS, and Health Protection Scotland. The team linked with colleagues in other local authorities to share knowledge and introduce any new learning to local guidance and procedures.

The team continued to issue and review policies and guidance, support the front line services in the delivery of emergency and prioritised work, develop new guidance, support the Vaccination Centres, support employees throughout the different phases of the pandemic, undertake high and low risk evaluations of contractors and suppliers health and safety documentation when applying for contracts, respond to requests for Freedom of Information and Insurance Claims, support services to ensure stocks of PPE were maintained, produce wellbeing guidance, and review all injury accidents occurring with the Council activity.

DECIDED: That the report be noted.

2 Absence Statistics

There was submitted a report by the Acting Director of Finance & Resources relative to the Council's absence statistics for period 2, ending 30 September and period 3, ending 31 December 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.

The absence statistics were broken down by service and category of staff, reasons for absence and progress made by services in relation to their supporting attendance action plans.

DECIDED: That the report on absence statistics for the second and third quarters of 2020/21 be noted.

3 **Details of Grievances**

There was submitted a report by the Acting 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 were a total of six grievances as at January 2022, which was an increase of 4 cases since the last meeting.

DECIDED: That the report be noted.

4 **Agency Workers**

There was submitted a report by the Acting Director of Finance & Resources relative to the number of agency staff employed within the Council as at December 2021 and detailing the capacity and Services in which they were engaged. The report advised that as at December 2021, 92 agency workers were employed across all Services, and that this was an increase of 12 agency workers since November 2021.

The increase in agency workers was due to issues with absences in relation to the omicron variant of Covid-19. The issue of long-term agency workers was being addressed and responses would be shared with the unions shortly.

In response to enquiries, it was advised that a recruitment fair was being held at Park Mains High School and agency workers were advised of this event and could apply for permanent Council jobs, either on the day of the fair, or by speaking to their managers if they could not attend.

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 30 March 2022.