

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

Date	Time	Venue
Wednesday, 24 May 2023	15:00	Council Chambers/Hybrid Meeting,

**Present:** Councillor Fiona Airlie-Nicolson, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Lisa-Marie Hughes, Councillor Sam Mullin

### In Attendance

D Kerr, Service Co-ordination Manager, J Robertson, Strategic Facilities Manager (both Environment, Housing & Infrastructure); M Boyd, Head of HR & OD, R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, D Pole, End User Technician, E Gray, Senior Committee Services Officer, and J Barron and D Cunningham, both Assistant Committee Services Officers (all Finance & Resources).

### Representing Trades Unions

M Ferguson and J Boylan (both UNISON), A Canning (GMB) and C Cochrane (UNITE).

### Appointment of Chairperson

In accordance with the terms of the constitution of the Joint Consultative Board (Non-Teaching), which stated that the Chair of the Board should alternate between the management-side and the trade unions it was proposed and agreed that Councillor Audrey Doig chair this meeting of the JCB (Non-Teaching).

**DECIDED:** That Councillor Audrey Doig chair the meeting.

## **Transparency Statements**

Councillor Gilmour indicated that he had a connection to items 4, 5, 6 and 7 of the agenda by reason of his membership of Unite the Union. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Hughes indicated that she had a connection to items 4, 5, 6 and 7 of the agenda by reason of her membership of UNISON. However, she indicated that she had applied the objective test and did not consider she had an interest and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Mullin indicated that he had a connection to items 4, 5, 6 and 7 of the agenda by reason of his membership of the GMB Union. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

## **Additional Item**

It was agreed that UNISON and the HR Manager meet before the next meeting of the JCB (Non-Teaching) to discuss facilities for Social Care workers, and that an update be submitted to the next meeting of the JCB (Non-Teaching) to be held on 30 August 2023.

### **1 Developments in Health, Safety and Wellbeing**

There was submitted a report by the Director of Finance & Resources relative to developments in relation to health, safety and wellbeing issues since the previous meeting of the Joint Consultative Board (Non-Teaching), held on 15 March 2023.

The report advised that the Health & Safety Team continued to work collaboratively with key stakeholders, to ensure risks were assessed, review policies and guidance, support front line services in the delivery of emergency and prioritised work, evaluate contractors' and suppliers' health and safety documentation when applying for contracts, respond to Freedom of Information requests, produce health and wellbeing guidance to support the workforce, and review all injury accidents occurring within the Council. It was noted that since the previous meeting there had been 782 courses delivered across the Council.

The report stated that during the period there had been two visits from the Health & Safety Executive, in connection with the management of asbestos in schools intervention programme. In addition there had been one meeting with Scottish Fire and Rescue Service, as a result of attending call outs to Council-owned premises, to discuss, where possible, improvements to the fire safety arrangements. Reference was also made to the review of the Council's blood borne virus documentation and associated face-to-face training provided, the production of health and wellbeing guidance and campaigns to support the workforce to become more active. In addition, the report indicated that support continued to be provided in respect of the new working arrangements being developed across the Council and the Council's construction activities.

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

## 2 **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 and indicated that there were a total of six grievances as at May 2023, a decrease of three cases since the last meeting of this Board.

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

## 3 **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 1 May 2023 and detailing the capacity and Services in which they were engaged. The report advised that as at 1 May 2023, 337 agency workers were employed across all Council Services, a reduction of two agency workers since February 2023. Renfrewshire Health & Social Care Partnership employed 215 of those agency workers.

The HR Manager responded to questions regarding numbers of agency workers.

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

## 4 **Absence Statistics**

Absence Statistics There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for quarter 4, 1 January to 31 March 2023. 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 fourth quarter of 2022/23 be noted.

## 5 **Reviews/Departmental Restructurings**

The UNISON representatives expressed concern in relation to the lack of information made available to the trade unions regarding staffing reviews and changes to staffing structures and redundancies within Family and Wellbeing Services.

The HR Manager confirmed there was a commitment from Services and HR to keep unions up-to-date with information and advise of any changes.

**DECIDED:** That arrangements be made to include regular update reports regarding staffing reviews within Services and changes to staffing structures proposed as part of the Right for Renfrewshire initiative as a standing item on the agenda of future Joint Trade Union Liaison meetings.

## 6 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the JCB (Non-Teaching) would be held at 3pm on 30 August 2023.