

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

Date	Time	Venue
Wednesday, 30 August 2023	15:00	Via Teams Platform,

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

### Representing Trades Unions

J Boylan, S Hicks and M McIntyre (all UNISON), A Canning and K Muat (both GMB) and G Cochrane (UNITE).

### In Attendance

L Kiliscaslan, Operations Manager (Care at Home) RSCP; M Boyd, Head of People & OD, R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, D Pole, J Skinner, J McLean and L Sandell, all End User Technicians, C MacDonald, Senior Committee Services Officer and J Barron, Committee Services Officer (all Finance & Resources).

### 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 John Boylan chair this meeting of the JCB (Non-Teaching).

**DECIDED:** That John Boylan chair the meeting.

### Recording of Meeting

Prior to the commencement of the meeting the Chair intimated that this meeting would be filmed for live or subsequent broadcast on the Council's internet site

## **Apology**

M Ferguson, UNISON.

## **Transparency Statements**

Councillor Gilmour indicated that he had a connection to items 1, 2, 3 and 4 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 1, 2, 3 and 4 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 1, 2, 3 and 4 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.

### **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 24 May 2023.

**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 nine grievances as at August 2023, an increase 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 July 2023 and detailing the capacity and Services in which they were engaged. The report advised that as at 1 July 2023, 350 agency workers were employed across all Council Services, an increase of 32 agency workers since May 2023. Renfrewshire Health & Social Care Partnership employed 286 of those agency workers.

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

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

### 4 **Absence Statistics - Annual report 22/23 and Quarter 1 of 23/24**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 1 April 2022 to 31 March 2023 and quarter 1, 1 April to 30 June 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 period 1 April 2022 to 31 March 2023 and the first quarter of 2023/24 be noted.

### 5 **Departmental Reviews across Renfrewshire**

The UNISON representatives requested that information and documents be made available to the trade unions regarding staffing reviews and changes to staffing structures within the Council timeously.

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 at the earliest point.

**DECIDED:** That arrangements continue to include regular updates 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 **Home Care Worker Facilities**

The UNISON representatives expressed concern in relation to the lack of facilities made available to the home care workers within Family and Wellbeing Services.

The Operations Manager (Home Care) confirmed there was a commitment from Services to provide facilities for staff. It was noted that 15 sites were available throughout the Renfrewshire area and work was ongoing with Soft FM to provide three further sites in rural areas.

**DECIDED:** That arrangements continue to be made at the three further sites for them to be made available to staff, bringing the total number of facilities to 18 in the Renfrewshire area.

## 7 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the JCB (Non-Teaching) would be held at 3pm on 8 November 2023.