

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

Date	Time	Venue
Wednesday, 09 November 2022	15:00	Via Teams Platform,

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

### Representing Trade Unions

John Boylan and Mark Ferguson ( both UNISON); Kirsten Muat and Anne Canning (both GMB); and Gordon Cochrane (UNITE).

### In Attendance

G Hannah, Transportation & Change Manager (Environment & Infrastructure); and 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 and J Barron and D Cunningham, both Assistant Committee Services Officers (all Finance & Resources).

### 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.

## **Apologies**

L Kilicaslan, Senior Manager for CAH Services, Renfrewshire Health and Social Care Partnership; S Hicks (UNISON).

## **Transparency Statement**

Councillor Mullin indicated that he had a connection to items 4, 5 and 6 of the agenda as he was a member 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.

Councillor Hughes indicated that she had a connection to items 4, 5 and 6 of the agenda as she was a member of the Unison Union. 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 Gilmour indicated that he had a connection to items 4, 5 and 6 of the agenda as he was a member of the Unite 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 Appointment of Chair Person**

It was proposed and agreed John Boylan chair the meeting.

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

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

There was submitted a report by the Director of Finance & Resources relative to health, safety and wellbeing issues since the previous meeting of the JCB (Non-Teaching) on 31 August 2022.

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 contractor's and supplier's 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 Renfrewshire Council was in discussion with Greater Glasgow & Clyde Health Board relative to certain Council staff carrying Naloxone to assist with drug overdoses.

**DECIDED:**

(a) That the report be noted; and

(b) That it be noted that further progress reports regarding the carrying of Naloxone would be brought to this Board.

**3 Grievance Reports**

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 were a total of 11 grievances as at October 2022, which was an increase of two cases since the last meeting of this Board.

**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 September 2022 and detailing the capacity and Services in which they were engaged. The report advised that as at September 2022, 192 agency workers were employed across all Services, and that this was a reduction of 16 agency workers since August 2022.

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

**5 Timetable of Meetings 2023**

There was submitted a report by the Director of Finance & Resources relative to the proposed timetable of meetings for 2023.

The report advised that the current constitution of the JCB stipulated the frequency of meetings of the Board, currently requiring the Board to meet no less than five times per year. Following discussion with representatives of the management side and the trade union representatives it was proposed that meetings of the JCB Non-Teaching be held on 25 January, 15 March, 24 May, 30 August and 8 November 2023. It was agreed that all future meetings of the JCB Non-Teaching start at 3 pm.

**DECIDED:**

(a) That the proposed timetable for the JCB Non -Teaching meeting dates for 2023, detailed in the report, be approved; and

(b) That it be noted that future meetings of the JCB Non-Teaching would start at 3 pm.

6     **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 25 January 2023.