

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

Date	Time	Venue
Wednesday, 25 January 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 (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, E Gray, Senior Committee Services Officer and J Barron and D Cunningham, both Assistant Committee Services Officers (all Finance & Resources).

### Representing Trades Unions

John Boylan (UNISON) and Kirsten Muat (GMB).

## 1 **Appointment of Chairperson**

It was proposed and agreed that Councillor Audrey Doig chair the meeting.

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

## 2 **Apologies**

L Kilicaslan, Senior Manager for CAH Services, Renfrewshire Health and Social Care Partnership; G Cochrane, UNITE; A Canning and G McLean (both GMB).

## 3 **Transparency Statement**

Councillor Mullin indicated that he had a connection to items 4, 5, 6 and 7 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, 6 and 7 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, 6 and 7 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.

## 4 **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 Joint Consultative Board (Non Teaching) on 15 November 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 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.

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

## 5 **Absence Statistics**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for quarter 2, 1 July to 30 September 2022

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 quarter of 2022 be noted.

## 6 **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 were a total of 10 grievances as at January 2023, which was a decrease of one case since the last meeting of this Board.

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

## 7 **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 December 2022 and detailing the capacity and Services in which they were engaged. The report advised that as at December 2022, 168 agency workers were employed across all Services, and that this was an increase of 28 agency workers since November 2022.

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

## 8 **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 15 March 2023.