

Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 05 June 2019	15:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

REPRESENTING RENFREWSHIRE COUNCIL MANAGEMENT - Councillor Tom Begg; Councillor Jim Harte; Councillor John McNaughtan; Councillor Jim Paterson; and Councillor Andy Steel.

REPRESENTING TRADE UNIONS - M McIntyre (UNISON)

REPRESENTING APT & C STAFF - S Hicks (UNISON)

In Attendance

G McKinlay, Head of Schools (Childrens' Services); A Bennett, Housing Services Manager (Communities, Housing and Planning Services); E Scott, Building Services Operation Manager (Environment & Infrastructure); and R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

Apologies

S McAllister (UNITE); J McMenemy (GMB); and M Ferguson (UNISON)

Declarations of Interest

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

1 Appointment of Chairperson

It was proposed and agreed that S Hicks chair the meeting.

DECIDED: That S Hicks chair the meeting.

Additional Item

The Chairperson indicated that there was an additional item relative to Grievances which had not been included in the notice calling the meeting. The Chairperson, being of the opinion that the item, which was dealt with at item 5 below, was competent and relevant, authorised its consideration.

2 Minute of Previous Meeting

There was submitted the Minute of the previous meeting of the Joint Consultative Board (Non-teaching) held on 27 March 2019.

Under reference to paragraph 4, Children's Services – ASNA Review and Administration of Medicines, S Hicks intimated that as ongoing engagement had not yet resolved the matter, employees may commence a boycott of duties should a swift resolution not be forthcoming. It was noted that no specific trigger or date for commencement of such a boycott was available.

DECIDED:

(a) That the Minute be approved; and

(b) That information about a potential boycott of duties be noted.

3 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to developments in health, safety and well-being activities that had taken place since the last meeting of this Board on 27 March 2019. A copy of the 2018/19 End of Year Report on the Health and Safety activities within Renfrewshire was appended to the report for information.

The report highlighted progress made by Council services to reduce accident/incidents and ill health and demonstrated commitment to ensuring the health, safety and wellbeing of employees.

Progress to identify suitable venues/locations where staff such as home care workers could take work breaks safely and the challenges presented by this task were also noted.

DECIDED: That the report and information provided be noted.

4 Agency Workers

There was submitted a report by the Director of Finance & Resources relative to the service area, job category and number of agency workers employed by the Council as at April 2019. The report advised that 117 agency workers were employed across all services.

DECIDED: That the report be noted.

5 Grievance Report

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 indicating that there was a total of 14 grievances as at May 2019, which was an increase of two since March 2019.

It was noted that one grievance, currently at the informal stage, was racial in nature.

DECIDED: That the report be noted.

6 Absence Statistics – 1 October 2018 to 31 March 2019

There was submitted a report by the Director of Finance & Resources relative to absence statistics by service and by category of staff.

The overall absence rate was 2.84 days lost per full-time equivalent (FTE) employee, 0.15 days above the target of 2.69 days. The absence level for teachers was 1.87 days lost per FTE employee, 0.43 below the target of 2.30 days.

The report advised that psychological (non-work related) and musculoskeletal and joint disorders continued to be the illness categories causing the highest levels of absence. The report also detailed the range of support services available to assist attendance at work.

It was noted that the provision of e-bikes was being considered as part of the employee benefits scheme and the provision of gender-neutral facilities, whilst not in great demand, would be addressed as required.

DECIDED: That the report be noted.

7 Date of Next Meeting

The next meeting of the Joint Consultative Committee (Non-teaching) was scheduled to take place at 3.30 pm on 4 September 2019.

DECIDED: It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3.30 pm on 4 September 2019.