

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

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

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

### In Attendance

C Dalrymple, Head of Facilities & Property Management (Environment & 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 and R Devine, Committee Services Officers (all Finance & Resources); and K Hampsey, Strategic Business Delivery Manager (Renfrewshire Social Care Partnership).

### Representing Trade Unions

J Boylan, M McIntyre and S Hicks (all UNISON).

### 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 management-side and trade unions it was proposed and agreed that John Boylan (UNISON) chair this meeting of the JCB Non-Teaching.

**DECIDED:** That John Boylan (UNISON) chair this meeting.

### Apologies

M Ferguson, Unison; K Muat and A Canning, both GMB; G Cochrane, UNITE.

## **Declarations of Interest**

Councillor Gilmour indicated that he had a connection to items 4, 5, 6, 7, 8 and 9 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, 7, 8 and 9 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, 7, 8 and 9 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 25 January 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 848 courses delivered across the Council.

The report stated that during the period there had been three visits from the Health & Safety Executive, one in relation to the household waste intervention programme and two in connection with the management of asbestos in schools' intervention programme. In addition there had been two meetings with Scottish Fire and Rescue Service, as a result of attendance resulting from 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 ways of 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 nine grievances as at March 2023, a decrease of one case 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 March 2023 and detailing the capacity and Services in which they were engaged. The report advised that as at 1 March 2023, 228 agency workers were employed across all Council Services, a reduction of nine agency workers since December 2022. RHSCP employed 177 of those agency workers.

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

## 4 **Right for Renfrewshire**

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 within Services proposed as part of the Right for Renfrewshire initiative. In this connection it was proposed that regular update reports be submitted to future meetings of the JCB Non-Teaching. To address the situation the HR Manager proposed that a standing item be included on the agenda of future Joint Trade Union Liaison meetings. This was agreed.

**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.

## 5 **Home Care Review**

The UNISON representatives expressed concern in relation to the commissioning, in some areas of Renfrewshire, of care at home services from the third sector. The Strategic Business Delivery Manager, Renfrewshire Social Care Partnership made reference to the relevant framework agreements in place and outlined reasons why the external commissioning of services was utilised.

**DECIDED:** That the information provided be noted.

## 6 **Soft Facilities Management**

The UNISON representatives expressed concern in relation to the review of the Soft Facilities Management function, making reference to rumours circulating that the function was to be contracted out to Amey plc. The Head of Facilities & Property Management (Environment & Infrastructure) provided assurances that the rumours were false.

**DECIDED:** That the information provided be noted.

## 7 **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 24 May 2023.