

Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 11 November 2020	15:00	Microsoft Teams Platform,

Present

Representing Renfrewshire Council Management - Councillors T Begg, J Harte, J McNaughtan, J Paterson and A Steel.

Representing Trade Unions – M Ferguson, S Hicks, K Kernachan and M McIntyre (UNISON); and J O'Connell and R Stewart (Unite).

In Attendance

G McKinlay, Head of Schools (Children's Services); A Bennett, Housing Services Manager (Communities, Housing & Planning Services); D Gillies, Head of Facilities Management and L Rennie, Operations Manager (both Environment & Infrastructure); L Neary, Head of Transformation HR & OD, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, G Dickie, Partnering & Commissioning Manager, D Pole, End User Technician, M Conaghan, Legal & Democratic Services Manager and R Devine and T Slater, both Senior Committee Services Officers (all Finance & Resources); and L Kilicaslan and L Cameron (both Renfrewshire Health & Social Care Partnership).

RECORDING

Prior to the commencement of the meeting members were reminded that this meeting would be recorded and that the recording would be available to watch on the Council's website.

Appointment of Chairperson

It was proposed and agreed that M Ferguson, UNISON, chair the meeting.

DECIDED: That M Ferguson, UNISON, chair the meeting.

Declarations of Interest

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

1 Developments in Health, Safety and Wellbeing

There was submitted a report by the Director of Finance & Resources relative to activity undertaken in relation to health, safety and wellbeing issues since the previous meeting of the JCB Non-Teaching.

The report focussed on actions and activities undertaken to support the Council's response and recovery plans. Furthermore, it was highlighted that the Health & Safety team had been an integral part of the Council's emergency management team providing guidance as documents had been released by the UK and Scottish Governments, the NHS and Health Protection Scotland. It was noted that consultation and collaboration had been undertaken with the trade unions to ensure the health and wellbeing of those involved in activities. The support and collaboration of the trade unions in tackling the challenging situation was acknowledged by members of the Board. During discussion the UNISON representatives indicated that arrangements were in place to distribute, to their members at individual workplaces that were operating, Covid-19 Care packs, comprising face coverings, hand sanitiser and hi-vis armbands.

The report also detailed guidance and policies that had been reviewed and/or issued, outlined the support provided to front line services in the delivery of emergency and prioritised work and to employees with underlying health conditions to ensure a safe return to work. Updates were also provided in respect of activity undertaken relative to the evaluation of contractors' health and safety documentation, submitted as part of the procurement process, Freedom of Information enquiries, supporting employees, via the employee counselling service, throughout the different phases of the pandemic, the dissemination of guidance and communications to employees and the review of arrangements for Renfrewshire House.

It was also highlighted that an essential element of the workload for the Health & Safety team had been undertaking site visits and the inspection of all high schools, primary schools, early learning centres and nurseries. It was highlighted that although scheduled meetings of the Corporate Health and Safety Committee had been suspended due to the pandemic weekly meetings with the trade unions continued to take place.

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. The report indicated that there was a total of 11 grievances as at November 2020. Members noted that the number of overall grievances remained the same from the previous report in August, although some had been resolved while other new

grievances had been lodged.

It was noted that relationship issues between employees had been identified as a trend when analysing reasons for grievances. Early intervention was used to resolve workplace grievances and trained mediators were available to help resolve matters if required.

DECIDED: That the report be noted.

3 Care at Home - Staff Rest Break Facilities and Uniform Provision (Update)

There was submitted a report by the Operations Manager Care at Home, Renfrewshire Health & Social Care Partnership relative to activity undertaken in response to Covid-19 and specifically the issues raised at the previous meeting in connection with provision of staff break facilities and additional uniforms.

The report stated that historically, home care workers had accessed community amenities for rest breaks throughout their working day with no formal provision of such facilities. A network of resources was available via RHSCP care homes, Extra Care and Sheltered Housing provisions. Due to lockdown measures, there was no access for non-essential visitors to these facilities resulting in them being unavailable for home care worker use. RHSCP had consequently explored alternative resources for rest break facilities to support staff whilst in the community and as a result Renfrew Day Centre, Montrose Day Centre and Johnstone Day Centre had been identified for use based on their availability, proximity, accessibility, infection control and cleaning arrangements. It was noted that these facilities could be accessed by home care workers between 8am and 9pm, seven days per week, for formal breaks and comfort breaks. In addition to the core facilities identified, three further facilities, Ralston Community Centre, Elderslie Village Hall and Hunterhill Community Centre, had been developed and also been made available.

It was highlighted that Care at Home services was working closely with the Council's Communities, Housing & Planning Services to utilise space within Rowan Court Housing Development for staff rest breaks in the longer term. The facility at Rowan Court would support employees in the the Lochfield area of Paisley, however renovation works required to be undertaken to the premises and these works had been commissioned. In the longer term, the resources currently identified would continue to be available for use by home care workers together with re-establishment of the resources previously available via Care Homes, Extra Care and Sheltered Housing developments when restrictions permitted.

The report advised that RHSCP operated Care at Home services was undergoing a review which addressed both the service delivery model and the supporting operational and management structure as part of the Older People Service Review Programme. As part of this review, Care at Home services was currently working towards an implementation of a Scheduling and Monitoring system which supported ensuring that planned breaks were in place for all staff and that resources were accessible within proximity of their working location. The target for this phase of work to be completed was June 2021. In addition, the report intimated that Care at Home services had been working with their designated uniform supplier to ensure that appropriate levels of uniforms were readily available for staff. Further stock requests had also been placed. It was noted that distribution of torches to home care workers

was also underway and a supply of snow grips was on order and would be issued to staff in due course.

During discussion the improvements regarding the supply of additional uniforms were acknowledged and it was agreed that the use of the break facilities by the Care at Home staff would continue to be monitored by the service going forward.

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 and Renfrewshire Health & Social Care Partnership as at September 2020 and detailing the capacity and Services in which they were engaged. The report advised that as at September 2020, 151 agency workers were employed across all Services, overall a reduction of seven agency workers from the previous report. It was noted that the use of agency workers had varied on a week to week basis during the pandemic. The Board acknowledged the commitment of the Health & Social Care workforce in undertaking additional effort in instances where the use of agency staff could potentially have increased the possibility of contamination.

In response to an enquiry the OD & Workforce Planning Manager indicated that details of the numbers of posts previously filled by agency workers which had subsequently secured employment with the Council would be provided to Unite.

DECIDED: That the report be noted.

5 Timetable of Meetings 2021

There was submitted a report by the Director of Finance & Resources relative to the proposed timetable of meetings for 2021.

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 four times per year. Following discussion with representatives of the management side and the trade union representatives it was proposed that the meetings of the JCB be held on 31 March, 2 June, 1 September and 10 November 2021. It was agreed that all future meetings of the JCB Non-Teaching start at 3pm or at the conclusion of the meetings of the Finance, Resources & Customer Services Policy Board held immediately beforehand.

DECIDED:

(a) That the proposed timetable of JCB Non-Teaching meeting dates for 2021, as detailed in the report, be approved; and

(b) That it be noted that all future meetings of the JCB Non-Teaching would start at 3pm or at the conclusion of the meetings of the Finance, Resources & Customer Services Policy Board held immediately beforehand.