

To: JCB Non-teaching

On: 4 September 2019

Report by: Director of Finance & Resources

Heading: Proposed amendment to JCB Constitution and Meeting arrangements for 2020

1. Summary

- 1.1 The constitution of the JCB Non-teaching stipulates the frequency of meetings of the Board, currently stating that “The Board meet as and when required but not less than six times per annum”.
- 1.2 A timetable of six meetings of the JCB Non-teaching for 2019 was approved at the meeting held on 5 September 2018. The meeting of the JCB Non-teaching scheduled to be held on 30 January 2019 was cancelled due to a lack of substantive business to be considered.
- 1.3 Following discussion with the representatives of the management side and the trade union representatives on the Board it is proposed that the constitution of the JCB Non-teaching be amended to state that “the Board meet as and when required but not less than five times per annum.”
- 1.4 In addition, arrangements for meetings of the JCB Non-Teaching during 2020 now require to be considered and agreed by the Board. Members of the JCB require to be members of the Finance Resources & Customer Services Policy Board and consequently meetings of the JCB are timetabled to be held on the same date as meetings of that

Policy Board. It is proposed that the start time for meetings of the JCB meetings be 3.30pm.

1.5 Following consultation it is proposed that meetings of the JCB Non-Teaching be convened on the following dates at 3.30 pm;-

- Wednesday 29 January 2020
- Wednesday 25 March 2020
- Wednesday 3 June 2020
- Wednesday 2 September 2020
- Wednesday 11 November 2020

2. **Recommendations**

2.1 That the constitution of the JCB Non-teaching be amended to state that “the Board meet as and when required but not less than five times per annum”; and

2.2 That the Board considers and, if appropriate, approves the proposed arrangements for meetings of the Board during 2020, as detailed in the report.

3. **Background**

3.1 Prior to April 2014 the constitution for the JCB Non-Teaching stated that the Board should meet “not less than four times per annum”. At the request of the trade union side it was agreed that the constitution be amended and the frequency of meetings of the Board be increased to “not less than six times per annum”. The rationale at that time was that the Board required to be kept informed about issues, such as job evaluation, single status, etc.

3.2 The timetable of JCB Non-teaching meetings for 2019 was approved on 5 September 2018. In accordance with the constitution, the Board was scheduled to meet at least six times during 2019.

3.3 Meetings of the Council’s Policy Boards are held five times a year. Elected members on the JCB Non-teaching require to also be members of the Finance Resources & Customer Services Policy Board. Accordingly, five of the six JCB meetings were arranged for the same dates as meetings of that Policy Board.

- 3.4 The meeting of the JCB Non-teaching scheduled to be held on 30 January 2019 was cancelled due to a lack of substantive business to be considered.
- 3.5 Paragraph 9 of the constitution indicates that the constitution can be altered by agreement between the Council and the relevant Trade Unions, subject to the matter being submitted for discussion at a meeting of the JCB and agreement being reached.
- 3.6 Following consultation with representatives of both the trade union and management sides of the JCB Non-teaching it is the consensus that it would now be appropriate to consider amending the constitution for the JCB Non-teaching to state that “the Board meet as and when required but not less than five times per annum”. If the Board agreed the proposal the change would be implemented with immediate effect.
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Implications of the Report

1. **Financial** – *none*.
2. **HR & Organisational Development** -*none*.
3. **Community Planning** - *none*.
4. **Legal** – *none*.
5. **Property/Assets** - *none*.
6. **Information Technology** – *none*.
7. **Equality & Human Rights** – *Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals’ human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council’s website.*
8. **Health & Safety** – *none*.
9. **Procurement** – *none*.
10. **Risk** – *none*.

11. **Privacy Impact** – *none*

11. **COSLA position** – *none*

11. **Climate Risk** – *none*

List of Background Papers

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