

Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 30 March 2022	15:00	Via Teams Platform,

Present: Councillor Tom Begg, Councillor John McNaughtan, Councillor Jim Paterson, Councillor Andy Steel

Representing Trade Unions

John Boylan, Stephen Hicks (UNISON); Kirsten Muat, Ann Canning (GMB).

In Attendance

D Kerr, Service Co-ordination Manager (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; P Shiach, Senior Committee Services Officer, K O'Neill, Assistant Democratic Services Officer and D Cunningham, Assistant Committee Services Officer (all Finance & Resources).

Recording of Meeting

Prior to the commencement of the meeting the Chair intimated that this meeting would be recorded for subsequent broadcast via the Council's internet site.

1 **Appointment of Chair Person**

It was proposed and agreed that John Boylan (UNISON) chair the meeting.

DECIDED: That John Boylan chair the meeting.

2 **Apologies**

L Kilicaslan, Senior Manager for CAH Services, Renfrewshire Health and Social Care Partnership; M Ferguson (UNISON); G McLean (GMB).

3 **Declarations of Interest**

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

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 JCB (Non-Teaching) on 2 February 2022.

The report focused on the actions and activities that continued to support the Council's response and recovery plans. The Health and Safety team was an integral part of the council's emergency management team, providing clear guidance as documents had been released from the UK and Scottish Governments, NHS and Health Protection Scotland. The team linked with fellow colleagues in other local authorities to share knowledge and introduce any new learning to The Council's guidance and procedures.

The Health & Safety Team continued to work collaboratively with key stakeholders, ensure risks were assessed, review policies and guidance, support front line services in the delivery of emergency and prioritised work, support Vaccination Centres, support employees throughout the different phases of the pandemic, evaluate contractor's and supplier's health and safety documentation when applying for contracts, respond to Freedom of Information requests and insurance claims, support services to ensure stocks of PPE were maintained, produce health and wellbeing guidance to support eh workforce, and review all injury accidents occurring within the Council activity.

The revised Occupational Health contract arrangements were discussed.

DECIDED: That the report be noted.

5 **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 four grievances as at March 2022, which was a reduction of two cases since the last meeting in February 2022.

DECIDED: That the report be noted.

6 **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 of March 2022 and detailed the capacity and services in which they were engaged.

The report advised that as of March 2022, there were 115 Agency Workers employed across all services and 109 Agency Workers employed across Renfrewshire Health and Social Care Partnership and this was a reduction of 13 workers since the last meeting in February 2022.

The Joint Consultative Board (Non-Teaching) advised that recruitment fayres were being held with the aim of filling various vacant posts with staff appointed under the Council's terms and conditions.

DECIDED: That the report be noted.

7 **Date of Next Meeting**

DECIDED: That it be noted that the date of the next meeting of the JCB (Non-Teaching) was scheduled to be held at 3pm on 15 June 2022.