

Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 10 November 2021	15:00	Microsoft Teams Platform,

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

Representing Trade Unions

J Boylan, S Scott, K Kernachan, S Hicks and L Cameron (UNISON)

In Attendance

G McKinlay, Head of Schools (Children's Services) D Gillies, Head of Facilities Management and D Kerr, Service Co-ordination Manager (both Environment & Infrastructure); R Laouadi, HR Manager; R Cree, OD & Workforce Planning Manager; G Campbell, Principal HR & OD Advisor; D Pole, End User Technician, R Devine, Senior Committee Services Officer and J Barron, Assistant Committee Services Officer (all Finance & Resources) and L Kilicaslan, Senior Manager for CAH Services (Renfrewshire Health & Social Care Partnership).

Appointment of Chairperson

It was proposed and agreed John Boylan chair the meeting.

DECIDED: That John Boylan chair the meeting.

Apologies

Councillor Paterson, Steven Fanning (Principal HR & OD Advisor) and Mark Ferguson (UNISON).

Declarations of Interest

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

1 **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 September 2021 and detailing the capacity and Services in which they were engaged. The report advised that as at September 2021, 162 agency workers were employed across all Services, and that this was a reduction of 18 agency workers since August 2021.

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 were a total of two grievances as at August 2021, which was a reduction of 6 cases since the last Board.

DECIDED: That the report be noted.

3 **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 on 31 August 2021.

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

The Health and Safety team, as part of the wider HR and OD team, had worked collaboratively with all key stakeholders, including the Trade Unions, across the council and external partners such as the NHS, to ensure that any activities being undertaken were risk assessed. More importantly the controls being reviewed in line with any changes to the guidance including COVID levels as they emerged to ensure employees and clients health, safety, and wellbeing. With the move to beyond National strategic level 0. The Team had been actively involved in work with services to assist in a planned and managed response to work in accordance with guidance. Working from home was still the preferred option for some employees wherever possible. The Corporate Health & Safety Committee meetings had been reinstated, it had met three times this year and its final meeting was planned for early December 2021. The Committee members had been consulted on several new documents including Health and Wellbeing at work, Legionella Guidance and the review of

Drones.

DECIDED: That the report be noted.

4 **Timetable of Meetings 2022**

There was submitted a report by the Director of Finance & Resources relative to the proposed timetable of meetings for 2022.

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 five times per year. Following discussion with representatives of the management side and the trade union representatives it was proposed that meetings of the JCB Non-Teaching be held on 2 February, 30 March, 15 June, 31 August and 9 November 2022. It was agreed that all future meetings of the JCB Non-Teaching start at 3 pm or at the conclusion of the meeting of the Finance, Resources & Customer Services Policy Board held immediately beforehand.

DECIDED:

(a) That the proposed timetable for the JCB Non -Teaching meeting dates for 2022, detailed in the report, be approved; and

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

5 **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 2 February 2022.