

Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 04 September 2019	15:30	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

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

Representing APT&C Staff

M McIntyre and S Hicks (UNISON).

In Attendance

G McKinlay, Head of Schools (Children Services); A Bennett, Housing Services Manager (Communities, Housing & Planning Services); D Kerr, Service Co-ordinator Manager (Environment & Infrastructure); and L Neary, Head of Transformation HR & OD, R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR Adviser (Health Safety and Absence) and R Devine, Senior Committee Services Officer, (all Finance & Resources).

Apologies

Councillor J Harte, C O'Byrne (UNISON) and J McMenemy (GMB).

Declarations of Interest

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

1 Appointment of Chairperson

It was proposed and agreed that Councillor Steel chair the meeting.

DECIDED: That Councillor Steel chair the meeting.

2 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.

The report detailed training undertaken, policies and guidance currently under review and outlined support provided to Services to assist with (i) development of Annual Action Plans in terms of the Corporate Strategy for Health, Safety and Wellbeing 2019/22; (ii) the review of fire arrangements for Renfrewshire House and (iii) the evaluation of contractor's health and safety documentation submitted as part of the procurement process. Updates were also provided in respect of the Healthy Working Lives initiative, Freedom of Information enquiry information and the development of health, safety and wellbeing inspection and audit tools utilising the Survey 123 application.

DECIDED: That the report be noted.

3 Absence Statistics

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the period 26 March to 24 June 2019.

The report provided information in relation to absence targets and how Services and categories of staff had performed against them. An analysis of reasons for absence for the period was included within the report. Information was also provided on supporting attendance activity levels, by Service, sick pay costs and the overall number of days lost during the period to 24 June 2019 together with comparative data for previous years.

DECIDED: That it be noted that the report reflected the absence statistics for the period 26 March to 24 June 2019.

4 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 16 grievances as at August 2019, which was an increase of two from the previous report considered by the Board.

DECIDED: That the report be noted.

5 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 July 2019 and detailing the capacity and Services in which they were engaged. The report advised that as at July 2019, 101 agency workers were employed across all Services.

DECIDED: That the report be noted.

6 Timetable of Meetings

There was submitted a report by the Director of Finance & Resources relative to the proposed amendment of the JCB Non-Teaching constitution and detailing a proposed timetable of meetings for 2020.

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 six times per year. Following discussion with representatives of the management side and the trade union representatives it was proposed that the constitution be amended to state that the Board meet as and when required but no less than five times per annum. It was further proposed that meetings of the JCB be held on 29 January, 25 March, 3 June, 2 September and 11 November 2020. It was agreed following discussion that all future meetings of the JCB Non-Teaching start at 3pm.

DECIDED:

(a) That the constitution of the JCB Non-Teaching be amended to state that the Board meet as and when required but no less than five times per annum:

(b) That the proposed timetable of JCB Non-Teaching meeting dates for 2020, as detailed in the report, be approved; and

(c) That all future meetings of the JCB Non-Teaching start at 3pm.

7 Date of Next Meeting

DECIDED: It was noted that the next meeting of the Joint Consultative Board Non-Teaching was scheduled to be held at 3pm on Wednesday, 13 November 2019.