

## Minute of Meeting Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Wednesday, 31 August 2022	15:00	Council Chambers/Hybrid Meeting,

**Present:** Councillor Fiona Airlie-Nicolson, Councillor Audrey Doig, Councillor Chris Gilmour, Councillor Lisa-Marie Hughes, Councillor Sam Mullin

### Representing Trade Unions

John Boylan, Margaret McIntyre and Morag McGuire (all UNISON); Kirsten Muat (GMB); and Gordon Cochrane (UNITE).

### In Attendance

D Kerr, Service Co-ordination Manager (Environment & Infrastructure); and M Boyd, Head of HR & OD, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, D Pole, End User Technician, E Gray, Senior Committee Services Officer and J Barron and D Cunningham, both Assistant Committee Services Officers (all Finance & Resources).

### Recording of Meeting

Prior to the commencement of the meeting the Chair intimated that this meeting would be filmed for live or subsequent broadcast on the Council's internet site.

### Apologies

L Kilicaslan, Senior Manager for CAH Services, Renfrewshire Health and Social Care Partnership; L Cameron (UNISON).

## **Transparency Statement**

Councillor Mullin indicated that he had a connection to items 4, 5 and 6 of the agenda as he was a member of the GMB Union. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Gilmour indicated that he had a connection to items 4, 5 and 6 of the agenda as he was a member of the Unite Union. However, he indicated that he had applied the objective test and did not consider he had an interest and intimated that it was his intention to remain in the meeting and to take part in any discussion or voting thereon.

Councillor Hughes indicated that she had a connection to items 4, 5 and 6 of the agenda as she was a member of the Unite Union. However, she indicated that she had applied the objective test and did not consider she had an interest and intimated that it was her intention to remain in the meeting and to take part in any discussion or voting thereon.

### **1 Appointment of Chair Person**

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

**DECIDED:** That Councillor Doig chair the meeting.

### **2 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 30 March 2022.

The report advised that a risk-based review of all policies and guidance documents was under way, it would prioritise a refresh of the documents in line with statutory compliance as well as business needs.

The report intimated that the Corporate Health and Safety Committee met on 16 June 2022. The Committee members had consulted on wellbeing and Display Screen Equipment issues as well as discussing other issues including service's annual reports.

Online training had been undertaken on a case-by-case basis as well as Toolbox Talks on-site, this included fire safety and accident investigation.

The revised sleeping risk fire risk assessment had been adopted by the Health & Social Care Partnership and Children's Services for their respective properties. Strathclyde Fire and Rescue had been involved in the process.

The Health and Safety team continued to produce health and wellbeing guidance and

campaigns to support the workforce. Further discussions were ongoing as how best to provide information, guidance, and support to staff. A significant focus had been on working with OneRen on their forthcoming well-being day.

There had been support for Building Services and Housing colleagues with needlestick injury training. This had been linked to the review of the Council's blood borne virus risk assessment documentation.

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

**DECIDED:** That the report be noted.

### 3 **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 nine grievances as at August 2022, which was an increase of two cases since May 2022.

**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 as of July 2022 and detailed the capacity and services in which they were engaged.

The report advised that as of July 2022, there were 57 Agency Workers employed across all services and 92 Agency Workers employed across Renfrewshire Health and Social Care Partnership and this was a reduction of 15 workers since May 2022.

**DECIDED:** That the report be noted

### 5 **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 9 November 2022.