

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

Date	Time	Venue
Wednesday, 01 September 2021	15:00	Microsoft TEAMS Platform,

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

### Representing Trade Unions

J Boylan, S Scott, L Cameron and M McIntyre (UNISON) and G Cochrane (UNITE).

### In Attendance

G McKinlay, Head of Schools (Children's Services) D Kerr, Service Co-ordination Manager and J Brown, Lead Facilities Manager (Soft Services) (both Environment & Infrastructure); R Laouadi, HR Manager, R Cree, OD & Workforce Planning Manager, S Fanning, Principal HR & OD Adviser, D Blair, Senior Health & Safety Officer, D Pole, End User Technician, R Devine, Senior Committee Services Officer and J Barron, Assistant Committee Services Officer (all Finance & Resources).

### Appointment of Chairperson

It was proposed and agreed Councillor Steel chair the meeting.

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

### Recording of Meeting

Prior to the commencement of the meeting members were reminded that this meeting would be recorded and that the recording would be available to watch on the Council's website.

## 1 **Apologies**

M Ferguson and S Hicks (both UNISON) and C O'Byrne, L Kilicaslan and C Lavery (all Renfrewshire Health & Social Care Partnership).

## 2 **Declarations of Interest**

There were no declarations of interest.

## 3 **Absence Statistics**

There was submitted a report by the Director of Finance & Resources relative to the Council's absence statistics for the year 2020/2021 and for the period ending 30 June 2021.

The report provided information in relation to absence targets and how Services and categories of staff had performed against them. An analysis of the reasons for absence for the period was included within the report. Information was also provided on supporting attendance activity levels by Service and the overall number of days lost.

**DECIDED:** That the reports on absence statistics for the first quarter of 2020/21 be noted.

## 4 **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.

The report focused on the actions and activities 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 NHS, and Health Protection Scotland. The team linked with fellow colleagues in other local authorities to share knowledge and introduce any new learning to our 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 Trades 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 and Safety Committee meetings had been reinstated. The next meeting would be held in September 2021 on the Microsoft TEAMS platform.

**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 8 grievances as at August 2021.

**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 at July 2021 and detailing the capacity and Services in which they were engaged. The report advised that as at July 2021, 137 agency workers were employed across all Services, and that this was a reduction of 22 agency workers since June 2021.

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

## 7 **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 10 November 2021.