

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

Date	Time	Venue
Wednesday, 05 September 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Representing Renfrewshire Council Management - Councillors T Begg, J Harte, J McNaughtan, J Paterson and A Steel.

Representing Trade Unions – J Boyla, L Glover, M McIntyre, K Kernachan and S Hicks (UNISON) and S McAllister (Manual Workers Spokesperson); and J McMenemy (GMB).

### In Attendance

G McKinlay, Head of Schools (Children Services); G Hannah, Acting Head of Operation & Infrastructure (Environment & Infrastructure); 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); and P McCulloch, Renfrewshire Health and Social Care Partnership.

### Apology

M Ferguson (UNISON).

### Declarations of Interest

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

### Appointment of Chairperson

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

**DECIDED:** That J Boylan 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, advised that health, safety and wellbeing inspection and audit tools continued to be developed and outlined support provided to Services to assist with (i) the retention of accreditation to BS OHSAS 18001-2007; (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 provided in respect of the Healthy Working Lives initiative, Freedom of Information enquiry information, the Corporate Health and Safety Committee and events which the section had supported to ensure they were safe, controlled and enjoyable.

**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 1 April to 30 June 2018. 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 in the report. Information was also provided on supporting attendance activity levels by service and costs of sick pay and the overall number of days lost for Quarter 1, ending 30 June 2018 and for the equivalent quarters in previous years

It was highlighted that all Services had identified a senior manager who would act as an absence champion and devise, implement and manage bespoke strategies that would support attendance within the Service.

**DECIDED:** That it be noted that the report reflected the absence statistics for the period 1 April to 30 June 2018.

## **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 12 grievances as at August 2018, which was an increase of 3 from the previous report.

**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 2018 and detailing the capacity and service in which they were engaged. The report advised that as at the end of July 2018 95 agency workers had been employed across all services.

It was agreed that details of the number and types of apprentices employed by the Council would be submitted to a future meeting of the JCB Non-Teaching.

**DECIDED:** That arrangements be made to submit details of the number and types of apprentices employed by the Council to a future meeting of the JCB Non-Teaching and that otherwise the report be noted.

## **6 Timetable of Meetings 2019**

There was submitted a report by the Director of Finance & Resources relative to a proposed timetable of meetings for 2019 for the JCB Non-Teaching for 2019. It was proposed that meetings be held at 3.30pm on 30 January, 27 March, 5 June, 4 September, 13 November and 11 December 2019.

**DECIDED:** That the proposed timetable of meetings for 2019, as detailed in the report, be approved.

## **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 3 pm on Wednesday, 14 November 2018.