

Notice of Meeting and Agenda Joint Consultative Board (Non-Teaching)

| Date | Time | Venue |
|-----------------------------|-------|----------------------------------|
| Wednesday, 08 November 2023 | 15:00 | Council Chambers/Hybrid Meeting, |

MARK CONAGHAN
Head of Corporate Governance

Membership

Councillor Audrey Doig (Convener): Councillor Fiona Airlie-Nicolson (Depute Convener):

Councillor Chris Gilmour: Councillor Lisa-Marie Hughes: Councillor Sam Mullin:

Representing APT&C Staff

M Ferguson (and 5 APT&C Staff)

Representing Manual Workers

Manual Spokesperson (and 4 Representatives of Manual Trade Unions)

Hybrid Meeting

Please note that this meeting is scheduled to be held in the Council Chambers. However, it is a hybrid meeting and arrangements have been made for members to join the meeting remotely should they wish.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email
democratic-services@renfrewshire.gov.uk

Items of business

Appointment of Chairperson

Apologies

Apologies from members.

Declarations of Interest and Transparency Statements

Members are asked to declare an interest or make a transparency statement in any item(s) on the agenda and to provide a brief explanation of the nature of the interest or the transparency statement.

- | | | |
|----------|---|----------------|
| 1 | Developments in Health, Safety and Wellbeing | 5 - 10 |
| | Report by Director of Finance & Resources. | |
| 2 | Details of Grievances | 11 - 12 |
| | Report by Director of Finance & Resources. | |
| 3 | Agency Workers | 13 - 14 |
| | Report by Director of Finance & Resources. | |
| 4 | Timetable of Meetings for 2024 | 15 - 18 |
| | Report by Director of Finance & Resources. | |
| 5 | Date of Next Meeting | |



To: Joint Consultative Board: Non-Teaching

On: 8 November 2023

Report by Director of Finance and Resources

Heading: Developments in Health, Safety and Wellbeing

1. Summary

This report outlines the developments which have taken place since the last meeting of the Joint Consultative Board: Non-Teaching in August 2023.

2. Recommendations

- 2.1 This report is for information only and to note that this is a retrospective record of health, safety and well being activities undertaken by Finance and Resources, HR, Health and Safety tea and other council services.
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3. Background

The report below incorporates actions and activities that continue to support the council's new ways of working plans.

We continue to work closely with the Communications Team to ensure key messages to managers and employees are issued timeously to remind them of the requirements to keep safe.

- 3.1 A risk-based review of all our policies and guidance documents is under way and we continue to review the documents in line with statutory compliance as well as business needs. As part of this process, we collaborate with the Trade Unions and service representatives. The topics that are currently being progressed include:

- Manual handling guidance
 - Alcohol and substance use
 - Violence and aggression in the workplace guidance
 - Risk assessment guidance
 - Lone working guidance
 - Control of Substances Hazardous to Health
- 3.2 The Health and Safety team continue to evaluate contractor's and supplier's health and safety documentation when they apply for contracts with Renfrewshire Council. Since the last meeting we have assessed **8** high risk contracts and **5** low risk contracts.
- 3.3 There has been two meetings with Scottish Fire and Rescue (SFR) since the last JCB.
- 3.4 The team continue to progress the arrangements, through the corporate working group for Unwanted Fire Alarm Signals. Significant progress has been made both in terms of understanding the needs of the estate and in raising awareness to the occupiers.
- 3.5 The Health and Safety team continue to carry out a review of our blood borne virus documentation, and this has been supported by additional further face-to-face training courses within the Housing team during September. Health and Safety have risk assessed some of the priority groups in the council who need Hepatitis B vaccinations. The programme has already commenced in selected schools and the building services programme is also well advanced. For the latter, Hepatitis A vaccinations are also required for some higher risk staff. We are currently reviewing risk assessments with social care staff from the HSCP. This vaccination programme is managed with our Occupational Health provider.
- 3.6 The Health and Safety team continue to support the new ways of working arrangements being developed across the council. We are currently concentrating on the Renfrewshire House activities.
- 3.7 The Health and Safety team continue to support the Council's construction activities though scheduled monthly meetings with the Property Services team. Since the last JCB meeting, the team continue to be involved in meetings/site visits for the Paisley Town Hall project, the Paisley Arts Centre project, Dargavel School, Paisley Grammar project, Park Mains School, City Deal activities as well as other smaller projects within the school estate.
- 3.8 The Health and Safety team continue to support the recent HSE intervention at the Underwood Road Depot and household waste recycling centre upgrades.
- 3.9 The Council's health surveillance programme continues to be delivered through our OH supplier. The school crossing patrollers health checks are in the process of being delivered. The flu vaccination programme is being planned as well as nightshift workers health checks.

- 4.0 Since the 1 April 2023 there have been 3968 employees attending the following courses.

| Course | Completions |
|--|-------------|
| Waste Recycling in Schools & Nurseries | 30 |
| Promoting Positive Behaviour Legislation and Guidance | 50 |
| Display Screen Awareness DSE | 1142 |
| Ladder Safety Awareness | 95 |
| Using the Lifepak Defibrillator | 39 |
| Remote Health and Safety Module | 17 |
| Manual Handling Module | 100 |
| Fire Module | 155 |
| Supporting Employees Experiencing Domestic Abuse | 28 |
| Accident & Incident Reporting (RIDDOR) | 103 |
| Guidance on Food and Drink in Schools (Scotland) Regulations 2020 | 30 |
| Evacuation Process Renfrewshire House | 799 |
| Promoting Positive Behaviour in the Workplace (module 1) - Risk; Rights & Responsibilities | 124 |
| Violence and aggression at work | 264 |
| Fire Warden Training | 250 |
| Fire alarm Investigation (new) | 684 |
| Sharps Awareness (new) | 31 |
| Stress awareness and risk assessment (new) | 27 |

- 4.1 The Health and Safety Team are regularly requested to respond to FOIs on behalf of the council in relation to health and safety issues. Twelve have been processed in this period. The nature of the FOIs continue to be complex requests, and this requires further collaboration with our Businessworld colleagues.
- 4.2 Since 1 April 2023, there have been 1434 incidents recorded on Businessworld. Violence and Aggression and Slips, trip and falls on same level continue to be our biggest presenting issues. The Health and Safety Team monitor incidents and work with Services to develop interventions to reduce injury and ill health.
- 4.3 The Health and Safety team continue to support the Events team and are currently working on the Halloween event to ensure it is planned and delivered, safely and effectively.
- 4.4 The Health and Safety team continue to innovate and have commenced utilising Survey123 as an online App allowing the recording of inspection/visits live onsite. Further development continues.

Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health, claims and the costs associated with this.
2. **HR & Organisational Development** - This report supports the Council's commitment to the health, safety and well being of Renfrewshire Council employees.
3. **Community Planning –**
 - Community Care, Health & Well-being** - We will improve the physical and emotional wellbeing of staff across services through the Healthy Working Lives programme.
 - Empowering our Communities** - We will promote learning and encourage employees to fulfil their individual potential and ensure that the council delivers high-quality services in the most effective and efficient way to meet the needs of local people.
 - Greener** - The E-management system will reduce the amount of paper used for risk assessment and accident forms.
 - Safer and Stronger** - Facilitating the health, safety, and wellbeing of our employees by ensuring that appropriate policies and procedures are developed and adhered to, and that all legal requirements for health and safety are fulfilled.
4. **Legal** - This report will support the Council's continued compliance with current health and safety legislation.
5. **Property/Assets** – Ensures compliance.
6. **Information Technology** - The E-management systems require to be facilitated through the Council's email server system.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website. (Report author will arrange this).
8. **Health & Safety** - This document supports and demonstrates the council's commitment to ensuring effective health, safety and well being management.
9. **Procurement** – Demonstrates compliance and governance.
10. **Risk** – low impact as legal and statutory requirements are being maintained.
11. **Privacy Impact** – not applicable to this report.
12. **Climate Risk** - none

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**RENFREWSHIRE COUNCIL - JOINT CONSULTATIVE BOARD (Non-teaching)
OCTOBER 2023**

DETAILS OF GRIEVANCES (Informal stages onwards)

| SERVICE | INFORMAL STAGE | FORMAL STAGE 1 | FORMAL STAGE 2 | TOTAL 10/23 | TOTAL 08/23 |
|--|----------------|----------------|----------------|-------------|-------------|
| Chief Executives Service | 0 | 0 | 0 | 0 | 0 |
| Environment, Housing & Infrastructure Services | 1 | 2 | 0 | 3 | 1 |
| Children's Services | 0 | 2 | 0 | 2 | 3 |
| Health & Social Care Partnership | 1 | 1 | 0 | 2 | 5 |
| Finance & Resources | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 2 | 5 | 0 | 7 | 9 |

(Information as at October 2023)

Operation of the Grievance Procedures -

The time limits below may be modified by mutual consent. It is also noted that, depending on the complexity of the issue, reasonable time should be allowed to ensure the issue is investigated as fully as possible.

If a supervisor has been unable to provide a remedy or the employee is dissatisfied with the response to the informal stage the employee can pursue the grievance to formal stage 1. On receipt of the paperwork a meeting will be arranged (but not necessarily take place) within 5 working days. Following the meeting, a written reply will be made to the employee as soon as possible, but in any event, within 5 working days of the meeting taking place.

| AGENCY WORKERS - OCTOBER 2023 | | | | | |
|---|--|---|--|--|---|
| Service | Job Title | Current Number of Renfrewshire Council Employees in this Role | Number of Agency Workers in this Role in July 2023 | Number of Agency Workers in this Role in August 2023 | Number of Agency Workers in this Role in September 2023 |
| Environment, Housing & Infrastructure Services | Cleaner / Facilities Operative | 555 | 0 | 0 | 1 |
| | Catering Asst | 15 | 13 | 11 | 9 |
| | Housekeeper | 97 | 9 | 14 | 12 |
| | Clerk of works | 17 | 1 | 1 | 1 |
| | Repairs & Maintenance Officer | 7 | 3 | 3 | 3 |
| | Electrician | 13 | 5 | 2 | 2 |
| | Maintenance Assistant | 0 | 1 | 1 | 1 |
| | Labourer | 1 | 1 | 1 | 1 |
| | Joiner | 36 | 6 | 3 | 2 |
| Transport | Bus Driver | 37 | 7 | 7 | 7 |
| Total for Environment & Infrastructure | | 778 | 46 | 43 | 39 |
| Finance & Resources | Building Surveyor | 5 | 1 | 1 | 1 |
| | Benefits Assessor | 20 | 4 | 3 | 3 |
| | CS Adviser | 29 | 6 | 5 | 3 |
| Total for Finance & Resources | | 54 | 11 | 9 | 7 |
| Renfrewshire Health & Social Care Partnership | Home Care Worker | 376 | 78 | 56 | 50 |
| | Care Asistant - Disability Resource Centre | 3 | 7 | 8 | 8 |
| | Social Care Assistant - Care Homes | 95 | 184 | 121 | 119 |
| | Social Worker | 117 | 2 | 1 | 3 |
| | Operational Manager RLDS & CMHT | 7 | 2 | 2 | 1 |
| | Adult Services co-ordinator | 44 | 1 | 1 | 1 |
| | Community Alarms Responder | 25 | 7 | 4 | 3 |
| | Discharge Assistant | 0 | 1 | 1 | 1 |
| | Occupational Therapist | 28 | 0 | 1 | 1 |
| Total for Renfrewshire Health & Social Care Partnership | | 695 | 282 | 195 | 187 |



To: JCB Non-Teaching

On: 08 November 2023

Report by: Director of Finance & Resources

Heading: Timetable of Meetings 2024

1. Summary

- 1.1 The JCB Non-Teaching requires to agree a timetable of meetings for 2024.
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2. Recommendation

- 2.1 That the Board considers and, if appropriate, approves the proposed arrangements for meetings of the Board during 2024 as detailed in the report.
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3. Background

- 3.1 The Constitution of the JCB Non-Teaching details the requirement of the Board to meet as and when required but not less than four times per year.
- 3.2 A timetable of Board meetings until the end of 2023 was agreed at the meeting of the Board held on 9 November 2022. Accordingly
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proposed arrangements for meetings of the JCB Non-Teaching during 2024 now require to be considered and agreed by the Board.

3.3 Following consultation it is proposed that meetings of the JCB Non-Teaching be convened on the following dates at 3pm:-

- Wednesday 8 February 2024
- Wednesday 18 April 2024
- Wednesday 13 June 2024
- Wednesday 19 September 2024
- Wednesday 21 November 2024

Implications of the Report

1. **Financial** - None.
2. **HR & Organisational Development** - None.
3. **Community/Council Planning** - None.
4. **Legal** - None.
5. **Property/Assets** - None.

6. **Information Technology** - None.
7. **Equality & Human Rights** - Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None
9. **Procurement** - None
10. **Risk** - None.
11. **Privacy Impact** - None
12. **Cosla Policy Position** - None
13. **Climate Risk** - None
14. **Fairer Scotland Duty** - None

List of Background Papers - None

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