

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

Date	Time	Venue
Wednesday, 06 June 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Jim Harte: Councillor Jim Paterson:

Councillor Andy Steel (Convener): Councillor John McNaughtan (Depute Convener):

Representing APT&C Staff

M Ferguson (and 5 APT&C Staff)

Representing Manual Workers

Manual Spokesperson (and 4 Representatives of Manual Trade Unions)

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 either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

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.

Items of business

Apologies

Apologies from members.

Declarations of Interest

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

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|----------|--|----------------|
| 1 | Developments in Health, Safety and Wellbeing | 5 - 8 |
| | Report by Director of Finance & Resources. | |
| 2 | Absence Statistics | 9 - 16 |
| | Report by Director of Finance & Resources. | |
| 3 | Details of Grievances | 17 - 18 |
| | Report by Director of Finance & Resources. | |
| 5 | Agency Workers | 19 - 20 |
| | Report by Director of Finance & Resources. | |
| 4 | Date of Next Meeting | |
| | The next meeting of the Joint Consultative Board Non-Teaching is scheduled to be held at 3pm on 5 September, 2018. | |



To: Joint Consultative Board: Non-Teaching

On: 6th June 2018

Report by: Alan Russell, 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.

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 the Finance and Resources, health and safety section and other council services.
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3. Background

This section of the report details the activities undertaken since the last JCB.

3.1 Policies and Guidance

The following guidance has been issued and placed on Renfo:

- First Aid Guidance including the use of defibrillators
- Corporate Policy on Health and Safety at Work

The following are awaiting final approval:

- Guidance on Accident, Incident and Violence & Aggression Reporting

- The Selection and Control of Contractors.

The following are under review:

- Control of Legionella Bacteria in Hot and Cold Water Systems
 - Alcohol and substance misuse
 - Control of Smoking at Work
 - Violence and aggression
 - Guidance on Fire Precautions for Renfrewshire Council Premises
- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next return visit is scheduled for June 2018.
 - 3.3 To support the Healthy Working Lives Gold award strategy, an awareness lunch time session on fats, salts, sugars, stress, violence and operational health and safety topics was undertaken. The intention is to run further sessions across the council estate.
 - 3.4 We continue to work closely with the risk and insurance section to identify accident causation type which could result in claims against the council. This may reduce the impact of claims to the council and raise the health and safety awareness amongst employees and managers.
 - 3.5 The health and safety section are continuing to work with services to review the fire arrangements within Renfrewshire House. A planned fire evacuation of Renfrewshire House was undertaken on 23rd April 2018. A review of the evacuation was undertaken and key learning and observation points have been placed on the Health, Safety and Wellbeing pages on the intranet. The health and safety section have developed a survey tool to enable feedback from the Renfrewshire House Fire wardens, with a view to expanding this to other council premises.
 - 3.6 The health and safety section continue to support the Town Centres Team and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. We have recently been actively involved in the operation and planning of the Beer and Food Festival, British Pipe Band Championship as well as the St. Mirren celebration event.
 - 3.7 The Corporate Health and Safety Committee met in April 2018. The new Terms of Reference for the committee was further discussed and will be finally agreed at the next meeting.
 - 3.8 As part of our corporate function in relation to the procurement process, the health and safety section, since January, have (at the time of writing) undertaken 38 High risk and 14 Low risk evaluations of contractor's health and safety documentation provided when applying for contracts with Renfrewshire Council. Where a company fails our evaluation process the health and safety team work with procurement to offer further advice and guidance, where appropriate.
 - 3.9 The health and safety section are actively working with the Chief Executives service to develop, test and implement health, safety and wellbeing inspection and audit tools utilising the new Survey 123 application.

- 4.0 The health and safety section continue to support enquiries under the Freedom of Information legislation where it involves health, safety and wellbeing topics.
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Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health and the costs associated with this.
2. **HR & Organisational Development** - This report supports the Councils 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** - None
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** – low impact as still at post tender negotiations.
10. **Risk** – low impact as legal and statutory requirements, including health surveillance, are being maintained.
11. **Privacy Impact** – not applicable to this report.

List of Background Papers

- (a) None

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To: Joint Consultative Board: Non-Teaching

On: 06 June 2018

Report by: Director of Finance and Resources

Heading: Absence Statistics – 2017/18 Quarter 4

1. Summary

- 1.1 The purpose of this report is to advise the Joint Consultative Board: Non-Teaching of the absence statistics for the period 1st January 2018 to 31st March 2018. The report details the absence statistics by service and by category of staff.
- 1.2 The report provides information in relation to absence targets and how services have performed against them. An analysis of the reasons for absence has also been compiled and details are included within the report. Information is also provided on supporting attendance activity and the costs of sick pay.
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2. Recommendations

- 2.1 It is recommended that the Board notes the content of this report and that this report reflects the absence statistics for the period 1st January 2018 to 31st March 2018.
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3. Background

- 3.1 The Scrutiny Board agreed that absence levels will be reported on a quarterly basis. It was agreed that the report will include the following information relating to supporting attendance: -
- Absence statistics broken down by service and category of staff.

- Reasons for absence broken down by service and category of staff.
- Progress made by services in relation to their supporting attendance action plans.

4. Absence Statistics - Quarter Ending 31^s March 2018

4.1 Service and Council overall absence performance for the quarters are detailed in the table below. In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee.

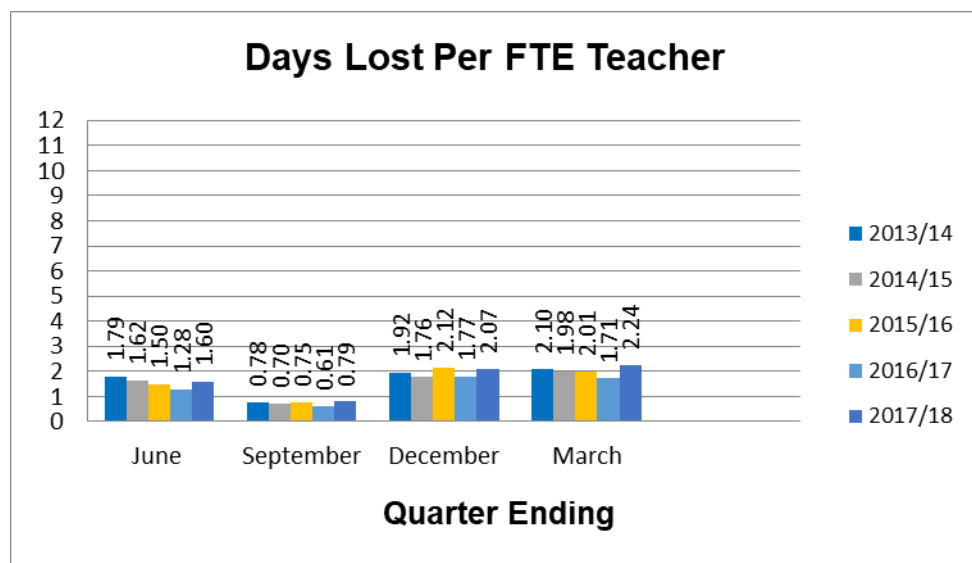
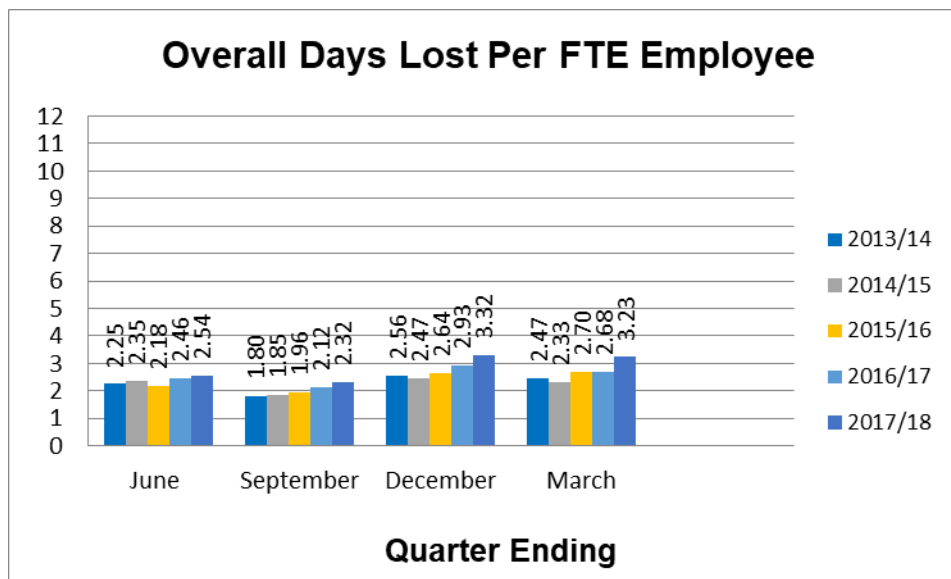
Service/Area	Quarter Ending 23 March 2016	Quarter Ending June 2016	Quarter Ending September 2016	Quarter Ending December 2016	Quarter Ending March 2017	Quarter Ending June 2017	Quarter Ending September 2017	Quarter Ending December 2017	Quarter Ending March 2018
Chief Executive's Services	0.77	1.17	1.82	1.72	3.41	1.78	2.90	2.16	2.78
Children's Services	2.50	1.85	1.16	2.29	2.17	2.07	1.35	2.35	2.71
Environment & Communities	2.79	2.96	2.49	3.75	3.34	3.67	3.28	4.33	4.49
Finance and Resources	2.73	2.02	2.29	2.59	2.37	2.29	2.16	2.20	2.59
Development and Housing Services	1.93	1.79	2.78	1.75	2.18	1.73	2.40	2.63	1.88
Health and Social Care Partnership	3.68	4.29	3.95	5.03	3.65	2.36	3.88	5.13	4.34
Council Overall	2.70	2.46	2.12	2.93	2.68	2.54	2.32	3.32	3.23
Council Overall targets	2.69	1.79	1.79	2.69	2.69	1.79	1.79	2.69	2.69

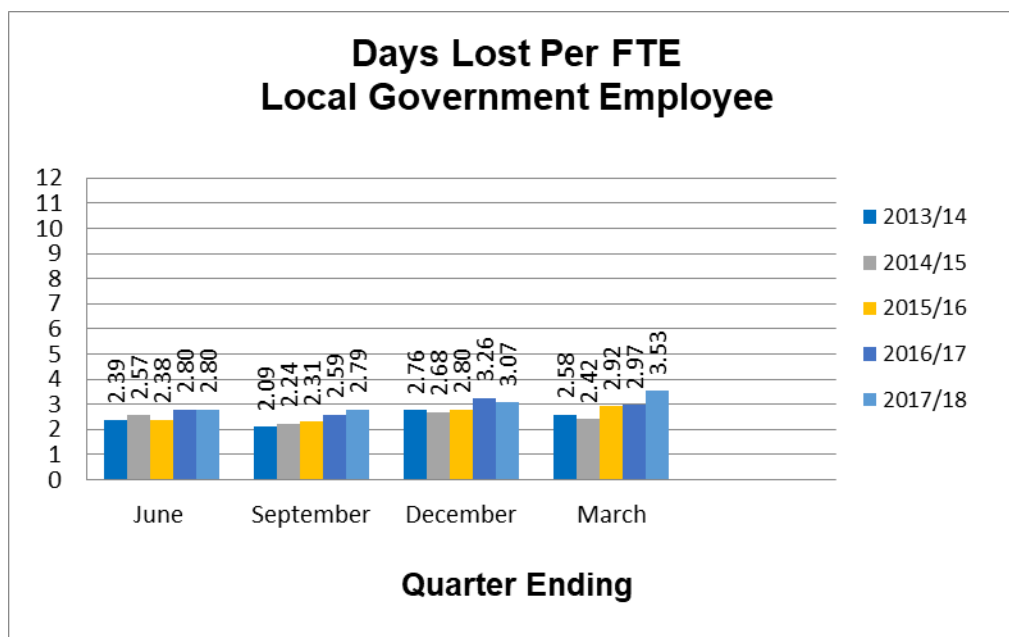
5. Analysis and Trends - Quarter Ending 31st March 2018

5.1 The number of days lost per FTE employee due to absence is as follows: -

Quarter ended	Days lost per FTE	Quarter ended	Days lost per FTE	Variance
March 2016	2.70	March 2017	2.68	- 0.02
June 2016	2.46	June 2017	2.54	+0.08
September 2016	2.12	September 2017	2.32	+0.20
December 2016	2.93	December 2017	3.32	+0.39
March 2017	2.68	March 2018	3.23	+0.55

- 5.2 The following tables detail the percentage absence levels by employee category for the quarter ending 3^{1st} March 2018 namely: overall, teachers and local government employees.





6. Absence Targets Analysis: Quarter 3, ending 31st March 2018.

6.1 **Appendix A** details the absence performance of services, the Council overall and employee groups against the set absence targets for quarter ending 31st March 2018.

6.2 The Council has recorded an overall absence rate of 3.23 days lost per FTE employee, which is 0.54 days **above** the target figure of 2.69 days.

In addition, the Teacher absence level of 2.24 days lost per FTE employee is 0.06 days below the target of 2.30 days.

The absence performance of Local Government employees at 3.53 days lost per FTE employee is 1.61 days **above** the target of 1.92 days.

7. Reasons for Absence overview

7.1 The illness categories with the highest level of absence, compared to the same quarter in the previous year are as follows:

Quarter Ending	Illness categories
March 2017	Psychological (non work related) – 22.1% Musculoskeletal and Joint Disorders – 18.2%.
March 2018	Psychological (non work related) – 22.4% Musculoskeletal and Joint Disorders -19.4%

7.2 To address Psychological (non work related) absences the Council continue to provide a range of support services that employees can be referred to at an early stage for assistance. 'timefortalking', the Council's employee counselling service provider, continues to be utilised. The service operates a flexible approach to appointments offering telephone consultations in the early mornings or evenings as well as throughout the day and face to face sessions at their offices in Paisley. Some of the presenting issues to the service relating to Psychological (non work related) include;

- Loss/Bereavement
- Stress/anxiety/panic
- Depression/Self-worth
- Family Relationships

If an employee suggests to their manager that they are experiencing Psychological (non work related) issues then they should be provided with the timefortalking service information.

Further to this, the Council are using timefortalking to continue to deliver mindfulness courses. Courses are open to all employees and have been planned until June 2018. Further dates will be agreed. Feedback from those employees who have attended the courses has been very positive.

There are also Council policies, guidance and training to assist managers and employees that are specific to stress related issues.

HR and OD continue to investigate the practical options for further training and interventions available, which could be offered to employees as a proactive measure or for those who are currently experiencing non-work-related stress. One such area is to deliver the Scottish Mental Health First Aider courses, these will start in line with the new course planner.

HR and OD continue to promote the NHS Choose Life team, who offer safeTalk and ASIST on suicide awareness and prevention.

HR and OD continue to work with our NHS colleagues to promote the "doing well" service which helps people with depression and low moods.

7.3 In relation to addressing musculoskeletal and joint disorders the Council offers a physiotherapy service through the Council's Occupational Health Provider, and this service can be accessed by all employees.

As part of the Council's Health and Safety Management system, occupations which include manual handling activities as part of the role, the task risk assessments are reviewed on an ongoing basis to ensure that safe working practices are maintained.

HR and OD continue to investigate the practical options for further training and interventions available that may reduce the impact of musculoskeletal and joint disorders.

8. Supporting Attendance Activity

8.1 Recent and planned actions to improve absence performance include the following: -

- HR operational teams continue to work closely with service's management teams on supporting attendance activity, HR operational teams continue to proactively contact and support managers who have absence cases of 2 to 4 weeks in duration, to monitor action taken to date and proposed next steps.
- A review of the current supporting attendance policies covering all staff, including teachers continues. Meetings have taken place with the respective trades unions to ensure this is a fully collaborative process.
- Continued delivery of supporting attendance training at a corporate level for managers, with the provision of tailored training for managers and employees at a service level on request;
- Ongoing health promotion activities aimed at raising employee awareness of health issues continue.
- Ongoing work to improve the absence information available to managers and to streamline supporting attendance related processes to facilitate prompt absence reporting, recording and updating of relevant systems;
- Meetings continue with Directors and their management teams to discuss their service's supporting attendance performance.

Implications of this Report

- 1 **Financial Implications** - Improvement in attendance impacts on the financial costs of absence.
- 2 **HR and Organisational Development Implications** - HR and Organisational Development Practitioners will continue to work with service managers and consult with the Trade Unions, on the implementation of the Supporting Attendance at Work Policy and Guidance and initiatives detailed in this report.

3 Community Planning

Children and Young People - none.

Jobs and the Economy - none.

Community care, health and wellbeing - provides for continuous improvement in health and attendance.

Safer and Stronger - provides for improved service performance across the Council.

Greener - none.

Empowering our Communities - none.

4 **Legal Implications** - none.

5 **Property/Asset Implications** - none.

6 **Information Technology Implications** - none.

7 **Equality and Human Rights Implications** - none.

8 **Health and Safety Implications** - it is integral to the Council's aim of securing the health and well-being of employees.

9 **Procurement Implications** - none.

10 **Risk Implications** - Without continued effective supporting attendance focus, there is a risk that sickness absence levels will adversely impact on the Council both financially and in terms of service delivery. Consequently, supporting attendance activities are monitored via the Corporate Risk Register.

11 **Privacy Impact Implications** - none.

12. **Cosla Policy Position** - none

List of Background Papers - none.

The contact officer within the service is Steven Fanning, Principal HR and OD Adviser, telephone 0141 618 7284, e-mail steven.fanning@renfrewshire.gov.uk

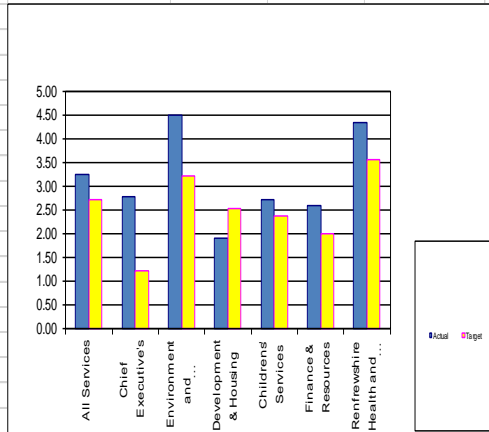
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Index of Appendices

Graphs detailing trends in service, Council overall and employee group absence levels against targets for 2017/18

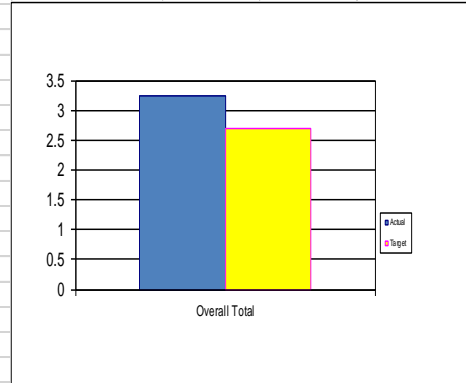
PERFORMANCE V TARGETS 2017/2018

Quarter 4 January 2018 - March 2018



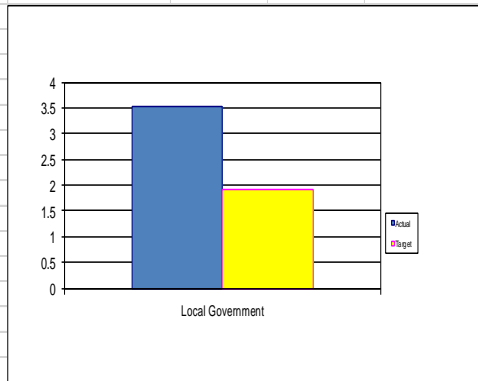
	Actual	Target	Difference
All Services	3.23	2.69	0.54
Chief Executive's	2.78	1.20	1.58
Environment and Communities	4.49	3.22	1.27
Development & Housing	1.88	2.53	-0.65
Children's Services	2.71	2.35	0.36
Finance & Resources	2.59	2.00	0.59
Renfrewshire Health and Social Care Partnership	4.34	3.54	0.80

Quarter 4 January 2018 - March 2018



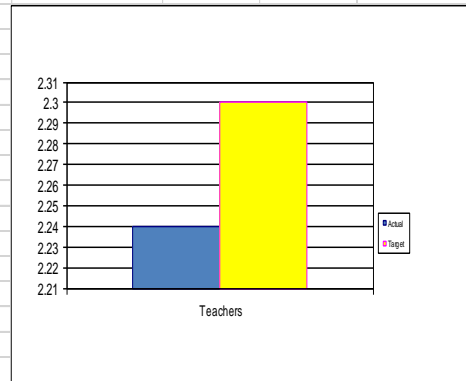
	Actual	Target	Difference
Overall Total	3.23	2.69	0.54

Quarter 4 January 2018 - March 2018



	Actual	Target	Difference
Local Government	3.53	1.92	1.61

Quarter 4 January 2018 - March 2018



	Actual	Target	Difference
Teachers	2.24	2.3	-0.06

RENFREWSHIRE COUNCIL**JOINT CONSULTATIVE BOARD (Non-teaching) MAY 2018****DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 05/18	TOTAL 03/18
Chief Executives	0	0	0	0	0
Environment & Communities	0	1	0	1	2
Development & Housing Services	0	1	0	1	1
Children's Services	0	4	0	4	3
Health & Social Care Partnership	0	2	1	3	2
Finance & Resources	0	0	0	0	2
TOTAL	0	8	1	9	10

(Information as at May 2018)

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 - APRIL 2018					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role Item 5	Number of Agency Workers in this Role in February 2018	Number of Agency Workers in this Role in March 2018	Number of Agency Workers in this Role in April 2018
Development and Housing			0	0	0
Total for Development and Housing			0	0	0
Environment & Communities	Assistant Cook	1	0	0	0
	Catering Assistant	183	5	3	3
	Cleaner	201	0	0	0
	Cook	0	4	4	2
	Housekeeper	58	9	5	4
	Electrician *	11	1	2	2
	Trowel Slater	0	1	1	1
	Plasterer	0	0	0	0
	Labourer	1	3	2	2
	Painter	19	2	3	3
	Plumber		0	1	1
	Joiner	44	1	1	1
Total for Environment & Communities			26	22	19
Finance & Resources					
Finance & Resources	Building Surveyor	0	0	0	0
	Quantity Surveyor	0	1	0	0
	Benefit Assessor	26	2	0	0
	CS Advisor	56	5	2	2
	Project Manager	9	0	0	1
	Project Administrator	0	0	0	0
	Senior Quantity Surveyor	0	1	1	1
	Finance Business Partner	0	0	0	0
	Mechanical Engineer	0	0	0	0
Total for Finance & Resources			9	3	4
Renfrewshire Health & Social Care Partnership					
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	20	35	35
	Community Meals Driver	19	2	0	0
	Social Care Assistant	114	1	0	1
	Residential Care Assistant	0	0	0	0
	Adult Mental Health - Social Worker	11	0	0	0
Total for Renfrewshire Health & Social Care Partnership			23	35	36

* Council figure includes Apprentices/App

Total Workers	1136	58	60	59
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