

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

Date	Time	Venue
Wednesday, 25 January 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)

### 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](mailto:democratic-services@renfrewshire.gov.uk)



## Items of business

**1 Appointment of Chairperson**

**2 Apologies**

Apologies from members.

**3 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.

**4 Developments in Health, Safety and Wellbeing 1 - 6**

Report by Director of Finance & Resources.

**5 Absence Statistics 7 - 12**

Report by Director of Finance & Resources.

**6 Details of Grievances 13 - 14**

Report by Director of Finance & Resources.

**7 Agency Workers 15 - 16**

Report by Director of Finance & Resources.

**8 Date of Next Meeting**

The next meeting of the JCB Non-Teaching is scheduled to be held at 3 pm on 15th March 2023.





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**To:** Joint Consultative Board: Non-Teaching

**On:** 25 January 2023

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**Report by** Director of Finance and Resources

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**Heading:** Developments in Health, Safety and Wellbeing

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**1. Summary**

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

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**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 section and other council services.
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**3. Background**

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

The report below focusses on the actions and activities to 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, we will prioritise a refresh of the documents in line with statutory compliance as well as business needs. The first topics that are being worked on include:
- Accident reporting and investigation guidance
  - Manual handling guidance
  - Alcohol and substance use
  - Violence and aggression in the workplace guidance
- 3.2 The Corporate Health and Safety Committee met in December 2022. The Committee members have been consulted on well-being as well as discussing other health and safety issues. The dates for 2023 are being proposed.
- 3.3 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 **13** high risk contracts and **1** low risk contract.
- 3.4 The Health and Safety team respond on a regular basis to Freedom of Information and Insurance claim requests. Since the last JCB meeting, **11** have been processed. Most of the FOI's relate to generic incident/accidents/violence at work.
- 3.5 A new version of the accident/incident form was launched on the 5 January 2023. This has been the culmination of a collaboration between the Health and Safety team, the Business world team, Trades Unions and service representatives. The new form will make it easier for anyone to report an incident and will allow for greater collection of data.
- 3.6 There have been a few meetings with Scottish Fire and Rescue (SFR) since the last JCB. The meetings are a result of SFR attending call outs to our premises. We discuss, where possible, improvements to the fire safety arrangements.
- 3.7 The Health and Safety team continue to the review of our blood borne virus documentation. This initially started in the Housing teams, but we have expanded this project into a council wide working group to refresh the risk assessments where there may be occupational exposures generated through work-related activities.
- 3.8 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce. A significant focus was on working with our colleagues in Organisational Development and One Ren on the joint staff well-being day in November 2022. This provided staff with OH and Counselling information, Health and well being advice, Financial and staff benefits information.

- 3.9 The Health and Safety team continue to support the new ways of working arrangements being developed across the council. This includes reviewing floor plate designs and ventilation impacts.
- 4.0 The Health and Safety team have supported the arrangements and the delivery of the Winterfest event in Paisley and the Christmas Lights Switch on events in Renfrew and Johnstone.
- 4.1 The health and safety team continue to support the Council's construction activities through scheduled monthly meetings with the property services team. Since the last JCB meeting the team have also been involved in meetings/site visits for the Paisley Town Hall project and the Paisley Arts Centre project as well as other smaller projects.
- 4.2 The health and safety team continue to support the Underwood Road Depot upgrades. Key areas of activity include a Traffic management review which is ongoing and a refocus on signage and pedestrian access and egress. New security CCTV has been put in place covering all areas of the depot. Planning and redesign is in place to upgrade the existing street scene vehicle holding area to service and allow vehicular parking for the refuse collection vehicle fleet – Project works are due to commence Monday 16 January 2023.
- 4.3 The council offered the flu vaccine to all staff not covered under the criteria for an inoculation from the NHS. We worked with our OH provider from October to December 2022 to deliver face to face inoculations for staff, and the last of the sessions will be delivered in January 2023. We also offered vouchers for those who could not attend in person. As part of this programme, we worked closely with our partner organisations (One Ren, RVJB and Scotland Excel) to offer to their staff too.
- 4.4 Since the last JCB, across the council there has been 208 courses delivered:

**Total course completions between 30. Nov 2022 and 11. Jan 2023**

<b>Course</b>	<b>Completions</b>
Waste Recycling in Schools & Nurseries	5
Infection Prevention and Control (SCIE)	16
Promoting Positive Behaviour Legislation and Guidance	7
Display Screen Awareness (DSE)	116
Ladder Safety Awareness	2
Using the Lifepak Defibrillator	2
Remote Health and Safety Module	1
Manual Handling Module	3
Fire Module	9
Supporting Employees Experiencing Domestic Abuse	2
Accident & Incident Reporting (RIDDOR)	6
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	2

Control of Contractors	11
Fire Warden	16
Violence and Aggression	8
Elected members	2
Total	208

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## 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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**To: Joint Consultative Board (Non-Teaching)**

**On: 25 January 2023**

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**Report by: Director of Finance and Resources**

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**Heading: Absence Statistics – Quarter 2 2022**

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## **1. Summary**

- 1.1 The purpose of this report is to provide the Board with the absence information for the period 1 July to 30 September 2022.
- 1.2 During the period, hybrid working and working from home continue to reduce the opportunity for transmission, particularly as a result of not having to commute. Longer term absences continue to be exasperated due to lengthier treatment and medical intervention waiting times.
- 1.3 The report details the absence statistics by service and by category of staff. 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.

## **2. Recommendations**

- 2.1 It is recommended that the Board notes the content of this report.
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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. Sickness absence statistics for quarter 2 - 1 July 2022 to 30 September 2022.








- 4.1 A comparison of the council overall absence performance for the quarter (Q2) with the same quarter in 2021 is detailed in table 1. Table 2 details services performance. 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 and has covid absence removed.

**Table 1** Council performance – Q2

Employee Group	Quarter Ending September 2021	Quarter Ending September 2022	Variance +/- year on year
Local Government	3.59	3.80	+0.21 
Teachers	1.01	0.80	-0.21 
Council Overall	2.93	3.02	+0.09 

- 4.2 Service performance for Q2 is detailed below.

**Table 2**

Service	Quarter Ending September 2021	Quarter Ending September 2022	Variance +/- year on year
Chief Executives	1.34	1.00	-0.34 
Childrens Services	1.97	2.05	+0.08 
Communities and Housing Services	2.56	4.40	+1.84 
Environment and Infrastructure	3.82	3.56	-0.26 
Finance & Resource Services	1.51	2.43	+0.92 
Renfrewshire Health and Social Care Partnership	5.23	6.50	+1.27 
Council Overall	2.93	3.02	+0.09 
Council Overall Target	2.10	2.10	n/a

## 5. Sickness absence targets analysis for Quarter 2.

- 5.1 The local government employee absence level of 3.80 days lost per FTE employee is **1.70 days above** the council target of 2.10 days.
- 5.2 In addition, the teacher absence level of 0.80 days lost per FTE employee is **0.74 days below** the council target of 1.54 days.
- 5.3 The council has recorded an overall absence rate of 3.02 days lost per FTE employee, which is **0.92 days above** the council target of 2.10 days.

## 6. Sickness absence reasons and related support measures during Quarter 2.

- 6.1 The main sickness absence reasons, and their total of the overall absences expressed as a percentage, across the council, during this quarter were:
- Psychological 30%
  - Respiratory 25%
  - Muscoskeletal 19.9%
  - Stomach/bowel/blood and metabolic disorders 11.6%
- 6.2 To support employees with psychological absences, the council provides a range of support services that employees can be referred to at an early stage for assistance, such as the council's Occupational Health Service and the Time for Talking employee counselling service.
- 6.3 The Time for Talking (TFT) counselling service provides 24-hour confidential support to employees with a range of personal health and well-being issues. It operates a flexible approach to appointments offering telephone consultations in the early mornings or evenings as well as throughout the day.
- 6.4 **178** sessions were offered by TFT during quarter 2 which resulted in 143 sessions being attended. 87% of the staff attending felt significantly better after their sessions. The main presenting issues are detailed below:



### Personal

Stress/anxiety/depression  
Family Relationships  
Change



### Work & Personal

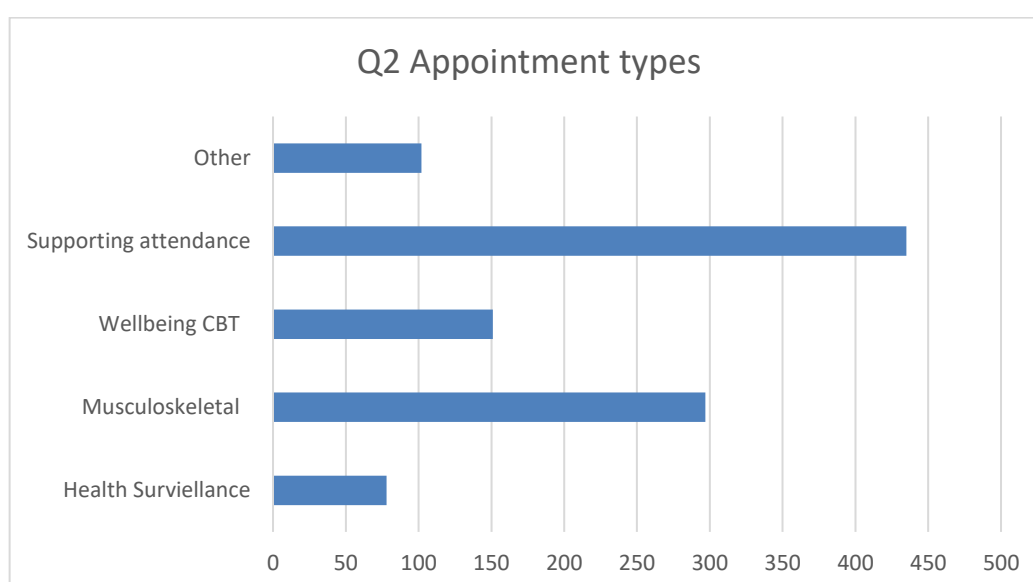
Stress/anxiety



### Work related

Role (the understanding of)  
Change  
Demands

- 6.5 Stress risk assessments are undertaken to support employees who have identified stress as having an impact on their wellbeing. An action plan is agreed and undertaken at a local level with the specialist support from HR and OD.
- 6.6 HR and OD work in collaboration with NHS colleagues, to offer safeTalk and ASIST courses on suicide awareness and prevention as well as anxiety awareness courses. We also promote the “Doing Well” service which supports employees with depression and low moods.
- 6.7 The Physiotherapy service supports employees with Musculoskeletal and Joint Disorder conditions through the council's Occupational Health Service. The service has continued to be provided throughout the quarter using secure face to face appointments, video conferencing and telephone consultations.
- 6.8 The council's usage of the Occupational Health Service (OHS) for Q2 was **990** appointments. OHS provides advice and guidance on the impact of ill health on work and what steps the council and/or the employee may make in order to secure a return to work. The main appointment types are detailed in the chart below:



## **7. Measures to support attendance at work**

- 7.1 A number of measures continue to be progressed to support attendance at work, include the following: -
- The dedicated absence review group, chaired by the Head of People and OD continues to review the current supporting attendance policies and processes, covering all employees, including teachers.  
The key actions progressed so far have been checking the thinking on our policies which has led to a revise absence policy which is currently in draft

and looking at other councils and organisations for benchmarking and best practice.

- HR and OD and the Business World Team are working to improve the absence information available to managers, and to streamline supporting attendance related processes that will facilitate a singular, prompt absence reporting and recording across the council. This is also being supported by colleagues from the project management team.
- In collaboration with the communications and marketing service, regular information and guidance continues to be issued, particularly around well-being issues. The latest campaigns focussed on mental health at our frontline waste services.
- We have started redesigning the current supporting attendance training courses, ensuring managers are fully equipped to manage staff absence and take accountability for their absence statistics.
- We will closely manage our OH providers in the new contract provision. We will ensure that we continue to fully utilise all the available resource to support our staff who are off sick as well as those who are returning back to the workplace either with an ongoing condition or are in recovery. We will also be looking to introduce some new and innovative ways to support attendance.
- We have started to link the supporting attendance measures to our Health and Wellbeing Strategy development.
- As part of the council's health and safety management system, occupations which include manual handling activities as part of the role, require task risk assessments. These risk assessments are reviewed on an ongoing basis to ensure that safe working practices are maintained.
- We are currently reviewing all our statutory and mandatory training courses. Included in the review is the suitability of the moving and handling training courses for people movement and manual handling training for objects.

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### 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

13. **Climate Risk** - none

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**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](mailto:steven.fanning@renfrewshire.gov.uk)

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

**DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 01/23	TOTAL 10/22
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	4	0	4	5
Communities & Housing Services	0	0	0	0	0
Children's Services	0	2	0	2	2
Health & Social Care Partnership	0	4	0	4	4
Finance & Resources	0	0	0	0	0
<b>TOTAL</b>	0	10	0	10	11

(Information as at 12 January 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.



Item 7

AGENCY WORKERS - JANUARY 2023					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in October 2022	Number of Agency Workers in this Role in November 2022	Number of Agency Workers in this Role in December 2022
Communities, Housing & Planning Services	Repairs & Maintenance Officer	0	1	1	1
	Clerk of Works	7	1	1	1
Total for Communities, Housing & Planning services		7	2	2	2
Environment & Infrastructure Services	Cleaner / Facilities Operative	517	0	0	0
	Housekeeper	71	7	7	7
	Cook/Chef	0	14	14	14
	Street Lighting Inspector	2	2	2	2
	Brick Layer	2	2	2	2
	Slater	9	1	1	1
	Electrician	13	2	2	1
	Labourer	0	4	4	4
	Joiner	36	9	9	9
Transport	Bus Driver	37	19	19	19
Total for Environment & Infrastructure		687	60	60	59
Finance and Resources	Senior QS	0	1	1	1
	Building Surveyor	5	1	1	1
	Senior Clerical Officer	146	2	2	2
	CS Adviser	29	4	4	4
Total for Finance & Resources		180	8	8	8
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	71	71	92
	Social Care Assistant	161	51	54	62
	Team Manager	0	1	2	2
	Social Worker	117	3	3	3
	Operational Manager	7	2	2	2
	Community alarms responder	26	0	0	0
	Habilitaton worker	0	1	1	1
	Support Manager & Quality Assurance Governance	0	1	1	0
	Systems Scheduler	6	6	6	6
Total for Renfrewshire Health & Social Care Partnership		690	136	140	168

