

Notice of Meeting and Agenda 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 |

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.

- | | | |
|----------|---|----------------|
| 1 | Developments in Health, Safety and Wellbeing | 3 - 6 |
| | Report by Director of Finance & Resources. | |
| 2 | Absence Statistics | 7 - 14 |
| | Report by Director of Finance & Resources. | |
| 3 | Details of Grievances | 15 - 16 |
| | Report by Director of Finance & Resources. | |
| 4 | Agency Workers | 17 - 18 |
| | Report by Director of Finance & Resources. | |
| 5 | Timetable of Meetings 2019 | 19 - 22 |
| | Report by Director of Finance & Resources. | |
| 6 | Date of Next Meeting | |
| | The next meeting of the Joint Consultative Board Non-Teaching is scheduled to be held at 3pm on 14 November 2018. | |



To: Joint Consultative Board: Non-Teaching

On: 6th September 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 is awaiting final approval:

- Guidance on Accident, Incident and Violence & Aggression Reporting
- The Selection and Control of Contractors.
- Asbestos at Work

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 10th – 12th September 2018.
- 3.3 To support the Healthy Working Lives Gold award strategy planning is ongoing for a Handwashing campaign, Mental Health First Aid Training.
- 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 meeting with Fire and Rescue took place recently to make officers aware of the gas evacuation systems operation should a fire occur in the IT Suites. Work is ongoing in planning changes to the fire assembly points for the building.
- 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. Since our last report we have supported the Sma Shot, Beer and Food Festival, British Pipe Band Championship, Barshaw and Renfrew Gala Days, Johnstone Vintage Fire Engine. We are currently planning for the Renfrewshire Doors Open Days (the Abbey Drain event), The Spree, Paisley Halloween Festival, Paisley Fireworks and the various Christmas lights events.
- 3.7 The Corporate Health and Safety Committee next meeting is on the 11th September 2018. The new Terms of Reference for the committee has been agreed by the trades unions and will be fully adopted at this meeting 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 undertaken (at the time of writing) 79 High risk and 19 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. The company must improve its documentation before any resubmission
- 3.9 As a result of major repair and building work across the school estate the Health and Safety team undertook site visits with colleagues from Property Services and others ensuring the safety of pupils and staff safety from their return from school holidays. This included, Paisley Grammar School, Bridge of Weir, Houston, St Pauls Primary, St Anthony's Primary amongst others.

- 4.0 The health and safety section continue to develop with the Chief Executives service health, safety and wellbeing inspection and audit tools utilising the new Survey 123 application.
- 4.1 The health and safety section continue to support enquiries under the Freedom of Information legislation where it involves health, safety and wellbeing topics. At the time of writing we have 6 active enquiries. A recent meeting has taken place with Legal & Democratic Services to improve the turnaround time and streamline the activity. Further meetings are planned.
- 4.2 Specific training undertaken since June include Fire risk training for fire wardens, CPR Training where 40 staff attended training organised jointly with the British Heart Foundation and First Aid Training including refresher training.

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 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** - 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 September 2018

Report by: Director of Finance and Resources

Heading: Absence Statistics – 2018/19 Quarter 1

1. Summary

- 1.1 The purpose of this report is to advise the Audit, Risk and Scrutiny Board of the absence statistics for the period April 2018 to June 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 April 2018 to June 2018.
-

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 June 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. Please note that the changes within the services had not taken place during this reporting period however they will be reflected in the next report.

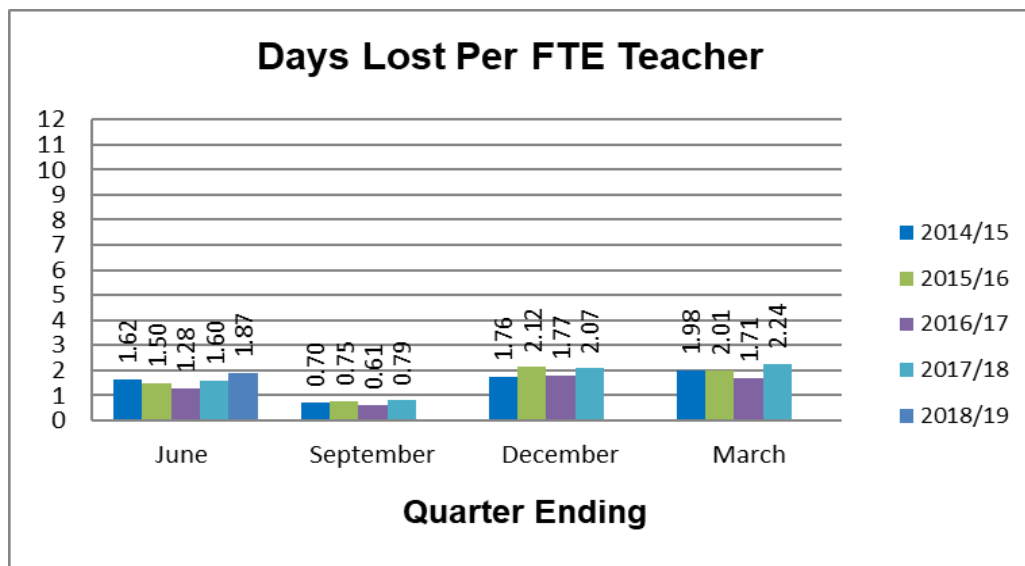
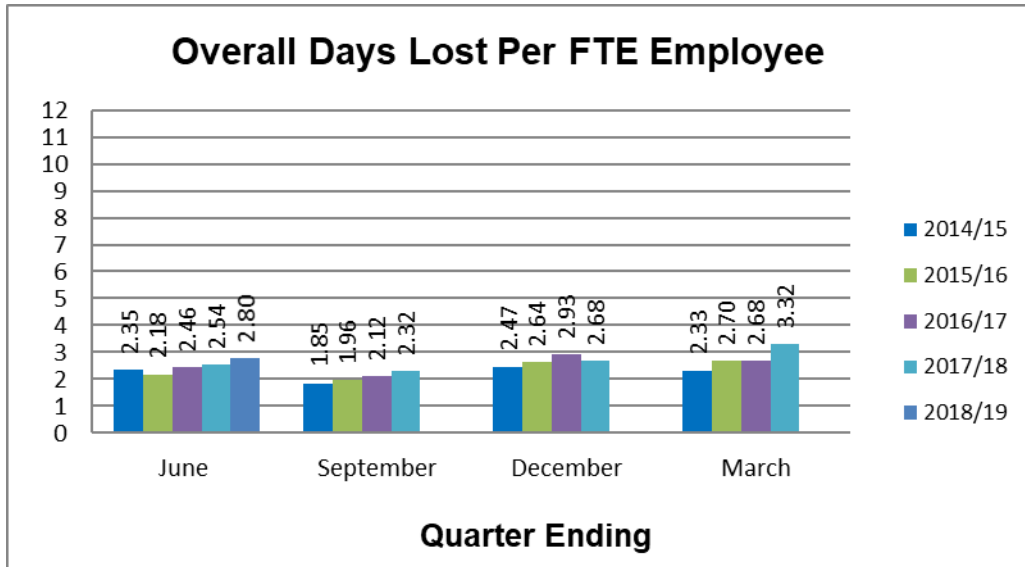
| Service/Area | Quarter Ending June 2016 | Quarter Ending September 2016 | Quarter Ending December 2016 | Quarter Ending March 2017 | Quarter Ending June 2017 | Quarter Ending September 2017 | Quarter Ending December 2017 | Quarter Ending March 2018 | Quarter Ending June 2018 |
|------------------------------------|--------------------------|-------------------------------|------------------------------|---------------------------|--------------------------|-------------------------------|------------------------------|---------------------------|--------------------------|
| Chief Executive's Services | 1.17 | 1.82 | 1.72 | 3.41 | 1.78 | 2.90 | 2.16 | 2.78 | 1.57 |
| Children's Services | 1.85 | 1.16 | 2.29 | 2.17 | 2.07 | 1.35 | 2.35 | 2.71 | 2.13 |
| Environment & Communities | 2.96 | 2.49 | 3.75 | 3.34 | 3.67 | 3.28 | 4.33 | 4.49 | 3.75 |
| Finance and Resources | 2.02 | 2.29 | 2.59 | 2.37 | 2.29 | 2.16 | 2.20 | 2.59 | 2.56 |
| Development and Housing Services | 1.79 | 2.78 | 1.75 | 2.18 | 1.73 | 2.40 | 2.63 | 1.88 | 2.04 |
| Health and Social Care Partnership | 4.29 | 3.95 | 5.03 | 3.65 | 2.36 | 3.88 | 5.13 | 4.34 | 4.02 |
| Council Overall | 2.46 | 2.12 | 2.93 | 2.68 | 2.54 | 2.32 | 3.32 | 3.23 | 2.80 |
| Council Overall targets | 1.79 | 1.79 | 2.69 | 2.69 | 1.79 | 1.79 | 2.69 | 2.69 | 1.79 |

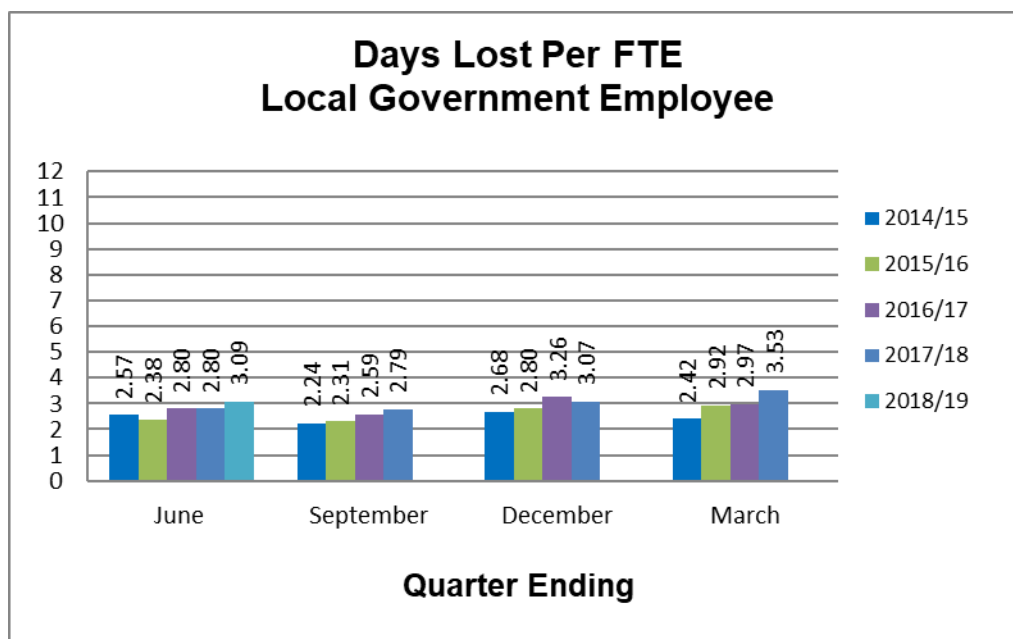
5. Analysis and Trends - Quarter Ending 30 June 2018

- 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 |
|----------------|-------------------|----------------|-------------------|----------|
| 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 |
| June 2017 | 2.54 | June 2018 | 2.80 | +0.26 |

- 5.2 The following tables detail the percentage absence levels by employee category for the quarter ending June 2018 namely: overall, teachers and local government employees.





6. Absence Targets Analysis: Quarter 1, ending June 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 30 June 2018.

6.2 The Council has recorded an overall absence rate of 2.80 days lost per FTE employee, which is 1.01 days **above** the target figure of 1.79 days.

In addition, the Teacher absence level of 1.87 days lost per FTE employee is 0.33 days **above** the target of 1.54 days.

The absence performance of Local Government employees at 3.09 days lost per FTE employee is 1.71 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 |
|----------------|--|
| June 2017 | Psychological (non work related) – 24.7%, Musculoskeletal and Joint Disorders – 23.6% |
| June 2018 | Psychological (non work related) – 26.5% Musculoskeletal and Joint Disorders – 23.8% |

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. Presenting issues to the service relating to Psychological (non work related) continue to include;

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

Further to this, the Council are using timefortalking to continue to deliver mindfulness courses. Courses are open to all employees and have been delivered until June 2018. Further dates for the rest of the year will be agreed with the contractor. Feedback from those employees who have attended the courses continues to be very positive.

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

The Scottish Mental Health First Aider courses will start in line with the new course planner (September).

- 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: -
- Every Service have identified a senior manager, who will act as an absence champion, they will work closely with HR to devise, implement and manage bespoke strategies that will support attendance within their service.
- HR operational teams continue to work closely with service's operational 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. The policy will

also reflect any changes to the occupational health contract, where appropriate.

- 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. HR continue to work with the communications team to promote health and wellbeing initiatives, such as national handwashing day and breast cancer awareness.
- 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;

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

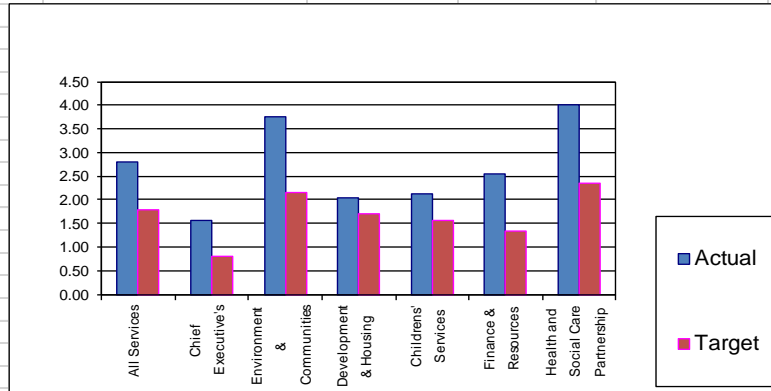
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Graphs detailing trends in service, Council overall and employee group absence levels against targets for 2018/19

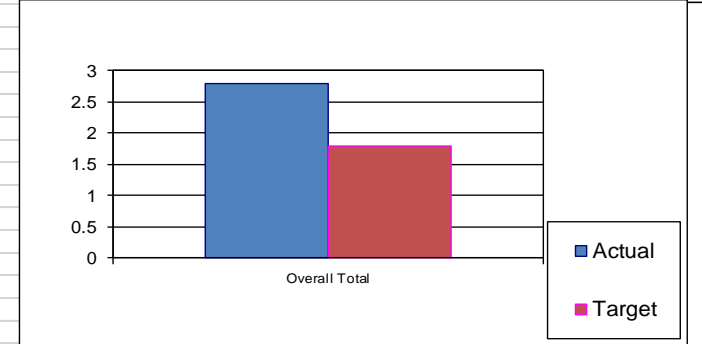
PERFORMANCE V TARGETS 2018/2019

Quarter 1 MARCH 2018 - JUNE 2018



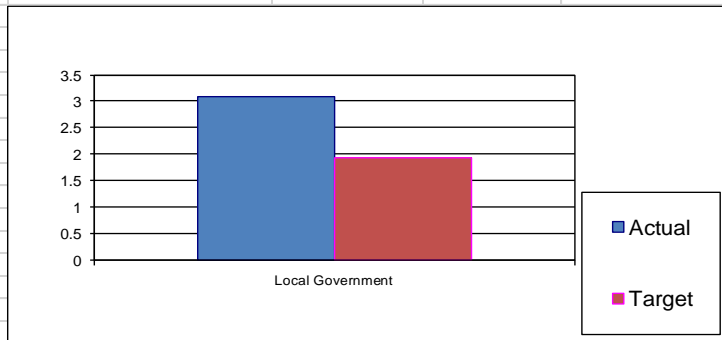
| | Actual | Target | Difference |
|------------------------------------|--------|--------|------------|
| All Services | 2.80 | 1.79 | 1.01 |
| Chief Executive's | 1.57 | 0.80 | 0.77 |
| Environment & Communities | 3.75 | 2.15 | 1.60 |
| Development & Housing | 2.04 | 1.69 | 0.35 |
| Children's Services | 2.13 | 1.56 | 0.57 |
| Finance & Resources | 2.56 | 1.34 | 1.22 |
| Health and Social Care Partnership | 4.02 | 2.36 | 1.66 |

Quarter 1 MARCH 2018 - JUNE 2018



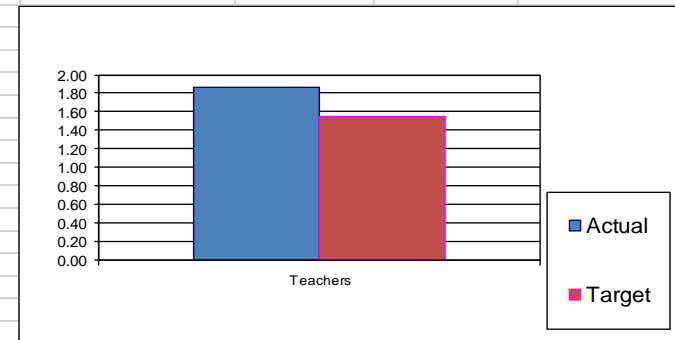
| | Actual | Target | Difference |
|---------------|--------|--------|------------|
| Overall Total | 2.8 | 1.79 | 1.01 |

Quarter 1 MARCH 2018 - JUNE 2018



| | Actual | Target | Difference |
|------------------|--------|--------|------------|
| Local Government | 3.09 | 1.92 | 1.17 |

Quarter 1 MARCH 2018 - JUNE 2018



| | Actual | Target | Difference |
|----------|--------|--------|------------|
| Teachers | 1.87 | 1.54 | 0.33 |

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

| SERVICE | INFORMAL STAGE | FORMAL STAGE 1 | FORMAL STAGE 2 | TOTAL 09/18 | TOTAL 05/18 |
|----------------------------------|---------------------------|---------------------------|---------------------------|------------------------|------------------------|
| Chief Executives | 0 | 0 | 0 | 0 | 0 |
| Environment & Communities | 0 | 1 | 0 | 1 | 1 |
| Development & Housing Services | 0 | 1 | 0 | 1 | 1 |
| Children's Services | 1 | 7 | 0 | 8 | 4 |
| Health & Social Care Partnership | 0 | 1 | 1 | 2 | 3 |
| Finance & Resources | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 1 | 10 | 1 | 12 | 9 |

(Information as at 28 August 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 - JULY 2018 | | | | | |
|---|-------------------------------------|---|---|--|--|
| Service | Job Title | Current Number of Renfrewshire Council Employees in this Role | Number of Agency Workers in this Role in May 2018 | Number of Agency Workers in this Role in June 2018 | Number of Agency Workers in this Role in July 2018 |
| Development and Housing | Sheltered Housing Officer | 10 | 1 | 1 | 1 |
| Total for Development and Housing | | 10 | 1 | 1 | 1 |
| Environment & Communities | Assistant Cook | 1 | 0 | 0 | 0 |
| | Catering Assistant | 183 | 5 | 4 | 4 |
| | Cleaner | 201 | 0 | 0 | 0 |
| | Cook | 0 | 15 | 10 | 10 |
| | Housekeeper | 58 | 24 | 12 | 12 |
| | Electrician * | 11 | 1 | 1 | 2 |
| | Trowel Slater | 0 | 1 | 1 | 1 |
| | Plasterer | 0 | 0 | 1 | 1 |
| | Labourer | 1 | 2 | 2 | 2 |
| | Painter | 19 | 2 | 2 | 4 |
| | Plumber | | 0 | 0 | 0 |
| | Joiner | 44 | 1 | 1 | 1 |
| Total for Environment & Communities | | 518 | 51 | 34 | 37 |
| Finance & Resources | Building Surveyor | 0 | 0 | 0 | 0 |
| | Quantity Surveyor | 0 | 0 | 0 | 0 |
| | Benefit Assessor | 26 | 0 | 0 | 0 |
| | CS Advisor | 56 | 4 | 4 | 4 |
| | Project Manager | 9 | 1 | 1 | 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 | | 91 | 6 | 6 | 6 |
| Renfrewshire Health & Social Care Partnership | Home Care Worker | 373 | 56 | 47 | 40 |
| | Community Meals Driver | 19 | 0 | 0 | 0 |
| | Social Care Assistant | 114 | 0 | 1 | 9 |
| | Adult Mental Health - Social Worker | 11 | 2 | 2 | 2 |
| Total for Renfrewshire Health & Social Care Partnership | | 517 | 58 | 50 | 51 |
| Total Workers | | 1136 | 116 | 91 | 95 |

* Council figure includes Apprentices/App



To: JCB Non-Teaching

On: 5 September 2018

Report by: Director of Finance and Resources

Heading: Timetable of Meetings 2019

1. Summary

- 1.1 The JCB Non-Teaching requires to agree a timetable of meetings for 2019.
-

2. Recommendation

- 2.1 That the Board considers and, if appropriate, approves the proposed arrangements for meetings of the Board during 2019 as detailed in the report.
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3. Background

- 3.1 Section 6 of 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. At the meeting held on 23 April 2014 the Board agreed that the frequency of JCB Non-Teaching meetings be increased from four to six per year.
- 3.2 A timetable of Board meetings until the end of 2018 was agreed at the meeting of the Board held on 13 September 2017. Accordingly
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proposed arrangements for meetings of the JCB Non-Teaching during 2019 now require to be considered and agreed by the Board.

3.3 Members of the JCB also require to be members of the Finance Resources & Customer Services Policy Board consequently meetings of the JCB are timetabled to be held on the same date as meetings of that Policy Board. Meetings of the Finance Resources & Customer Services Policy Board commence at 2pm. It has been previous practice to hold meetings of the JCB at 3pm or at the conclusion of the Policy Board whichever was earlier. In view of the potential for the Policy Board to not be finished by 3pm it is proposed that the start time for meetings of the JCB Meetings be changed to 3.30pm.

3.4 Following consultation it is proposed that meetings of the JCB Non-Teaching be convened on the following dates at 3.30pm:-

- Wednesday 30 January 2019
- Wednesday 27 March 2019
- Wednesday 5 June 2019
- Wednesday 4 September 2019
- Wednesday 13 November 2019
- Wednesday 11 December 2019

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

List of Background Papers - None

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