

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

Date	Time	Venue
Wednesday, 15 March 2023	15:00	Via Teams Platform,

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 email democratic-services@renfrewshire.gov.uk

A recording of proceedings is available at <https://youtu.be/7hRJITKZPeo>

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 - 4

Report by Director of Finance & Resources.

5 Details of Grievances 5 - 6

Report by Director of Finance & Resources.

6 Agency Workers 7 - 8

Report by Director of Finance & Resources.

7 Right for Renfrewshire

8 Home Care Review

9 Soft Facilities Management

10 Date of Next Meeting

The next meeting of the JCB (Non-Teaching) is scheduled to be held at 3pm on 24 May 2023.



To: Joint Consultative Board: Non-Teaching

On: 15 March 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.

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
 - Risk assessment guidance
- 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 **9** high risk contracts and **3** low risk contracts.
- 3.3 During the period there have been **3** visits from the HSE, one in relation to the household waste intervention programme and 2 in relation to the management of asbestos in schools' intervention programme.
- 3.4 There have been 2 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.
- 3.5 The Health and Safety team continue to review our blood borne virus documentation and this has been supported by face-to-face training in the Housing teams.
- 3.6 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce, we are currently working with our colleagues in Organisational Development to look at ways to get people more active.
- 3.7 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.
- 3,8 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 and the Paisley Arts Centre project as well as other smaller projects.
- 3.9 The Health and Safety team continue to support the Underwood Road Depot upgrades.

4.0 Since the last JCB, across the council there has been 848 courses delivered:

Course	Completion s
Waste Recycling in Schools & Nurseries	17
Infection Prevention and Control (SCIE)	14
Promoting Positive Behaviour Legislation and Guidance	18
Display Screen Awareness DSE	272
Ladder Safety Awareness	20
Using the Lifepak Defibrillator	11
Remote Health and Safety Module	10
Manual Handling Module	16
Fire Module	47
Supporting Employees Experiencing Domestic Abuse	18
Accident & Incident Reporting (RIDDOR)	15
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	17
Evacuation Process Renfrewshire House	313
Promoting Positive Behaviour in the Workplace (module 1) - Risk; Rights & Responsibilities	60
Total H&S course completions between 25 Jan 23 and 28.Feb 23:	848

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 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** – 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

Author: Steven Fanning
Principal HR Adviser
Mobile: 07747790210
Email: steven.fanning@renfrewshire.gov.uk

RENFREWSHIRE COUNCIL - JOINT CONSULTATIVE BOARD (Non-teaching)
MARCH 2023

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 03/23	TOTAL 01/23
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	4	0	4	4
Communities & Housing Services	0	0	0	0	0
Children's Services	1	1	0	2	2
Health & Social Care Partnership	0	3	0	3	4
Finance & Resources	0	0	0	0	0
TOTAL	1	8	0	9	10

(Information as at 1 March 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 - 1 MARCH 2023					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in November 2022	Number of Agency Workers in this Role in December 2022	Number of Agency Workers in this Role in January 2023
Communities, Housing & Planning Services	Repairs & Maintenance Officer	0	1	1	0
	Clerk of Works	7	1	1	1
Total for Communities, Housing & Planning services		7	2	2	1
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	1	1
	Labourer	0	4	4	2
	Joiner	36	9	9	7
Transport	Bus Driver	37	19	19	5
Total for Environment & Infrastructure		687	60	59	41
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	5
Total for Finance & Resources		180	8	8	9
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	71	92	102
	Social Care Assistant	161	54	62	68
	Team Manager	0	2	2	2
	Social Worker	117	3	3	2
	Operational Manager	7	2	2	2
	Habilitaton worker	0	1	1	1
	Systems Scheduler	6	6	6	0
Total for Renfrewshire Health & Social Care Partnership		664	139	168	177

