

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

| Date | Time | Venue |
|---------------------------|-------|----------------------------------|
| Wednesday, 31 August 2022 | 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

Representing APT&C Staff
M Ferguson (and 5 APT&C Staff)

Representing Manual Workers

Representing Manual Workers
Manual Spokesperson (and 4 Representatives of Manual Trade Unions)

Recording of Meeting

This meeting will be recorded for subsequent broadcast via the Council's internet site. If you have any queries regarding this please contact Committee Services at: democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

To find the recording please follow the link which will be attached to this agenda once the meeting has concluded.

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.

1 Appointment of Chair Person

Consider the appointment of a Chairperson for this meeting.

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 - 5

Report by Director of Finance & Resources.

6 Agency Workers 6 - 6

Report by Director of Finance & Resources.

7 Date of Next Meeting

The next meeting of the JCB (Non-Teaching) is scheduled to be held at 3.00pm on 9 November 2022.



To: Joint Consultative Board: Non-Teaching

On: 31 August 2022

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 response and recovery 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.
- 3.2 The Corporate Health and Safety Committee met on 16 June 2022. The Committee members have been consulted on well-being and DSE issues as well as discussing other issues such as service's annual reports.
- 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.
- 3.4 The Health and Safety team respond on a regular basis to requests for Freedom of Information as well as to Insurance claims. Since the last JCB meeting, 5 have been processed. Most of the FOI's relate to generic incident/accidents at work.
- 3.5 Online training has been undertaken on a case-by-case basis as well as Toolbox Talks on-site, this includes fire safety and accident investigation.
- 3.6 The revised sleeping risk fire risk assessment has been adopted by H&SCP and Children Services for their respective properties. Strathclyde Fire and Rescue have been involved in the process.
- 3.7 The team have been supporting Building Services and Housing colleagues with needlestick injury training. This has been linked to the review of our blood borne virus risk assessment documentation.
- 3.8 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce. Further discussions are ongoing as how best to provide information, guidance, and support to staff. A significant focus has been on working with One Ren on their forthcoming well-being day.

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** – 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 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) AUGUST 2022**

DETAILS OF GRIEVANCES (Informal stages onwards)

| SERVICE | INFORMAL STAGE | FORMAL STAGE 1 | FORMAL STAGE 2 | TOTAL 08/22 | TOTAL 05/22 |
|---------------------------------------|----------------|----------------|----------------|-------------|-------------|
| Chief Executives Service | 0 | 0 | 0 | 0 | 0 |
| Environment & Infrastructure Services | 0 | 3 | 1 | 4 | 4 |
| Communities & Housing Services | 0 | 0 | 0 | 0 | 0 |
| Children's Services | 0 | 2 | 0 | 2 | 2 |
| Health & Social Care Partnership | 0 | 3 | 0 | 3 | 1 |
| Finance & Resources | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 8 | 1 | 9 | 7 |

(Information as at 17 August 2022)

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 6

| AGENCY WORKERS - AUGUST 2022 | | | | | |
|---|--|---|---|--|--|
| Service | Job Title | Current Number of Renfrewshire Council Employees in this Role | Number of Agency Workers in this Role in May 2022 | Number of Agency Workers in this Role in June 2022 | Number of Agency Workers in this Role in July 2022 |
| | | | | | |
| Environment & Infrastructure Services | Cleaner / Facilities Operative | 517 | 13 | 12 | 2 |
| | Housekeeper | 71 | 14 | 8 | 3 |
| | Cook/Chef | 0 | 3 | 2 | 5 |
| | Street Lighting Inspector | 2 | 2 | 2 | 2 |
| | Brick Layer | 2 | 2 | 2 | 2 |
| | Slater | 9 | 1 | 1 | 1 |
| | Plasterer | 18 | 1 | 1 | 1 |
| | Electrician | 13 | 3 | 3 | 3 |
| | Plumber Assistant | 0 | 1 | 1 | 1 |
| | Maintenance Assistant | 0 | 1 | 2 | 2 |
| | Close cleaner | 8 | 1 | 1 | 1 |
| | Joiner | 36 | 7 | 8 | 9 |
| Transport | Bus Driver | 37 | 19 | 19 | 19 |
| Total for Environment & Infrastructure | | 713 | 68 | 62 | 51 |
| | | | | | |
| Finance and Resources | Senior QS | 0 | 1 | 1 | 1 |
| | CS Adviser | 29 | 4 | 3 | 5 |
| Total for Finance & Resources | | 29 | 5 | 4 | 6 |
| | | | | | |
| Renfrewshire Health & Social Care Partnership | Home Care Worker | 373 | 15 | 11 | 16 |
| | Social Care Assistant | 161 | 48 | 44 | 59 |
| | Team Manager | 0 | 1 | 1 | 1 |
| | Social Worker | 117 | 8 | 6 | 5 |
| | Resource Assistant | 3 | 1 | 1 | 0 |
| | Operational Manager | 7 | 2 | 2 | 2 |
| | Community alarms responder | 26 | 1 | 1 | 1 |
| | Habilitaton worker | 0 | 1 | 1 | 1 |
| | Support Manager & Quality Assurance Governance | 0 | 1 | 1 | 1 |
| | Systems Scheduler | 6 | 6 | 6 | 6 |
| | Enhanced Care home support worker | 0 | 7 | 0 | 0 |
| Total for Renfrewshire Health & Social Care Partnership | | 693 | 91 | 74 | 92 |