

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

Date	Time	Venue
Thursday, 18 April 2024	15:00	Council Chambers/Hybrid,

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)

### 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.

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

## **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

### Appointment of Chairperson

### Apologies

Apologies from members.

### Declarations of Interest and Transparency Statements

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

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Developments in Health, Safety and Wellbeing</b>                              | <b>5 - 8</b>   |
|          | Report by the Director of Finance & Resources.                                   |                |
| <b>2</b> | <b>Details of Grievances</b>   | <b>9 - 10</b>  |
|          | Report by the Director of Finance & Resources.                                   |                |
| <b>3</b> | <b>Agency Workers</b>  | <b>11 - 12</b> |
|          | Report by Director of Finance & Resources.                                       |                |
| <b>4</b> | <b>Home Care Dispute</b>   |                |
|          | Verbal report by UNISON.   |                |
| <b>5</b> | <b>Car Parking - Failure to Agree</b>  |                |
|          | Verbal Report by UNISON.   |                |
| <b>6</b> | <b>Date of Next Meeting</b>  |                |
|          | That the next meeting of the JCB (Non Teaching) be held on 13 June 2024 at 3 pm. |                |





---

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

**On:** 18 April 2024

---

**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 in February 2024.

---

**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.
- 

**3. Background**

The report below incorporates actions and activities that continue to support the council's new ways of working plans and the People Strategy 2021-2026.

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 We continue to review our policies and guidance documents in line with statutory compliance as well as business needs. As part of this process, we collaborate with the Trade Unions and service representatives. The most recent document to be progressed is the administration of medication and medical treatments policy.

- 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 **23** high risk contracts and **4** low risk contracts.
- 3.3 There were statutory visits by Scottish Fire and Rescue (SFR) to the childrens houses since the last JCB. No major concerns were raised.
- 3.4 The health and safety team continue to progress arrangements by collaborating with the corporate fire working group. The current work is focussing upon updating the residential care homes and childrens houses, fire risk assessments.
- 3.5 The health and safety team, collaborating with local managers and the occupational health team, have risk assessed some of the priority groups in the council who require Hepatitis A and B vaccinations. The inoculation programme has now moved in to the RHSCP addictions team. The council's health surveillance programme continues to be delivered though our occupational health team, the programme is focussing on the EH&I teams within Neighbourhood Services.
- 3.6 The health and safety team have supported managers with specialist risk assessments, since the last JCB there have been 1 work related stress risk assessment and 1 display screen assessment. Building Services were supported with a noise assessment at the joinery workshop.
- 3.7 The health and safety team continue to support the council's construction activities. Since the last JCB meeting, the team have been involved in meetings/site visits for the following projects: Paisley Arts Centre, Paisley Grammar, Paisley Cultural Hub, City Deal activities as well as other smaller projects within the school estate.
- 3.8 There have been 15 schools visited by the health and safety team since the last JCB.
- 3.9 A corporate work at height safety group has been established, the group consists of representatives from services across the council and One Ren.
- 4.0 There have been 277 employees completing health and safety courses. Courses include, display screen awareness, fire evacuation, stress awareness, manual handling, sharps awareness, using the Lifepak defibrillator, violence and aggression and waste and recycling within schools and nurseries.
- 4.1 The health and safety team are regularly requested to respond to FOIs on behalf of the council in relation to health and safety issues. 4 have been processed since the last JCB.
- 4.2 The health and safety team continue to support the Events team, the current activities include the Paisley Food and Drink Festival, Sma Shot day and other summer events.
- 4.3 The health and safety team meet with service health and safety coordinators weekly to review incidents with their service and to agree follow preventative actions. This review includes any incidents that may be deemed reportable to the Health and Safety Executive or other enforcing agency.

- 4.4 The corporate health and safety met on 21 March 2024. Key agenda items were discussed with the trade unions.
- 4.5 Services are being supported to develop their annual health and safety reports and health and safety plans for the forthcoming year.

---

## 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
- 

**Author:** Steven Fanning  
Principal HR Adviser  
Mobile: 07747790211  
Email: [steven.fanning@renfrewshire.gov.uk](mailto:steven.fanning@renfrewshire.gov.uk)



**RENFREWSHIRE COUNCIL - JOINT CONSULTATIVE BOARD (Non-teaching)**  
**APRIL 2024**

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

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 04/24	TOTAL 01/24
Chief Executives Service	0	0	0	0	0
Environment, Housing & Infrastructure Services	0	6	0	6	6
Children's Services	0	1	0	1	0
Health & Social Care Partnership	1	2	0	3	3
Finance & Resources	0	0	0	0	0
<b>TOTAL</b>	1	9	0	10	9

(Information as at April 2024)

**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 3

AGENCY WORKERS - APRIL 2024					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in December 2023	Number of Agency Workers in this Role in January 2024	Number of Agency Workers in this Role in February 2024
Environment, Housing & Infrastructure Services	Cleaner / Facilities Operative	555	6	55	54
	Catering Asst	15	3	3	10
	Housekeeper	97	6	3	0
	Street Lighting Inspector	2	2	2	2
	Clerk of works	17	1	1	1
	Repairs & Maintenance support Officer -utilities	7	2	2	3
	Plasterer	18	2	1	1
	Electrician	13	1	4	4
	Labourer	1	2	2	2
Transport	Bus Driver	37	11	11	11
Total for Environment & Infrastructure		762	36	84	88
Finance & Resources	Building Surveyor	5	1	1	1
	Benefits Assessor	20	3	2	2
	CS Adviser	29	6	6	6
Total for Finance & Resources		54	10	9	9
Renfrewshire Health & Social Care Partnership	Home Care Worker	376	61	51	34
	Social Care Asistant - various locations	39	10	6	5
	Social Care Assistant - Care Homes	95	98	126	98
	Social Worker	117	3	4	7
	Operational Manager RLDS	7	1	1	1
	Community Alarms Responder	25	2	2	2
	Discharge Assistant	0	1	1	1
	Day Care Officers	14	2	2	3
	Mental Health Officers	12	1	1	1
	Occupational Therapist	28	2	2	2
	Adult Protection Community Lead Officer	1	0	1	1
Total for Renfrewshire Health & Social Care Partnership		714	181	197	155

