

Notice of Meeting and Agenda

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Thursday, 08 February 2024	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 - online meetings only

This meeting is on-line only but is a meeting which is open to members of the public by prior arrangement. 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

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.

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|----------|---|---------------|
| 1 | Developments in Health, Safety and Wellbeing | 3 - 6 |
| | Report by Director of Finance & Resources. | |
| 2 | Details of Grievances | 7 - 8 |
| | Report by Director of Finance & Resources. | |
| 3 | Agency Workers | 9 - 10 |
| | Report by Director of Finance & Resources. | |
| 4 | HSCP Home Care Dispute | |
| | Verbal report by UNISON. | |
| 5 | Date of Next Meeting | |
| | That the next meeting of the JCB (Non Teaching) be held on 18 April 2024. | |



To: Joint Consultative Board: Non-Teaching

On: 08 February 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 November 2023.

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**

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 comms team to ensure key messages to managers and employees were issued timeously to remind them of the requirements to keep safe.

- 3.1 An annual review of all our policies and guidance documents is under way, we continue to review the 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.

- 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 **12** high risk contracts and **9** low risk contracts.
- 3.3 There were 4 audits/visits with Scottish Fire and Rescue (SFR) since the last JCB.
- 3.4 The team continue to progress arrangements through the corporate fire working group. The current focus has been concentrating on fire risk assessments.
- 3.5 The Health and Safety team, working with local managers and the occupational health team, have risk assessed some of the priority groups in the council who need Hepatitis B vaccinations. The inoculation programme was completed for building services during January 2024.
- 3.6 The Health and Safety team support the new ways of working arrangements being developed across the council. We have concentrated on the Abbey House/Renfrewshire House activities.
- 3.7 The health and safety team support the Council's construction activities through 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 Arts Centre project, Dargavel School, Paisley Grammar project, Park Mains School, City Deal activities as well as other smaller projects within the school estate.
- 3.8 The HSE intervention at the Underwood Road Depot and household waste recycling centres was closed out as satisfactory during December 2023.
- 3.9 The Council's health surveillance programme continues to be delivered through our occupational health team. The school crossing patrollers health checks were completed during December 2023.
- The winter flu vaccination programme for employees not covered by the NHS programme took place during November and December. The team also supported the NHS Vaccination bus in Ferguslie and Gallowhill.
- 4.0 The following table details the training since the **1 April 2023** and there have been 4737 employees attending courses.

Total Health & Safety course completions from 01 Apr 2023 to 17 Jan 2024									
H&S Course	Overall Completed	Children's Services	Chief Executive's	Finance & Resources	Environment; Housing & Infrastructure	Renfrewshire Health & Social Care Partnership	Renfrewshire Leisure	Scotland Excel	Valuation Joint Board
Waste Recycling in Schools & Nurseries	39	9	0	8	17	5	0	0	0
Promoting Positive Behaviour Legislation and Guidance	60	8	1	3	9	39	0	0	0
Display Screen Awareness DSE	1397	713	57	250	129	173	8	46	11
Ladder Safety Awareness	128	10	2	12	81	13	8	0	0
Using the Lifepak Defibrillator	58	8	2	7	23	12	5	0	0
Remote Health and Safety Module	17	1	1	3	8	4	0	0	0
Manual Handling Module	154	9	7	20	55	54	6	0	1
Fire Module	223	50	12	17	73	60	8	0	1
Supporting Employees Experiencing Domestic Abuse	38	6	1	3	13	14	0	0	1
Accident & Incident Reporting (RIDDOR)	149	20	10	10	36	72	1	0	0
Guidance on Food and Drink in Schools (Scotland) Regulations 2020	42	10	1	3	18	10	0	0	0
Managing Distressed Behaviours (Module 1)	149	19	4	17	30	79	0	0	0
Evacuation Process Renfrewshire House	930	137	85	332	207	163	2	1	3
Violence and aggression at work	316	32	12	33	107	93	2	0	36
Fire Warden Training	300	56	25	17	80	108	10	0	1
Fire alarm Investigation	737	123	35	145	215	199	12	0	4
Sharps Awareness	69	5	2	7	42	12	1	0	0
Stress awareness and risk assessment	70	8	3	7	33	19	0	0	0
Asbestos Awareness	47	2	1	5	35	3	0	0	0
Total	4737	1211	255	880	1101	1098	62	47	58

- 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. 12 have been processed in this period. The nature of the FOIs continue to become complex requests, and this requires further collaboration with our Businessworld colleagues.
- 4.2 The Health and Safety Team supported the Events team to deliver, safely and effectively, the Christmas lights switch on events in Paisley, Johnstone, and Renfrew.

Implications of the Report

- Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health, claims and the costs associated with this.
- HR & Organisational Development** - This report supports the Councils commitment to the health, safety and well being of Renfrewshire Council employees.
- 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.

- 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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Author: Steven Fanning
Principal HR Adviser
Mobile: 07747790211
Email: steven.fanning@renfrewshire.gov.uk

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

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 01/24	TOTAL 10/23
Chief Executives Service	0	0	0	0	0
Environment, Housing & Infrastructure Services	0	6	0	6	3
Children's Services	0	0	0	0	2
Health & Social Care Partnership	1	2	0	3	2
Finance & Resources	0	0	0	0	0
TOTAL	1	8	0	9	7

(Information as at January 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.

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 2023	Number of Agency Workers in this Role in November 2023	Number of Agency Workers in this Role in December 2023
Environment, Housing & Infrastructure Services	Cleaner / Facilities Operative	555	0	3	6
	Catering Asst	15	5	5	3
	Housekeeper	97	6	3	6
	Street Lighting Inspector	2	2	2	2
	Clerk of works	17	1	1	1
	Repairs & Maintenance support Officer -utilities	7	2	2	2
	Plasterer	18	1	2	2
	Electrician	13	2	1	1
	Maintenance Assistant	0	1	0	0
	Labourer	1	3	2	2
	Joiner	36	2	1	0
Transport	Bus Driver	37	11	11	11
Total for Environment & Infrastructure		798	36	33	36
Finance & Resources	Building Surveyor	5	1	1	1
	Benefits Assessor	20	1	1	3
	CS Adviser	29	3	6	6
Total for Finance & Resources		54	5	8	10
Renfrewshire Health & Social Care Partnership	Home Care Worker	376	45	69	61
	Social Care Asistant - various locations	3	7	11	10
	Care Assistant - Care Homes	95	137	87	98
	Social Worker	117	3	4	3
	Operational Manager RLDS	7	1	1	1
	Adult Services co-ordinator	44	1	0	0
	Community Alarms Responder	25	5	2	2
	Discharge Assistant	0	1	2	1
	Day Care Officers		0	1	2
	Mental Health Officers		0	0	1
	Occupational Therapist	28	1	2	2
Total for Renfrewshire Health & Social Care Partnership		695	201	179	181
Total Workers		1547	242	220	227

