

Notice of Meeting and Agenda

Joint Consultative Board (Non-Teaching)

Date	Time	Venue
Thursday, 13 June 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

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 | Date of Next Meeting | |
| | That the next meeting of the JCB (Non Teaching) be held on 19 September 2024. | |



To: Joint Consultative Board: Non-Teaching

On: 12 June 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 April 2024.

This report demonstrates the council's continued commitment to ensuring the health, safety, welfare, and wellbeing of our employees. It supports the aims of the "Our People, Our Future" strategy document, the councils' values and contributes to the delivery of best value outcomes.

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, People and OD, health and safety section in collaboration with other council services.
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3. **Background**

- 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 **12** high risk contracts and **6** low risk contracts.
- 3.3 There were 2 visits by Scottish Fire and Rescue to schools 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 continues on updating the residential care homes and childrens houses, fire risk assessments, where an action plan is being generated from the outcomes.
- 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 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 and the Early Learning teams within Children's Services.
- 3.6 The health and safety team have supported managers with specialist risk assessments, since the last JCB there has been 1 work related stress risk assessment.
- 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 held a focussed event during May, whereby communications were delivered, and the council web pages were updated.
- 4.0 The health and safety team are regularly requested to respond to FOI/SAR requests on behalf of the council in relation to health and safety issues. **9** have been processed since the last JCB.
- 4.1 The health and safety team continue to support the Events team, the current activities include the recent Renfrew Gala day and planning for Barshaw day, Sma Shot day and other summer events.

- 4.2 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.
- 4.3 The corporate health and safety committee met on 6 June 2024. Agenda items were discussed with the trade unions, violence and aggression incidents were a significant topic at this meeting.
- 4.4 Services have developed their annual health and safety reports and health and safety plans for the forthcoming year, and they were submitted to June boards for approval.

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

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 06/24	TOTAL 04/24
Chief Executives Service	0	0	0	0	0
Environment, Housing & Infrastructure Services	0	4	0	4	6
Children's Services	0	1	0	1	1
Health & Social Care Partnership	1	1	0	1	3
Finance & Resources	0	0	0	0	0
TOTAL	0	6	0	6	10

(Information as at June 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 - JUNE 2024					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in March 2024	Number of Agency Workers in this Role in April 2024	Number of Agency Workers in this Role in May 2024
Environment, Housing & Infrastructure Services	Cleaner / Facilities Operative	555	28	11	15
	Catering Asst	15	28	16	18
	Housekeeper	97	0	0	0
	Street Lighting Inspector	2	3	3	3
	Slater	9	2	2	2
	Electrician	13	6	6	8
	Labourer	1	2	2	2
Transport	Bus Driver	37	11	11	11
Total for Environment & Infrastructure		729	80	51	59
Finance & Resources	Building Surveyor	5	1	1	1
	Senior Clerical Officer	146	2	2	2
	CS Adviser	29	7	7	7
Total for Finance & Resources		180	10	10	10
Renfrewshire Health & Social Care Partnership	Home Care Worker	376	34	34	34
	Social Care Assistant - Care Homes	95	95	89	64
	Social Worker	117	5	6	4
	Operational Manager RLDS	7	1	1	1
	Community Alarms Responder	25	1	1	1
	Discharge Assistant	0	0	1	0
	Day Care Officers	14	1	2	2
	Occupational Therapist	28	1	1	0
Adult Protection Community Lead Officer	1	1	1	1	
Total for Renfrewshire Health & Social Care Partnership		663	139	136	107

