

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

Date	Time	Venue
Wednesday, 10 November 2021	15:00	Microsoft Teams Platform,

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Jim Harte: Councillor Jim Paterson:

Councillor Andy Steel (Convener): Councillor John McNaughtan (Depute Convener):

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

A copy of the agenda and reports for this meeting will be available online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

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 Agency Workers 1 - 2

Report by Director of Finance & Resources.

5 Details of Grievances 3 - 4

Report by Director of Finance & Resources.

6 Developments in Health, Safety and Wellbeing 5 - 10

Report by Director of Finance & Resources.

AGENCY WORKERS - OCTOBER 2021					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in July 2021	Number of Agency Workers in this Role in August 2021	Number of Agency Workers in this Role in September 2021
Environment & Infrastructure	Cleaner / Facilities Operative	558	10	45	43
	Housekeeper	71	7	4	7
	Cook/Chef	0	5	5	4
	Clerk of works Inspector	7	1	0	0
	Street Lighting Inspector	2	2	2	2
	Brick Layer	2	2	2	2
	Labourer Item 4	1	2	2	0
	Slater	9	1	1	1
	Plumber	0	1	2	0
	Plasterer	18	1	2	1
	Electrician	13	0	1	1
	Joiner	36	5	4	3
Transport	Bus Driver	37	10	10	10
Total for Environment & Infrastructure		754	47	80	74
Finance and Resources	Senior QS	0	1	1	1
	Senior Accountant	7	1	1	1
	Finance Manager	4	1	1	1
	CS Adviser	29	3	3	3
Total for Finance & Resources		40	6	6	6
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	27	26	24
	Social Care Assistant	161	55	46	36
	Care Home Manager	3	1	1	1
	Adult Services Manager	1	0	1	1
	Social Worker	117	0	8	8
	Senior Social Worker	32	0	2	2
	Visiting Co-ordinators x3	0	0	3	3
	Interim SW MH Operations Manager & ASP Chair	0	0	1	1
	Resource Assistant	3	0	2	2
	Habilitation Worker	0	0	1	1
	Operational Manager CMHT	0	0	1	1
	Assistant Services Manager	1	0	1	1
	RLDS Operations Manager	2	0	1	1
Total for Renfrewshire Health & Social Care Partnership		693	83	94	82
Total Workers		1487	136	180	162

**RENFREWSHIRE COUNCIL
JOINT CONSULTATIVE BOARD (Non-teaching) October 2021**

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 10/21	TOTAL 08/21
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	0	0	0	2
Communities & Housing Services	0	0	0	0	0
Children's Services	0	0	0	0	2
Health & Social Care Partnership	0	1	0	1	3
Finance & Resources	0	1	0	1	1
TOTAL	0	2	0	2	8

(Information as at 28 October 2021)

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.



To: Joint Consultative Board: Non-Teaching

On: 10th November 2021

Report by Alan Russell, 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. The Health and Safety team have been an integral part of the council's emergency management team, providing clear guidance as documents have been released from the UK and Scottish Governments, The NHS, and Health Protection Scotland. The team links with fellow colleagues in other local authorities to share knowledge and introduce any new learning to our guidance and procedures.

The Health and Safety team, as part of the wider HR and OD team, have been working collaboratively with all key stakeholders, including the Trade Unions, across the council and external partners such as the NHS to ensure that any activities being undertaken, were risk assessed. More importantly the controls being reviewed in line with any changes to the guidance including COVID Levels as they emerged to ensure staff and clients health, safety, and wellbeing.

With the move to beyond National strategic level 0 the team have been actively involved in work with services to assist in a planned and managed response to work in accordance with guidance. Working from home is still the preferred option for some staff wherever possible.

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 Policies and Guidance

The following have been issued or under review:

- DSE guidance (reviewed and updated)
- Homeworking guidance (under review)
- Guidance for First Aiders updated
- Working in Vehicles updated
- HAZID and workplace specific risk assessments
- Schools' checklists (reviewed and updated)
- Legionella Guidance (reviewed and updated)
- Guidance on the use of drones (reviewed and updated)
- RIDDOR reporting under review
- Fire risk assessment (sleeping risk) under review

3.2 The Health and Safety team has continued to support front line services in the delivery of emergency and prioritised work across the council area. Other business as usual tasks such as accident investigation and fire safety continue. This has included on site visits and meetings with external authorities. In other cases, meetings online with computer applications, such as Microsoft teams, has taken place. The team has continued to support services such as school site visits and provided advice and guidance in relation to vaccination centres and aided the return of some services across the council area. Officers provided a daily presence at Renfrewshire House.

3.3 The development of new guidance supplemented by risk assessments, standing operating procedures which relate to the specific service activity continues to be an important aspect of the teams' work. The specialised knowledge required has covered care at home, residential care homes,

schools and early learning and childcare centres. Since the last report the Health and Safety Team, has produced in cooperation with the Corporate Communications Team, Health and Safety information templates to cover 4 main areas: Health and Safety Alert, Environmental Alert, Health and Safety Communications and Best Practice Alert. The selection of the correct template would be dependent on the incident. For example, the identification of faulty equipment.

- 3.4 To continue the support of Vaccination Centres (Renfrew/Johnstone/ Paisley/Linwood) the Health and Safety team provide advice and guidance as well as undertaking spot-checks.
- 3.5 The Health and Safety team have worked closely with Occupational Health and Timefortalking (the employee counselling service) to ensure the council are supporting employees throughout the different phases of the pandemic.
- 3.6 The Health and Safety team have worked with services to assist in local arrangements within Renfrewshire House. This has included the review of fire and first aid arrangements during the current transition, enabling the removal of personal belongings from the building and the planned return for certain key staff to the building.
- 3.7 The Corporate Health and Safety Committee meetings have now been reinstated and meet quarterly. In accordance with its terms of reference it has met 3 times this year already and its final meeting is planned for early December 2021. The Committee members have been consulted on several new documents including Health and Wellbeing at work, Legionella Guidance, and the review of Drones.
- 3.8 Since the last JCB meeting Health and Safety team have undertaken **38** High risk and **5** (as of 28/10) Low risk evaluations of contractor's and supplier's health and safety documentation when they apply for contracts with Renfrewshire Council. Priority was given to Covid related activity. All applicants are required to provide evidence of COVID-19 Risk assessment and mitigation measures.
- 3.9 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, **6** have been processed. A proportion of the requests are COVID-19 oriented and can be complex.
- 3.10 Online training has been undertaken on a case-by-case basis as well as Toolbox talks on-site, especially where additional controls have been introduced in relation to Covid. Review of fire risk assessment training has been undertaken. Other topics are being reviewed.

- 3.11 The Corporate Personal Protective Equipment Group continues to support services to ensure that stocks are maintained at a reasonable level and monitors forthcoming guidance to ascertain the impact.
- 3.12 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.
- 3.13 The Health and Safety Team continue to review all injury accidents occurring within the Council activity. If required (for more serious type incidents) we report the incident to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations. For the time period concerned there were **5** RIDDOR reports submitted (including **1** COVID-19 Report.)

COVID-19 RIDDOR reports submitted since the start of the pandemic began sits at 145 for all of the council services. This is for staff only.

One Workplace stress risk assessment was undertaken at the request of HR.

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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