

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

Date	Time	Venue
Wednesday, 01 September 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)

Recording of Meeting

This meeting will be recorded for subsequent broadcast via the Council's website. If you have any queries regarding this please contact Committee Services on 07534 058160. To find the recording please follow the link which will be attached to this agenda once the meeting has concluded.

https://youtu.be/sisU_jG1DpM

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 Absence Statistics

3 - 12

Report by Director of Finance & Resources.

5 Developments in Health, Safety and Wellbeing

13 - 18

Report by Director of Finance & Resources

6 Details of Grievances

19 - 20

Report by Director of Finance & Resources.

7 Agency Workers

21 - 22

Report by Director of Finance & Resources.

8 Date of Next Meeting

The next meeting of the JCB Non-Teaching is scheduled to be held at 3pm on 10 November 2021.



To: Joint Consultative Board (Non-Teaching)

On: 1st September 2021

Report by: Director of Finance and Resources

Heading: Absence Statistics – 2020/21 Overview and Quarter 1 2021/22

1. Summary

1.1 The purpose of this report is to provide the Board with absence monitoring information. This report provides the absence information for the year 2020/21 and for the first Quarter 2021/22. The report also highlights the continued support in place for employees in response to the Coronavirus (Covid-19) pandemic and highlights the steady improvements in performance by all services in this quarter.

1.2 The council has continued to follow Government guidance throughout the pandemic, and this has contributed to a reduction in short term absence with fewer people circulating socially and within workplaces. Working from home continues to reduce the opportunity for transmission, particularly as a result of not having to commute as well as the vaccination programmes impact on suppressing the virus.

2. Recommendations

2.1 It is recommended that the Board notes the content of this report.




3. Background

3.1 The Scrutiny Board agreed that absence levels will be reported on a quarterly basis. It was agreed that the report will include the following information relating to supporting attendance:

- Absence statistics broken down by service and category of staff.
- Reasons for absence broken down by service and category of staff.
- Progress made by services in relation to their supporting attendance action plans.

4. Sickness absence statistics 2020/2021 overview

4.1 In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee, year on year employee group and council absence performance with covid is detailed in table 1 below:

Employee Group	Year 2019/20	Year 2020/21	Variance +/- year on year
Local Government	14.14	12.59	-1.55 
Teachers	7.78	6.25	-1.53 
Council Overall	12.63	10.99	-1.64 

4.2 The main sickness absence reasons across the council presented in their employee group and their percentage contribution during 2020/21, are detailed in table 2 below:

Employee Group	Sickness Reasons	% of the overall sickness absence recorded
Local Government	Psychological (non-work related)	33.6%
	Musculoskeletal & Joint Disorders	20.7%
	Respiratory	17%
Teachers	Psychological (non-work related)	33.1%
	Stomach/Bowel/Blood and Metabolic Disorders	21.5%
	Respiratory	14.5%
Council Overall	Psychological (non-work related)	33.5%
	Musculoskeletal and Joint Disorders	18.8%
	Respiratory	17.7%

5 Quarter 1 ending 30 June 2021.

5.1 A comparison of service and council overall absence performance for quarters ending June 2020 and June 2021 is detailed in table 3(including covid) below and table 4 (without covid), which is on the following page. In line with the reporting requirements for Scottish Councils, absence is expressed as a number of work days lost per full time equivalent (FTE) employee.

5.2 **Table 3: Q1 year on year service and council absence performance with covid:**















Service	Quarter Ending June 2020	Quarter Ending June 2021	Variance +/- year on year
Chief Executives	1.45	0.96	-0.49 
Childrens Services	1.45	2.44	+0.99 
Communities and Housing Services	1.88	3.03	+1.15 
Environment and Infrastructure	5.39	4.05	-1.34 
Finance & Resource Services	1.42	1.71	+0.30 
Renfrewshire Health and Social Care Partnership	3.50	4.73	+1.23 
Council Overall	2.52	2.91	+0.39 
Council Overall Target	2.60	2.60	n/a

Table 4: Q1 year on year service and council absence performance without covid:

Service	Quarter Ending June 2020	Quarter Ending June 2021	Variance +/- year on year
Chief Executives	1.45	0.96	-0.49 
Childrens Services	1.45	2.32	+0.87 
Communities and Housing Services	1.88	2.45	+0.57 
Environment and Infrastructure	5.39	4.01	-1.38 
Finance & Resource Services	1.42	1.52	+0.10 
Renfrewshire Health and Social Care Partnership	3.50	4.66	+1.16 
Council Overall	2.52	2.78	+0.26 

Council Overall Target	2.60	2.60	n/a
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5.3 Table 5 details the work days lost due to absence by employee group for the quarter (including covid), and table 6 without covid, and highlights the council's performance within the employee reporting groups as defined by the Improvement Service.

Table 5: Q1 year on year employee group and council absence performance with covid:







Employee Group	Quarter Ending June 2020	Quarter Ending June 2021	Variance +/- year on year
Local Government	3.03	3.43	+0.40 
Teachers	0.84	1.42	+0.58 
Council Overall	2.52	2.91	+0.39 

Table 6: Q1 year on year employee group and council absence performance without covid

Employee Group	Quarter Ending June 2020	Quarter Ending June 2021	Variance +/- year on year
Local Government	3.03	3.28	+0.25 
Teachers	0.84	1.35	+0.51 
Council Overall	2.52	2.78	+0.26 

6.0 Sickness absence targets analysis – Quarter 1

- 6.1 Local Government employee absence level of 3.43 days lost per FTE employee is **0.83 days above** the council target of 2.60 days, but if covid absences are removed, this equates to 3.28 days lost per FTE which is **0.68 days above** the council target.
- 6.2 In addition, the Teacher absence level of 1.42 days lost per FTE employee is **0.12 days below** the council target of 1.54 days, but if covid absences are removed, this equates to 1.35 days lost per FTE which is **0.19 days below** the council target.
- 6.3 The Council has recorded an overall absence rate of 2.91 days lost per FTE employee, which is **0.31 days above** the council target of 2.60 days, but if covid absences are removed, this equates to 2.78 days lost per FTE which is **0.18 days above** the council target.

7.0 Sickness absence reasons and support measures during quarter 1

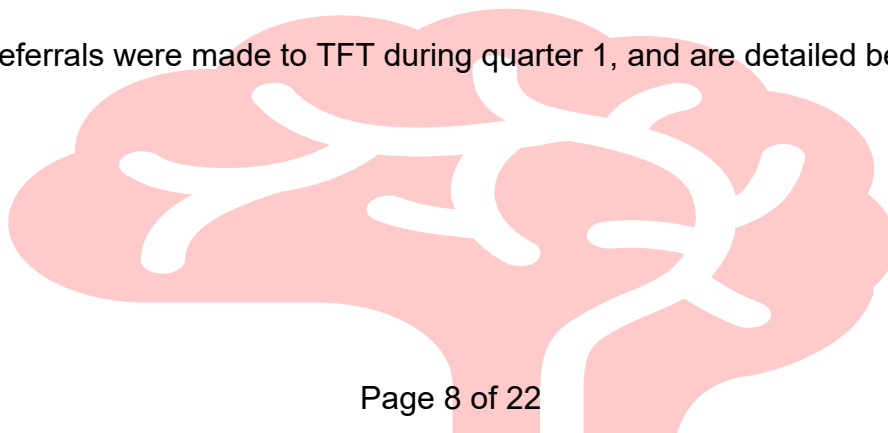
- 7.1 The main sickness absence reasons across the council presented in their employee group and their percentage contribution in this quarter, are detailed in table 7 below:

Table 7: Q1 sickness absence reasons

Employee Group	Sickness Reasons	% of the overall sickness absence recorded
Local Government	Psychological (non-work related)	32.4%
	Musculoskeletal & Joint Disorders	20.6%
	Stomach/Bowel/Blood and Metabolic Disorders	15.4%
Teachers	Psychological (non-work related)	24.4%
	Stomach/Bowel/Blood and Metabolic Disorders	22.9%
	Respiratory	17.3%
Council Overall	Psychological (non-work related)	31.4%
	Musculoskeletal and Joint Disorders	19.6%

	Stomach/Bowel/Blood and Metabolic Disorders	16.3%
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- 7.2 Overall, Psychological (non-work related), Musculoskeletal and Joint Disorders remain the top two reasons. Stomach / Bowel /Blood and Metabolic Disorders replaces Respiratory as the third top presenting issue compared to the corresponding quarter in the previous year.
- 7.3 To support employees with psychological absences, the council provides a range of support services that employees can be referred to at an early stage for assistance, such as the council's Occupational Health Service and the Time for Talking employee counselling service.
- 7.4 The Time for Talking (TFT) counselling service provides 24-hour confidential support to employees with a range of personal health and well-being issues. It operates a flexible approach to appointments offering telephone consultations in the early mornings or evenings as well as throughout the day. In line with Covid 19 control measures, the counselling service continues to be operated through secure video conferencing and telephone consultations.
- 7.5 **58** referrals were made to TFT during quarter 1, and are detailed below:





Personal (69%)
Stress/anxiety/depression
Family Relationships
Bereavement/Loss



Work & Personal (20.6%)
Stress/anxiety



Work related (10.4%)
Role (the understanding of)
Demands

- 7.6 Stress risk assessments are undertaken to support employees who have identified stress as having an impact on their wellbeing. An action plan is agreed and undertaken at a local level with the specialist support from HR and OD.
- 7.7 HR and OD work in collaboration with NHS colleagues, to offer safeTalk and ASIST courses on suicide awareness and prevention as well as anxiety awareness courses. We also promote the “Doing Well” service which supports employees with depression and low moods.
- 7.8 The Physiotherapy service supports employees with Muscoskeletal and Joint Disorder conditions through the council’s Occupational Health Service. The service has continued to be provided throughout the period using secure video conferencing and telephone consultations.
- 7.9 The council’s usage of the Occupational Health Service for quarter 1 is detailed below:



8.0 Coronavirus (Covid 19)

- 8.1 Covid19 sickness absence continues to be monitored through a dedicated team within HR and OD and reported to the Corporate Management Team daily. The team work closely with our colleagues in public health and monitor the impact of test and protect within our schools and workplaces.

- 8.2 The HR and OD team have been working collaboratively with all key stakeholders, including the Trades Unions, across the council to ensure that any activities being undertaken, especially by key workers, are in line with any changes to the guidance or legislation as it has emerged.
- 8.3 A key continued priority for the council is protecting the mental health and wellbeing of the workforce. The HR and OD team, working closely with the communications and marketing service, regularly engage with the workforce to provide access to a wide range of mental health and wellbeing support and services.
- 8.4 The dedicated helpline has been set up by the Occupational Health provider so that employees can call to discuss any Covid 19 health-related and continues to be operational.
- 8.5 The corporate personal protective equipment group continues to ensure that stocks of PPE are maintained at a reasonable level and are available for all those who require it. The group monitors new and emerging guidance to manage impact and ensure resilience.
- 8.6 The team continue to implement updated Government guidance, reflecting changes to local policy where necessary. This includes the ways in which those who are currently working from home can apply practical solutions to ensure they are working safely, including display screen equipment or the type of office equipment they require. The health and safety team continue to offer virtual assessments and advice to support everyone with their set up. Employees with existing medical conditions are offered additional support from Occupational Health.

9.0 Measures to support attendance at work

- 9.1 A number of measures being progressed to support attendance at work, include the following: -
- The review of the current supporting attendance policies covering all employees, including teachers continues.
 - HR and OD and the Business World Team are working to improve the absence information available to managers, and to streamline supporting attendance related processes to facilitate prompt absence reporting, recording, and updating of relevant systems.
 - Increased frequency of reporting sickness absence information to the Corporate Management Team.
 - In collaboration with the communications and marketing service, regular information and guidance continues to be issued, particularly around well-being issues as we move through the stages of the Scottish Government's revised recovery route map.

Implications of this Report

- 1 **Financial Implications** - Improvement in attendance impacts on the financial costs of absence.
- 2 **HR and Organisational Development Implications** - HR and Organisational Development Practitioners will continue to work with service managers and consult with the Trade Unions, on the implementation of the Supporting Attendance at Work Policy and Guidance and initiatives detailed in this report.
- 3 **Community Planning**

Children and Young People - none.

Jobs and the Economy - none.

Community care, health, and wellbeing - provides for continuous improvement in health and attendance.

Safer and Stronger - provides for improved service performance across the Council.

Greener - none.

Empowering our Communities - none.
- 4 **Legal Implications** - none.
- 5 **Property/Asset Implications** - none.
- 6 **Information Technology Implications** - none.
- 7 **Equality and Human Rights Implications** - none.
- 8 **Health and Safety Implications** - it is integral to the Council's aim of securing the health and well-being of employees.
- 9 **Procurement Implications** - none.
- 10 **Risk Implications** - Without continued effective supporting attendance focus, there is a risk that sickness absence levels will adversely impact on the Council both financially and in terms of service delivery. Consequently, supporting attendance activities are monitored via the Corporate Risk Register.
- 11 **Privacy Impact Implications** - none.
12. **Cosla Policy Position** – none
13. **Climate Risk** - none

List of Background Papers - none.

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To: Joint Consultative Board: Non-Teaching

On: 1st September 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 Trades 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 employees 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 employees wherever possible.

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 Policies and Guidance

The following have been issued or are under review in part due to COVID impact:

- DSE guidance 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 on the use of drones
- RIDDOR reporting

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 albeit, in some cases, using electronic computer applications, such as Microsoft teams, rather than face to face. More recent activity has included site visits to Early Learning and Childcare Centres. Visits to the ELCC's has been undertaken jointly with colleagues from Children Services. An appropriate action plan has been developed to ensure that any of the issues found are dealt with timeously and appropriately.

3.3 The development of new guidance supplemented by risk assessments and 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.

- 3.4 To continue the support of Vaccination Centres (Renfrew/Johnstone/ Paisley) the Health and Safety team provide not only advice and guidance but undertake spot-checks and provide regular updates with staff representatives.
- 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 employees to the building.
- 3.7 The Corporate Health and Safety Committee meetings have now been reinstated and meet quarterly. Dates are planned throughout 2021 with the next one due in September 2021
- 3.8 Since the last JCB meeting, the Health and Safety team have undertaken **33** High risk and **5** 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, **10** have been processed. A proportion of the requests are COVID-19 related 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. A review of fire risk assessment training for all employees 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 employees.

- 3.13 Since the last JCB, work has continued with the services to further encourage home workers in particular to undertake Display Screen Equipment (DSE), I-learn training and to complete their DSE Risk assessment online.
- 3.14 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 **6** RIDDOR reports submitted including **1** dangerous occurrence).

COVID-19 RIDDOR reports submitted since the start of the pandemic began sits at 141 for all of the council services. This is for employees only.

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** – 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 2021**

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 08/21	TOTAL 05/21
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	1	1	2	3
Communities & Housing Services	0	0	0	0	0
Children's Services	0	2	0	2	3
Health & Social Care Partnership	0	3	0	3	3
Finance & Resources	0	1	0	1	0
TOTAL	0	7	1	8	9

(Information as at 18 August 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.

AGENCY WORKERS - AUGUST 2021					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in May 2021	Number of Agency Workers in this Role in June 2021	Number of Agency Workers in this Role in July 2021
Environment & Infrastructure					
	Cleaner	348	64	57	10
	Housekeeper	78	4	4	7
	Catering Assistant	173	0	0	5
	Clerk of works Inspector	8	1	1	1
	Street Lighting Inspector	2	2	2	2
	Brick Layer	2	2	2	2
	Labourer	1	2	2	2
	Slater	9	1	1	1
	Plumber	0	0	0	1
	Plasterer	15	0	0	1
	Joiner	44	0	0	5
Transport	Bus Driver	36	10	10	10
Total for Environment & Infrastructure		716	86	79	47
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	22	30	27
	Social Care Assistant	161	35	42	55
	Home Care Manager	2	2	2	2
Total for Renfrewshire Health & Social Care Partnership		536	59	74	84
Total Workers		1292	151	159	137

