

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

Date	Time	Venue
Wednesday, 11 November 2020	15:00	Microsoft Teams Platform,

KENNETH GRAHAM
Head of Corporate Governance

Time of Meeting

Please note that this meeting will start at 3pm or at the conclusion of the Finance, Resources & Customer Services Policy Board whichever is the later.

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 internet site. 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.

Recording of Meeting

<https://youtu.be/V9VMBJvVHAM>

Items of business

Appointment of Chairperson

Apologies

Apologies from members.

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.

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|----------|--|----------------|
| 1 | Developments in Health, Safety and Wellbeing | 1 - 6 |
| | Report by Director of Finance & Resources. | |
| 2 | Details of Grievances | 7 - 8 |
| | Report by Director of Finance & Resources. | |
| 3 | Care at Home - Staff Rest Break Facilities and Uniform Provision (Update) | 9 - 12 |
| | Operations Manager, Care at Home Services, Renfrewshire Health and Social Care Partnership (RHSCP) | |
| 4 | Agency Workers | 13 - 14 |
| | Report by Director of Finance & Resources. | |
| 5 | Timetable of Meetings 2021 | 15 - 18 |
| | Report by Director of Finance & Resources. | |



To: Joint Consultative Board: Non-Teaching

On: 11th November 2020

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 to ensure that any activities (especially key workers) being undertaken, were risk assessed and more importantly the controls were being reviewed dynamically in line with any changes to the guidance or legislation as it emerged.

Working closely with the comms team, regular key messages to managers and employees were issued timely to reminded them of the requirements to keep them safe

3.1 Policies and Guidance

The following have been issued or under review 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)
- Covid Age risk assessments (currently 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 albeit, in some cases, using electronic computer applications, such as Microsoft teams, rather than face to face.

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.

3.4 Site visits to assist managers has been an essential component of the workload for the Health and Safety team and by the end of September 2020, all High Schools, Primary schools, Early Learning Centres and nurseries had been inspected. The Team also provided additional site support to Renfrewshire Leisure as well as the RVJB.

3.5 The Health and Safety Executive (HSE) visited 7 of our educational establishments accompanied by Health and Safety officers when the schools returned in August. Advice and guidance provided by the HSE was provided to the Head Teachers. The HSE also met with employee representatives on

site and discussed the Councils approach in private. Apart from some minor issues (addressed at time) no further action has been proposed

- 3.6 The Health and Safety team and the HR operations teams have been working closely to continue to support those employees with underlying health conditions to return to work safely. Further work on a revised Covid age document for COVID 19 is continuing in light of recent changes to government advice.
- 3.7 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.
- 3.8 The Health and Safety team have worked with services to review the arrangements within Renfrewshire House.
- 3.9 The formal Corporate Health and Safety Committee meetings planned for the year were suspended to the pandemic. However, regular contacts with Trades Unions have and continue to take place, almost on a weekly basis. The next formal meeting of the Corporate Health and Safety Committee is planned for the 11th November. All services should be represented.
- 3.10 Since August 2020, Health and Safety team have undertaken 15 High risk and 3 Low risk evaluations of contractor's health and safety documentation when they apply for contracts with Renfrewshire Council. Priority was given to Covid related activity.
- 3.11 The Health and Safety team respond on a regular basis to requests for Freedom of Information as well as to Insurance claims. Since August 2020, 5 have been processed.

One Health and Safety Flash has been issued concerning the safe use of antiseptic spray in schools.
- 3.12 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.
- 3.13 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.
- 3.14 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce.

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) NOVEMBER 2020**

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 11/20	TOTAL 08/20
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	2	0	2	2
Communities, Housing & Planning Services	0	0	0	0	0
Children's Services	0	3	0	3	2
Health & Social Care Partnership	0	3	0	3	2
Finance & Resources	0	3	0	3	5
TOTAL	0	11	0	11	11

(Information as at November 2020)

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: 11th November 2020

Report by: Operations Manager, Care at Home Services, Renfrewshire Health and Social Care Partnership (RHSCP)

Heading: Care at Home - Staff Rest Break Facilities and Uniform Provision (Update)

1. **Summary**

This report outlines the work which has taken place in response to COVID-19 pandemic and provision of staff rest break facilities and uniforms.

2. **Recommendations**

- 2.1. The JCB is asked to note the content of the report and the work taken which has taken place in relation to support staff breaks and uniform provision.
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3. **Background**

Rest Breaks and Facilities

- 3.1. COVID-19 pandemic has had a significant impact on all front facing services across Renfrewshire. Our understanding of the virus has developed since March 2020.
- 3.2. In March 2020, response to the pandemic led to an unprecedented national lockdown, meaning all shared public spaces were limited and almost all public

amenities were closed. At time of writing, the majority of public amenities remain closed and local measures are in place across Renfrewshire.

- 3.3. Historically, Home Care workers have accessed community amenities for rest breaks throughout their working day with no formal provision of such facilities. Prior to March 2020 a network of resources was available through the use of Internal RHSCP care homes, Extra Care and Sheltered Housing provisions. Due to lockdown measures, these resources moved to no access for non-essential visitors, meaning they were unavailable for Home Care worker use.
- 3.4. RHSCP explored a number of alternative resources for rest break facilities to support staff whilst in the community. Facilities identified for use based on their availability, proximity, accessibility, infection control and cleaning arrangements available were:
 - o Renfrew Day Centre
 - o Montrose Day Centre
 - o Johnstone Day Centre
- 3.5. These core facilities can be accessed between 08:00 and 21:00, 7 days per week, for comfort breaks.
- 3.6. In addition to the core facilities identified, a further three facilities were developed and made available August 2020:
 - o Ralston Community Centre
 - o Elderslie Village Hall
 - o Hunterhill Community Centre
- 3.7. Care at Home services are working closely with Communities, Housing and Planning Services to utilise space within Rowan Court, Housing Development, for staff rest breaks in the longer term. This facility requires renovation to take place which has been commissioned.
- 3.8. This development will support the Lochfield area for Care at home services and the service will continue to review and develop opportunities for further resources during this period of local measures and restrictions.
- 3.9. Longer term, the current resources identified will remain and core resources through Care Homes, Extra Care and Sheltered Housing will be re-established when measures and restrictions permit. In addition, RHSCP operated Care at Home services is undergoing a review which addresses both the service delivery model and the supporting operational and management structure as part of the Older People Service Review Programme.

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- 3.10. As part of this review, Care at Home services are currently working towards an implementation of a Scheduling and Monitoring system which will support ensuring that planned breaks are in place for all staff and that resources are accessible within proximity of their working location. The target for this phase of work to be completed is June 2021.

Home Care Worker Uniform Provision

- 3.11. Care at Home services have been working with their designated uniform supplier to ensure that appropriate levels of uniforms are readily available for staff.
- 3.12. Uniform stock has recently been received and staff who had no uniforms were prioritised for provision. Further stock requests have been placed with delivery expected by the end of October 2020. Provision of additional jackets and trousers to split shift workers has been carried out, with this allowing staff to change uniforms between shifts as required.
- 3.13. The health, safety and wellbeing of our staff is paramount and RHSCP will continue to ensure that appropriate uniform provision is in place.
- 3.14. Home Care workers will also be supplied with torches and snow grips as we approach winter and decreased hours of daylight. Distribution of these items are currently underway.

Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** – None

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8. **Health & Safety** – None
 9. **Procurement** –None
 10. **Risk** - None
 11. **Privacy Impact** – None
 12. **COSLA Policy Position** - None

List of Background Papers

N/A

Author: Lynn Kilicaslan, Operations Manager, Care at Home Services

Content approved by: Shiona Strachan, Acting Head of Adult Services

AGENCY WORKERS -SEPTEMBER 2020					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in July 2020	Number of Agency Workers in this Role in August 2020	Number of Agency Workers in this Role in September 2020
Environment &Infrastructure	Cleaner	213	50	63	70
	Housekeeper	58	9	7	10
	Electrician	11	1	1	1
	Street Lighting	0	2	2	2
	Labourer	1	1	1	1
	Painter	19	1	3	3
	Plumber	15	1	1	1
	Joiner	44	1	1	2
Transport	Bus Driver	36	7	11	11
Total for Environment & Infrastructure		397	73	90	101
Finance & Resources	Senior Accountant	7	1	1	1
	Interim Payroll Manager	0	1	1	1
	Finance Manager	4	1	1	1
	Clerical Assistant	227	1	1	1
	Senior Clerical Officer	128	1	1	1
Total for Finance & Resources		366	5	5	5
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	62	46	33
	Community Alarms responder	44	12	10	10
	Social Care Worker	114	31	5	0
	Home Care Manager	2	2	2	2
Total for Renfrewshire Health & Social Care Partnership		533	107	63	45
Total Workers		1296	185	158	151



To: JCB Non-Teaching

On: 11 November 2020

Report by: Director of Finance & Resources

Heading: Timetable of Meetings 2021

1. Summary

- 1.1 The JCB Non-Teaching requires to agree a timetable of meetings for 2021.
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2. Recommendation

- 2.1 That the Board considers and, if appropriate, approves the proposed arrangements for meetings of the Board during 2021 as detailed in the report.
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3. Background

- 3.1 The Constitution of the JCB Non-Teaching details the requirement of the Board to meet as and when required but not less than four times per year.

- 3.2 A timetable of Board meetings until the end of 2020 was agreed at the meeting of the Board held on 4 September 2019. Accordingly
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proposed arrangements for meetings of the JCB Non-Teaching during 2021 now require to be considered and agreed by the Board.

3.3 Members of the JCB also require to be members of the Finance Resources & Customer Services Policy Board consequently meetings of the JCB are timetabled to be held on the same date as meetings of that Policy Board. Meetings of the Finance Resources & Customer Services Policy Board commence at 2pm. It has been previous practice to hold meetings of the JCB at 3pm or at the conclusion of the Policy Board whichever was earlier.

3.4 Following consultation it is proposed that meetings of the JCB Non-Teaching be convened on the following dates at 3pm:-

- Wednesday 31 March 2021
- Wednesday 2 June 2021
- Wednesday 1 September 2021
- Wednesday 10 November 2021

Implications of the Report

1. **Financial** - None.
2. **HR & Organisational Development** - None.
3. **Community/Council Planning** - None.
4. **Legal** - None.
5. **Property/Assets** - None.

6. **Information Technology** - None.
7. **Equality & Human Rights** - 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. 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.
8. **Health & Safety** - None
9. **Procurement** - None
10. **Risk** - None.
11. **Privacy Impact** - None
12. **Cosla Policy Position** - None
13. **Climate Risk** - None
14. **Fairer Scotland Duty** - None

List of Background Papers - None

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