

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

Date	Time	Venue
Wednesday, 31 January 2018	15:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillors Tom Begg, Jim Harte, Councillor Jim Paterson, Councillor Andy Steel and Councillor John McNaughtan.

Representing APT& C Staff

M Ferguson and 5 APT&C Staff.

Representing Manual Workers

S McAllister (Manual Spokesperson) and 4 representatives of Manual Trade Unions.

Further Information

This is a meeting which is open to members of the public.

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 www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

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

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Items of business

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.

- | | | |
|----------|--|---------------|
| 1 | Developments in Health and Safety | 3 - 6 |
| | Report by Director of Finance & Resources relative to developments in health and safety issues since the last meeting. | |
| 2 | Agency Workers | 7 - 8 |
| | Report by the Director of Finance & Resources relative to the number of agency staff employed within the Council. | |
| 3 | Details of Grievances | 9 - 10 |
| | Report by Director of Finance & Resources relative to details of grievances received. | |
| 4 | Date of Next Meeting | |
| | The next meeting of the Joint Consultative Board Non-Teaching is scheduled to be held at 3pm on 28 March, 2018. | |



To: Joint Consultative Board: Non-Teaching

On: 31 January 2018

Report by: Alan Russell, Director of Finance and Resources

Heading: Developments in Health and Safety

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 the Finance and Resources, health and safety section and other council services.
-

3. Background

This section of the report details the activities undertaken since the last JCB.

3.1 Policies and Guidance

The following are being revised:

- Control of Legionella Bacteria in Hot and Cold Water Systems
- The Selection and Control of Contractors.
- Alcohol and substance misuse
- Control of Smoking at Work
- Violence and aggression
- Reporting of Incidents, Diseases and Dangerous Occurrences guidance
- First Aid Guidance including the use of defibrillators

- 3.2 The health and safety section continue to assist services to retain accreditation to BS OHSAS 18001:2007. The next audit is planned for March 2018. We are currently working with procurement on a new 3 year contract.
- 3.3 The Healthy Working Lives Gold award has been submitted to the Scottish Centre for Healthy Working Lives for assessment. Early indications suggest that we may have been successful.
- 3.4 We are working closely with the risk and insurance section to identify accident causation type which could result in a claim against the council. This will lead to further strategies which may reduce the impact of claims to the council and more importantly raise the health and safety awareness amongst employees and managers
- 3.5 The health and safety section are continuing to work with services to survey the fire arrangements within Renfrewshire House in line with the current refurbishment programme. This work is ongoing with areas of note being identified. We are also working with Development and Housing to review the fire safety arrangements at the high flats and sheltered housing accommodation units. The section undertook on-site fire warden training for our care homes. This is a continuous process.
- 3.6 The health and safety section continue to support the Town Centres Team and other event organisers to ensure that there are safe, controlled and enjoyable events delivered. We are currently involved in the planning of the winter events programme. The section is currently working on the Monte Carlo Rally Event on the 31st January 2018.
- 3.7 Following discussions with Health and Safety Team the British Heart Foundation (BHF) further training in the use of CPR techniques is being planned with dates being finalised at the time of writing. There is already a waiting list of 30 staff. Separate training for school office staff and others out with Renfrewshire House is being considered. The courses are free of charge. The section is also supporting a review of first aid provision for Renfrewshire House. This includes partner organisations.
- 3.8 Discussions on developing training in dealing with aggressive behaviour or abusive phone calls with call centre staff have taken place and preparations are well advanced. Separately specific training on violence and aggression was undertaken by the team.
- 3.9 The section has worked with colleagues in IT in relation to the continued use of the Lotus Notes AIRD (Accident Incident Reporting Database) and General Risk Assessment Database (GRAD).
- 4.0 The Joint Corporate Health and Safety Committee met in December and January. Agreement on new Terms of Reference will be agreed at the next meeting in April 2018.

Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health 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 ensure 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, including health surveillance, are being maintained.
11. **Privacy Impact** – not applicable to this report.

List of Background Papers

(a) None

Author: D Blair
0141 618 7632
douglas.blair@renfrewshire.gov.uk

AGENCY WORKERS - DECEMBER 2017

Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in October 2017	Number of Agency Workers in this Role in November 2017	Number of Agency Workers in this Role in December 2017
Development and Housing Total for Development and Housing Environment & Communities	Sheltered Housing Officer	10	0	0	0
		10	0	0	0
	Assistant Cook	1	0	0	0
	Catering Assistant	183	0	5	2
	Cleaner	201	0	0	0
	Cook	0	5	4	4
	Housekeeper	58	7	9	9
	Electrician *	11	1	1	1
	Trowel Slater	0	1	1	1
	Plasterer	0	0	0	0
	Labourer	1	6	6	3
	Painter	19	3	3	2
	Joiner	44	1	1	1
		518	24	30	23
	Total for Environment & Communities				
Finance & Resources	Building Surveyor	0	0	0	0
	Quantity Surveyor	0	0	0	1
	Benefit Assessor	26	0	0	2
	CS Advisor	56	6	6	5
	Project Manager	9	0	0	0
	Project Administrator	0	0	0	
	Senior Quantity Surveyor	0	1	1	
	Finance Business Partner	0	0	0	0
	Mechanical Engineer	0	0	0	0
		91	7	7	9
	Total for Finance & Resources				
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	13	13	13
	Community Meals Driver	19	2	2	2
	Social Care Assistant	114	1	1	1
	Residential Care Assistant	0	0	0	0
	Adult Mental Health - Social Worker	11	0	0	0
Total for Renfrewshire Health & Social Care Partnership		517	16	16	16
Total Workers		1136	47	53	48

* Council figure includes Apprentices/App

RENFREWSHIRE COUNCIL**JOINT CONSULTATIVE BOARD (Non-teaching) JANUARY 2018****DETAILS OF GRIEVANCES (Informal stages onwards)**

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 01/18	TOTAL 11/17
Chief Executives	0	0	0	0	0
Environment & Communities	1	1	0	2	0
Development & Housing Services	0	2	0	2	2
Children's Services	0	3	0	3	4
Health & Social Care Partnership	0	1	1	2	2
Finance & Resources	2	0	0	2	0
TOTAL	3	7	1	11	8

(Information as at January 2018)

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.

