

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

Date	Time	Venue
Wednesday, 30 March 2022	15:00	Via Teams Platform,

MARK CONAGHAN
Head of Corporate Governance

Membership

Councillor Tom Begg: 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 has been recorded for subsequent broadcast via the Council's internet site. If you have any queries regarding this please contact Committee Services at: democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

To find the recording please follow the link below.

<https://youtu.be/RCuPIMWn74I>

Items of business

1 **Appointment of Chair Person**

Consider the appointment of a Chairperson for this meeting.

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 **Developments in Health, Safety and Wellbeing** 1 - 4

Report by Director of Finance and Resources.

5 **Details of Grievances** 5 - 5

Report by Director of Finance and Resources.

6 **Agency Workers** 6 - 6

Report by Director of Finance and Resources.

7 **Date of Next Meeting**

The next meeting of the JCB (Non-Teaching) is scheduled to be held at 3pm on 15 June 2022.



To: Joint Consultative Board: Non-Teaching

On: 30th March 2022

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.

2. **Recommendations**

- 2.1 This report is for information only and to note that this is a retrospective record of health, safety and wellbeing 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, 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, continue to work 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 staff and clients health, safety, and wellbeing.

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 under review:

- Homeworking guidance (under review)
- HAZID and workplace specific risk assessments
- RIDDOR reporting under review
- Fire risk assessment (sleeping risk) under review
- Health and Wellbeing Strategy (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.

3.3 The team have continued support to the Vaccination Centres (Renfrew/Johnstone/ Paisley) providing advice and guidance as well as undertaking spot-checks.

3.4 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. Planning for health surveillance activities is underway.

3.5 The Corporate Health and Safety Committee last met on 17 March 2022. The Committee members have been consulted on several new documents including Health and Wellbeing at work.

3.6 Since the last JCB meeting, the Health and Safety team have undertaken **29** High risk and **19** 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.

- 3.7 The Health and Safety team respond on a regular basis to Freedom of Information requests as well as Insurance claims. Since the last JCB meeting, 6 have been processed. Most of the FOI's relate to generic incident/accidents at work.
 - 3.8 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.
 - 3.9 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. No smoking day was highlighted during March.
 - 3.10 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.
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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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**RENFREWSHIRE COUNCIL
JOINT CONSULTATIVE BOARD (Non-teaching) MARCH 2022**

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 03/22	TOTAL 01/22
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	2	0	2	3
Communities & Housing Services	0	0	0	0	0
Children's Services	0	0	0	0	1
Health & Social Care Partnership	0	2	0	2	1
Finance & Resources	0	0	0	0	1
TOTAL	0	4	0	4	6

(Information as at 16 March 2022)

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 - MARCH 2022					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in December 2021	Number of Agency Workers in this Role in January 2022	Number of Agency Workers in this Role in February 2022
Community, Housing & Planning Services	Repairs & Maintenance Officer	0	2	1	1
	Energy Officer	0	1	1	1
	Clerk of Works	7	1	1	1
Total for Community, Housing & Planning Services		7	4	3	3
Item 6					
Environment & Infrastructure Services	Cleaner / Facilities Operative	558	39	51	48
	Housekeeper	71	13	22	17
	Cook/Chef	0	1	2	2
	Street Lighting Inspector	2	2	2	2
	Brick Layer	2	2	2	2
	Labourer	1	3	2	2
	Slater	9	1	1	1
	Plumber	0	2	1	1
	Plasterer	18	2	0	0
	Electrician	13	1	3	3
	Joiner	36	5	9	9
Transport	Bus Driver	37	10	20	20
Total for Environment & Infrastructure		747	81	115	107
Finance and Resources	Senior QS	0	1	1	1
	ICT End user technician	19	0	1	1
	Senior Accountant	7	1	1	1
	CS Adviser	29	2	2	2
Total for Finance & Resources		55	4	5	5
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	28	56	51
	Social Care Assistant	161	36	28	28
	Care Home Manager	3	2	2	2
	Social Worker	117	10	12	12
	Senior Social Worker	32	2	0	0
	Residential care reviews - Social Worker	0	6	7	7
	Resource Assistant	3	2	2	2
	ADRS worker	0	3	0	0
	Operational Manager	7	2	2	2
	Community alarms responder	26	0	1	1
	Habilitaton worker	0	0	1	1
	Support Manager & Quality Assurance Governance	0	1	1	1
	Systems Scheduler	6	1	1	1
	Tecs Responder	1	0	1	1
Total for Renfrewshire Health & Social Care Partnership		729	93	114	109