

## Notice of Meeting and Agenda Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Thursday, 21 November 2024	10:00	Via Teams Platform,

MARK CONAGHAN  
Head of Corporate Governance

### Membership

Councillor John Shaw (Convener): Councillor Fiona Airlie-Nicolson (Depute Convener):

Councillor Alison Ann-Dowling: Councillor Jacqueline Cameron: Provost Lorraine Cameron:  
Councillor Graeme Clark: Councillor Audrey Doig: Councillor Chris Gilmour: Councillor Edward  
Grady: Councillor Neill Graham: Councillor Robert Innes: Councillor Alec Leishman: Councillor  
Bruce MacFarlane: Councillor Sam Mullin: Councillor Iain Nicolson:

### Webcasting of Meeting

This meeting will be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Convener will confirm if all or part of the meeting is being filmed. To find the webcast please navigate to

<https://renfrewshire.public-i.tv/core/portal/home>

### Further Information - online meetings only

This meeting is on-line only but is a meeting which is open to members of the public by prior arrangement. 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 <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk)

## Items of business

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Report by the Director of Finance & Resources.



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**To:** Finance, Resources and Customer Services Policy Board

**On:** 21 November 2024

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**Report by:** Director of Finance and Resources

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**Heading:** Health, Safety and Wellbeing Mid-Year Performance Report

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## **1. Summary**

- 1.1 This report outlines the health, safety, and wellbeing activities and interventions that have taken place during the period 1<sup>st</sup> April 2024 to 30<sup>th</sup> September 2024.
  - 1.2 This report demonstrates the Council's continued commitment to ensuring the ongoing health, safety, welfare, and wellbeing of our employees. It supports the aims of the Council's People Strategy 'Our People, Our Future', the Council's Values and contributes to the delivery of Best Value outcomes.
  - 1.3 The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) places duties on the Council to ensure, so far as is reasonably practicable, the health of their employees and others that could be affected by work activities.
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## **2 Recommendations**

- 2.1 Members are asked to note the following health, safety and wellbeing activities and performance of the Council.
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### **3 Health, Safety and Wellbeing Activities and Performance**

- 3.1 The Council works in collaboration with a range of key stakeholders including Trade Unions, Services, One Ren, Renfrewshire Valuation Joint Board (RVJB), Scotland Excel and the NHS to review our policies and guidance documents in line with statutory compliance, as well as business needs. Recent examples include Asbestos Management, Working Safely at Height, and Control of Smoking at Work.
- 3.2 As part of the Council's procurement process, the Health and Safety team review documentation from suppliers when they tender for Council contracts. During the reporting period, the team assessed 45 high risk contracts and 18 low risk contracts.
- 3.3 Since the last report to members, there has been 1 visit by the Health and Safety Executive (HSE), 2 visits by Scottish Environmental Protection Agency (SEPA) and 6 visits by Scottish Fire and Rescue (SFR). These visits were in response to reported incidents, none of which resulted in enforcement action.
- 3.4 The Council's Health and Safety team continues to drive and progress the fire, health and safety arrangements within the corporate fire working group. All adult, children's and respite units have had refreshed fire risk assessments completed during the reporting period. Approximately 15 risk assessments were carried out and the remedial actions identified will improve the overall safety performance of the buildings and its users.
- 3.5 Protecting the mental health and wellbeing of our workforce remains a key priority as defined in the Council's new Health and Wellbeing Plan. The number of Council trained and accredited mental health first aiders has now increased to 91. The Council's mental health first aiders support our workforce by initially providing a safe space to discuss mental health concerns and available specialist support in areas such as financial or psychological wellbeing.
- 3.6 The Council also offers support to employees who are experiencing mental ill health related issues such as anxiety, grief, depression, as well as offering Cognitive Behavioural Therapy. Since the last report to members, 706 referrals were made to the Council's Occupational Health Service and Timefortalking Counselling Service.
- 3.7 The Council works closely with its Occupational Health provider to deliver its Health Surveillance programme. The programme provided focused support mainly to employees within Environment, Housing and Infrastructure and Children's Services. Since the last report, there were 264 appointments, covering a mixture of audio, hand arm vibration, skin, respiratory and workplace functionality. There have been no RIDDOR reportable diseases reported to the HSE during the reporting period.

- 3.8 The Council's Health and Safety team provides professional advice, guidance, and support to the Council's construction activities and during the reporting period there were 21 construction site visits. The team are supporting major Council projects such as: Paisley Grammar, City Deal, Dargavel, St James's Primary School and Castlehead High School as well as other smaller projects within the school estate.
- 3.9 The Council's Workplace Inspection Programme which looks at the welfare and safety arrangements across the Council's estate has significantly progressed since the last report to members, with the Council's Health and Safety Team carrying out 86 site visits, 14 safety inspections and 47 audit visits.
- 3.10 In support of the Council's Corporate Events Plan, the Health and Safety Team were involved in the planning and delivery of major events such as the Food Festival, Renfrew Gala Day, Barshaw Day, SMA Shot day and the recent Halloween festival. Upcoming events include Winterfest and local Christmas lights switch on's.
- 3.11 To support employee wellbeing, 4 Rentalks were delivered to the workforce in the reporting period providing information and guidance on menopause and men's health. The Council also supported World Menopause Month in October signposting the workforce to support available and general awareness. Future Rentalks planned include Improving your work life balance, safer gambling support and CBT.
- 3.12 Over the reporting period there were 410 health and safety incidents involving employees reported, largely to do with violence and aggression, which reflects the national picture. 17 of these incidents were reported to the HSE. All incidents are fully investigated, and preventative actions are put in place to prevent a recurrence.
- 3.13 During the reporting period, 31 Freedom of Information requests / Subject Access requests were responded to.
- 3.14 As part of our ongoing commitment to health and safety assurance, the Council is currently working in partnership with Savills, to carry out an external health check on the health and safety management arrangements and performance, at both a corporate and a service level. It's anticipated that the health check will be complete in the coming weeks, with an update on the outcomes being provided to members in the next progress report.

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## Implications of the Report

1. **Financial** - Continuing to improve health and safety performance will reduce accidents/occupational ill health, claims or prosecutions 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/Council Planning –**
  - *Our Renfrewshire is well* – this supports our workforce who live in Renfrewshire.
  - *Our Renfrewshire is safe* – good health and safety practices provide safe services.
4. **Legal** - This report will support the Council's continued compliance with current health and safety legislation.
5. **Property/Assets** -Ensures compliance.
6. **Information Technology** -The E-management systems require to be facilitated through the Council's Businessworld system.
7. **Equality & Human Rights**
  - (a) 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.
8. **Health & Safety** - This document supports and demonstrates the council's commitment to ensuring effective health, safety, and well-being management.
9. **Procurement** - Demonstrates compliance and governance.

10. **Risk** - low impact as legal and statutory requirements are being maintained.
11. **Privacy Impact** – not applicable to this report.
12. **Climate Risk** - Continuing to improve health and safety performance may reduce incidents which can have an environmental impact.
13. **Children’s Rights** - none
14. **Cosla Policy Position** - None

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### List of Background Papers

- (a) None

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**To:** Finance, Resources and Customer Services Policy Board

**On:** 21 November 2024

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**Report by:** Director of Finance and Resources

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**Heading:** Finance and Resources Health, Safety and Wellbeing Mid-Year Progress Report

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## **1. Summary**

- 1.1 The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended) places duties on the Council to ensure, so far as is reasonably practicable, the health of their employees and others that could be impacted by work activities.
  - 1.2 This mid-year report to members outlines the health, safety, and wellbeing activities and interventions that have taken place during the period 1<sup>st</sup> April 2024 to 30<sup>th</sup> September 2024.
  - 1.3 The report demonstrates the strong progress made by the service against its health and safety objectives and aligns with the aims of the Council's People Strategy, Council Values and contributes to the delivery of Best Value outcomes.
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## **2 Recommendations**

- 2.1 Members are asked to note the Health, Safety and Wellbeing progress of Finance and Resources.
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## **3. Strategic Health and Safety Management Arrangements**

- 3.1 The Director is, so far as is reasonably practicable, responsible for ensuring the health, safety and well-being of employees and others who may be impacted by the service's activities. The service continues to make strong progress implementing its approved health and safety plan and policy aims and objectives.



- 3.2 All Heads of Service support the implementation of the health and safety plan and policy across their teams, with service managers driving specific activities to support the desired performance outcomes.
- 3.3 The service has a Health and Safety Co-ordinator, who gathers information on areas such as accidents, incidents, wellbeing, and performance data for analysis, scrutiny, and reporting. This data is used to drive service interventions, and the performance of the service is reported to, and monitored by the Council's Corporate Health and Safety Committee. Membership of this committee includes senior representatives from all Council services and trade unions and the committee overall monitors the Council's health and safety governance arrangements and overall performance.
- 3.4 The service has a Health and Safety Planning Group, which meets regularly, and is responsible the development and implementation of key health and safety plans and interventions. The planning group is an operational group which provides a forum where members can review relevant statistics, identify trends, areas for improvement and potential solutions. The Group can take forward both corporate and services initiatives and meets quarterly to share both good practice and lessons learned from across the service.
- 3.5 The service has a Health and Safety Committee, which is required by law, and is responsible for employee engagement and consultation in respect of health, safety, and wellbeing matters. The committee has representatives from all divisions of the service, including trade union representatives. The committee monitors the implementation of health and safety arrangements and performance in relation to agreed service priorities.

#### **4. Strategic Health and Safety Priorities**

- 4.1 As part of risk management controls currently in place, the service has identified the following health and safety priorities, which are being progressed:
- Reduction of violence and aggression in the workplace.
  - Managing DSE activities to reduce potential musculoskeletal disorders.
  - Managing lone working activities.
  - Managing contractors.
  - Mental health and wellbeing.
- 4.2 Data confirms that violence and aggression incidents remain a risk to the service. During the period April to September 2024, there were 10 incidents reported within the service which required investigation. Procedures are in place to address future incidents and the service are monitoring the situation closely. Managers and employees receive support from the Council's Health and Safety team to mitigate this risk. At the Education and Children Policy Board held in August this year, approval was given to implement the Children Services' Violence and Aggression policy that covers education establishments in Renfrewshire including Finance and Resources employees based in primary schools. Members are asked to note that violence and aggression in the workplace is a national concern, which the Scottish Government has recognised. Guidance has recently been issued to employers, which will be reflected in local service practice and awareness.

- 4.3 The Health and Safety Planning Group monitors DSE assessments and has recently undertaken an exercise to complete any outstanding DSE assessments through line management channels. The DSE Manager report within Business World enables managers to proactively monitor compliance within their local teams. During the period April to September 2024, 534 employees undertook their DSE training and DSE assessment. Employees across the service will continue to be encouraged to review their DSE arrangements if their working environment or personal circumstances change.
- 4.4 A new working group has recently been established within the service to review the existing arrangements currently in place which supports employees who are lone workers. The current risk assessment is being reviewed with service managers, employees, and trade unions with a view to refreshing and implementing revised training and guidance. This will ensure that employees are better supported when working alone, and appropriate risk and safety controls are in place.
- 4.5 A review of the current management arrangements for contractors has commenced, which is being led by the Council's Corporate Health and Safety team. The review is focusing on contractor activities, namely what they do, how they do it, and the level of competence required to carry out agreed works and activities. It's anticipated that the review will be complete by February 2025, with outcomes implemented as a priority.
- 4.6 A key priority in the Council's People Strategy is supporting the health and wellbeing of our workforce. A new Health and Wellbeing Plan was approved by members in February 2024 and continues to be implemented by the Council's People and OD team, supported by services and trade unions.
- 4.7 The plan supports the service to take steps to provide a 'safe, healthy, and inclusive workplace' that recognises people are individuals with different life experiences and needs that may impact on our Physical, Mental, Social and Financial wellbeing. The service continues to build on interventions and supports such as the introduction of the health and wellbeing hub, promotion of credit unions and money management, employee assistance programmes, new and revised inclusive HR&OD policies, and training, dedicated operational support from our People and OD team, and a wide range of employee benefits and discounts.
- 4.8 The service has recently appointed the Council's first ever Menopause champion. The champion will support employees across the service and the Council by raising awareness of menopause and the supports available. The service has also recently been shortlisted within the finalists for the Best Employer for Carer Identification, Best Employer for Practical Support and Best Overall Large Employer categories for the Carer Positive 10th Anniversary Awards, due to be announced on 13th November 24.
- 4.9 The promotion of Mental Health First Aid support and employee assistance information has been issued through corporate communication channels, ensuring employees know where to access support if needed. The Council now has 91 trained and accredited Mental Health First Aiders, of which 19 are in the service.

4.10 Officers from the service will continue to work in partnership with the Council's Occupational Health provider People Asset Management and our Employee Counselling provider Timefortalking, to review and develop health and well-being programmes focusing on supporting attendance at work. Officers are currently in the process of reviewing the current employee assistance contract (Timefortalking), with a view to re-tendering early 2025. It is anticipated that a new employee assistance contract will be in place by spring of 2025.

## 5. Training Statistics

5.1 **Appendix 1** details the total number of employees within the service who have undertaken health and safety-related training courses. Since April 2024, 739 employees have completed this training.

## 6. Incident Statistics

6.1 The table below details the different types of accidents/incidents reported within the service. During the reporting period April to September 2024, 30 incidents were recorded.

Accident / Incident Type	Number Reported
Another kind of accident	4
Contact with electricity	1
Medical incident (e.g., a seizure)	1
Slip, trip, or fall at same level	6
Contact with machinery/equipment	2
Struck Against	2
Struck by an object	2
Violence and aggression	10
Exposed to fire/other forms of heat	1
Injured by an animal	1
<b>Total</b>	<b>30</b>

6.2 There were no instances of lost time or major injuries reported under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations to the Health and Safety Executive (HSE) in this period.

\*\*\*END\*\*\*

## Appendix 1

### Finance and Resources Training Statistics (April to September 2024)

<b>Training Course Title</b>	<b>Number Who Attended</b>
Waste Recycling in Schools & Nurseries	2
Promoting Positive Behaviour Legislation and Guidance	2
Display Screen Awareness DSE	534
Ladder Safety Awareness	8
Using the Lifepak Defibrillator	2
Manual Handling Module	6
Supporting Employees Experiencing Domestic Abuse	4
Managing Distressed Behaviours (Module 1)	10
Evacuation Process Renfrewshire House	112
Violence and Aggression at Work	16
Fire Warden Training	9
Fire alarm Investigation	12
Sharps Awareness	1
Stress Awareness and Risk Assessment	10
Asbestos Awareness	5
Hand Arm Vibration Awareness	2
Mental Health First Aid	4
<b>Total Training Courses Completed</b>	<b>739</b>

