

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

Date	Time	Venue
Wednesday, 09 November 2022	15:00	Via Teams Platform,

MARK CONAGHAN
Head of Corporate Governance

Membership

Councillor Audrey Doig (Convener): Councillor Fiona Airlie-Nicolson (Depute Convener):

Councillor Chris Gilmour: Councillor Lisa-Marie Hughes: Councillor Sam Mullin:

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 at:
democratic-services@renfrewshire.gov.uk.

To find the recording please follow the below link: https://youtu.be/_bMhDactDYk

Items of business

1 **Apologies**

Apologies from members.

2 **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.

3 **Appointment of Chair Person**

Consider the appointment of a Chair Person for this meeting.

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

Report by Director of Finance & Resources.

5 **Grievance Reports** 5 - 6

Report by Director of Finance & Resources.

6 **Agency Workers** 7 - 8

Report by Director of Finance & Resources.

7 **Timetable of Meetings 2023** 9 - 12

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 3.00pm on 25 January 2023.



To: Joint Consultative Board: Non-Teaching

On: 9 November 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 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 recovery plans.

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 A risk-based review of all our policies and guidance documents is under way, we will prioritise a refresh of the documents in line with statutory compliance as well as business needs. The first topics that are being worked on include:
- Accident reporting and investigation guidance
 - Manual handling guidance
 - Alcohol and substance use
 - Violence and aggression in the workplace guidance
- 3.2 The Corporate Health and Safety Committee met in September 2022. The Committee members have been consulted on well-being and DSE issues as well as discussing other safety issues.
- 3.3 The Health and Safety team continue to evaluate contractor's and supplier's health and safety documentation when they apply for contracts with Renfrewshire Council. To date, we have assessed **103** high risk contracts and **29** low risk contracts.
- 3.4 The Health and Safety team respond on a regular basis to Freedom of Information requests and Insurance claims. Since the last JCB meeting, **42** have been processed. Most of the FOI's relate to generic incident/accidents at work.
- 3.5 We continue to support our early years establishments, undertaking 5 flight risk assessments since the last JCB.
- 3.6 There have been 5 meetings with Scottish Fire and Rescue (SFR) since the last JCB. The meetings are a result of SFR attending call outs to our premises. We discuss, where possible, improvements to the fire safety arrangements.
- 3.7 The team continue to support our Housing colleagues with needlestick injury training. This has been linked to the review of our blood borne virus risk assessment documentation.
- 3.8 The Health and Safety team continue to produce health and wellbeing guidance and campaigns to support the workforce. Topics covered so far have been anxiety, eyecare and allergies. A significant focus has been on working with One Ren on the forthcoming joint staff well-being day planned for November.
- 3.9 The Health and Safety team continue to support the new ways of working arrangements being developed across the council.
- 4.0 The Health and Safety team have supported the arrangements and the delivery of the Halloween event.

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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Author: Steven Fanning
07747790210
steven.fanning@renfrewshire.gov.uk

**RENFREWSHIRE COUNCIL
JOINT CONSULTATIVE BOARD (Non-teaching) OCTOBER 2022**

DETAILS OF GRIEVANCES (Informal stages onwards)

SERVICE	INFORMAL STAGE	FORMAL STAGE 1	FORMAL STAGE 2	TOTAL 10/22	TOTAL 08/22
Chief Executives Service	0	0	0	0	0
Environment & Infrastructure Services	0	5	0	5	4
Communities & Housing Services	0	0	0	0	0
Children's Services	0	2	0	2	2
Health & Social Care Partnership	0	4	0	4	3
Finance & Resources	0	0	0	0	0
TOTAL	0	11	0	11	9

(Information as at 25 October 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 - OCTOBER 2022					
Service	Job Title	Current Number of Renfrewshire Council Employees in this Role	Number of Agency Workers in this Role in July 2022	Number of Agency Workers in this Role in August 2022	Number of Agency Workers in this Role in September 2022
Environment & Infrastructure Services	Cleaner / Facilities Operative	517	2	3	3
	Housekeeper	71	3	6	7
	Cook/Chef	0	5	3	4
	Street Lighting Inspector	2	2	2	2
	Brick Layer	2	2	2	2
	Slater	9	1	1	1
	Plasterer	18	1	0	0
	Electrician	13	3	3	3
	Plumber Assistant	0	1	0	0
	Maintenance Assistant	0	2	0	0
	Labourer	0	5	5	5
	Joiner	36	9	10	10
Transport	Bus Driver	37	19	19	19
Total for Environment & Infrastructure		705	55	54	56
Finance and Resources	Senior QS	0	1	1	1
	Building Surveyor	5	1	1	1
	CS Adviser	29	5	4	1
Total for Finance & Resources		34	7	6	3
Renfrewshire Health & Social Care Partnership	Home Care Worker	373	16	53	57
	Social Care Assistant	161	59	76	57
	Team Manager	0	1	1	1
	Social Worker	117	5	4	4
	Operational Manager	7	2	2	2
	Community alarms responder	26	1	1	1
	Habilitaton worker	0	1	1	1
	Support Manager & Quality Assurance Governance	0	1	1	1
	Systems Scheduler	6	6	9	9
Total for Renfrewshire Health & Social Care Partnership		690	92	148	133



To: JCB Non-Teaching

On: 09 November 2022

Report by: Director of Finance & Resources

Heading: Timetable of Meetings 2023

1. Summary

- 1.1 The JCB Non-Teaching requires to agree a timetable of meetings for 2023.
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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 2023 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 2022 was agreed at the meeting of the Board held on 10 November 2021. Accordingly

proposed arrangements for meetings of the JCB Non-Teaching during 2023 now require to be considered and agreed by the Board

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

- Wednesday 25 January 2023
- Wednesday 15 March 2023
- Wednesday 24 May 2023
- Wednesday 30 August 2023
- Wednesday 8 November 2023

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

Author: Julie Barron, Assistant Committee Services Officer

Contact: 0141 618 7095 or email julie.barron@renfrewshire.gov.uk

