

PERTH AND KINROSS COUNCIL
STRATEGIC POLICY AND RESOURCES COMMITTEE
CORPORATE HEALTH, SAFETY AND WELLBEING
CONSULTATIVE COMMITTEE

Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee held in the Council Chamber, Ground Floor, Council Building, 2 High Street, Perth on Monday 12 March 2018 at 10.00am.

Present: **Representing Perth and Kinross Council**
Councillor K Baird
Councillor P Barrett
Councillor E Drysdale
Councillor S McCole
G Boland (on behalf of Executive Director (Education and Children's Services))
C Flynn (on behalf of the Chief Executive)
P Steel (on behalf of Corporate Human Resources Manager)

Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees
M Blacklaws, SSTA
S Peddie, EIS (substituting for M Swan)
T Todd, UCATT

In attendance: S Crawford, Head of Property Services, The Environment Service
J Handling, Health, Safety and Wellbeing Manager, The Environment Service
C Irons, Committee Officer, Corporate and Democratic Service
L McGeorge, Property Compliance Team Leader, Environment Service
R Turner, Health, Safety and Wellbeing, The Environment Service

Apologies: L McLaren, M Swan, J Dixon and A Taylor.

Councillor S McCole, Convener, in the Chair

1. CHANGE TO MEMBERSHIP

(i) It was noted that Murray Swan had been appointed by the EIS to replace Scott Peddie on the Committee. S Peddie was in attendance substituting for M Swan and the Convener thanked S Peddie for his commitment over the years as a member of the Committee and particularly during his appointment as Joint Secretary.

(ii) T Todd advised that A Thomas had resigned from his role as a union representative and there was no replacement from Unite the Union at this time.

2. DECLARATIONS OF INTEREST

There were no Declarations of Interest made in terms of the Councillors' Code of Conduct.

3. MINUTES

The Minute of meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 December 2017 was submitted and approved as a correct record.

4. HEALTH, SAFETY AND WELLBEING REMIT

The Convener advised that a presentation had been arranged to determine if there was a gap in the reporting of Wellbeing to this Committee.

R Turner, Team Leader/Senior Health and Safety Adviser and P Steel, Human Resources Manager-Operations gave a presentation to members on the remit of the Committee.

R Turner referred to the meetings being held quarterly in each of the Services where all health and safety matters were discussed in more. Information on specific Service aspects were also reported to the Employee Joint Consultative Committee, Joint Negotiating Committee for Teachers and the Strategic Policy and Resources Committee.

R Turner also advised there was discussion of the following topics at Service and Divisional meetings :- Occupational Stress; Violence and Aggression; Alcohol and Drugs; Health and Safety Training; Health and Safety Executive visits; Needles/Sharps; Lone Working; Defibrillator Provision; Occupational Health provision; Health Surveillance and more.

These quarterly meetings were attended by Service Managers, employee representatives and Trade Union representatives. In addition, the Health and Safety Team Leader meets regularly with Heads of Service and Health and Safety Advisers attend divisional committees.

R Turner advised that the Corporate Health, Safety and Wellbeing Consultative Committee's role was to take an overview of Health, Safety and Wellbeing with all aspects reported on annually.

In examining the remit of the Committee and items reported to it, it was considered that Health Surveillance was not currently covered and it was proposed that it be included in future annual reports.

P Steel advised that there was the following reporting to the Employees Joint Consultative Committee and the Joint Negotiating Committee for Teachers:-

- Projects and Initiatives Annually in September

- Sickness Absence Six monthly
- Future Plans Annually in September
- Employee Survey results Annually after September survey

P Steel also advised of initiatives undertaken on wellbeing aspects :-

- Lunchtime Sessions eg Yoga; Working through the menopause
- Healthy Working Lives Programme
- Flu vaccination programme
- National Campaigns eg No Smoking Day; Cycle to Work Day
- Health Promotion Days eg Health checks – cholesterol, blood pressure

P Steel referred to the Scottish Performance Indicator comparing sickness levels annually with other Local Authorities; regular monitoring of the top three reasons for sickness absences; referrals to the occupational health service including counselling and physiotherapy and refresher training for employees if required.

The maximising attendance policy was currently being reviewed. Health & Wellbeing and sickness levels formed part of an annual report to the Strategic Policy and Resources Committee. Staff were also encouraged to think differently in work with sessions on Coping with Change and Your Career, Your future, resilience being delivered.

P Steel advised the Employee Survey had been conducted for over ten years and PULSE surveys had recently been introduced

Future plans included named representatives being appointed as Wellbeing Champions in Services and improved management information.

The Convener thanked R Turner and P Steel for the presentation and requested that the presentation be circulated to all members. (Presentation attached)

The Convener highlighted the reference to Wellbeing in the Committee's Constitution and questioned if it was still appropriate for this Committee to have Wellbeing included in the remit.

Councillor K Baird also thanked the officers for the presentation and stated that she was assured that a holistic approach was being taken with Wellbeing at the heart of everything the Council does and was comfortable with the approach currently taken.

Councillor E Drysdale welcomed the opportunity to challenge and question the remit of the Committee with the information presented today. He expressed concern that sickness absence records may not reflect that staff are suffering from workforce stress. He added that staff suffering from workplace stress may avoid or are afraid to take time off and usually worked long hours.

P Steel assured members that there were trained mental health first aiders throughout the Council and stress management guidance in place. P Steel added that often workplace stress was combined with stresses at home. To help address problems the Council promotes PKAVS and Carers Forums. With more people now living and working with cancer, sessions with McMillan had been arranged, 'Let's Talk About Cancer' for affected staff and their line manager.

Managers were expected to consider implications for staff who do not take their holidays to initiate early intervention or prevention and would, if appropriate, refer employees to Occupational Health and work jointly with other relevant agencies to support wellbeing at work.

M Blacklaws commented that that it was good that workplace stress had been highlighted but questioned if this was where it should be addressed as it was an extensive and diverse subject to consider. He suggested it was a cultural approach within the workplace which led to employees being unwell and not taking time off. M Blacklaws also referred to difficulties with the form to be completed by line managers to report stress which needed to be addressed. He also asked for clarification of what was included in health surveillance.

R Turner advised health surveillance was used to monitor employees whose work activities exposed them to specific risk and to ensure a job was not making a person unwell physically e.g. for a music teacher that could be a hearing test and for a grounds maintenance operative it could be a hand/arm vibration test.

P Steel added that mental health issues would be part of a risk assessment to highlight any stresses or pressures and would be discussed at team meetings, one-to-one meetings or off-line but that everyone was different and could react differently to others and require different support to their colleagues.

In conclusion, J Handling referred back to the presentation which listed items discussed at Service Health and Safety level and those that were covered by quarterly reporting to this Committee.

Councillor P Barrett referred to the change from the Health and Safety Committee to the Health, Safety and Wellbeing Committee and questioned if the agenda had changed to reflect the change in title. He added that with the gap analysis, the Constitution should now be reviewed and amended if appropriate. With this being a Corporate Consultative Committee there may not be a wellbeing role for the Committee. Alternatively, if reporting to the Committee was different to previous reporting then the remit would need to be expanded.

S Crawford suggested that third party contractors be considered in the review as the Council had a legal responsibility for them while working on Council premises.

Resolved

A working group be established comprising the Convener, the Vice-Convener and relevant officers to review the Committee's constitution and report back to the Committee on either a change to the reporting on Wellbeing issues to the Committee or a change to the Constitution.

5. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/18/36) providing an overview of (i) the Performance Reviews, (ii) the most serious incidents and (iii) a general summary of all incidents affecting employees and non-employees, during quarter 3 of 2017/18, 1 October – 31 December 2017.

It was noted that due to resourcing issues within the Health, Safety and Wellbeing Team the timetable for carrying out Performance Monitoring Reviews was to be revised and circulated to Services.

Resolved:

- (i) Five Performance reviews undertaken in this quarter, be noted.
- (ii) Seven reportable Incidents in the quarter, be noted.
- (iii) The total number of employee incidents was one hundred and ninety-nine, which was a decrease compared to quarter 3 in 2016/17. The highest number of employee incidents in this quarter was violence and aggression.
- (iv) The total number of non-employee incidents was seventeen, which was the same as in quarter 3 in 2016/17. The highest number of non-employee incidents in this quarter were caused by sharp objects.

6. FIRE SAFETY QUARTERLY REPORT

There was submitted a report by the Transformation and Business Manager, the Environment Service (G/18/37) to (1) inform members of the Fire Safety key performance for quarter 3 of 2017/18 and (2) assist the Committee to monitor the Fire Safety performance across Perth and Kinross Council's Estate.

Resolved

- (i) Five Council premises had their Fire Risk assessment reviewed during quarter 3 of 2017/18.
- (ii) A revised Fire Risk Assessment Review programme to be developed this year, be noted.
- (iii) The Scottish Fire and Rescue Service carried out one audit of Council premises.
- (iv) There was one reported incident of fire in a Council premises during the quarter.

7. PROPOSED MEETING DATES FOR 2018

Resolved

The dates of 11 June, 17 September and 10 December 2018, be agreed.

8. DATE OF NEXT MEETING

It was noted that the next meeting will be held on Monday 11 June 2018 at 10.00am.

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