

**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 Room 410, 2 High Street, Perth on Monday 12 December 2016 at 10.00am.

Present:

Representing Perth and Kinross Council

Councillor B Ellis

Councillor H Stewart

Councillor W Wilson (substituting for P Barrett)

G Boland, Senior Business and Resource Manager (on behalf of Director (Education and Children's Services))

L Brady, Revenues and Benefits Service Manager (on behalf of Director (Housing and Community Care))

C Flynn, Democratic Services Manager, Corporate and Democratic Services

S MacKenzie, Head of Performance and Resources (on behalf of Director (Environment))

P Steel, Human Resources Manager – Operations (on behalf of the Corporate Human Resources Manager)

Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees

M Blacklaws, SSTA

L McLaren, UNITE (T&G)

A Thomas, UNITE (AMICUS)

T Todd, UCATT

In attendance:

J Handling, Health, Safety and Wellbeing Manager and S Crawford, Head of Property, both the Environment Service and C Irons, Committee Officer, Corporate and Democratic Services.

Apologies:

Councillors P Barrett and A Younger and S Peddie.

L McLaren in the Chair.

1. DECLARATIONS OF INTEREST

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

2. MINUTES

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 12 September 2016 was submitted and approved as a correct record.

3. MATTERS ARISING

There were no matters arising.

4. HEALTH AND SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted and noted a report by the Head of Performance and Resources, the Environment Service (G/16/282) providing the Committee with the Health and Safety Key Performance Indicators for quarter 2 of 2016/17, 1 July to 30 September 2016.

J Handling advised that there were 2 RIDDOR incidents reported which was the same number from the same quarter last year.

The total number of employee incidents was 146 which was a decrease from the previous year. The number of violence and aggression incidents covering employees and non-employees was 116 within the quarter which was 79% of all incidents.

Slips, trips and falls were the second most common cause of incidents and there were three work-related stress incidents.

The total number of non-employee incidents was 25, an increase of 3 from the previous year.

Councillor W Wilson stated it was good to see low figures but asked if there was a robust system for reporting.

J Handling advised that he was very confident of the system of reporting and of the violence & aggression management arrangement now in place.

A Thomas agreed the systems in place were effective.

L McLaren queried the provision of CALM training as there had been an issue with resourcing the training.

L Brady advised there were policies and procedures in place and the Revenues and benefits section had arranged for a Company to augment the existing training to provide additional practical help for staff.

This additional training was to be undertaken elsewhere in Housing and Community Care and then could be rolled out across the Council.

M Blacklaws queried how the training could be rolled out across the Council given the budgetary constraints.

P Steel advised that procurement for training was currently being looked at with the establishment of a corporate budget for training which would expand the number of those receiving training.

5. FIRE SAFETY KEY PERFORMANCE INDICATORS – QUARTERLY REPORT

There was submitted a report by the Head of Performance and Resources, the Environment Service (G/16/283) on the monitoring of fire safety performance across Perth and Kinross Council in quarter 2 of 2016/17.

J Handling advised there had been one audit by the Scottish Fire and Rescue Service at Rio House and it was noted the recommendation had been progressed. The report noted outstanding actions from previous audits. J Handling also advised there had been no reported incidents of fire or near misses during the quarter.

S Crawford advised the report showed substantial progress since the last meeting although a number of actions remained outstanding.

M Blacklaws welcomed the inclusion in the report of timescales for work to be completed.

L McLaren welcomed the progress to date and hoped it continues.

Councillor W Wilson asked about action required at Beechgrove House and S Crawford advised a contractor had been appointed and work would start in the first quarter of the new year.

Resolved

- (i) Sixteen Council premises had their Fire Risk assessment reviewed during quarter 2 of 2016/17.
- (ii) Fifty-one Council premises had outstanding actions from the previous quarter's fire risk assessment reviews, however, no outstanding actions presented an immediate risk in terms of fire safety to either occupants or visitors to Council premises.
- (iii) The Scottish Fire and Rescue Service carried out one audit of Council premises during this quarter.
- (iv) Seven Council premises had outstanding actions from the Scottish Fire and Rescue audits carried out in previous quarters and these would be addressed during 2016/17.
- (v) There were no reported incidents of fire at Council owned or operated premises during the quarter.

6. ANY OTHER COMPETENT BUSINESS

There were no other items of competent business.

7. DATE OF NEXT MEETING

It was noted that the next meeting would be held on Monday 13 March 2017 at 10.00am at the Council Building, 2 High Street, Perth.

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