

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 17 September 2018 at 10.00am.

- Present:**
- Representing Perth and Kinross Council**
Councillor P Barrett
Councillor D Illingworth (substituting for Councillor K Baird)
Councillor S McCole
G Boland (on behalf of Executive Director (Education and Children's Services))
C Flynn (on behalf of the Chief Executive)
P Johnstone (on behalf of Corporate Human Resources Manager)
- Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**
M Blacklaws (SSTA)
T Todd (Unite)
M Swan (EIS)
- In attendance:**
- S Crawford, Head of Property Services, The Environment Service
J Handling, Health, Safety and Wellbeing Manager, The Environment Service
L McGeorge, Property Compliance Team Leader, Environment Service
K Molley, Professional Trainee, Corporate and Democratic Service
- Apologies:**
- Councillor K Baird, Councillor E Drysdale, S Hope (UNISON) and J Dickson, Housing & Environment Service.

1. APPOINTMENT OF VICE-CONVENER

It was announced that L McLaren had resigned as Vice-Convener of the Corporate Health, Safety and Wellbeing Consultative Committee. Councillor S McCole gave a Valedictory to L McLaren, thanking him for all his hard work he had achieved through the years of being Convener and Vice-Convener of the Committee.

It was agreed to defer the item of Appointment of Vice-Convener to the next meeting as not all trade union representatives were present.

T Todd announced that this would be his last meeting as a Trade Union representative on the Corporate Health, Safety and Wellbeing Consultative

Committee. Councillor S McCole thanked T Todd for all his hard work throughout his time on the Committee.

M SWAN ENTERED THE MEETING AT THIS POINT.

2. POSITION OF JOINT SECRETARY

The Committee is advised that Gillian Taylor, Head of Democratic Services and a Joint Secretary to the Committee is retiring from Perth and Kinross Council on 30 November 2018, and consequently will be resigning as Joint Secretary with effect from 30 September 2018.

The Committee agreed to appoint Christina Flynn, Democratic Services Manager as Joint Secretary with effect from 1 October, 2018.

M Blacklaws wished G Taylor all the best in her retirement.

3. DECLARATIONS OF INTEREST

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

4. MINUTES

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 11 June 2018 was submitted and approved as a correct record.

Corporate Health Safety and Wellbeing Consultative Committee Review on Constitution and Remit Update:

Councillor S McCole updated the Committee on the review of the constitution and remit of the Corporate Health, Safety and Wellbeing Consultative Committee and advised that another meeting of the review will take place once a new Vice-Convenor has been appointed.

5. CORPORATE ANNUAL HEALTH & SAFETY REPORT 2017-2018

There was submitted and noted the Corporate Annual Health and Safety Report (G/18/115) reviewing Health and Safety management activities between 1 April 2017 and 31 March 2018.

J Handling provided a summary of the report and referred to the highlights of the year.

In response to a query from M Blacklaws on the decrease in number of employees receiving defibrillator training, J Handling emphasised that it is not necessary to be trained to use a defibrillator as the machine comes with instructions.

In response to a query for T Todd regarding the lack of training of employees who are clearing council houses in relation to needles/sharps, S McCole emphasised the importance of reporting every incident and requested an update on this to be brought back to the next committee meeting.

M Blacklaws thanked property services for their work in tackling outstanding actions at Perth Academy.

6. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT

There was submitted a report by the Health, Safety and Wellbeing Manager (Housing and Environment) (G/18/116) (1) informing and assisting the Committee in monitoring health and safety performance across Perth & Kinross Council; and (2) asking for the progress to be noted.

Resolved:

The Contents of the report, be noted.

7. FIRE SAFETY QUARTERLY REPORT

There was submitted a report by the Health, Safety and Wellbeing Manager (G/18/117) preparing to inform and assist the Corporate Health, Safety & Wellbeing Consultative Committee in monitoring fire safety performance across Perth and Kinross Council; and (2) providing the Committee with the Fire Safety Key Performance Indicators for Quarter 1 of 2018/19 for noting.

Resolved:

The contents of the report, be noted.

8. ANY OTHER COMPETENT BUSINESS

The Customer contact – Unacceptable Actions Policy document was tabled at Committee for noting.

Resolved:

- (i) The Customer Contact – Unacceptable Actions Policy document, be noted.
- (ii) The Head of Legal and Governance be requested to provide a report to the next meeting to provide more detailed background information on the Unacceptable Actions Policy.

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