

**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 virtually via Microsoft Teams on 8 March 2021 at 10.00am.

**Present:**                   **Representing Perth and Kinross Council**  
Councillor C Ahern  
Councillor A Coates  
Councillor B Pover  
Councillor S McCole  
C Flynn, Democratic Services Manager  
R Lyle, on behalf of Executive Director (Communities)  
P Johnstone (on behalf of Corporate Human Resources Manager)  
G Boland (on behalf of Executive Director (Education and Children's Services))

**Trade Union Safety Representatives and Elected Representatives of Employee Safety Committees**  
S Hope, Unison  
C Weston, EIS  
S Topen-Cooper, NASUWT  
J Kettle, SSTA  
G McColl, GMB

**In attendance:**       K Molley, Assistant Committee Officer, Corporate and Democratic Services  
L McGeorge, Property Compliance Team Leader  
J McColl, Service Manager (Communities)

**Apology:**               S Crawford, Head of Property Services (Communities)

*S Hope in the Chair*

**1. WELCOME AND APOLOGIES**

S Hope welcomed all present to the meeting and an apology was noted as above.

**2. DECLARATIONS OF INTEREST**

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

### **3. MINUTE OF PREVIOUS MEETING**

The minute of the meeting of the Corporate Health, Safety and Wellbeing Consultative Committee of 7 December 2020 was submitted and approved.

### **4. MATTERS ARISING**

#### **AOCB – CALM Training (item 7)**

G Boland advised that that CALM training sessions in Perth and Kinross are due to run again after the Easter break for staff working with distressed children throughout schools. S Topen-Cooper emphasised the importance of staff receiving CALM training sessions and showed enthusiasm towards these sessions starting up again.

In response to a question from S Topen-Cooper regarding if any issues had been raised at the Sounding Board for school-based staff, G Boland said he would follow this up. S Topen-Cooper asked for an update to be provided to members through email before the next meeting of the Joint Negotiating Committee for Teaching Staff.

*Post agenda note:* A paper on the Sounding Board for school-based staff will be brought to the Joint Negotiating Committee for Teaching Staff on 15 June 2021.

### **5. APPOINTMENT OF JOINT SECRETARY**

#### **Resolved:**

It be agreed, C Weston, EIS, be appointed as Joint Secretary to the Committee for the Trade Union representatives.

### **6. MERGING OF THE CONSTITUTIONS**

C Flynn, Democratic Services Manager, provided a verbal update on the current situation of the merging of the constitutions. She advised the committee that officers are working on a draft constitution and agenda of the new committee. A meeting of the Short Life Working Group would be arranged in due course for members comments and feedback.

The committee noted the position.

### **7. HEALTH AND SAFETY PERFORMANCE QUARTERLY REPORT INCLUDING FIRE**

There was submitted a report by the Regulatory Services Manager (Communities) (G/21/16) preparing to inform and assist the Corporate Health, Safety and Wellbeing Consultative Committee in monitoring health and safety performance across Perth and Kinross Council; and (2) asking for progress to be noted.

Councillor S McCole raised the Health & Safety Executive Report and the issue at Crieff Depot. R Lyle advised that at the start of the pandemic all services were redesigned to accommodate all covid-19 related measures and safe systems of work in daily practice. The Bronze Health and Safety Group was set up and had representatives from all services across the Council. Measures are underway, especially considering the incident at Crieff Depot, to provide revised training, a robust overview of quality assurance assessments, staff feedback and lessons learnt, which is an ongoing process. Conversations are being held with officers to ensure that risks are being dealt with appropriately. R Lyle advised that more information would be provided in the next quarter. In response to a question from Councillor S McCole, R Lyle advised that Fire Safety Quarterly reports are due to come back to Committee.

In response to a question from S Topen-Cooper regarding the increase in work related stress incidents, especially in ECS, P Johnstone advised that this was likely as a consequence of under-reporting in previous quarters. She added that Human Resources are not in attendance at every discussion and where we are, we are encouraging reporting to the Health and Safety team. In response to another question from S Topen-Cooper, P Johnstone advised that results have shown to be stable with no major increase in incidents being recorded. S Hope emphasised the importance of making sure individuals know how to report stress related incidents correctly and to analyse patterns in behaviour of results to highlight areas where individuals need supported.

*Post agenda note:* A summary of information on teaching related stress incidents was shared with the teaching unions on 16 March 2021.

In response to a question from S Topen-Cooper regarding the Bronze Group stepping down and the installation of standalone CO2 monitors in schools, L McGeorge advised that this is being addressed by Property Estate, however, this issue is time consuming. G Boland advised that new schools already have these detectors installed from when they were built. P Johnstone added that whilst the Bronze Group temporarily took a step down, other groups are continuing to ensure the necessary issues are being addressed– e.g Health and Safety team are currently supporting the development of risk assessments for schools.

Councillor S McCole emphasised the importance of having good ventilation throughout schools in trying to help reduce the number of Covid-19 cases and keep children safe. C Weston asked a question regarding time scales of checking ventilation systems as children are back at school over the next week, L McGeorge advised that this would be followed up. Councillor S McCole asked for an update to be brought back to a future meeting.

**Resolved:**

The contents of report G/21/16, be noted.

**8. ANY OTHER COMPETENT BUSINESS**

S Hope raised that the next meeting of the Merging of the Constitutions SLWG, would also be an opportunity for officers to review what issues and topics we should be addressing at the merged committee such as wellbeing and property compliance and where these should sit.

**9. DATE OF NEXT MEETING**

7 June 2021