

STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on MONDAY 26 MARCH 2018 at 2.00pm

Present

Councillor Danny Gibson (in the Chair)

Councillor Douglas Dodds

Councillor Alasdair Tollemache

Trade Union Representatives

Lorraine Thomson, UNISON Branch Secretary
Donna Laird, Unison JTUC Chair
John Kemp, Unite/UCATT
Frankie McCallum, Unite
Brian Wilson, Branch Secretary GMB
Kate Porter, EIS Health & Safety Representative

Officers

Carol Beattie, Director, CC&E
David Bright, Risk & Resilience Team Leader
Pamela Forsyth, HR Advice & Policy Manager
Gavin Hutton, L&I – BI&C Manager
Kristine Johnson, Chief HR Officer
Norman McLeod, Compliance Team Leader – H&S Team Leader
Aileen More, Education Team Leader
George Murphy
Nicole Paterson, L&I E&P Senior Manager
Marie Valente, Senior Manager, Children & Families (CSWO)
Mary Love, Committee Officer (Clerk)

HS1 WELCOME & INTRODUCTIONS

The Convenor welcomed all attendees to the meeting, which was the first of the newly reformed Health & Safety Panel. Round the table introductions were also made.

HS2 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of Councillor Graham Houston, Donna Laird, Unison – JTUC Chair, George Miller, Corporate Compliance H&S Co-ordinator, Ann Skillen, EIS Representative and Brian Wilson, GMB

HS3 STANDING ITEMS TO BE INCLUDED IN THE AGENDA

Discussion took place about agreeing a standard agenda for future Health and Safety Panel meetings. The Compliance Team Leader – Corporate Health & Safety proposed various items which he thought were relevant to the content of the meeting, based on previous meetings held, which were:

- Health & Safety Plan Update - Corporate H&S Update – H&S
- Health & Safety Plan Update – Service Area Updates - Services
- Report on Health & Safety Incidents – H&S
- Legal Update and Health & Safety System Developments – H&S
- Health & Safety Corporate Compliance Audit Update - H&S
- Occupational Health & Health Surveillance Report - HR/H&S
- Trade Union/Workforce Issues – Update – JTUC

Following questions raised by Panel Members, discussion also took place around the remit of the Panel, procedural matters and how they were carried out. It was noted that a health and safety report update would be presented at each meeting.

Trade Unions noted that it was refreshing to see Panel Members taking an active interest in health and safety related matters and proposed the following items for inclusion in the agenda:-

- Health & Safety Legislation
- Health Surveillance Update
- Incident Report Statistics
- Individual Health & Safety Service Reports
- Wellbeing
 - Work Related Stress in workplace (annually)
 - Lone Working

The Compliance Team Leader agreed to forward the draft agenda to the Clerk for circulation to the group for comment. **Action: Norman McLeod**

Following discussion around appropriate attendees to future meetings, it was agreed that all senior managers would nominate someone from their area to attend each meeting and provide updated information on relevant matters. It was also noted that attendees from each service should be in a position of authority whereby any decision making can be escalated accordingly. Discussion took place around the process should any issues discussed require input from a more senior level and It was noted that on occasion, the Chief Executive and Director (retitled Deputy Chief Executive subsequently) may be asked to attend for accountability of any given matter.

HS4 DATES FOR FUTURE MEETINGS

Discussion took place around dates for future meetings for this year and it was agreed that meetings should be scheduled for early June, late August and early December, commencing at 2 pm on a Monday.

Action: Mary Love

HS5 UPDATES FROM SERVICES

Trade Unions

Concerns were raised by trade unions around lack of awareness at management level regarding health and safety matters. It was noted that managers were duty bound to act, review and ensure health and safety issues did not occur again. Trade unions had worked hard to ensure the message was being cascaded to all council staff.

It was also noted that staff had been unclear with regard to responsibility of signing off risk assessment paperwork, which should be done by management. A new risk assessment policy was now in place, with e-learning and open sessions available on Vantage Point. Staff were advised to contact their line manager if they wished to participate.

HR& OD

The Chief Officer HR noted that the implementation of the newly revised Health & Safety Policy had been approved at the Finance and Economy Committee Meeting in November 2017. It was agreed that senior management would cascade the policy to staff within their own area. It was noted that the Chief Governance Officer would be the link for Elected Members regarding any matters of a health and safety nature they wished to raise.

The Health & Safety Panel would act as the principal forum for consultation between the Council, Services and Trade Unions on all Corporate Health & Safety issues and any Health & Safety issue referred from Services.

Business Improvement & Compliance

A recent HSE inspection within the Council highlighted that health and safety matters were not being managed at service level as well as they could.

Basic health and safety awareness and responsibility varied across the organisation and it was noted that there was the need for improvement, to allow opportunities for staff at all levels to be better informed regarding their involvement with health and safety matters.

Various systems designed to improve incident reporting, document control and safety of staff were being implemented. Arrangements were being discussed with Senior Managers across both directorates to ensure the health and safety of employees and the general public was maintained. Training would be provided on new systems as necessary.

Compliance audits carried out had showed consistency where there were deficiencies. The Compliance Team Leader added that although he provided support to services, management in each service were bound to manage their own health and safety matters. The Compliance Team Leader advised the panel that information detailing compliance audits, health and safety system developments and legal updates could be brought to this meeting for regular update.

Children & Young People

Officers from the Children & Young People service were working with the corporate Health & Safety Team in order to improve health and safety processes and provide accurate reporting of incidents. The launch of a template flowchart which would provide clear guidance on major/minor incidents and routes for reporting. A copy of this document would also be sent home to parents. It was noted that although it was positive that schools were reporting issues, concern was raised that feedback from

management and frontline operational staff did not always take place and steps will be taken to improve this. Headteachers had been provided with the Health & Safety Policy and methods were in place to assist staff with any queries regarding the process.

The Chair declared the meeting closed at 2.55 pm