

STIRLING COUNCIL

MINUTES of MEETING of the HEALTH AND SAFETY PANEL held in the COUNCIL CHAMBERS, OLD VIEWFORTH, STIRLING on MONDAY 3 DECEMBER 2018 at 2.00pm

Present

Councillor Danny GIBSON (in the Chair)

Councillor Douglas DODDS

Councillor Alasdair TOLLEMACHE

Councillor Graham HOUSTON

Trade Union Representatives

Kate Porter, EIS Health & Safety Representative

Abigail Robertson, UNISON

Lorraine Thomson, UNISON Branch Secretary

Brian Wilson, GMB Branch Secretary

Officers

Pamela Forsyth, HR Advice & Policy Manager (HR)

Ian Hotchkiss, Fleet Compliance Officer (Environment & Housing)

Mark Howie, Children & Families Fieldwork Service Manager (Children & Families)

Kristine Johnson, Chief Officer - HR

Kevin Kelman, Senior Manager Schools & Learning (CEdO)

Kirsty Leishman, HR Business Partner (HR)

Drew Leslie, Infrastructure Development Manager (Infrastructure)

Kevin McCormack, Waste Services Interim Team Leader (Environment & Place)

Norman McLeod, Compliance Health & Safety Team Leader (HR)

Tracey Mills, Asset Compliance & Strategy Team Leader (Infrastructure)

Bryony Monaghan, ASN Service Manager (Children & Families)

Aileen More, Education Team Leader (Schools & Learning)

Marie Valente, Senior Manager, Children & Families (CSWO)

Steuart Whitfield, Compliance Health & Safety Co-ordinator (HR)

Karen Swan, Committee Officer (Governance) (Clerk)

HS24 APOLOGIES & SUBSTITUTIONS

Apologies were submitted on behalf of David Bright, Gavin Hutton, Frankie McCallum, Anne Skillen and Barry Spence.

HS25 DECLARATIONS OF INTEREST

There were no declarations of interest.

HS26 URGENT BUSINESS BROUGHT FORWARD BY THE CHAIR

There were no matters of urgent business.

HS27 MINUTES – 27 AUGUST 2018

The Minutes of the Meeting of the Health and Safety Panel held on 27 August 2018 were submitted for approval.

Decision

The Minutes of the Meeting of the Health and Safety Panel held on 27 August 2018 were approved as an accurate record of proceedings.

HS28 CORPORATE HEALTH & SAFETY UPDATE: DECEMBER 2018

The report provided the Health & Safety Panel with an update of the Corporate and Services' progress in developing and updating their Health & Safety Improvement Plans, workplace incident statistics across the Council from 1 April to 31 October 2018, legal update on prominent Health & Safety legislation changes, together with current internal H&S update and an overview of current Compliance Health & Safety Audit status.

The summary at Appendix 1 to the submitted report demonstrated the overall Corporate and Service plans and their current status.

In response to a Member's question, the Asset Compliance & Strategy Team Leader confirmed that all the Portable Appliance Testing (PAT) was up to date, noting a final report would shortly be issued.

With the meeting noting the increase in the number of absent or risk assessments that were out of date, the Compliance Health & Safety Team Leader clarified they were aware and were working through them to complete. He also confirmed he would be working with services to support a consistent approach in the completion of file management throughout the whole of the Council.

Following questions from the Unions on the number of Major & Minor Non Conformance reports (NCR) that were not completed, the Compliance Health & Safety Team Leader confirmed that services were in the progress of closing the actions. The Chief Officer – HR confirmed that deadlines for outstanding NCR's would be discussed at the Corporate Management Team. **Action: Chief Officer - HR**

Decision

The Health & Safety Panel agreed to:

1. note the progress on the development and implementation of Health & Safety Improvement Plans, as set out at paragraphs 2.1 to 2.6 of the submitted report and at Appendix 1 to the submitted report;
2. note the contents of the statistical report on Health & Safety Incidents for the period April to October 2018 with summary information at paragraphs 2.7 to 2.13 of the submitted report and at Appendix 2 to the submitted report;

3. note the recent relevant developments in terms of National Health & Safety legislation developments and H&S cases in the public domain, relevant to all across Council, as set out at paragraphs 2.14 to 2.16 of the submitted report and at Appendix 3 to the submitted report;
4. note the other recent internal developments in Health & Safety activities within the Council, as set out at paragraphs 2.17 to 2.30 of the submitted report and H&S Policy Sign Off summary at Appendix 4 to the submitted report; and
5. note the information on the delivery of the planned programme of Health & Safety Compliance Audits from 1 October 2017 to 31st October 2018, including Major and Minor Non Conformity Reports (NCRs) identified in the course of those audit findings, as set out at paragraphs 2.31 to 2.54 of the submitted report and at Appendix 5 to the submitted report.

(Reference: Report by Chief Officer - HR, dated 22 November 2018, submitted)

HS29 OCCUPATIONAL HEALTH ACTIVITY REPORT

Stirling Council provided a comprehensive Occupational Health Services to employees. The services provided included all aspects of job related Health Surveillance, Medical referrals and reviews, counselling, physiotherapy and other employee wellbeing interventions including, but not restricted to, cognitive behavioural therapy and stress risk assessments.

The report submitted outlined the outcomes of Stirling Council's Occupational Health provision.

Decision

The Health & Safety Panel agreed note the Occupational Health provision from April to October 2018.

(Reference: Report by Chief Officer - HR, dated November 2018, submitted)

HS30 PERSONAL WELLBEING IN THE WORKPLACE

The report highlighted the reasons for absences due to stress within Stirling Council over a 2 year period from April 2016 to March 2018. The report also included the Personal Wellbeing in the Workplace Policy developed and revised in partnership with the trade unions.

Following discussion on work related stress, the HR Advice & Policy Manager clarified how the breakdown of stress was assigned.

The Meeting agreed that discussion between Members and Unions would be arranged to discuss the Supporting Attendance Policy, in particular staff who had been identified with major illnesses.

In respect to the Supporting Attendance letters sent to staff, an example letter to be forwarded to Members of the Panel. **Action: EIS Health & Safety Representative**

Decision

The Health & Safety Panel agreed to note the reasons for absence and the implementation of the revised Personal Wellbeing in the Workplace Policy.

(Reference: Report by Chief Officer - HR, dated November 2018, submitted)

HS31 PHYSICAL INCIDENTS IN EDUCATIONAL ESTABLISHMENTS

The report provided the Health and Safety Panel with anonymised case studies relating to physical assault of staff within educational establishments. A wider context was also provided for those case studies in relation to physical incidents in schools.

Data showed a high prevalence of physical assault of staff within educational establishments relative to other services.

Many children and young people face a range of adversities that could create barriers to them engaging positively with learning and could lead to distressed and challenging behaviours at times.

School staff and a range of support services work in schools and nurseries on early and effective assessment and planning for children and young people with a wide range of additional support needs.

Accredited trainers provided an input on crisis prevention and risk assessment planning. Along with corporate health and safety training, school leaders address health and safety matters at regular business meetings.

A programme of learning and development was in place annually to support school staff in understanding and meeting children's needs.

Decision

The Health & Safety Panel agreed to note the information included in the case study and in the wider report in relation to meeting needs and promoting safe outcomes for all involved.

(Reference: Joint report by Senior Manager, Children & Families and Senior Manager – Schools & Learning (Chief Education Officer), dated 22 November 2018, submitted)

HS32 TRADE UNION/WORKFORCE UPDATE – JTUC

Unions raised concern and requested, for discussion at the next meeting of Health & Safety Panel, that the significant impact of resource cuts to Health & Safety budget be included. **Action: Clerk**

HS33 TRADE UNION – ISSUES IDENTIFIED FROM INSPECTIONS

Following discussion, the meeting agreed that discussion on underreporting of near misses within certain areas of the Council would be discussed at the next meeting of the Health & Safety Panel. **Action: Clerk**

The Senior Manager – Children & Families (CSWO) requested that Unions forward on the details of outstanding risk assessments for Children & Families service to allow her to follow up. **Action: Unions.**

HS34 FUTURE DATES FOR HEALTH & SAFETY PANEL 2019

The submitted document with the proposed dates of the Health & Safety Panel for 2019 was provided to the Panel to review and approve.

The Panel agreed the future meetings dates of the Panel in 2019, with the exception of 1 July 2019.

The Clerk to search for another date at the end of June 2019 and consult the Panel accordingly. **Action: Clerk**

Decision

The Health & Safety Panel agreed the future meeting dates of the Panel in 2019, with the exception of 1 July 2019.

The Chair declared the meeting closed at 3.30pm.

