

Public Document Pack



To: Councillor Allan, Convener; Councillor Houghton, Vice Convener; and Councillors Cameron, Copland, Delaney, Graham, Hutchison, Macdonald and Reynolds.

Trade Union Advisers: Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); Thomas Whyte and 1 vacancy (SSTA); George Ferguson and Leslie Tarr (UNISON); Joe Craig and Mishelle Gray (UNITE); and Rob Stephen and 1 vacancy (VOICE).

Town House,
ABERDEEN, 22 January 2021

STAFF GOVERNANCE COMMITTEE

The Members of the **STAFF GOVERNANCE COMMITTEE** are requested to meet remotely on **MONDAY, 1 FEBRUARY 2021 at 2.00 pm.**

In accordance with UK and Scottish Government guidance, meetings of this Committee will be held remotely as required. In these circumstances the meetings will be recorded and available on the Committee page on the website shortly after the meeting.

FRASER BELL
CHIEF OFFICER - GOVERNANCE

B U S I N E S S

NOTIFICATION OF URGENT BUSINESS

1.1 There are no items at this time

DETERMINATION OF EXEMPT BUSINESS

2.1 There are no items of exempt business

DECLARATIONS OF INTEREST

3.1 Members are requested to declare any interests (Pages 3 - 4)

DEPUTATIONS

4.1 None at this time

MINUTE OF PREVIOUS MEETING

5.1 Minute of Previous Meeting of 29 September 2020 (Pages 5 - 8)

COMMITTEE PLANNER

6.1 Committee Business Planner (Pages 9 - 10)

NOTICES OF MOTION

7.1 None at this time

REFERRALS FROM COUNCIL, COMMITTEES AND SUB COMMITTEES

8.1 None at this time

GENERAL BUSINESS

9.1 Cluster Risk Register - RES/21/023 (Pages 11 - 20)

9.2 Corporate Health and Safety Update - July to September 2020 - COM/20/197 (Pages 21 - 32)

Website Address: www.aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, tel 01224 522503 or email sdunsmuir@aberdeencity.gov.uk

DECLARATIONS OF INTEREST

You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether reports for meetings raise any issue of declaration of interest. Your declaration of interest must be made under the standing item on the agenda, however if you do identify the need for a declaration of interest only when a particular matter is being discussed then you must declare the interest as soon as you realise it is necessary. The following wording may be helpful for you in making your declaration.

I declare an interest in item (x) for the following reasons

For example, I know the applicant / I am a member of the Board of X / I am employed by...

and I will therefore withdraw from the meeting room during any discussion and voting on that item.

OR

I have considered whether I require to declare an interest in item (x) for the following reasons however, having applied the objective test, I consider that my interest is so remote / insignificant that it does not require me to remove myself from consideration of the item.

OR

I declare an interest in item (x) for the following reasons however I consider that a specific exclusion applies as my interest is as a member of xxxx, which is

- (a) a devolved public body as defined in Schedule 3 to the Act;
- (b) a public body established by enactment or in pursuance of statutory powers or by the authority of statute or a statutory scheme;
- (c) a body with whom there is in force an agreement which has been made in pursuance of Section 19 of the Enterprise and New Towns (Scotland) Act 1990 by Scottish Enterprise or Highlands and Islands Enterprise for the discharge by that body of any of the functions of Scottish Enterprise or, as the case may be, Highlands and Islands Enterprise; or
- (d) a body being a company:-
 - i. established wholly or mainly for the purpose of providing services to the Councillor's local authority; and
 - ii. which has entered into a contractual arrangement with that local authority for the supply of goods and/or services to that local authority.

OR

I declare an interest in item (x) for the following reasons.....and although the body is covered by a specific exclusion, the matter before the Committee is one that is quasi-judicial / regulatory in nature where the body I am a member of:

- is applying for a licence, a consent or an approval
- is making an objection or representation
- has a material interest concerning a licence consent or approval
- is the subject of a statutory order of a regulatory nature made or proposed to be made by the local authority.... and I will therefore withdraw from the meeting room during any discussion and voting on that item.

STAFF GOVERNANCE COMMITTEE

ABERDEEN, 29 September 2020. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Allan, Convener; Councillor Houghton, Vice-Convener; and Councillors Cameron, Copland, Delaney, Graham, Hutchison, Macdonald and Reynolds.

Trade Union Advisers present:- Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); George Ferguson and Leslie Tarr (UNISON); Joe Craig and Liam Knox (UNITE).

The agenda and reports associated with this minute can be viewed [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

ANNOUNCEMENT

1. The Convener welcomed everyone to the first meeting of the Committee since February 2020, due to the cancellation of the March and June meetings as a result of COVID-19. She further welcomed Leslie Tarr to the meeting, as he had replaced Kenny Luke as one of the UNISON Trade Union Advisers to the Staff Governance Committee.

DECLARATIONS OF INTEREST

2. There were no declarations of interest.

MINUTE OF PREVIOUS MEETING OF 3 FEBRUARY 2020

3. The Committee had before it the minute of its previous meeting of 3 February 2020 for approval.

The Committee resolved:-

to approve the minute as a correct record.

COMMITTEE BUSINESS PLANNER

4. The Committee had before the committee business planner as prepared by the Chief Officer – Governance.

STAFF GOVERNANCE COMMITTEE

29 September 2020

The Committee resolved:-

- (i) to agree to remove items 4 (Asbestos Incidents), 5 (Appeals Sub Committee), 6 (Policy Review – Special Leave Policy), and 8 (Terms and Conditions) for the reasons outlined in the business planner; and
- (ii) to otherwise note the planner.

STAFF GOVERNANCE COMMITTEE ANNUAL EFFECTIVENESS REPORT - COM/20/141

5. The Committee had before it a report by the Chief Officer – Governance which presented the annual effectiveness report of the Staff Governance Committee to enable Members to provide comment on the data contained within.

The report recommended:-

that Committee –

- (a) provide comments and observations on the data contained within the annual report; and
- (b) note the annual report of the Staff Governance Committee.

The Committee resolved:-

to note the annual effectiveness report.

EMPLOYMENT SUPPORT FOR CARE EXPERIENCED YOUNG PEOPLE INCLUDING A GUARANTEED INTERVIEW SCHEME - RES/20/103

6. With reference to the Council Budget meeting of 3 March 2020, the Committee had before it a report by the Chief Officer – People and Organisational Development which provided an update on progress made on all the initiatives ongoing to support young people both working for the Council and in the community to consider the Council as an employer of choice, including the extension of the Council's Guaranteed Interview scheme to care experienced young people, in line with the instruction from the Budget meeting.

The report recommended:-

that Committee –

- (a) note the introduction of a guaranteed interview scheme for care experienced young people applying for apprenticeship roles across the Council since July 2019;
- (b) approve the continuation of the further extension of the scheme to all Council roles on a permanent basis; and
- (c) note the additional developments being undertaken to support young people including care experienced young people, already part of our workforce or when considering the Council as a potential employer.

The Committee resolved:-

STAFF GOVERNANCE COMMITTEE

29 September 2020

- (i) to note that officers would provide information outwith the meeting on (a) the percentage of looked after school leavers in positive follow up destinations in Aberdeen once this was available, (b) the gender breakdown of the figures (if available), and (c) whether the 120 care experienced young people were provided with laptops or access to online training to assist them in applying for jobs;
- (ii) to congratulate all staff involved in obtaining the Investors in Young People Gold Standard Award in March 2020; and
- (iii) to approve the recommendations.

CORPORATE HEALTH AND SAFETY - JANUARY TO JUNE 2020 - COM/20/092

7. The Committee had before it a report by the Chief Officer – Governance which presented a summary of statistical health and safety performance information for the six-month reporting period January to June 2020 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

The report recommended:-

that Committee note the report and provide comment on the health, safety and wellbeing policy, performance, trends and improvements.

The Committee resolved:-

to note the report.

EAS ANNUAL REPORT 2019/20 AND EAS, OCCUPATIONAL HEALTH AND ABSENCE UPDATE JANUARY TO JUNE 2020 - RES/20/128

8. The Committee had before it a report by the Chief Officer – People and Organisational Development which provided an update on utilisation of the Employee Assistance Service (EAS) provided by Time for Talking during the last twelve month period April 2019 – March 2020, and the six monthly update (January 2020 – June 2020) on the EAS, Occupational Health and Absence.

The report recommended:-

that Committee –

- (a) consider the contents of the report; and
- (b) agree to six monthly reports to cover Occupational Health, Absence and the Employee Assistance Service which cover the periods January to June and July to December, always with reference and comparison to the previous reporting period, reported to appropriate committee dates thereafter.

The Committee resolved:-

to approve the recommendations.

STAFF GOVERNANCE COMMITTEE
29 September 2020

MENTAL HEALTH AND WELLBEING - RES/20/154

9. The Committee had before it a report by the Chief Officer – People and Organisational Development which provided an update on the work undertaken during lockdown during the period March – August 2020 in respect of mental health and wellbeing, in line with the role of the Committee to monitor the wellbeing of employees.

The report recommended:-

that Committee consider the content of the report and note the actions carried out so far to address and support positive employee mental health.

The Committee resolved:-

- (i) to note the report; and
- (ii) to thank all staff for their work undertaken during recent months during the COVID-19 pandemic.

- **COUNCILLOR YVONNE ALLAN, Convener**

	A	B	C	D	E	F	G	H	I
1	STAFF GOVERNANCE COMMITTEE BUSINESS PLANNER The Business Planner details the reports which have been instructed by the Committee as well as reports which the Functions expect to be submitting for the calendar year.								
2	Report Title	Minute Reference/Committee Decision or Purpose of Report	Update	Report Author	Chief Officer	Directorate	Terms of Reference	Delayed or Recommended for removal or transfer, enter either D, R, or T	Explanation if delayed, removed or transferred
3	01 February 2021								
4	Corporate Health & Safety Quarterly Update	To present the quarterly update	Will present the update originally intended to be reported to the cancelled November 2020 meeting	Colin Leaver	Governance	Commissioning	3.3		
5	Internal Recruitment and Internal Movement of Staff	SGC 01/10/19 - To instruct the Chief Officer - Organisational Development to submit an update report on the new approach to internal recruitment and internal movement of staff in one year's time	Delayed from November 2020	Isla Newcombe	People & Organisational Development	Resources	2.2	D	The team has had to focus on temporary movement of staff for the pandemic response and so delivery of the digital tool was delayed. The team are however currently undertaking a trial of the tool which has now been developed ahead of a full launch and it is now expected that a report will come to SGC in April
6	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles	Standing item	Isla Newcombe	People & Organisational Development	Resources	3.1	R	There are no policies to be reported to the February 2021 meeting
7	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	People & Organisational Development	Resources	GD 8.4		
8	12 April 2021								
9	Policy Review	A standing item to enable presentation of any policies that require to be reviewed and approved by Committee, as a result of the review of policies to ensure that they meet the Guiding Principles	Standing item	Isla Newcombe	People & Organisational Development	Resources	3.1		
10	EAS/OH/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures		Kirsten Foley	People & Organisational Development	Resources	2.7		
11	Equality and Diversity Action Plan	To present the equality and diversity action plan		Isla Newcombe	People & Organisational Development	Resources	2.2		
12	Corporate Health & Safety Quarterly Update	To present the quarterly update for Oct-Dec 2020		Colin Leaver	Governance	Commissioning	3.3		
13	Corporate Health & Safety Policy	To present the revised policy for approval		Colin Leaver	Governance	Commissioning	GD 8.1		

ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	1 February 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Cluster Risk Register and Assurance Map
REPORT NUMBER	RES/21/023
CHIEF OFFICER	Isla Newcombe
REPORT AUTHOR	Isla Newcombe
TERMS OF REFERENCE	GD 8.4

1. PURPOSE OF REPORT

- 1.1 To present the Cluster Risk Register and Assurance Map in accordance with Committee Terms of Reference and to provide assurance on the Council's system of risk management.

2. RECOMMENDATION

- 2.1 That the Committee note the Cluster Risk Register and Assurance Map set out in Appendices A and B.

3. BACKGROUND

- 3.1 The Audit, Risk and Scrutiny Committee is responsible for overseeing the system of risk management and for receiving assurance that the Corporate Management Team (CMT) are effectively identifying and managing risks. To this end, it reviews the Council's Corporate Risk Register annually, as well as an annual report on the system of risk management which is included in the Annual Governance Statement.

- 3.2 The Risk Management Framework states that all other committees should receive assurance on the risk management arrangements which fall within their terms of reference. This is provided through the risk register for the relevant Cluster which falls within the remit for this Committee as follows:

- People & Organisation Cluster Risk Register

Risk Registers

- 3.3 The Corporate Risk Register captures the risks which pose the most significant threat to the achievement of the Council's organisational outcomes and have the potential to cause failure of service delivery.
- 3.4 The Cluster Risk Register set out in appendix A reflects the risks which may prevent the Cluster from delivering on its strategic or operational outcomes.

3.5 Over the coming twelve months, there will be ongoing review and continual improvement of the Cluster Risk Registers and Assurance Maps.

3.6 The Cluster Risk Register provides the organisation with the detailed information and assessment for each risk identified including;

- **Current risk score** – this is current assessment of the risk by the risk owner and reflects the progress percentage of control actions required in order to achieve the target risk score.
- **Target risk score** – this is the assessment of the risk by the risk owner after the application of the control actions
- **Control Actions** – these are the activities and items that will mitigate the effect of the risk event on the organisation.
- **Risk score** – each risk is assessed using a 4x6 risk matrix as detailed below.

The 4 scale represents the impact of the risk and the 6 scale represents the likelihood of the risk event.

Impact	Score						
Very Serious	4	4	8	12	16	20	24
Serious	3	3	6	9	12	15	18
Material	2	2	4	6	8	10	12
Negligible	1	1	2	3	4	5	6
Score		1	2	3	4	5	6
Likelihood		Impossible	Almost Very Low	Low	Significant	High	Very High

3.7 Development and improvement of the Cluster Risk Register and associated processes has continued since the Cluster Risk Register was last reported to the Committee:

- The Cluster Risk Registers have been reviewed and updated in accordance with the updated Risk Management Policy and supporting documentation approved by Audit Risk and Scrutiny Committee in December 2019.
- The format of the Council’s risk registers has been reviewed and updated. This has created a single register, including Corporate, Cluster and Operational level risks, which can be escalated and de-escalated as appropriate. Risks are also categorised in accordance with the Risk Management Policy (compliance, operational, strategic, financial, reputational, climate/environmental, EU Exit, COVID-19) and are each also defined as risks relating to the Place, the Institution or Strategy. This alignment allows for whole system review of our risks, using live data, and provides a sophisticated risk profile for the organisation.

Assurance Maps

- 3.8 The Assurance Maps provide a visual representation of the sources of assurance associated with each Cluster. This evidences the breadth and depth of assurance sources, so that the Committee can determine where these are insufficient, whereas the Cluster Risk Register demonstrates how effectively risk is being managed through the controls which flow out of those sources of assurance.
- 3.9 The Assurance Maps provide a breakdown of the “three lines of defence”, the different levels at which risk is managed. Within a large and complex organisation like the Council, risk management takes place in many ways. The Assurance Map is a way of capturing these and categorising them, thus ensuring that any gaps in sources of assurance are identified and addressed:

First Line of Defence “Do-ers”	Second Line of Defence “Helpers”	Third Line of Defence “Checkers”
The control environment; business operations performing day to day risk management activity; owning and managing risk as part of business as usual; these are the business owners, referred to as the “do-ers” of risk management	Oversight of risk management and ensuring compliance with standards, in our case including ARSC as well as CMT and management teams; setting the policies and procedures against which risk is managed by the do-ers, referred to as the “helpers” of risk management.	Internal and external audit, inspection and regulation, thereby offering independent assurance of the first and second lines of defence, the “do-ers” and “helpers”, referred to as the “checkers” of risk management.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising from the recommendations of this report. The report deals with the highest level of risk and this process serves to identify controls and assurances that finances are being properly managed.

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report. The Council’s Risk Registers serve to manage many risks with implications for the legal position and statutory responsibilities of the Council.

6. MANAGEMENT OF RISK

- 6.1 The Committee is provided with assurance that the risks presented within the Cluster Risk Register affecting the strategic priorities and service delivery for the Cluster are identified and that the risks are appropriately managed and are compliant with the Council’s duties under the Equalities Act. There are no risks arising from the recommendations in the report.

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	The Council is required to have a management system in place to identify and mitigate its risks	L	The Council's risk management system requires that risks are identified, listed and managed via risk registers and allows for the risk rating to be (L)
Compliance	As above	L	As above
Operational	As above	L	As above
Financial	As above	L	As above
Reputational	As above	L	As above
Environment/Climate	As above	L	As above

7. OUTCOMES

- 7.1 The recommendations within this report have no direct impact on the Council Delivery Plan however, the risks contained within the Council's risk registers could impact on the delivery of organisational objectives.

8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Full EHRIA not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

None.

10. APPENDICES

Appendix A – Cluster Risk Register
Appendix B – Corporate Assurance Map

11. REPORT AUTHOR CONTACT DETAILS

Name	Isla Newcombe
Title	Chief Officer, People & Organisation
Email Address	inewcombe@aberdeencity.gov.uk
Tel	01224 523743

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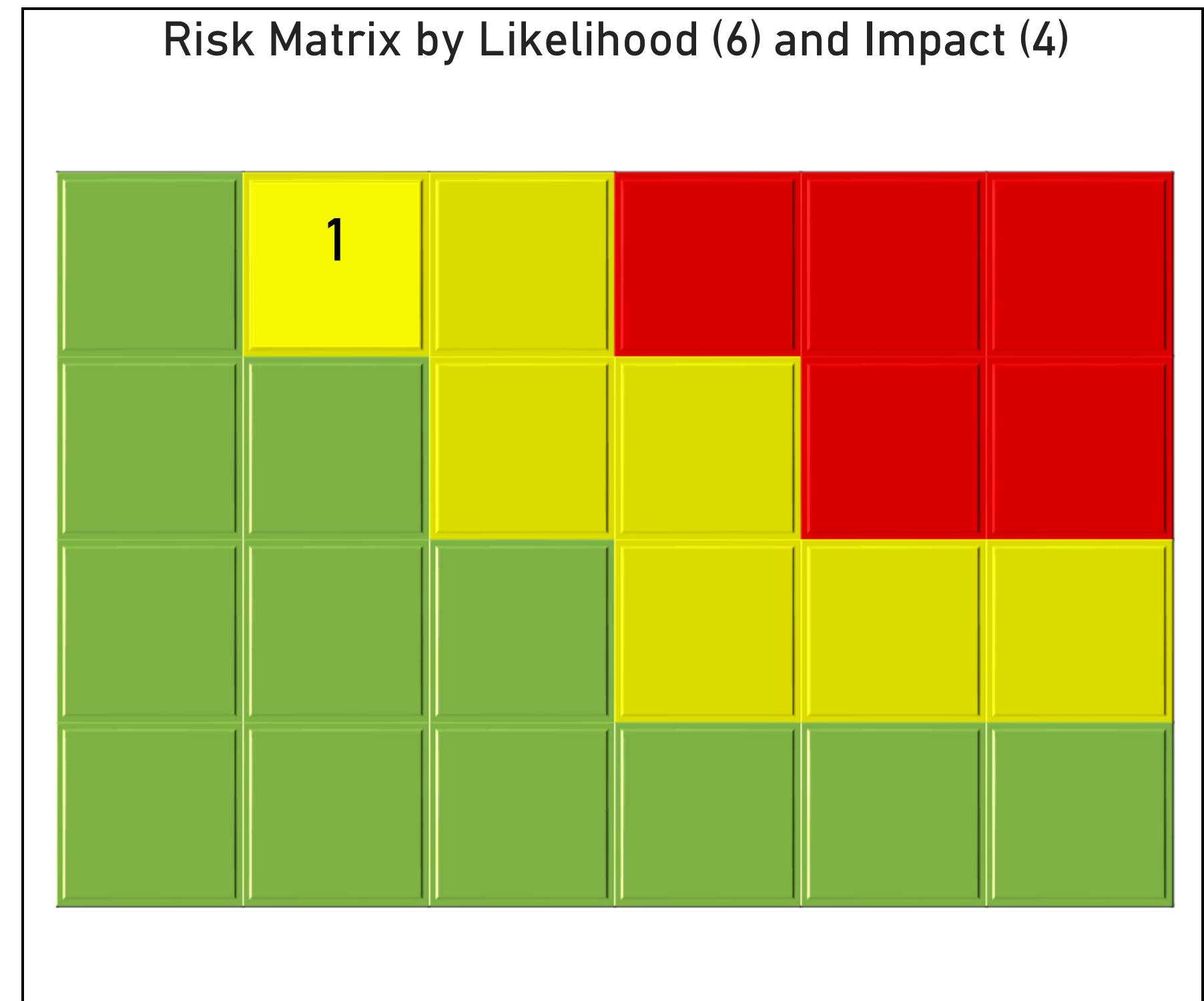


People & Organisation Risk Register

CURRENT CLUSTER RISKS ▼	CURRENT RISK SCORE
P&O Service Delivery	8

Number of Cluster Risks

1



FUNCTION	CLUSTER	RISK OWNER	RISK LEAD
Resources	People & Organisation	Isla Newcombe	Isla Newcombe

RISK TITLE	RISK DESCRIPTION	CONTROL ACTIONS	% COMPLETE	TARGET RISK SCORE	CURRENT RISK SCORE	CURRENT LIKELIHOOD	CURRENT IMPACT	TARGET COMPLETION DATE
P&O Service Delivery	Risk to delivery of key services in the event of failures of systems, processes or capabilities	Update and Implementation of robust Business Continuity Plan; Cluster demand management; BYOD utilised within cluster; Cluster CPD plan and cluster workforce planning	75	8	8	2	4	30 March 2021

Assurance Map		
People & Organisational Development		
First Line of Defence (Do-ers)	Second Line of Defence (Helpers)	Third Line of Defence (Checkers)
<ul style="list-style-type: none"> • Staff related policies • Staff related procedures and guidance flowing from policies • Risk assessments • Senior Management Team (SMT) undertakes review of Cluster Operational Risk Register • People and Organisational Development (P&OD) enabling effective people management, support and development • Guidance for managers and staff on People Anytime • Delivery of the Workforce Plan • Delivery of the Workforce Development Plan including training and development for managers • Capability Framework implementing Guiding Principles • Monitoring of employee related data by P&OD and all Senior Management Teams via People Performance Dashboard • Skills audits and CPD plans used to build training requirements and programmes of development • Managers' completing Continuous Review and Development and 1:1s • Leadership Forum • FAIR agreement with Trade Unions 	<ul style="list-style-type: none"> • Staff Governance Committee (Performance reports to) • Audit, Risk and Scrutiny Committee oversight of risk management system • Other Committees as relevant • Corporate Management Team (CMT) • Strategic Workforce Plan • Data Protection processes and Information Governance including DPIAs • Employment Legal Team • Consultation and legislative tracker to horizon scan for changes in the law • Risk Board • Performance Board • Strategy Board • Transformation Board • Risk Appetite Statement • Regular engagement with Trade Unions including Directors Union Engagement meetings • Business Continuity Sub-Group • Employee Data Forum 	<ul style="list-style-type: none"> • COSLA – national negotiating body via SJC and SNCT. • Scottish Government – checking compliance with national initiatives e.g. Early Years Expansion, Pupil Equity Fund • Chartered Institute of Personnel Development (CIPD) / ACAS-- professional bodies available for benchmarking / best practice advice and guidance • Society of Personnel and Development Scotland (SPDS) – professional body available for benchmarking / best practice advice and guidance and links into COSLA • Internal Audit Plan approved and overseen by Audit, Risk and Scrutiny Committee covering workforce related matters such as VSER • Her Majesty's Inspectorate of Education (HMiE) reports – use a sampling strategy for inspections across school leadership and learning and teaching • GTCS/SSSC- set out registration requirements for specific parts of the workforce • Employer Accreditations including Quality of Working Lives, Investors in Young People,

		<p>Disability Confident, Defence Employer Recognition Scheme, Equally Safe at Work</p> <ul style="list-style-type: none">• Benchmarking through Local Government Benchmarking forum (LGBF) measuring indicators such of cost of HR gender profile and workforce profile across all 32 Local Authorities• Staffing Watch Report
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ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	1 February 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Corporate Health and Safety July-September 2020
REPORT NUMBER	COM/20/197
CHIEF OFFICER	Fraser Bell
REPORT AUTHOR	Colin Leaver
TERMS OF REFERENCE	3.3

1. PURPOSE OF REPORT

- 1.1 The report summarises statistical health and safety performance information for the three-month reporting period July-September 2020 to provide the Committee with the opportunity to monitor compliance with health and safety legislation. This report was previously circulated to Members and Trade Union Advisers as a service update following cancellation of the November 2020 Committee, but is presented to enable comments and questions on the content.

2. RECOMMENDATION

- 2.1 That the Committee note the report and provide comment on the health, safety and wellbeing policy, performance, trends and improvements.

3. BACKGROUND

- 3.1 This report contains statistical information of the three-month reporting period 1 July to 30 September 2020 and a review of health and safety activities for the same period. The Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) to the Health and Safety Executive (HSE). This reporting duty includes incidents which result in an employee being absent from work for 7 days or longer.

This report addresses the following matters:

1. Process for making Aberdeen City Council Covid-secure
2. All incidents involving employees and members of the public (serious and minor)
3. HSE Reportable Incidents
4. Reportable Diseases
5. Near Miss Information
6. Enforcement Interventions
7. Fire Risk Assessment

8. Health and Safety Audits
9. Compliance Monitoring
10. Health and Safety Policies and Guidance

Covid-Secure

- 3.2 Since the previous report Aberdeen City Council have implemented Scottish Government Regulations requiring an employee who enters or remains within an indoor communal area in a workplace to wear a face covering. The legislation defines a communal area as being an area where persons mingle or gather, such as: passageways, stairs, lifts, staff rooms, training rooms, changing rooms, or entrances. The responsibility on wearing the face covering is with the individual but an employer is required to explain and support the need for these face coverings. A small supply of face coverings is available for those who forget their own.

Incidents (Jul– Sep 2020)

- 3.3 All incident and near miss information in this report has been provided to Service Area level.

3.4 Incident information:

The following table gives a breakdown of all incidents across all Functions and Clusters in Aberdeen City Council. In this reporting period there was a total of 104 incidents reported, this shows a decrease from the 132 incidents reported in the corresponding period in 2019 and are across all areas.

Function Cluster Service	1. RIDDOR Reportable employee (including absences over 7 days)	2. Non-RIDDOR reportable employee (absences of 4 to 7 days)	3. Non-RIDDOR reportable employee (absences of 0 to 3 days)	4. RIDDOR Reportable Non-employee	5. Non-RIDDOR reportable Non-employee	Total
AHSCP	0(0)	0(0)	1(6)	0(0)	5(4)	6(10)
Older Adult Services	0(0)	0(0)	1(5)	0(0)	2(3)	3(8)
Young Adult Services	0(0)	0(0)	0(1)	0(0)	3(1)	3(2)
Commissioning	0(1)	0(0)	0(4)	0(0)	0(0)	0(5)
City Growth	0(1)	0(0)	0(4)	0(0)	0(0)	0(5)
Customer	0(1)	0(0)	4(2)	0(0)	0(1)	4(4)
Customer Experience	0(0)	0(0)	0(0)	0(0)	0(1)	0(1)
Early Intervention and Community Empowerment	0(1)	0(0)	4(2)	0(0)	0(0)	4(3)
Operations	1(5)	5(2)	63(67)	0(0)	25(39)	94(113)

Function Cluster Service	1. RIDDOR Reportable employee (including absences over 7 days)	2. Non-RIDDOR reportable employee (absences of 4 to 7 days)	3. Non-RIDDOR reportable employee (absences of 0 to 3 days)	4. RIDDOR Reportable Non-employee	5. Non-RIDDOR reportable Non-employee	Total
Operations and Protective Services	1(5)	4(2)	11(30)	0(0)	0(3)	16(40)
<i>Operations (Building Services)</i>	0(1)	1(0)	2(7)	0(0)	0(0)	3(8)
<i>Environmental</i>	0(3)	1(1)	2(0)	0(0)	0(1)	3(5)
<i>Facilities</i>	0(1)	0(0)	3(9)	0(0)	0(0)	3(10)
<i>Fleet</i>	0(0)	0(0)	1(5)	0(0)	0(0)	1(5)
<i>Protective Services</i>	0(0)	0(0)	2(0)	0(0)	0(0)	2(0)
<i>Roads</i>	1(0)	2(1)	1(4)	0(0)	0(0)	4(5)
<i>Waste</i>	0(0)	0(0)	0(5)	0(0)	0(2)	0(7)
Integrated Children and Family Services	0(0)	1(0)	52(37)	0(0)	25(36)	78(73)
<i>Schools</i>	0(0)	1(0)	51(36)	0(0)	24(36)	76(72)
<i>Quality Improvement</i>	0(0)	0(0)	1(1)	0(0)	1(0)	2(1)
<i>Early Years</i>	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)
Total Jul-Sep	1(7)	5(2)	68(79)	0(0)	30(44)	104(132)

3.5 The figures in columns are compared to the () figures in corresponding period in 2019.

3.6 The figures have decreased across all Functions during this period.

3.7 Since the corresponding period last year there was a restructure where Governance, City Growth and Strategic Place Planning move to the Commissioning Function.

3.8 Incident causation is detailed in the table below.

Function/Cluster	Slip, trip, fall	Exposure to substances	Contact with Machinery	Manual handling	Struck against	Falls from Height	Struck by Object	Another type of accident	Injured by Animal	Unacceptable behaviour	Contact with Electricity	Struck by Moving Vehicle	Total
AHSCP	3(3)	0(0)	0(0)	0(0)	2(0)	0(0)	0(1)	1(1)	0(0)	0(5)	0(0)	0(0)	6(10)
Older People Services	2(3)	0(0)	0(0)	0(0)	1(0)	0(0)	0(1)	0(1)	0(0)	0(3)	0(0)	0(0)	3(8)
Adult Services	1(0)	0(0)	0(0)	0(0)	1(0)	0(0)	0(0)	1(0)	0(0)	0(2)	0(0)	0(0)	3(2)
Customer	0(1)	0(0)	0(0)	1(0)	0(0)	3(0)	0(1)	0(1)	0(1)	0(0)	0(0)	0(0)	4(4)
Customer Experience	0(0)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(0)	0(1)
Early Intervention and Community Empowerment	0(1)	0(0)	0(0)	1(0)	0(0)	3(0)	0(0)	0(1)	0(1)	0(0)	0(0)	0(0)	4(3)
Commissioning	0(1)	0(0)	0(0)	0(0)	0(3)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(5)
City Growth	0(1)	0(0)	0(0)	0(0)	0(3)	0(0)	0(0)	0(1)	0(0)	0(0)	0(0)	0(0)	0(5)
Operations	18(16)	3(2)	1(2)	1(4)	6(6)	2(4)	7(13)	12(23)	0(2)	44(40)	0(0)	0(1)	94(113)
Integrated Children's and Family Services	16(7)	3(1)	0(0)	0(0)	4(4)	1(3)	3(5)	7(13)	0(0)	44(40)	0(0)	0(0)	78(73)
Operations and Protective Services	2(9)	0(1)	1(2)	1(4)	2(2)	1(1)	4(8)	5(10)	0(2)	0(0)	0(0)	0(1)	16(40)
Total Numbers	21(21)	3(2)	1(2)	2(4)	8(9)	5(4)	7(15)	13(26)	0(3)	44(45)	0(0)	0(1)	104(132)

3.9 The largest percentage of incidents reported is related to unacceptable behaviour followed by slips, trips and falls.

3.10 When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This report highlights criteria which require to be considered including root cause, actions identified and completion dates. These investigation reports are reviewed for more serious incidents, e.g. RIDDOR reportable, and where non-compliant the reporting manager is contacted to advise on the need to complete and to be offered assistance with their investigation.

HSE Reportable incidents (Jul– Sep 2020)

- 3.11 During this combined reporting period 1 employee was injured in an incident, which required to be reported to the Health and Safety Executive.
- 3.12 All RIDDOR incidents are followed up by the Corporate Health and Safety Team to get assurance that the correct causation and remedial actions have been identified; also, that any remedial actions have been implemented.

Incident (reportable employee) frequency rates

Period – Quarterly	Reportable Incidence rate	Reporting period
Jul-Sep 2020	0.125	2020/21

- 3.13 The above figures are calculated using the formula:

$$\text{Incidence rate} = \frac{\text{RIDDOR injuries per period} \times 1000}{\text{Number of employees}}$$

- 3.14 The figure for the corresponding period last year (Jul-Sep 2019) was 7 RIDDOR reportable incidents.

Reportable Diseases

- 3.15 There were no reportable diseases reported under RIDDOR; which was also the case in the corresponding reporting period last year.

Near Miss Information

- 3.16 Many safety activities are reactive, that is, they occur after an injury incident. By reporting near-miss incidents this promotes proactive safety, thereby raising awareness of potential hazards and mitigation strategies before an injury occurs. Recognising and reporting near-miss incidents can significantly improve employee safety and enhance the safety culture.

- 3.17 The table below shows relevant near miss information for Jul-Sep 2020.

Function	Cluster	Service Area	Near Misses Jul - Sep 2020	Near Misses Jul - Sep 2019
AHSCP			5	6
	Older Adult Services		5	6
		Horizons	1	0
		Senior Management Learning Disabilities	4	6
Commissioning			1	3

	City Growth		1	2
	Strategic Place Planning		0	1
Customer			11	12
	Customer Experience		6	5
		Customer Delivery	1	0
		Customer Services Operations	4	5
		Revenues & Benefits	0	0
		Transformation & Business Support	1	0
	Early Intervention and Community Empowerment		5	7
		Community Safety and ASBIT	2	2
		Housing Access and Support	2	1
		Housing Management	1	1
		Libraries	0	3
Operations			56	93
	Integrated Children's and Family Services		52	81
		CSW- Residential	0	1
		Education-Schools	51	80
		Education-Quality Improvement	1	0
	Operations and Protective Services		4	12
		Building Services	0	6
		Environmental Services	2	1
		Facilities Management	1	2
		Protective Services	1	2
		R & I – Road Operations	0	1
Resources			0	1
		Corporate Landlord	0	1
Total			73	115

3.18 The table below shows the causation for the numbers of near misses in the table. The figures in brackets are for the corresponding period in 2019.

Function/Cluster/service area	Unacceptable behaviour	Other	Security	Vandalism	Total
AHSCP	2(3)	2(3)	0(0)	1(0)	5(6)
Older Adult Services	2(3)	2(3)	0(0)	1(0)	5(6)
Senior Manager Learning Disabilities	2(3)	2(3)	0(0)	0(0)	4(6)
Horizons	0(0)	0(0)	0(0)	1(0)	1(0)
Commissioning	0(2)	0(1)	1(0)	0(0)	1(3)
City Growth	0(1)	0(1)	1(0)	0(0)	1(2)
Strategic Place Planning	0(1)	0(0)	0(0)	0(0)	0(1)
Customer	8(10)	2(2)	1(0)	0(0)	11(12)
Customer Experience	4(5)	1(0)	1(0)	0(0)	6(5)
Customer Services	3(5)	0(0)	1(0)	0(0)	4(5)
Customer Development	1(0)	0(0)	0(0)	0(0)	1(0)
Transformation and Business Support	0(0)	1(0)	0(0)	0(0)	1(0)
Early Intervention and Community Empowerment	4(5)	1(2)	0(0)	0(0)	5(7)
Community Safety and ASBIT	2(2)	0(0)	0(0)	0(0)	2(2)
Housing Access and Support	1(1)	1(0)	0(0)	0(0)	2(1)
Housing Management	1(1)	0(0)	0(0)	0(0)	1(1)
Libraries	0(1)	0(2)	0(0)	0(0)	0(3)

Operations	44(61)	5(21)	7(10)	0(1)	56(93)
Integrated Children's and Family Services	41(59)	4(11)	7(10)	0(1)	52(81)
Education-Schools	40(59)	4(10)	7(10)	0(1)	51(80)
Children's Social Work-Residential and Youth	0(0)	0(1)	0(0)	0(0)	0(1)
Education-Quality Improvement	1(0)	0(0)	0(0)	0(0)	1(0)
Operations and Protective Services	3(2)	1(10)	0(0)	0(0)	4(12)
Building Services	0(0)	0(6)	0(0)	0(0)	0(6)
Environmental Services	1(0)	1(1)	0(0)	0(0)	2(1)
Facilities Management	1(1)	0(1)	0(0)	0(0)	1(2)
Protective Services	1(1)	0(1)	0(0)	0(0)	1(2)
R & I Roads Operations	0(0)	0(1)	0(0)	0(0)	0(1)
Resources	0(0)	0(1)	0(0)	0(0)	0(1)
Corporate Landlord	0(0)	0(1)	0(0)	0(0)	0(1)
Total Numbers	54(76)	9(28)	9(10)	1(1)	73(115)

3.19 The overall number of near misses has decreased from 115 during the corresponding reporting period in 2019/20, to 73. This is a reduction of 36%. The highest number of incidents were recorded in the Unacceptable Behaviour category.

Regulator interventions (HSE / SFRS)

3.20 There were no interventions with HSE or SFRS in this reporting period.

Fire risk assessments

3.21 Fire risk assessments are completed on a rolling 5-year programme. The fire risk assessment is currently suspended due to the restrictions imposed by Covid-19. The existing fire risk assessments which are in place for each building are still valid and ensures that Aberdeen City Council are compliant.

Health and Safety Audits

3.22 There were no audits within the programme completed this quarter. The priority was to continue with assisting and advising Services on the completion of risk assessments and reinstatements in response to COVID19.

3.23 However, during this reporting period a process has been developed to carry out a series of Covid 19 Compliance visits at those Aberdeen City premises which are open and operational. The purpose is to check that the buildings and

occupants have the correct safety procedures in place and that they are being followed. In this period 8 properties were visited with an overall compliance score of 88%. During these 8 visits the issues identified were mainly around the provision of sufficient signage at identified points. The actions identified are recorded on a master action list which is monitored to close out at the Workforce Planning and Protection Group.

Health and safety policies and guidance

3.24 No policies or procedures were reviewed during this quarter.

4. FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the recommendations of this report.

5. LEGAL IMPLICATIONS

5.1 Health and safety legislation requires that an organisation has a suitably robust safety management system to ensure the health safety and welfare of their employees. Where any incident is of sufficient seriousness there is the potential that the Enforcing Authorities will become involved and carry out their own investigation into the circumstances of the incident. Any investigation could result in prosecution of the organisation and in some cases prosecution of managers and/or employees.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Compliance	There is the risk that any injury or serious health and safety incident could result in focus from the Health and Safety Executive which could result in enforcement action in the form of notices or prosecution.	M	<p>All tasks are risk assessed and the controls implemented and supervised by line managers.</p> <p>All employees are trained to a level where they are competent to carry out the work.</p> <p>Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to prevent, where possible, reoccurrences, can reduce the financial exposure to the Council.</p> <p>An effective health and safety management system in which risks are identified</p>

			<p>and either eliminated or reduced will result in a reduction of costs to the organisation.</p> <p>If the Enforcing Authorities take a case to court against Aberdeen City Council for breaches of legislation then it could leave the Council liable to pay any fine or damages imposed and also for the expenses of any subsequent civil claim, which follows where an individual has suffered personal injury.</p>
Operational	<p>The risk is that any health and safety incident can lead to an injury to an employee which could have the potential to temporarily or permanently affect either or both their employment or their life.</p> <p>The risk to our citizens is that we are unable to provide the same level of service delivery due to staff absences from illness and injury sustained during their work. Also, there is the possibility of a reduced budget due to the associated financial costs.</p>	<p>M</p> <p>M</p>	<p>If the task has been risk assessed; employees are trained, competent and supervised then there should be less likelihood of incidents.</p> <p>Reducing the number of incidents will reduce the number of absences and the subsequent costs to the Council.</p>
Financial	<p>The risk is that any incident has the potential to bring a reduction in the overall budget in place to provide service delivery.</p>	M	As per Compliance above

Reputational	Local and National press coverage of any incident can present reputational damage to the organisation.	M	Should be prevented by each Function having a robust safety management system in place. There are many facets to this which are important starting from ensuring employees are trained and competent, every hazard is risk assessed and up to carrying out investigation of near misses to ensure controls are reviewed to consider whether remedial actions are required.
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7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
Aberdeen City Council Policy Statement	N/A
Aberdeen City Local Outcome Improvement Plan	
Prosperous Economy Stretch Outcomes	A healthy and safe workplace assists the overarching principles of the stretch outcomes within the LOIP by ensuring that resource is directed at the services required by the city. Removing the level of lost resource to the financial penalties incurred through the Civil and Law Courts and from the Regulators will allow the available resource to be best used to ensure funding of the growth sectors of the local economy.
Prosperous People Stretch Outcomes	The areas reported on within this report allow Clusters a further opportunity to recognise areas which when acted upon can assist with engagement of staff and service users to support the meaningful educational progress of children and young people.
Prosperous Place Stretch Outcomes	N/A
Regional and City Strategies	N/A

8. IMPACT ASSESSMENTS

Assessment	Outcome
Impact Assessment	Full impact assessment not required
Data Protection Impact Assessment	Not required

9. BACKGROUND PAPERS

N/A

10. APPENDICES

N/A

11. REPORT AUTHOR CONTACT DETAILS

Colin Leaver
Corporate Health and Safety Lead
Email: Cleaver@aberdeencity.gov.uk
Tel: 01224 523092