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To: Councillor Allan, Convener; Councillor Houghton, Vice-Convener; and Councillors Al-Samarai, Cameron, Copland, Delaney, Duncan, Macdonald and Reynolds.

Trade Union Advisers: Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); 2 vacancies (SSTA); George Ferguson and Mark Musk (UNISON); Joe Craig and Mishelle Gray (UNITE); and Rob Stephen and 1 vacancy (VOICE).

Town House,
ABERDEEN, 15 November 2021

STAFF GOVERNANCE COMMITTEE

The Members of the **STAFF GOVERNANCE COMMITTEE** are requested to meet in **Council Chamber - Town House on TUESDAY, 23 NOVEMBER 2021 at 2.00pm**. This is a hybrid meeting and Members may also attend remotely.

Members of the press and public are not permitted to enter the Town House at this time. The meeting will be webcast and a live stream can be viewed on the Council's website. <https://aberdeen.public-i.tv/core/portal/home>

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 or confidential 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 28 September 2021 (Pages 5 - 10)

COMMITTEE PLANNER

- 6.1. Committee Business Planner (Pages 11 - 12)

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. Staff Governance Committee Annual Effectiveness Report 2020/21 - COM/21/270 (Pages 13 - 32)

HEALTH, SAFETY & WELLBEING OF STAFF

- 10.1. Corporate Health and Safety – July – September 2021 - COM/21/264
(Pages 33 - 50)

Impact Assessments related to reports on this agenda can be viewed [here](#)

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Website Address: aberdeencity.gov.uk

Should you require any further information about this agenda, please contact Stephanie Dunsmuir, 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, 28 September 2021. Minute of Meeting of the STAFF GOVERNANCE COMMITTEE. Present:- Councillor Allan, Convener; Councillor Houghton, Vice-Convener; and Councillors Al-Samarai, Cameron, Copland, Delaney, Macdonald, Reynolds and Wheeler (as substitute for Councillor Duncan).

Trade Union Advisers present:- Ron Constable and Carole Thorpe (EIS); Kevin Masson and David Willis (GMB); George Ferguson (UNISON); and Joe Craig (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 advised Members that Liam Knox had stepped down from his Trade Union role and would therefore no longer be participating in meetings of the Committee. She thanked Mr Knox for his participation and contributions at meetings and advised that details of his replacement were awaited.

DECLARATIONS OF INTEREST

2. There were no declarations of interest.

MINUTE OF PREVIOUS MEETING OF 7 JUNE 2021

3. The Committee had before it the minute of its previous meeting of 28 September 2021 for approval.

The Committee resolved:-

- (i) to note that Councillor Al-Samarai had been in attendance at the last meeting and not Councillor Hutchison; and
- (ii) to otherwise approve the minute.

COMMITTEE BUSINESS PLANNER

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

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The Committee resolved:-

- (i) to note that item 4 (Employee Assistance Scheme / Occupational Health / Sickness Absence Six Monthly Report) would now be presented in November as updates had been provided at the last two meetings of the Committee; and
- (ii) to otherwise note the business planner.

CORPORATE HEALTH AND SAFETY - APRIL TO JUNE 2021 - COM/21/196

5. The Committee had before it a report by the Chief Officer – Governance which provided a summary of statistical health and safety performance information for the three month reporting period April to June 2021 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

Officers advised that there were two slight errors in the report text, noting that at sections 3.3 and 3.7, the text should refer to April to June 2021, and not January to March 2021.

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:-

- (i) in relation to the RIDDOR/Non-RIDDOR reportable incidents, to request that officers look to break down the Operations figures further in future reports to enable the Committee to scrutinise the figures to more easily identify if there were issues in particular teams; and
- (ii) to otherwise note the report.

RE.CR.UIT SCHEME UPDATE - RES/21/167

6. With reference to article 4 of the minute of its meeting of 1 October 2019, the Committee had before it a report by the Director of Resources which provided an update on progress with the implementation of the new approach to internal recruitment – the re.cr.uit scheme. The report set out how the new approach worked in practice and outlined changes and improvements which had been made as a result of the initial learning cycle undertaken from January to March 2021.

The report recommended:-

that Committee note progress made with the re.cr.uit scheme to date in line with the earlier Committee instruction for an update report to be provided after one year of operation.

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The Committee resolved:-

- (i) to note that officers would provide information to Members outwith the meeting in relation to the total number of employees (headcount) who had moved posts through re.cr.uit;
- (ii) to note that officers would provide information to Members outwith the meeting in relation to the 2020 figures for the number of members of staff who had been successfully redeployed through re.cr.uit;
- (iii) to thank officers for the report and for the work undertaken in relation to the scheme; and
- (iv) to approve the recommendation.

PLATINUM JUBILEE PUBLIC HOLIDAY - RES/21/216

7. The Committee had before it a report by the Director of Resources which sought approval for the granting of an additional public holiday on Friday 3 June 2022 in recognition of the Queen's Platinum Jubilee celebrations.

It was noted that a report had also been presented to the Education Operational Delivery Committee on 23 September and authority given for the Chief Officer – Education to make a formal request to the Scottish Government for an additional school closure day, subject to the Staff Governance Committee approving the recommendation contained in the report.

The report recommended:-

that Committee approve the granting of an additional public holiday on 3 June 2022.

The Committee resolved:-

to approve the recommendation.

MANAGING GRIEVANCES POLICY - RES/21/182

8. The Committee had before it a report by the Director of Resources which sought approval for the revised Managing Grievances Policy. The report advised that the review of the Managing Grievances Policy was part of a wider review of policies that sat at the heart of employee relations processes within the Council, namely Managing Discipline, Managing Grievances and Managing Bullying and Harassment at Work.

The report recommended:-

that Committee –

- (a) approve the revised Managing Grievances Policy, attached as Appendix 1 to the report;

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- (b) agree that implementation of the revised policy be delayed until such time as the required training and communication has been undertaken on the policy and on the Managing Discipline and Dignity and Respect at Work policies;
- (c) note the appended procedure/guidance document which supported the application of the policy; and
- (d) note that a generic investigations procedure had been developed to cover all three policies mentioned above (which was appended to the committee report on the Dignity and Respect at Work policy).

The Committee resolved:-

- (i) to note that Trade Unions would be involved in the training opportunities;
- (ii) to agree an implementation date of 1 February 2022 for the revised policy noting that the required training and communication would be undertaken on this policy and on the Managing Discipline and Dignity and Respect at Work policies; and
- (iii) to otherwise approve the recommendations.

DIGNITY AND RESPECT AT WORK POLICY - RES/21/183

9. The Committee had before it a report by the Director of Resources which sought approval for the revised Dignity and Respect at Work Policy, to replace the Managing Bullying and Harassment at Work Policy. The report noted that the replacement of the Managing Bullying and Harassment policy was part of a wider review of policies that sat at the heart of employee relations processes within the Council, the other two policies being Managing Discipline and Managing Grievances. It was noted that renaming the policy emphasised the positive behaviours expected from each other in the workplace and avoided unhelpful labelling of individuals as “bullies”.

The report recommended:-

that Committee –

- (a) approve the Dignity and Respect at Work Policy, attached as Appendix 1 to the report to replace the Managing Bullying and Harassment at Work policy;
- (b) agree that implementation of this policy be delayed until such time as the required training and communication had been undertaken on the policy and on the Managing Discipline and Managing Grievances policies;
- (c) note the appended procedure/guidance document which supported the application of the policy; and
- (d) note that a generic investigations procedure had been developed to cover all three policies mentioned above, also appended to this report.

The Committee resolved:-

- (i) to agree implementation of the policy from 1 February 2022 and to note that training and communication would be undertaken on this policy and on the Managing Discipline and Managing Grievances policies;

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- (ii) to note that if the guidance was to be changed, this would be done in consultation with Trade Unions;
- (iii) to thank officers and Trade Union colleagues for their collaboration and work in revising the policies; and
- (iv) to otherwise approve the recommendations.

- **COUNCILLOR YVONNE ALLAN, Convener**

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	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	23 November 2021								
4	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	2.5	R	There are no policies requiring review
5	Annual Committee Effectiveness Report	To present the annual committee effectiveness report		Isla Newcombe	People & Organisational Development	Resources	GD 8.5		
6	Corporate Health & Safety Quarterly Update	To present the quarterly update for July to Sept 2021		Colin Leaver	Governance	Commissioning	3.3		
7	21 February 2022								
8	Risk Register - People and Organisation	To report annually on the cluster risk register		Isla Newcombe	People & Organisational Development	Resources	GD 8.4	D	Now to be reported in June 2022
9	Mental Health Action Plan - Annual Update	To provide an update in relation to the employee mental health action plan which was approved by Staff Governance Committee on 3 February 2020		Kirsten Foley	People & Organisational Development	Resources	3.3		
10	EAS/OH/Sickness Absence Six Monthly Report	To present the six monthly report for the EAS/OH & Sickness Absence figures	To be presented in February 2022 to bring reporting back in line with the usual timescales, as opposed to November 2021 as expected at the last SGC	Kirsten Foley	People & Organisational Development	Resources	2.7		
11	Workforce Plan Update	To provide an update on progress against the workforce plan which was approved by committee in 2019.		Isla Newcombe	People & Organisational Development	Resources	2.2		
12	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	2.5		
13	27 June 2022								
14	Corporate Health & Safety Quarterly Update	To present the quarterly update for October to December 2021		Colin Leaver	Governance	Commissioning	3.3		
15	Workforce Strategy	To present the five year strategy		Isla Newcombe	People & Organisational Development	Resources	2.2		
16	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	2.5		

	A	B	C	D	E	F	G	H	I
	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
2									
17	03 October 2022								
18	Corporate Health & Safety Quarterly Update	To present the quarterly update for January to March 2022		Colin Leaver	Governance	Commissioning	3.3		
19	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	2.5		
20	21 November 2022								
21	Corporate Health & Safety Quarterly Update	To present the quarterly update for April to June 2022		Colin Leaver	Governance	Commissioning	3.3		
22	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	2.5		
23	DATE FOR REPORT BACK TO BE CONFIRMED								
24	Increase the Distribution of Naloxone - Test of Change	SGC 12/04/21 - (a) to instruct the Chief Officer, People and Organisational Development, to report back to Staff Governance Committee, following the test of change, to indicate the lessons learned and any plans for further work and/or roll out; and (b) to request that the Chief Officer – People and Organisational Development provide information in the report back to Committee on the number of occasions where Naloxone had been administered		Isla Newcombe	People & Organisational Development	Resources	TBC		

ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	23 November 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Committee Annual Effectiveness Report
REPORT NUMBER	COM/21/270
DIRECTOR	Gale Beattie, Director of Commissioning
CHIEF OFFICER	Fraser Bell, Chief Officer - Governance
REPORT AUTHOR	Stephanie Dunsmuir, Governance
TERMS OF REFERENCE	GD 8.5

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to present the annual effectiveness report of the Staff Governance Committee to enable Members to provide comment on the data contained within.

2. RECOMMENDATIONS

That Committee:-

- 2.1 provide comments and observations on the data contained within the annual report; and
- 2.2 note the annual report of the Staff Governance Committee.

3. BACKGROUND

Annual Reports on Committee Terms of Reference

- 3.1 The annual committee effectiveness reports were introduced in 2018/19 following a recommendation from the Chartered Institute of Public Finance and Accountancy (CIPFA) as part of the Council's work towards securing that organisation's accreditation in governance excellence. The Terms of Reference set out that each Committee will review its own effectiveness against its Terms of Reference through the mechanism of the annual report.
- 3.2 The annual effectiveness reports were mentioned by CIPFA in their report which awarded the Mark of Excellence in Governance accreditation to Aberdeen City Council. CIPFA highlighted the implementation of the annual effectiveness reports as a matter of good practice in governance and were encouraged that, during consideration of the reports at Committee and Council, Members had made suggestions for improvements to the reports in future years.
- 3.3 As well as the CIPFA Accreditation, Committee Services also won SOLAR Administration Team of the Year in March 2020 in recognition of the introduction of the annual committee effectiveness reports and the process which allows

Committees to examine how they can improve the way they do business, while providing assurance that they are undertaking their role effectively.

- 3.4 Data from the annual effectiveness reports has been used to inform the review of the Scheme of Governance, ensuring that Committee Terms of Reference were correctly aligned, and identifying any areas of the Terms of Reference which had not been used throughout the year in order that they could be reviewed and revised if necessary. The information from the effectiveness reports will also be used to feed into the Annual Governance Statement.
- 3.5 The reports provide a mechanism for each committee to annually review its effectiveness, including data on attendance, any late reports, referrals to Council and the number of times officer recommendations were amended, and to ensure that it is following its Terms of Reference.
- 3.6 Similarly, recording the sections or stretch outcomes of the Local Outcome Improvement Plan (LOIP) which apply to each report allows Members to be aware of the direct impact of any proposals before them on the LOIP, and gives a general overview at the end of each year of the number of reports which have had an impact on the LOIP stretch outcomes. Officers also actively review the data gathered to ensure that it aligns to the Council's operating model and decisions taken by the Council throughout the year.
- 3.7 Any comments from Committee on areas of data that should be considered would be welcomed to ensure that Members are presented with meaningful data.
- 3.8 The annual report for 2020/2021 is therefore appended for the Committee's consideration. It should be noted that the annual reporting period for 2020/21 is longer than previous years due to the Covid-19 pandemic which resulted in a number of committee meetings being cancelled in the first half of 2020/21. Following consideration by the Committee, the report will be submitted to Full Council in December for noting.

4. FINANCIAL IMPLICATIONS

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

5. LEGAL IMPLICATIONS

- 5.1 There are no direct legal implications arising from the recommendations of this report.

6. MANAGEMENT OF RISK

Category	Risk	Low (L) Medium (M) High (H)	Mitigation
Strategic Risk	N/A		
Compliance	Failure to submit this report would mean that the Council would not be complying with its instruction that all committees and Full Council receive such a report each year.	L	Council is given the opportunity to consider the reports and provide feedback on any amendments Members would wish to see in the content so that this can be taken on board for next year's Scheme of Governance review.
Operational	N/A		
Financial	N/A		
Reputational	N/A		
Environment / Climate	N/A		

7. OUTCOMES

- 7.1 There are no links to the Council Delivery Plan, however the committee effectiveness annual reports link to the Scheme of Governance, by ensuring that each committee is fulfilling its Terms of Reference.

8. IMPACT ASSESSMENTS

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

9. BACKGROUND PAPERS

None.

10. APPENDICES

- 10.1 Staff Governance Committee Annual Effectiveness Report 1 May 2020 to 31 October 2021

11. REPORT AUTHOR CONTACT DETAILS

Stephanie Dunsmuir Committee Services Officer
sdunsmuir@aberdeencity.gov.uk

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Staff Governance Committee Annual Effectiveness Report 2020/2021



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1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Staff Governance Committee. The continuation of the reports demonstrates the Council's aim of ongoing good governance to CIPFA, who will return next year for a review following the Council previously being awarded the Mark of Excellence in Governance accreditation. The annual effectiveness report also informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 There were no changes made to the Staff Governance Committee Terms of Reference as part of the 2021 Scheme of Governance review, as it was considered that the amendments made in 2020 to provide greater clarity had been sufficient, however the SGC Terms of Reference will be considered again during next year's review to ensure they remain fit for purpose.
- 1.3 The annual report continues to be a mechanism for the Committee to support the Council's improvement journey by demonstrating the ways that the business of the Committee contributes to the Council Delivery Plan. It provides Members with the opportunity to reflect on the business over the past year and to look to the Committee's focus for the year ahead.
- 1.4 We are all back together now following the disruption of a couple of our meetings last year as a result of COVID-19, and I would like to thank Members, Trade Union Advisers and officers for their forbearance over that time. In the short time that we have been back together, the Committee has unanimously approved some very important pieces of work – for example the revised Managing Discipline, Managing Grievances, and Dignity and Respect at Work policies – all of which will have positive benefits for staff. I am also pleased that the Committee has been unanimous in all its decisions this year bar one, as it demonstrates the ongoing positive working relationships between Members, Trade Union Advisers and officers which ensure that the Committee continues to operate effectively.



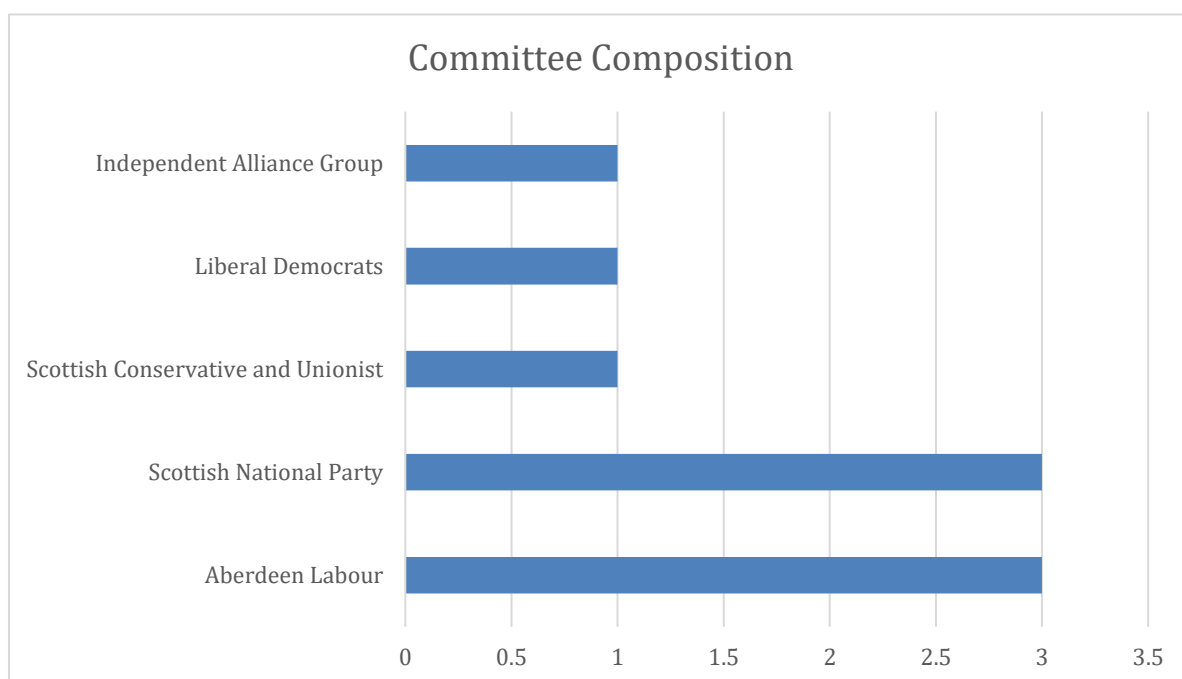
Councillor Yvonne Allan
Convener, Staff Governance Committee

2. THE ROLE OF THE COMMITTEE

- 2.1 The Staff Governance Committee acts as a consultative forum for discussion between management, elected members and trade unions, on matters relating to staff in the pursuit of a workplace culture that reflect the requirements of a 21st Century public sector organisation.
- 2.2 Through partnership working the committee supports the Council becoming an employer of choice by promoting positive values, behaviours, training and recruitment and ways of working.
- 2.3 The Committee also acts as safety committee within s2(7) of the Health and Safety at Work etc Act 1974 and keeps under review measures taken to ensure the health and safety at work of employees. The committee provides a channel of communication, co-operation and involvement between the Council and trade union representatives on all relevant health and safety matters.

3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Staff Governance Committee has nine members and the composition is presented below. The Committee also has Trade Union Advisers – two from each recognised Trade Union, who sit on the Committee but are not voting members.



4. MEMBERSHIP CHANGES

- 4.1** Councillor Graham stepped down from the Committee following the April 2021 meeting and was replaced by Councillor Duncan. Councillor Hutchison also stepped down from the Committee following the April 2021 meeting and was replaced by Councillor Al-Samarai. In relation to the Trade Union advisers, Leslie Tarr, UNISON, replaced Kenny Luke as of September 2020 and Liam Knox, UNITE, and Thomas Whyte, SSTA, both stepped down as advisers to the Committee during the reporting period. Replacements for Mr Knox and Mr Whyte are awaited.

5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
Councillors				
Yvonne Allan	5	5		
Gillian Al-Samarai	2	2		
David Cameron	5	5		
Neil Copland	5	5		
Steve Delaney	5	3	2	Ian Yuill Martin Greig
Sarah Duncan	2	1	1	John Wheeler
Gordon Graham	3	3		
Ryan Houghton	5	5		
Michael Hutchison	5	5		
Sandra Macdonald	5	5		
John Reynolds	5	5		

6. MEETING CONTENT

- 6.1** During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 5 meetings and considered a total of 24 reports. The June 2020 meeting of the Committee was cancelled as a result of the COVID-19 pandemic and the decision of Council to cancel all committee meetings until August 2020 with business critical reports being considered by the Urgent Business Committee. The November 2020 meeting was cancelled as there was only one report scheduled to be considered at that meeting.

6.2 Terms of Reference

Of the 24 reports received the following table details how the reports aligned to the Terms of Reference for the Committee. Please note that one of the 24 items did not have Terms of Reference attached as it was a referral from the City Growth and Resources Committee and therefore did not have a covering report.

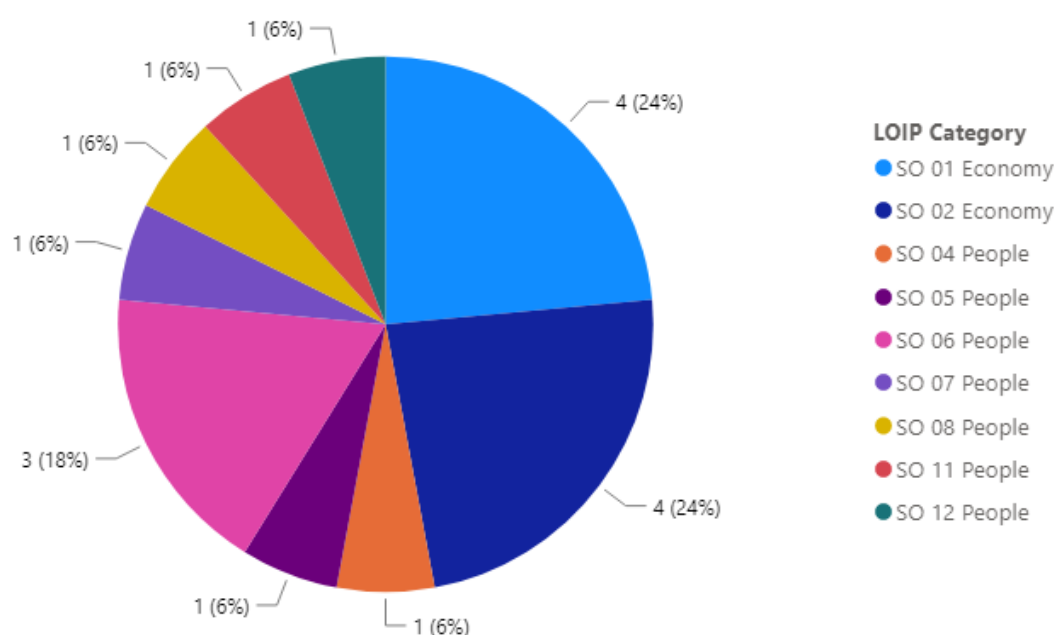
Terms of Reference	Count of Terms of Reference
Purpose	1
General Delegations to Committee 8.4	1
General Delegations to Committee 8.5	1
Remit 1.2	1
Remit 2.1	1
Remit 2.2	3
Remit 2.3	1
Remit 2.5	3
Remit 2.6	2
Remit 2.7	3
Remit 3.1	1
Remit 3.3	6

- 6.3** During the course of 2020/2021 the Staff Governance Committee received reports under the majority of its Terms of Reference. This would indicate that the Committee has discharged its role throughout the course of the reporting period.
- 6.4** While there have been no reports under Remit 1.1 and 1.3 specifically (seek to maintain good relationships and model a partnership approach between the Council and trade unions / consider reports by the Chief Officer – People and Organisational Development on matters following a request by a trade union advisor) however the operation of this Committee enables all reports to be considered via a partnership approach and allows for the resolution of matters of common interest through debate and discussion at meetings and at officer / Trade Union meetings outwith the Committee meetings. Therefore while those Terms of Reference have not specifically been listed on reports, most reports to the Staff Governance Committee could be said to fall into the categories.
- 6.5** There was also no report under Remit 6.1 as there was no requirement to review the Appeals Sub Committee Procedure during this year.

6.6 Local Outcome Improvement Plan

The following table details of the 24 reports how many had a link to the stretch outcomes of the Local Outcome Improvement Plan. The stretch outcomes in place at the time of the reporting period are included at Appendix 2 for reference.

Reports with links to the LOIP



6.7 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 24 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	None
Number of reports where the Committee has amended officer recommendations	None – all officer recommendations were approved.
Number of reports approved unanimously	All reports were approved unanimously. The only division at SGC in the reporting period was in relation to the referral from City Growth and Resources Committee on the £500 bonus payment to health and social care staff.

Reports	Total
Number of reports requested by members during the consideration of another report to provide additional assurance and not in business planner	None
Number of Service Updates requested	None – on occasion further information was requested from officers in relation to detail included in reports, however this was circulated by email to Members and Trade Union Advisers after the meeting.
Number of decisions delayed for further information	None
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	None
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	None
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	None

6.8 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	None
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	There were no requests for deputation during the reporting period.

7. TRAINING REQUIREMENTS

- 7.1** No SGC specific training was identified as being required in the 2020/2021 reporting period. Training will however be provided following the Statutory Council meeting in May 2022, as well as training on any specific matters if requested by Members and Trade Union Advisers.

8. CODE OF CONDUCT – DECLARATIONS OF INTEREST

- 8.1 No declarations of interest were made by Councillors during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

9. CIVIC ENGAGEMENT

- 9.1 Due to the nature of the Staff Governance Committee business, there are fewer opportunities for civic engagement, however if appropriate, elements of civic engagement would be introduced.
- 9.2 The Consultation Protocol allows for a minimum period of 2 weeks for Trade Union consultation. Throughout the reporting period this 2 week period has been applied as the formal consultation period, however informal consultation and engagement with the Unions has proved to be extremely advantageous in terms of early interventions and formulating policy. There are weekly Director /Union Engagement meetings, allowing Union reps to raise issues with Directors and the Chief Officer People and Organisational Development as well as regular weekly meetings with Trade Unions and the Employee Relations and Wellbeing Manager.

10. OFFICER SUPPORT TO THE COMMITTEE

Officer	Anticipated Attendance	Attendances
Chief Officer – People and Organisational Development	5	5
Chief Officer - Governance	5	5

11. EXECUTIVE LEAD'S COMMENTS

- 11.1 The Committee continues to work effectively and collaboratively, and I am pleased to note that all business bar one item was approved or noted unanimously. This is in line with the aim that there be consensus in relation to the Committee's business, and much effort has been undertaken to ensure that there is proper consultation with Trade Unions and consideration given to their views prior to items being discussed at the Committee.
- 11.2 Following the disruption felt by the Committee cycle due to the pandemic, committee considered a report which detailed the extensive work undertaken by officers in supporting the health and wellbeing of staff during a difficult year.
- 11.3 This year, Members have also received reports on key areas of Council business including the revised Managing Discipline, Managing Grievances, and Dignity and Respect at Work policies. The approval of these policies followed a great deal of collaboration between officers and Trade Unions and I would like to thank our Trade Union colleagues for their input. Committee also approved the revised Corporate Health and Safety Policy, another highly important document.
- 11.4 The Committee has also received reports this year which have provided an update on workforce capacity developments across the organisation over the last twelve months. The temporary movement of staff scheme developed during the Covid-19

pandemic was a huge piece of work which had a significant impact on our ability as an organisation to meet the workforce demands of the pandemic, while also allowing us to capture and build on this flexible approach for the future.

- 11.5 A further report was presented in relation to the results of the Future of Work Survey and approval given for the action plan which set out ten particular areas of action which are being taken from the survey results.
- 11.6 Staff Governance Committee Members were presented with, and approved, a report setting out the proposed approach to equality, diversity and inclusion for the Council as an employer. A detailed action plan contained within the report set out the proposed approach and plan for implementation which includes continued engagement and involvement from employees and protected groups. This report signals our ongoing commitment to addressing any areas of potential inequality or occupational segregation at work as well as the value we place on diversity and inclusion in the workplace as a key to our success as an organisation.
- 11.7 Members have also heard about the progress made with developing our young workforce, specifically around initiatives in place to support care experienced young people in the city, including an apprenticeship programme, Young Employee Network and a guaranteed interview commitment. These initiatives follow our achievement of the Investors in Young People Gold Standard Award in March 2020.
- 11.8 Committee received updates on the re.cr.uit scheme following its introduction in January 2021 with the latest report presented to the September 2021 meeting setting out how the new approach works in practice and outlining changes and improvements which had been made as a result of the initial learning cycle undertaken from January to March 2021.
- 11.9 The Committee also receives regular reports on sickness absence, occupational health, employee assistance scheme and health and safety statistics to allow Members to discharge their role in relation to keeping under review the measures taken to ensure the health and safety at work of employees.
- 11.10 In order to maintain transparency and openness, particularly as the Committee business often relates to matters which may be relevant and of interest to employees, there is a focus on ensuring that the number of exempt reports is kept to a minimum and I am pleased to note that all business this year was considered in public session.

12. TRADE UNION COMMENTS

- 12.1 As with previous reports, Trade Union Advisers to the Committee were asked for their feedback as to how they felt the Committee had operated over the reporting period.
- 12.2 **Carole Thorpe, EIS** - I have found the Committee has functioned well under these very difficult circumstances and the clerk has been totally organised and thankfully kept us all up to date and with everything we need. I also feel that, as Trade Unions, we can use the support of the Committee effectively when we are developing policies which are comprehensive and fair to the benefit of our members. It is always good to see the Councillors asking the questions we have discussed or picking up anything we may have missed during discussions etc. I have definitely felt the elected members really care about the well-being of ACC staff.

- 12.3 Ron Constable, EIS** - I think that the Staff Governance Committee is an extremely useful forum for TUs to comment. The EIS welcome the input from elected members and the resulting debate that ensues. The Convener chairs the meeting fairly and effectively and is always open to issues raised by the members. The EIS value this opportunity to work effectively with the authority.
- 12.4 David Willis, GMB** - GMB are happy that the partnership working of the Committee has continued to be effective, whilst meetings have been virtual/ hybrid, in ensuring best practice and modernising employment practices for staff.
- 12.5 Les Tarr, UNISON** - UNISON have no issues with the running and activity of the Committee.

13. NEXT YEAR'S FOCUS

- 13.1** Due to a number of Trade Union Advisers stepping down from their roles, there are a few vacancies currently both in the substantive representatives and their named substitutes. It is hoped that these vacancies can be filled to ensure that there is the full quota of Advisers to the Committee.
- 13.2** Although there were no changes made to the SGC Terms of Reference in 2021, in accordance with the usual practice of an annual review of the Scheme of Governance, the Terms of Reference will be reviewed and officers will reflect on whether any areas require further refinement moving forward to ensure the continued efficient operation of the Committee.
- 13.3** Areas of focus from the Business Planner – The Committee will continue to receive any policies which are due for update or which require to be refreshed to bring them into line with the Guiding Principles. A report will also be presented in line with the annual review of the Mental Health Action Plan. It is expected that there will be a follow up report on the test of change in respect of the increase in distribution of Naloxone, to provide lessons learned and any future actions to be taken. The Committee will continue to receive regular updates on health and safety matters. An important piece of work due to be presented to Committee next year is the Workforce Strategy which will outline the vision and key undertakings for the organisation in relation to workforce over the next 5 years There will also be an update on progress against our workforce plan which was approved by committee in 2019.

Staff Governance Committee Terms of Reference

PURPOSE OF COMMITTEE

To act as a consultative forum for discussion between management, elected members and trade unions, on matters relating to staff in the pursuit of a workplace culture that reflect the requirements of a 21st Century public sector organisation.

Through partnership working the committee will support the Council becoming an employer of choice by promoting positive values, behaviours, training and recruitment and ways of working.

The Committee also acts as safety committee within s2(7) of the Health and Safety at Work etc Act 1974 and keeps under review measures taken to ensure the health and safety at work of employees. The committee provides a channel of communication, co-operation and involvement between the Council and trade union representatives on all relevant health and safety matters.

REMIT OF COMMITTEE

1.	Partnership Approach Arrangements
	The Committee will:-
1.1	seek to maintain good relationships and model a partnership approach between the Council and trade unions;
1.2	provide a decision making forum, for the resolution of staffing matters that cannot be resolved through normal processes including but not restricted to conditions of service (except teachers); and
1.3	consider reports by the Chief Officer – People and Organisational Development on matters following a request by a trade union advisor provided always that the Chief Officer – People and Organisational Development is satisfied that the matter is appropriate and relevant to the remit of the Committee and that it raises no question of individual employee issues.
2.	Strategic Workforce Plans and Policies
	The Committee will:-
2.1	approve the Framework Agreement for Industrial Relations (the FAIR agreement);
2.2	approve strategic workforce plans which reflect the requirements of a 21st Century Council in terms of staff, skills and attributes;
2.3	approve framework documentation in relation to workforce culture;
2.4	approve strategic training and development plans for the whole organisation;
2.5	approve all staff policies, these being policies where the predominant factor affects the expected behaviour and actions of staff;
2.6	monitor equality in employment and ensure that the Council, as an employer, complies with its statutory equal pay and other equality responsibilities; and
2.7	receive people performance data to enable the monitoring of the wellbeing of our staff including but not limited to absence data.

3.	Health, Safety & Wellbeing of Staff	
	The Committee will:-	
3.1	approve health, safety and wellbeing policies	
3.2	approve the Corporate Health and Safety Annual Audit Plan	
3.3	monitor performance and compliance across all functions of the Council in respect of	
	3.3.1	Health and safety legislation
	3.3.2	Health, safety and wellbeing policies
	3.3.3	Health and safety recommendations, including those from external inspection bodies
4.	Employment Appeals and Disputes	
	The Committee will:-	
4.1	approve the procedure for the Appeals Sub Committee.	
	MEMBERSHIP Elected members Local trades union representatives as advisers – two named advisers from each of the following trades unions: Unison Unite GMB Educational Institute of Scotland (EIS) Scottish Secondary Teachers' Association (SSTA); and VOICE	

Appendix 2 – LOIP Stretch Outcomes (as at time of reporting period)

Economy

1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026



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ABERDEEN CITY COUNCIL

COMMITTEE	Staff Governance Committee
DATE	23 November 2021
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Corporate Health and Safety – July – September 2021
REPORT NUMBER	COM/21/264
DIRECTOR	Gale Beattie
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 3-month reporting period July - September 2021 to provide the Committee with the opportunity to monitor compliance with health and safety legislation.

2. RECOMMENDATIONS

- 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 a review of health and safety activities for the three-month reporting period July - September 2021 and the appendix to the report contains statistical information of the same period. The statistical information is now provided as a series of charts in the appendix, which also contains an analysis of these figures at the foot of each page.

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, which have historically been the main reason for Aberdeen City Council's reports to HSE.

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

3.2 Covid-Secure

In this reporting period Aberdeen City Council has continued to follow Scottish Government guidance to prevent the risk of coronavirus outbreaks in the workplace. During this period staff who could work from home have been encouraged to continue doing so. The Government vaccination programme has continued to be rolled out, which will provide an additional control within the process we already have developed. As restrictions have been relaxed compliance checks have continued to ensure that those controls required are still in place. Risk assessments remain in place for staff who cannot work from home to ensure their safety; and these are reviewed regularly as any guidance is updated by Scottish Government. The need for 1 metre social distancing between staff in Council buildings has been preserved despite the restrictions being removed within guidance.

3.3 Incidents (Jul-Sep 2021)

All incident and near miss information in this report has been provided to Cluster level in the appendix. However, within the Operations Function these have also been reported to Service area level.

Incident information:

- 3.4 The figures are reported to Cluster level for both employee and third-party incidents. Causation figures are also included within the report in the appendix. The comparison period mentioned is July-Sep 2020.
- 3.5 There is still an increase in most reported figures from the corresponding period last year. This difference would be explained as further Services have started to return following the period during the pandemic where most Services were working remotely. This understanding is reached as pre- pandemic the figures in 2019 were similar to previous years. However, since early 2020 the figures reduced at a time when most Services were stood down and working from home and remotely from service users was more prevalent. These figures have gradually increased as Services have started to return to work with service users, with correct covid controls in place.
- 3.6 Page five of the report details the breakdown of incidents within the Operations function which shows that 76% of incidents within Operations occur within the Education Service. The large majority of these are because of distressed behaviours displayed by some children with additional support needs. Following every incident, a review of the relevant risk assessment is carried out to consider any actions which can be taken to prevent or reduce the risk of reoccurrence. In

third party incidents there have been a large number of sports activity injuries which did not arise out of or in connection with work.

- 3.7 When an incident is reported the corporate system generates an investigation report which the reporting officer is required to complete. This report highlights categories of criteria which require to be considered including root cause, actions identified and completion dates. Figures on the completion of these investigation reports are provided to the Functional Health and Safety groups with actions raised there against chief officers and service managers to ensure any issues are closed out effectively. Any outstanding issues are also escalated to the Performance Board for their assistance in achieving compliance.

HSE Reportable incidents (Jul-Sep 2021)

- 3.8 The table in the Appendix also shows the number of RIDDOR reportable incidents. During this reporting period one incident involving an employee required to be reported to the Health and Safety Executive, all incidents occurred between Jul-Sep 2021. The one report was required as the employee was absent from work for a period of more than 7 days due to a work-related incident.
- 3.9 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
July- September 2021	0.15	2021/22

- 3.10 The above figures are calculated using the formula:

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

- 3.11 The figure for the corresponding period last year (Jul-Sep 2020) was one RIDDOR reportable incident and a reportable incident rate of 0.12.

Reportable Diseases

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

Near Miss Information

- 3.13 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 by allowing processes and systems to be altered before an incident occurs.

- 3.14 The appendix shows information on the number of near miss figures for the reporting period and again a comparison with July-Sep 2020. Again, as with incidents in most areas the figures are increased due to the changes in work processes last year because of the coronavirus pandemic.
- 3.15 Page eight of the report gives a breakdown of near misses within the Operations function. As with incident the majority (88%) are within the Education services. Similar to incident figures these are mainly as a result of distressed behaviours evident in some children with additional support needs. Risk assessments are reviewed after every near miss to consider any actions which can be taken to prevent or reduce the risk of reoccurrence.

Three-year comparison

- 3.16 The annual comparative figures still show a large decrease in reporting in comparison with 2019/2020 which can be attributed directly to the coronavirus pandemic, which resulted in changed work processes, remote working and virtual interventions with service users.

Regulator interventions (HSE / SFRS)

- 3.17 There are occasions where HSE and Scottish Fire and Rescue Services (SFRS) contact Aberdeen City Council to request further information or ask for action to be taken with regard to the way Aberdeen City Council undertake their legal duties.
- 3.18 There were no interventions with HSE in this reporting period. 3 site visits from SFRS were made as part of their annual audit of social care properties. Any issues identified have since been remedied and closed out in the audit compliance process.

Fire risk assessments

- 3.19 Fire risk assessments have been recommenced and are completed on a rolling 5-year programme. A total of 24 fire risk assessments, including 15 Bon Accord Care sites, were completed during this reporting period. The overall average compliance score was 90%.
- 3.20 An identified Officer within Corporate Landlord manages a database of required actions to close out. It is their role to monitor progress of actions and report compliance issues. The Corporate Health and Safety Team also audit this process to ensure actions are closed out on time.

Health and Safety Audits

- 3.21 Covid 19 Compliance - 50 visits have been undertaken at various premises within the ACC estate with an overall compliance score of 96%. All action points raised are included in an action log, which is reviewed weekly and reported to both relevant Chief Officers and the Workforce Planning and Protection Group when actions go beyond the agreed compliance date. Managers are given access to

the action log to record the action taken by them and the date completed. Follow up visits are also carried out to ensure actions have been completed and that controls continue to be suitable and sufficient and are being followed.

- 3.22 Where actions in any audit or compliance process are not closed out on time these are initially raised with the relevant Chief Officer and reported through the relevant Function Health and Safety Group and the Risk and Performance Boards.

Health and safety policies and guidance

- 3.23 There were no policies or procedures reviewed or revised 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
Strategic Risk	N/A	N/A	N/A
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	All tasks are risk assessed and the controls implemented and supervised by line managers. All employees are trained to a level where they are competent to carry out the work. Analysis of the causes of the incidents, near misses and work-related absences and resultant improvements to prevent, where possible, reoccurrences, can reduce

			<p>the financial exposure to the Council.</p> <p>An effective health and safety management system in which risks are identified 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	The risk is that any incident has the	M	As per Compliance above

	potential to bring a reduction in the overall budget in place to provide service delivery.		
Reputational	Local and National press coverage of any incident can present reputational damage to the organisation.	M	Each Function should have 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 employees are up to carrying out investigation of near misses to ensure controls are reviewed to consider whether remedial actions are required.
Environment / Climate	N/A	N/A	N/A

7. OUTCOMES

<u>COUNCIL DELIVERY PLAN</u>	
	Impact of Report
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.

UK and Scottish Legislative and Policy Programmes	The Health and Safety at Work etc Act 1974
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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

Quarterly staff governance Health and safety report July – September 2021

11. REPORT AUTHOR CONTACT DETAILS

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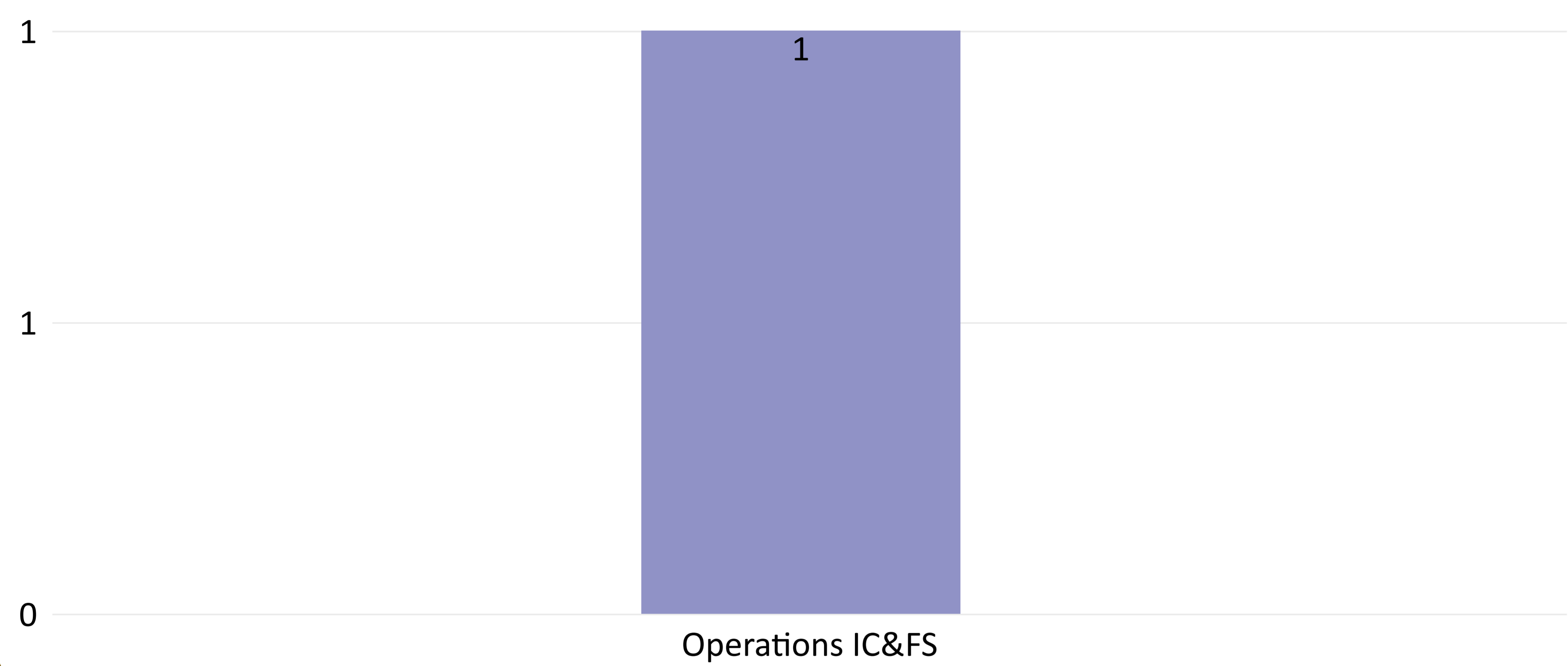
Staff Governance Health & Safety Report

Quarter 2 2021/2022 (Jul 21 to Sep 21)

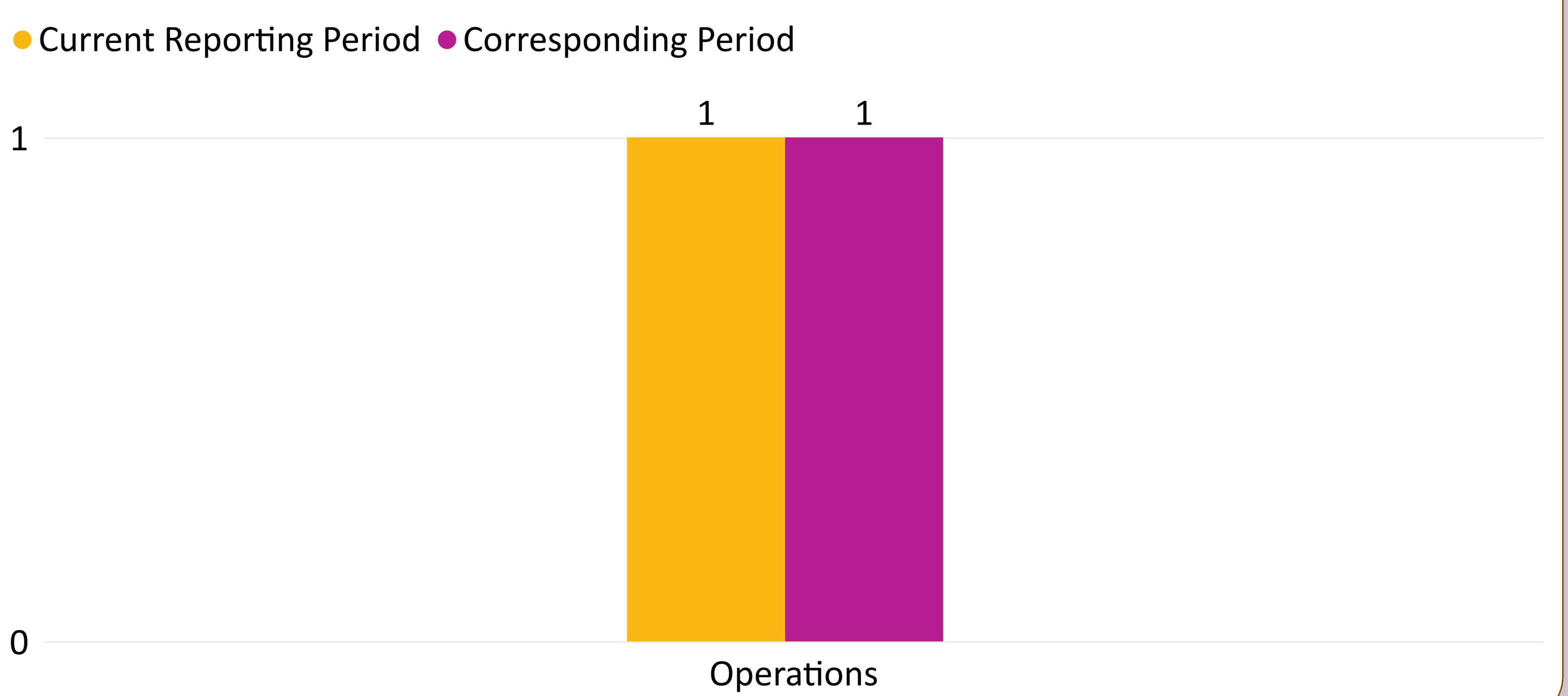
Reported H&S Incidents (Employee)
Between Jul to Sep 2021

The following tables give breakdown of all employee incidents across all Functions and Clusters in Aberdeen City Council. The tables on the left initially show the number of incidents for each Cluster this reporting period with those on the right giving a comparison for each Function with the corresponding reporting period.

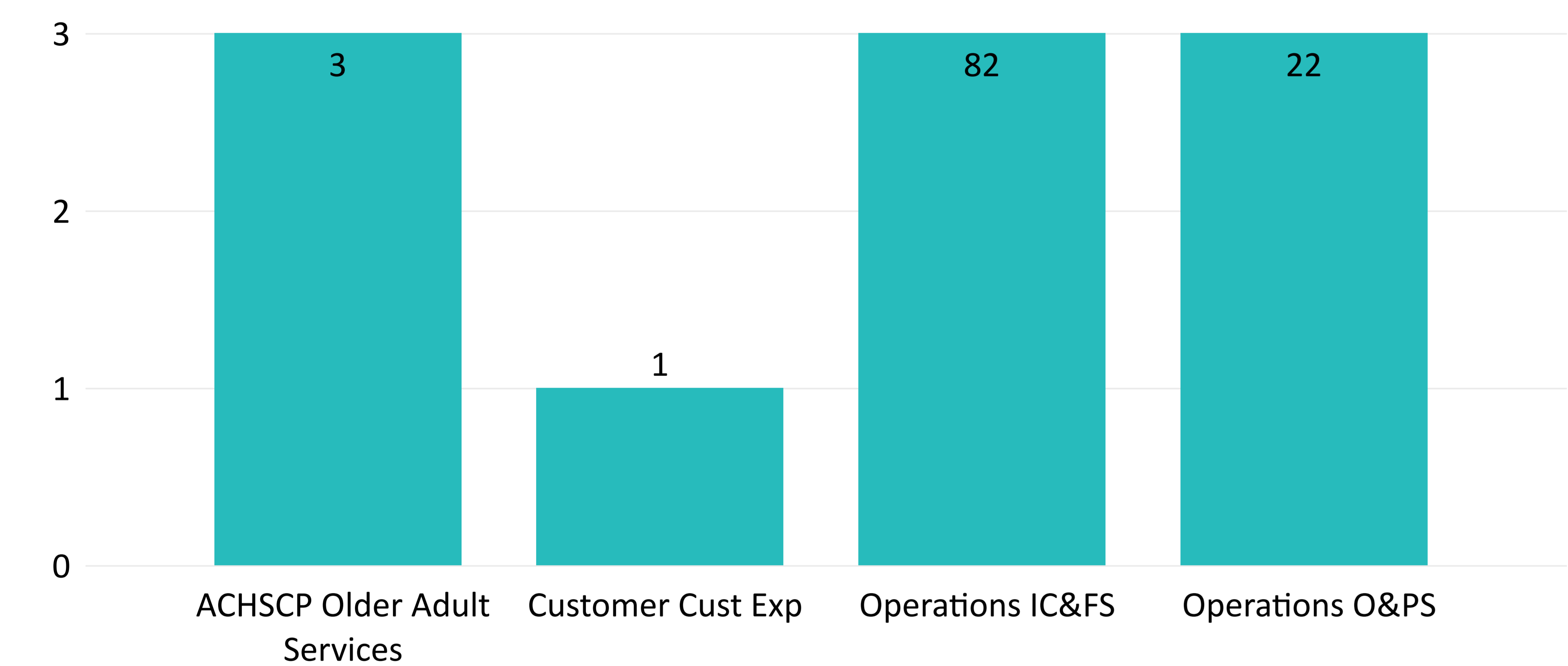
RIDDOR Reportable Employee (More than 7 Days)



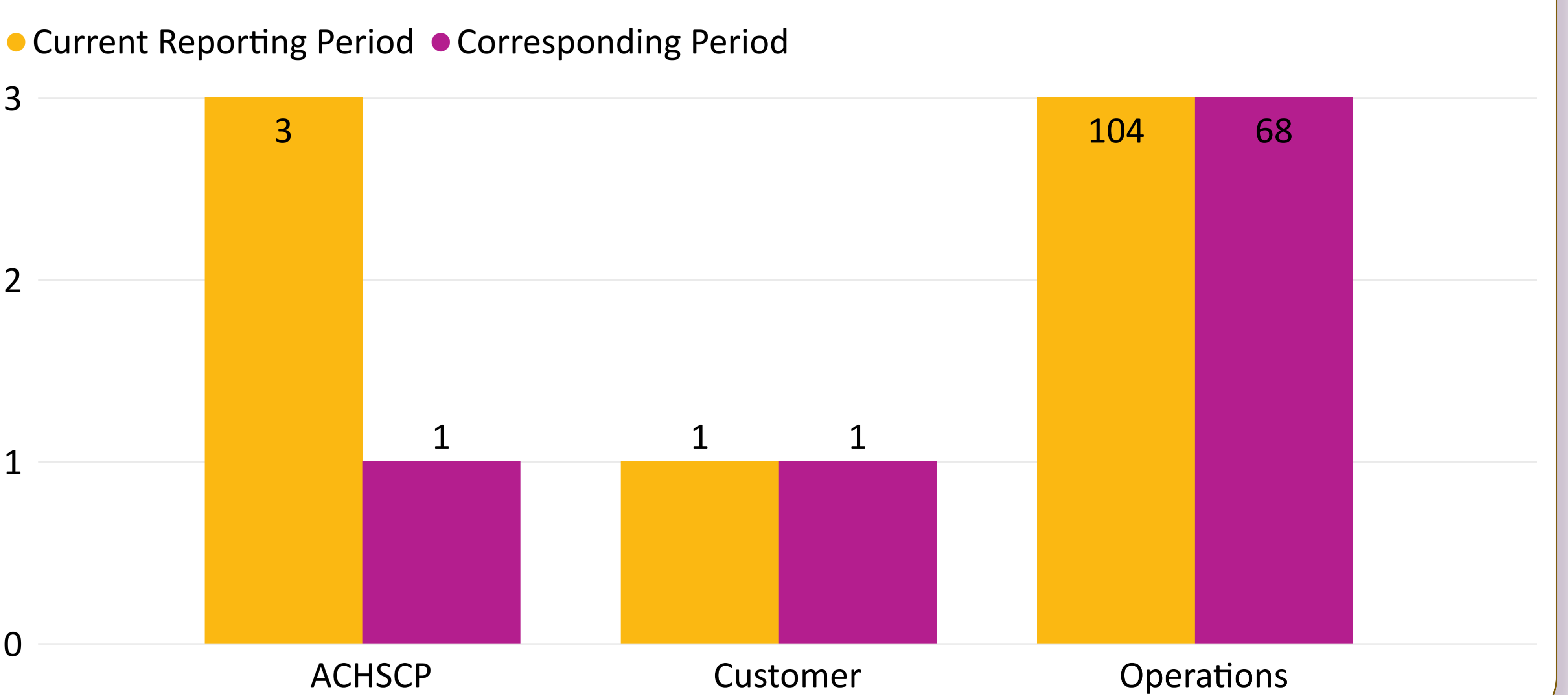
RIDDOR Reportable Employee (Comparison)



Non RIDDOR Reportable Employee (0-7 days)



Non RIDDOR Reportable Employee (Comparison)



Employee Incident Information

OPS – 23 reported incidents involving employees, there were no RIDDOR incidents. 87% (20 incidents) resulted in 0-3 days absence, all incidents were minor injuries. Of all incidents 30% were in Waste Services, followed by Environmental Services and Facilities. Team Managers are consulted, and work is progressing on addressing the issues highlighted within the trend analysis.

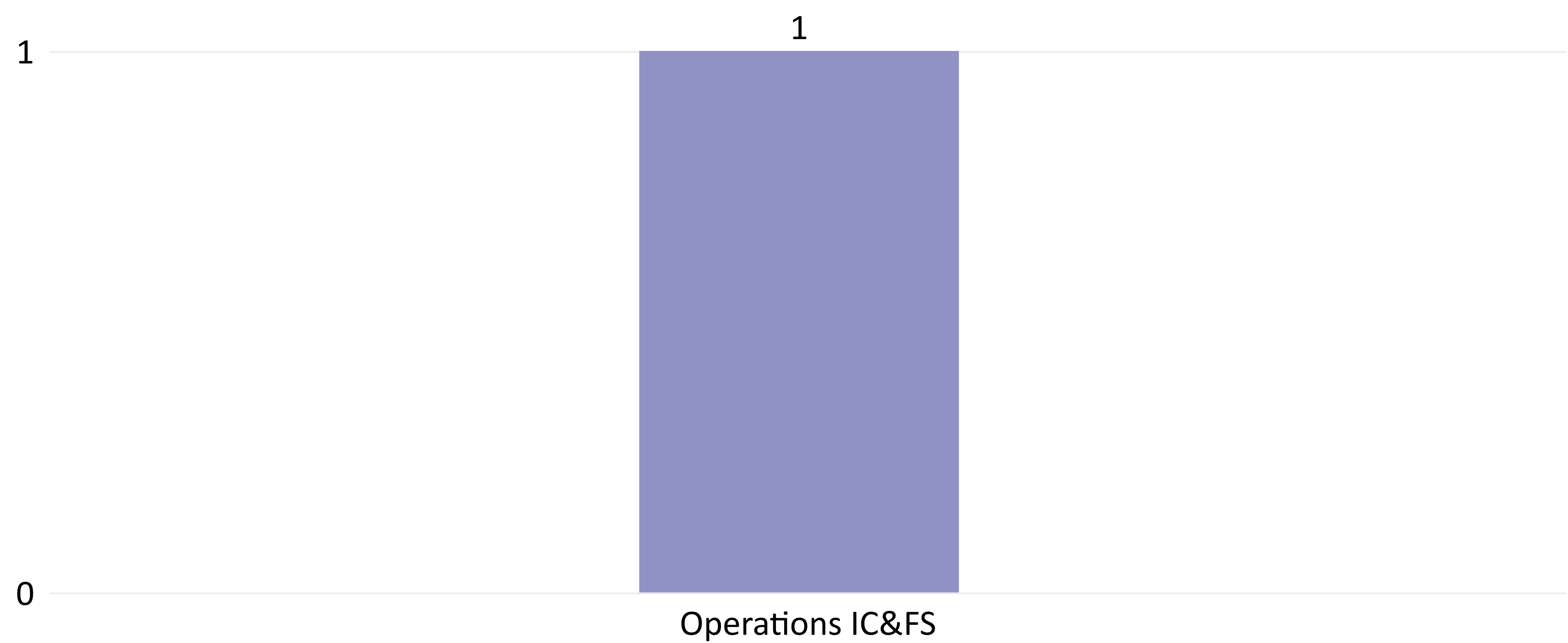
AHSCP - 3 incidents reported involving employees, all were minor injuries, which have been investigated with action take to minimise risk of recurrence.

IC&FS - 1 RIDDOR, employee suffered a fall, action taken to remove the need for task which caused fall.

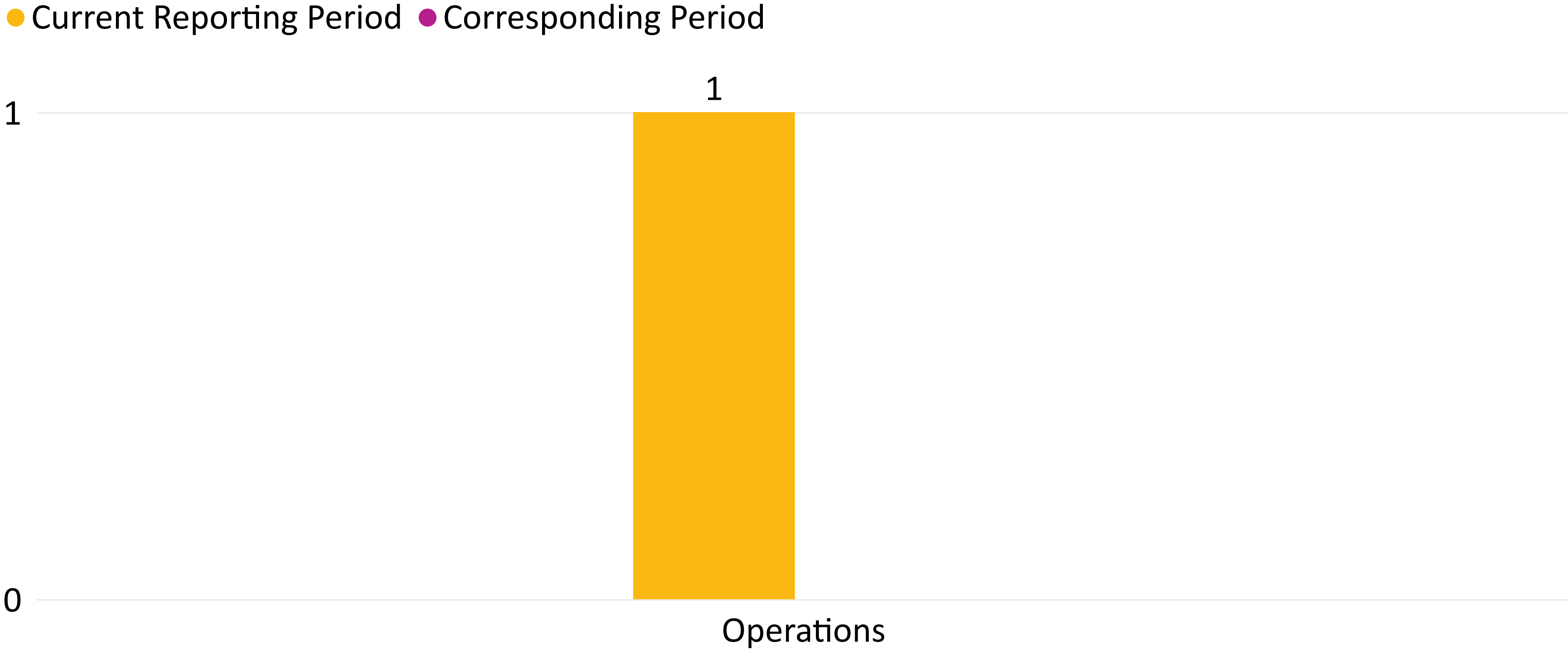
Reported H&S Incidents (Third Party) Between Jul to Sep 2021

The tables below give information on those non-employee incidents which happened across all Functions and Clusters. Again the tables on the left show the current period for each Cluster with a Function comparison with corresponding reporting period on the right.

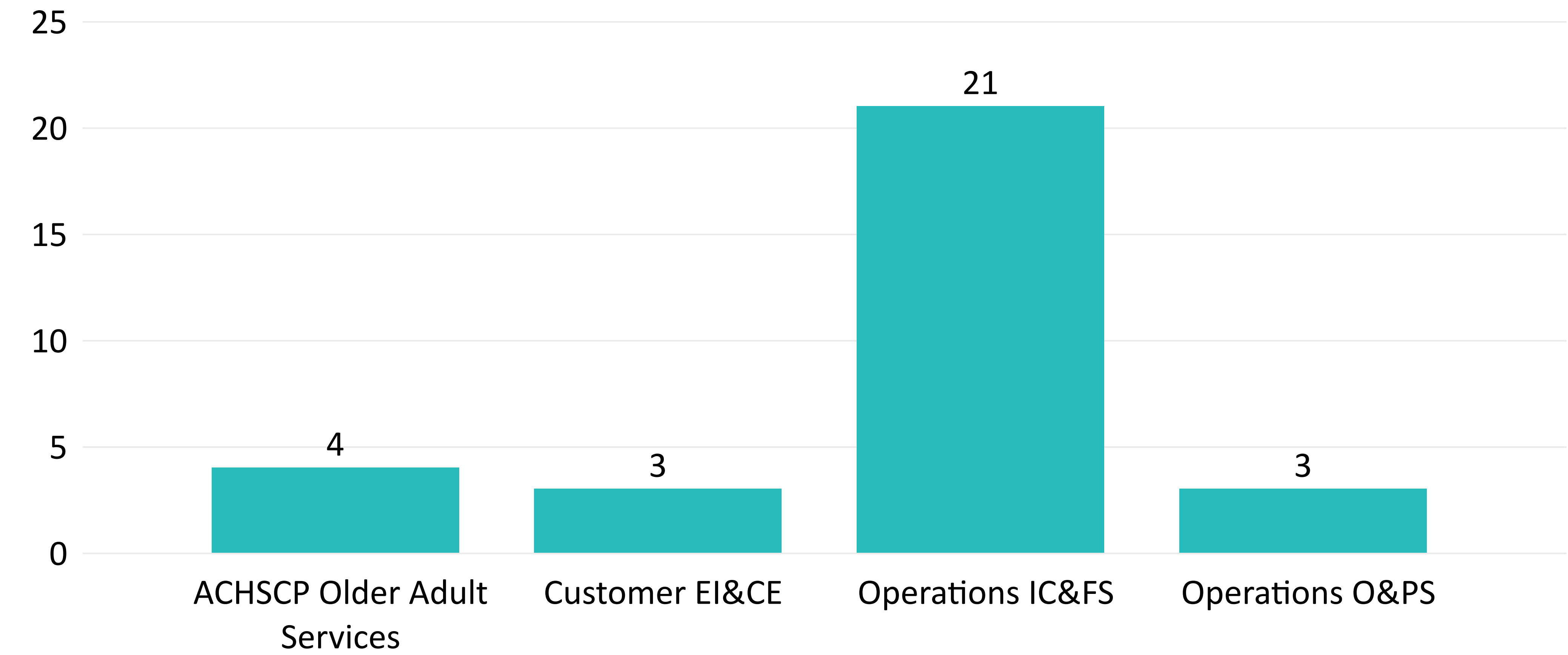
RIDDOR Reportable Non Employee (More than 7 days)



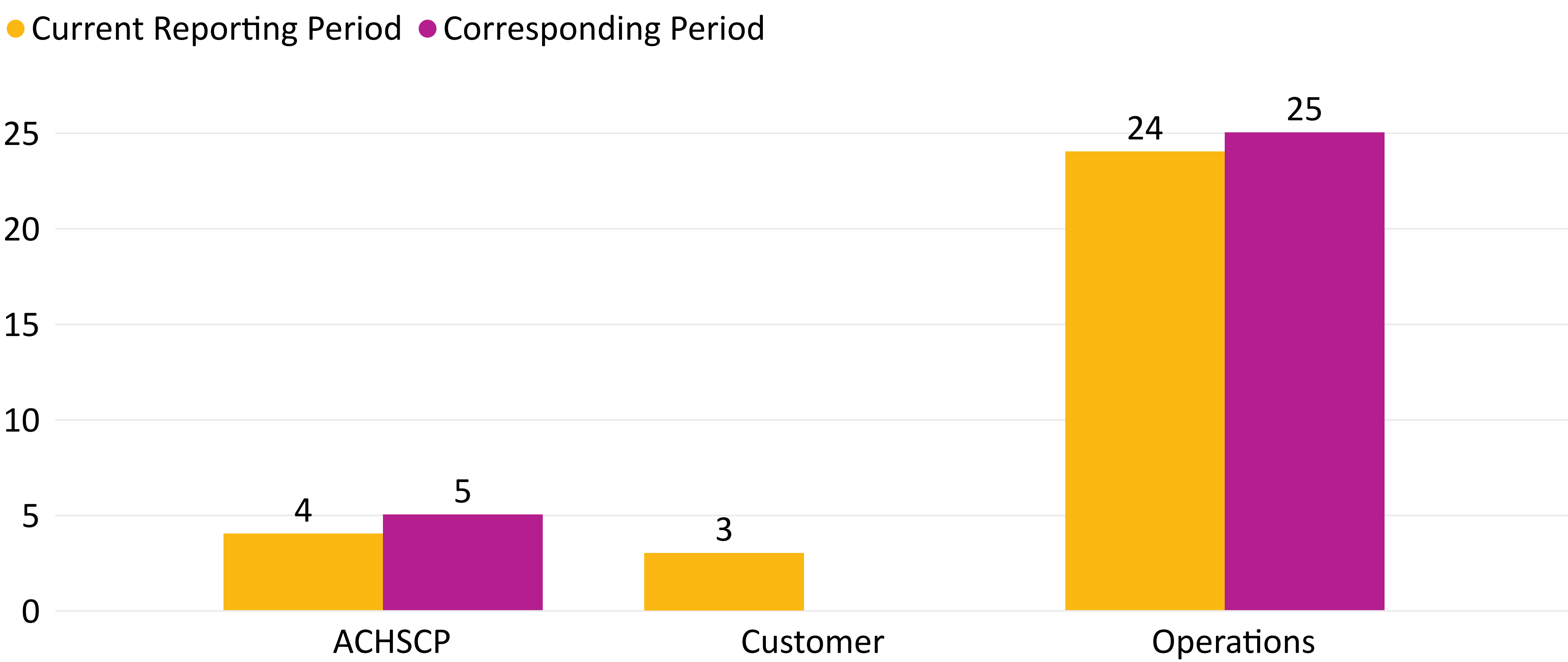
RIDDOR Reportable Non Employee (Comparison)



Non RIDDOR Reportable Non Employee (0-7 days)



Non RIDDOR Reportable Non Employee (Comparison)



Third Party Incident Information

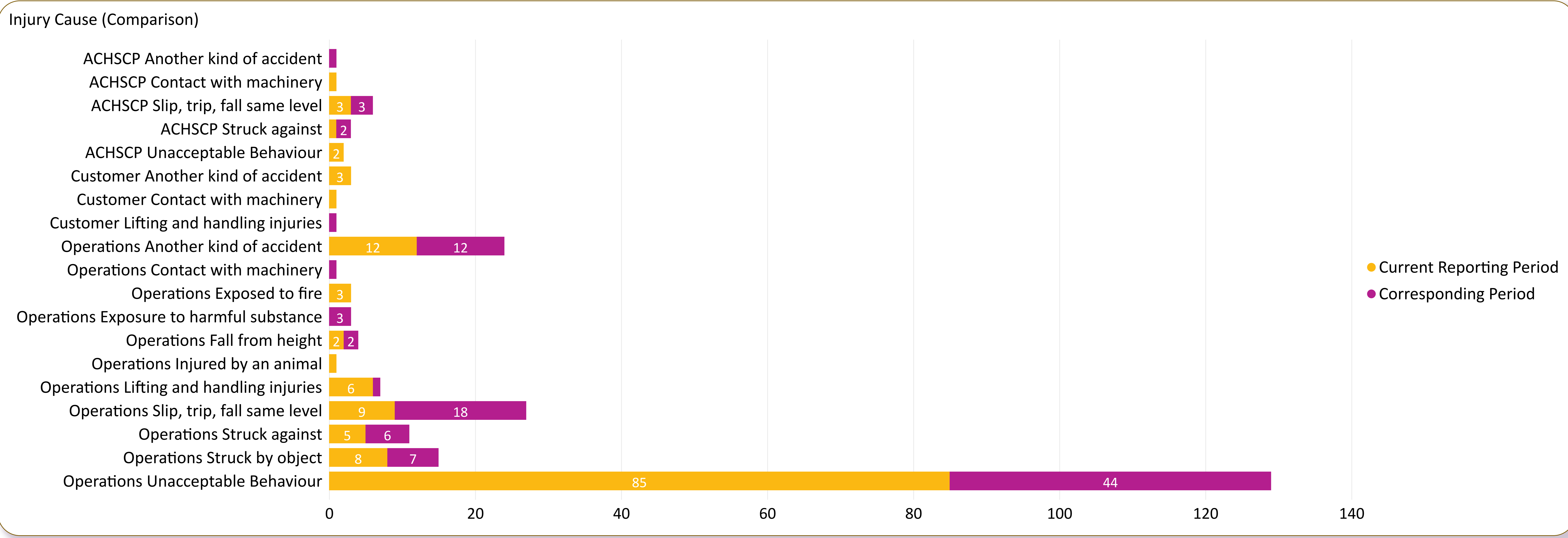
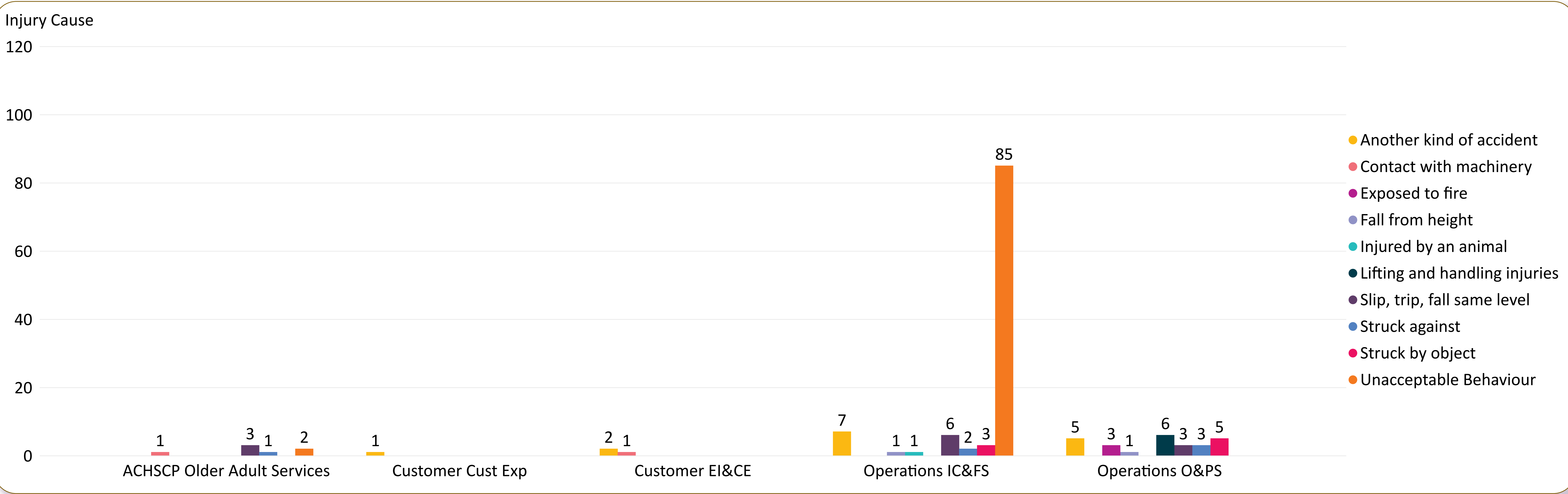
OPS – 3 incidents reported, including 1 agency worker and 1 on work experience as part of the ‘Kickstart Scheme’.
A member of the public entering a play park received a cut hand from wire deliberately wrapped around a gate, all maintenance and inspections were up to date.

AHSCP - 4 injuries to clients, all minor injuries, due to health conditions.

IC&FS - 65% of injuries resulted from playing/sports activities. The injuries from physical assaults were by pupils with Identified Learning or Social Emotional Needs.

H&S Incident Causation
Reported between Jul to Sep 2021

The top table below shows incident causation for each Cluster colour-coded against the key for this reporting period with a comparison of the types of incidents with the corresponding reporting period in the table below.



Incident Causation

OPS - Figures indicate that 11 incidents involved manual handling tasks, either lifting or pushing pulling objects. Services have been contacted, employees have attended annual refresher training on manual handling, and incidents are also highlighted through ‘tool box talks’ and Team meetings.

AHSCP - Employee injuries 2 out of the 3 were from physical assault, due to clients behaviour, in supported secure accommodation.

IC&FS - 93% injuries caused by physical assault: 77% of those were by pupils with identified learning or Social Emotional Need, 83% by primary pupils. Of physical assault with no Identified Learning or Social Emotional Need, 88% were caused by primary pupils. A risk assessment/ASN training course for PSA's working working with pupils with support needs is being developed jointly by H&S and ASN support for delivery to primary schools. 64% of injury reports were not investigated compared to 49% in Q1. QIM's being provided with statistics for them to follow up with the relevant schools.

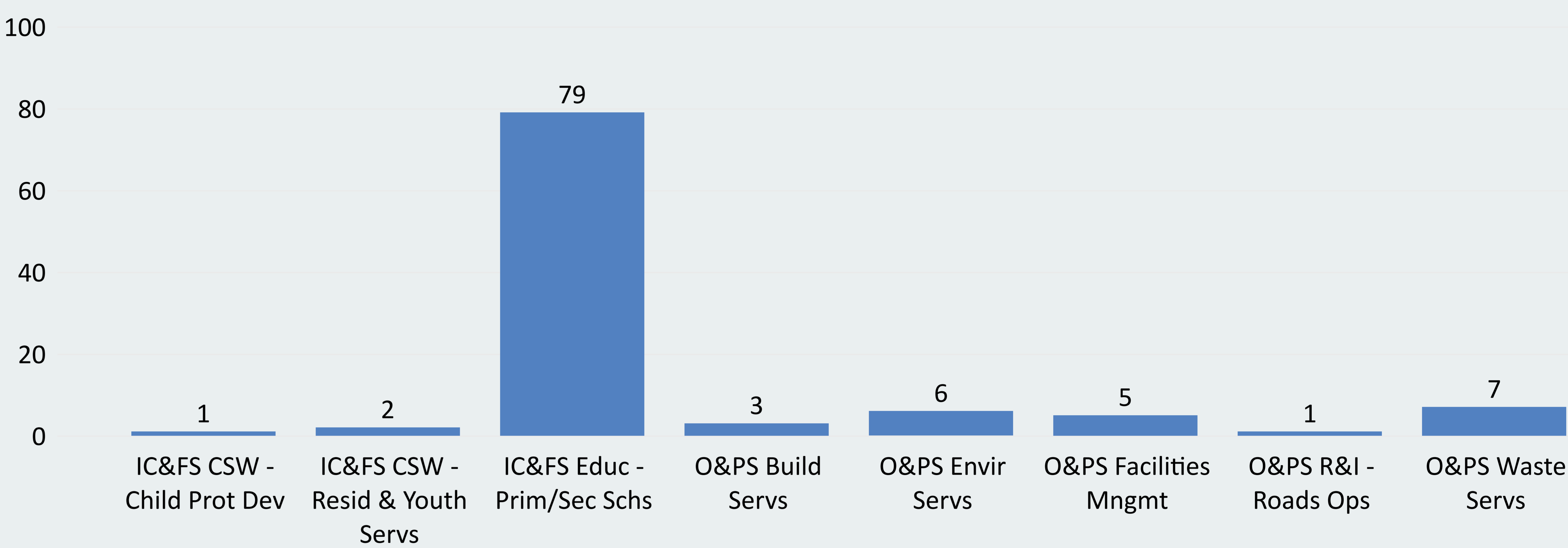
Operations Reported H&S Incidents
Between Jul to Sep 2021

The following tables give a breakdown of **Operations** incidents (Employee and Third Party) down to service level.

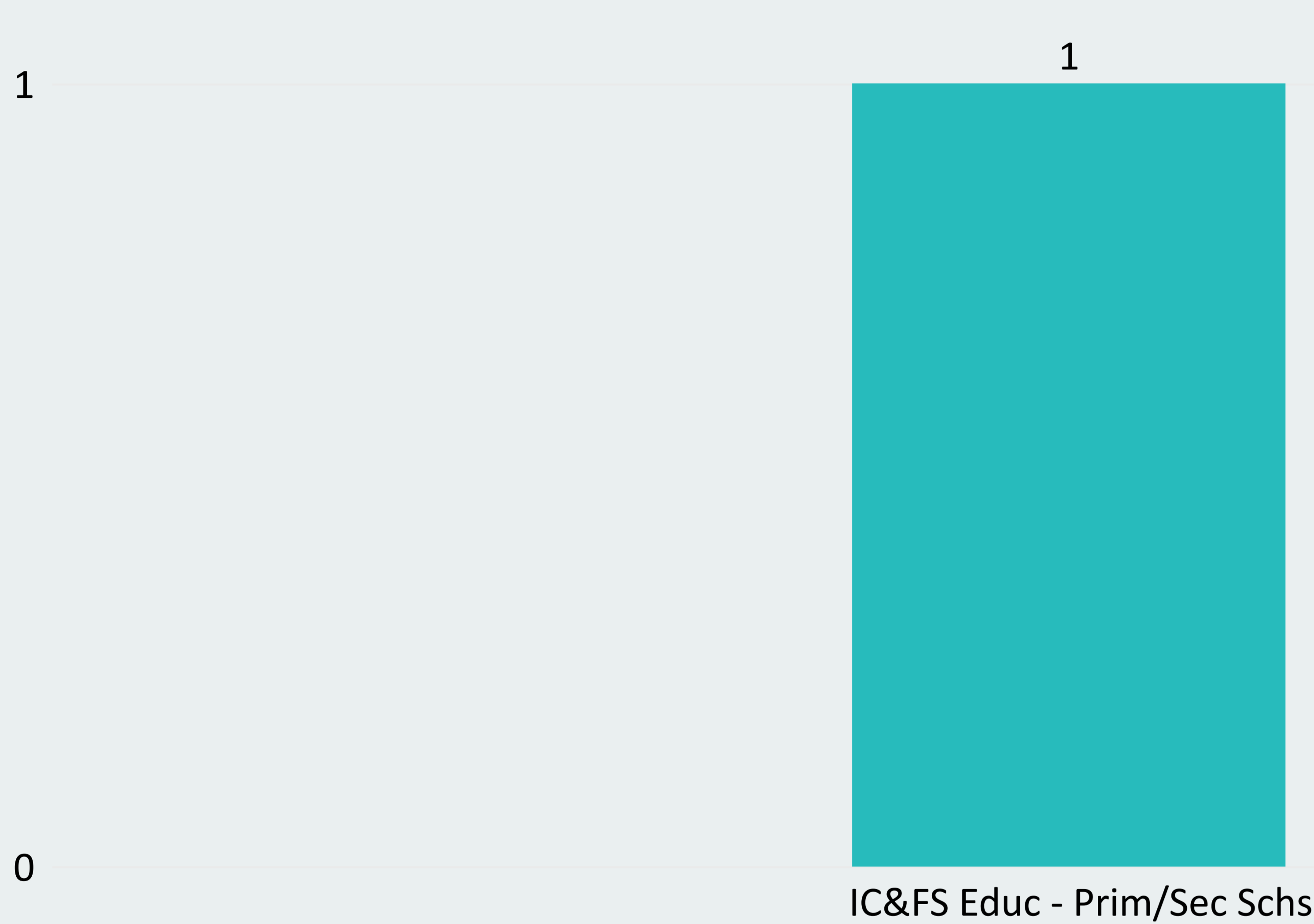
Operations RIDDOR Reportable Employee (More than 7 Days)



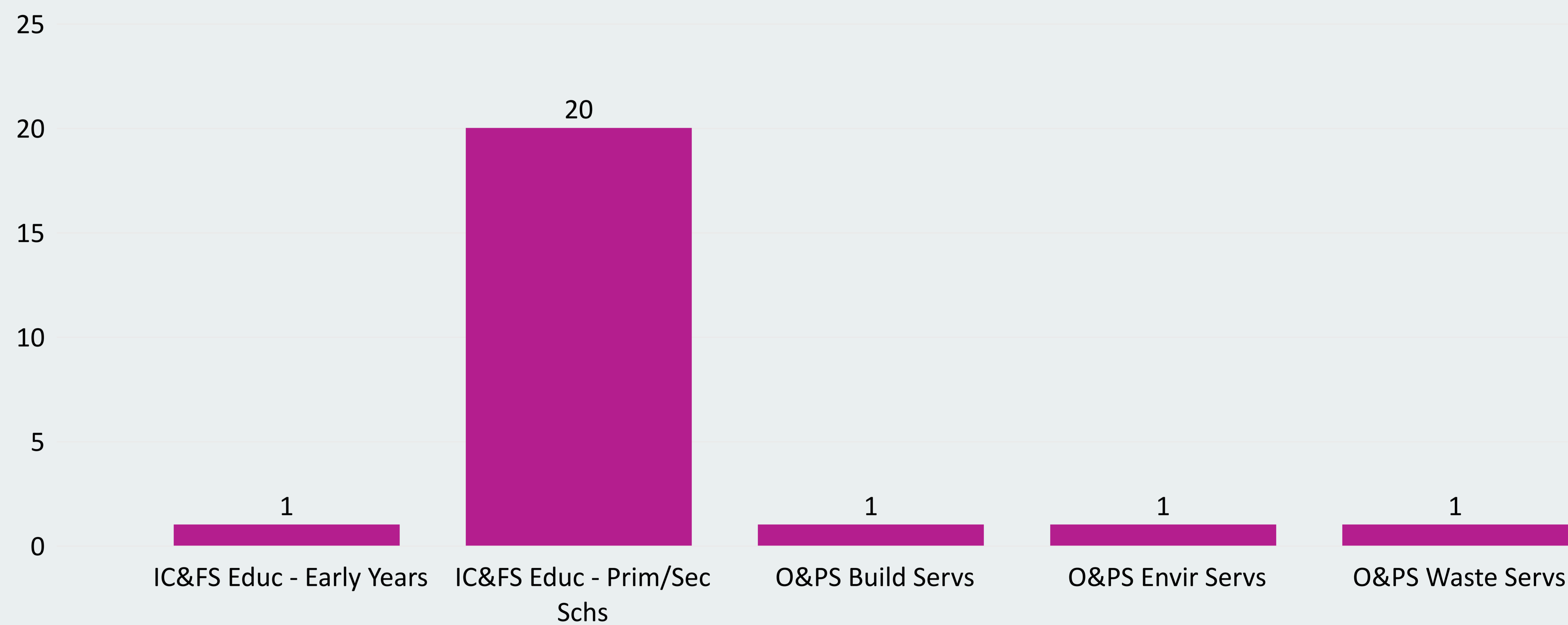
Operations Non RIDDOR Reportable Employee (0-7 days)



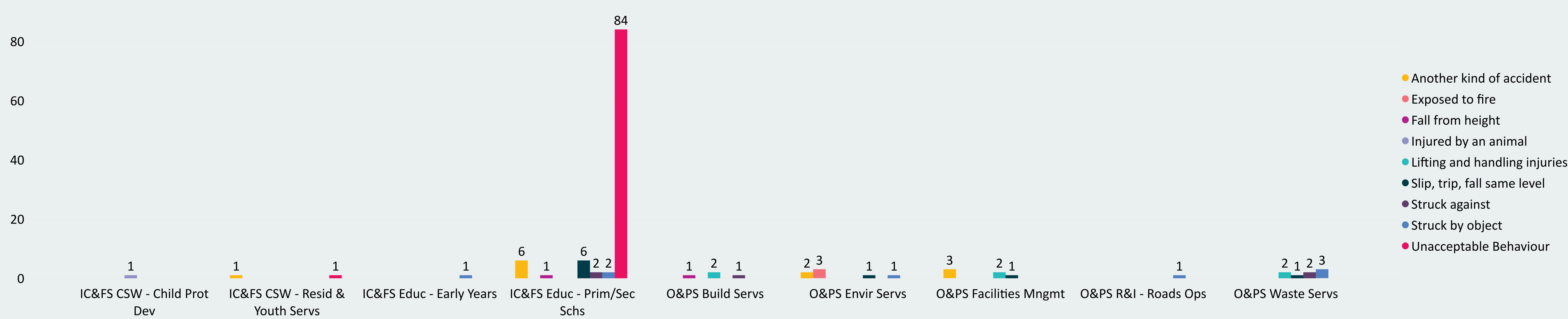
Operations Third Party RIDDOR Reportable (More than 7 days)



Operations Third Party Non RIDDOR Reportable (0-7 days)

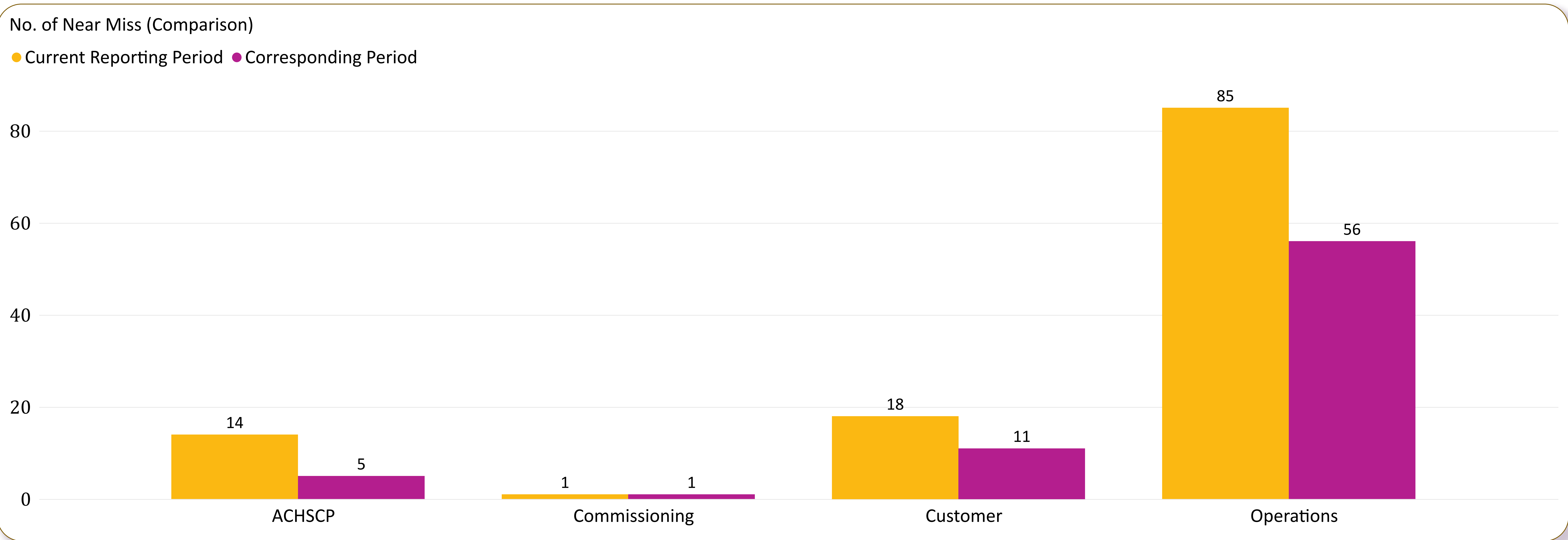
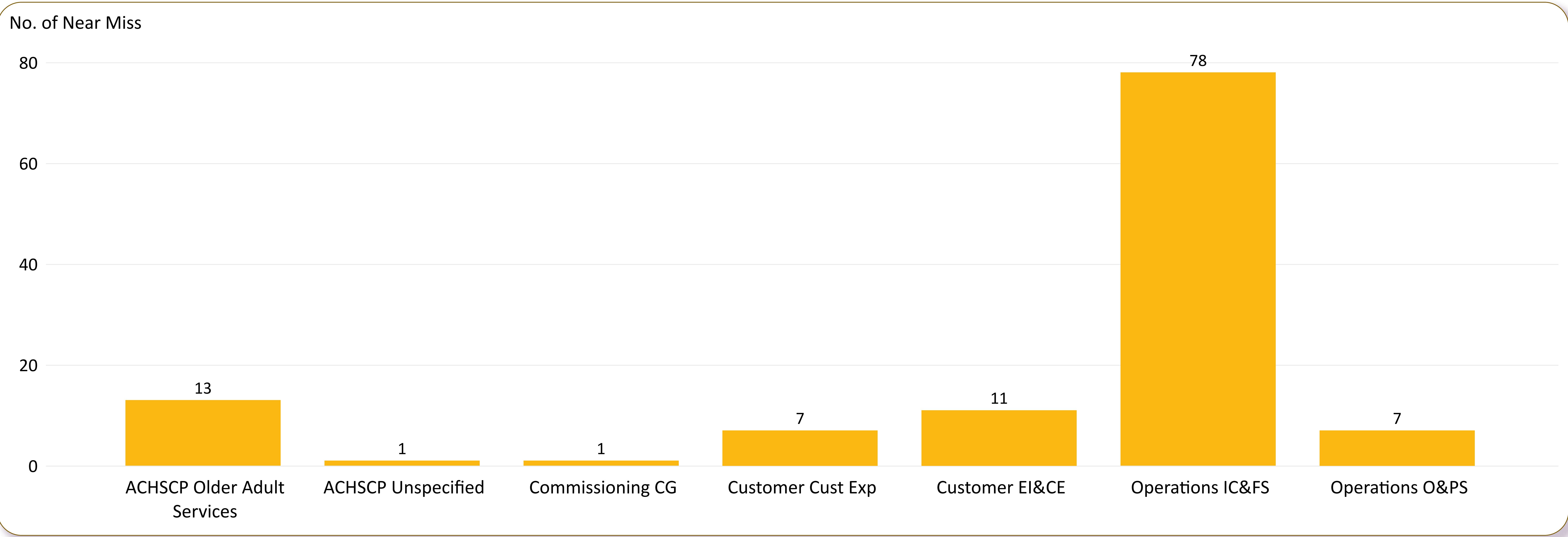


Injury Cause (Operations)



Reported H&S Near Miss
Between Jul to Sep 2021

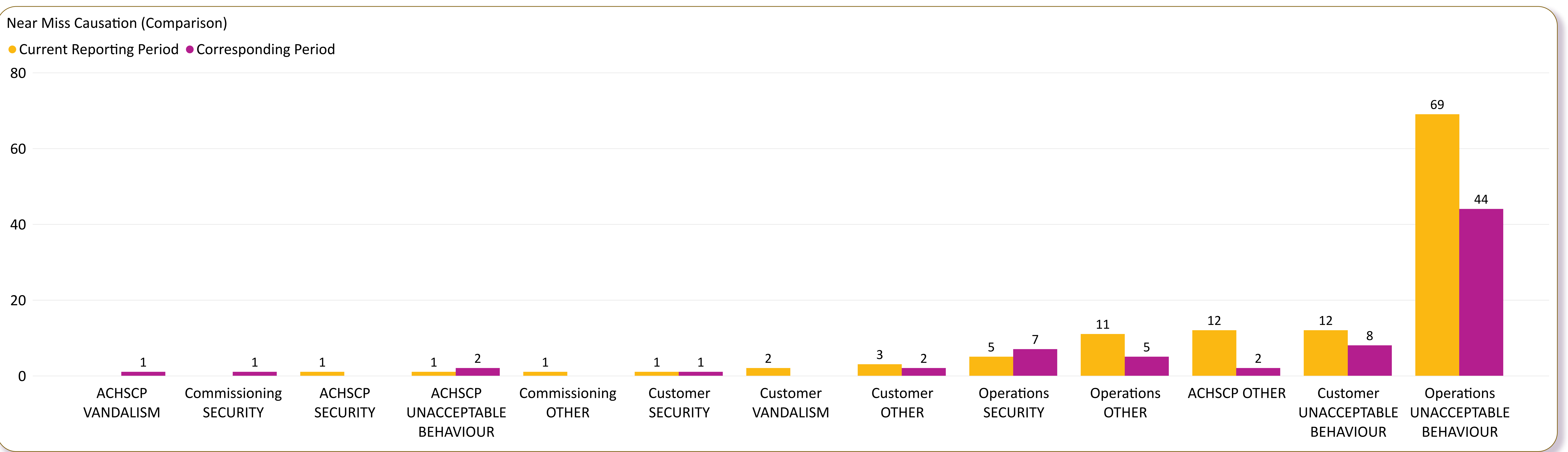
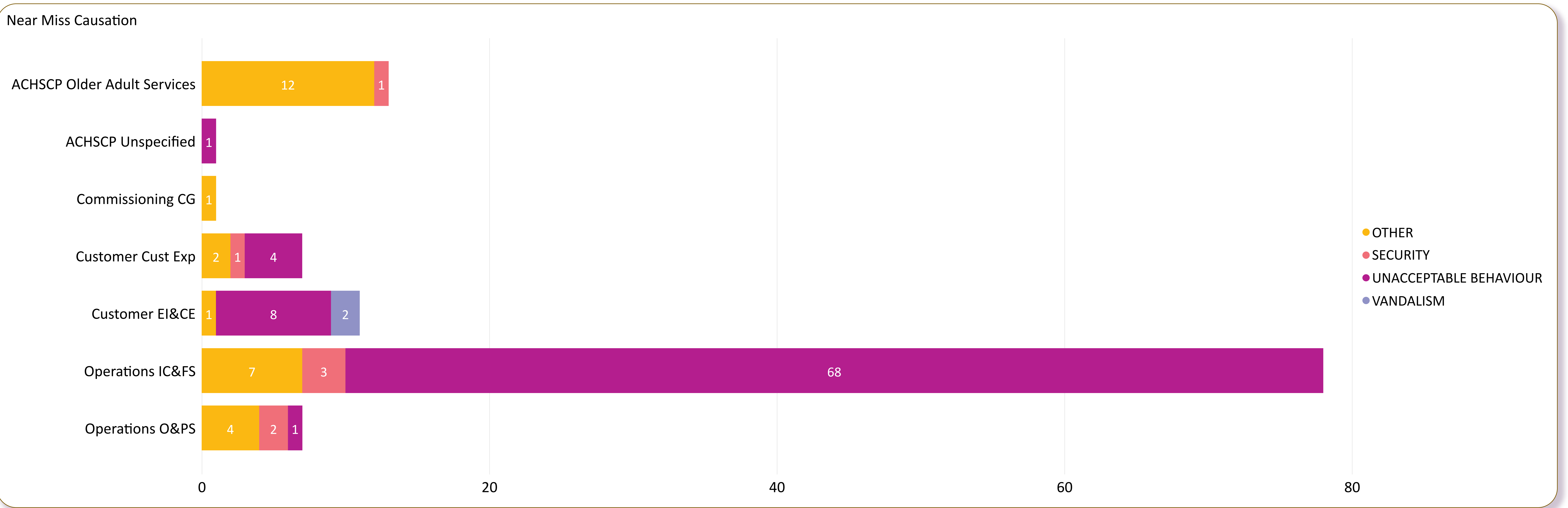
The tables below show information to a Function and Cluster level for employee and non-employee near misses.
Top table: Total near misses for this reporting period for each Cluster. Bottom table: comparison of near misses with corresponding reporting period for each Function.



Reported H&S Near Miss (Causation)
Between Jul to Sep 2021

The tables below show information to a Function and Cluster level for employee and non-employee near misses.

Top table: Near miss causation for reporting period for each Cluster. Bottom table: Near miss causation comparison with corresponding reporting period for each Cluster.



Near Miss

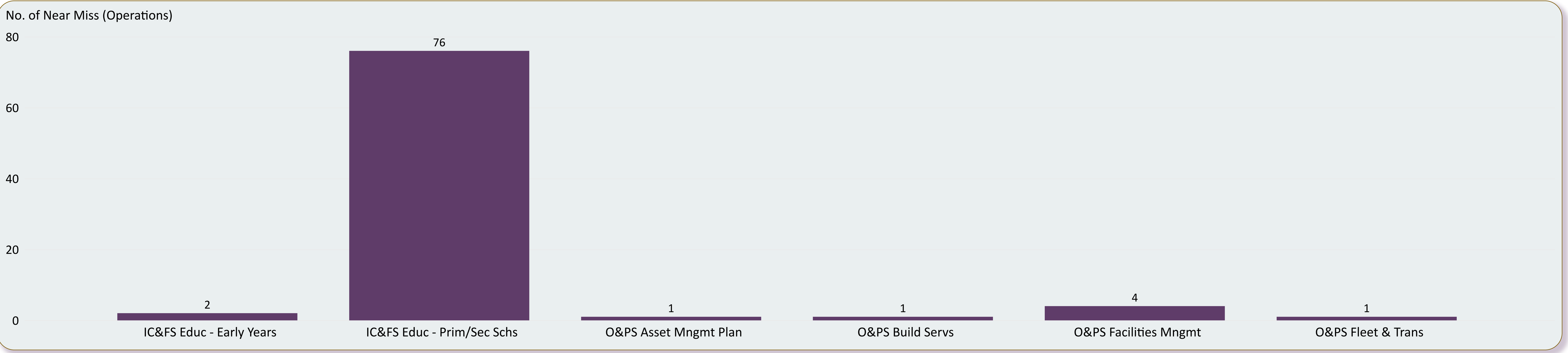
OPS had 7 near misses reported in 3 different categories. No reports indicated the risk assessments had been reviewed. Further analysis indicated this was not the case as line managers had checked them during the investigation. Team Leaders/Supervisors have been informed of recent upgrades to the YourHR system and offered refresher training on reporting if required.

AHSCP - 11/14 near misses relate to client support; training identified and provided which has addressed the issue. There are protocols in place for the errors, which were followed by the service.

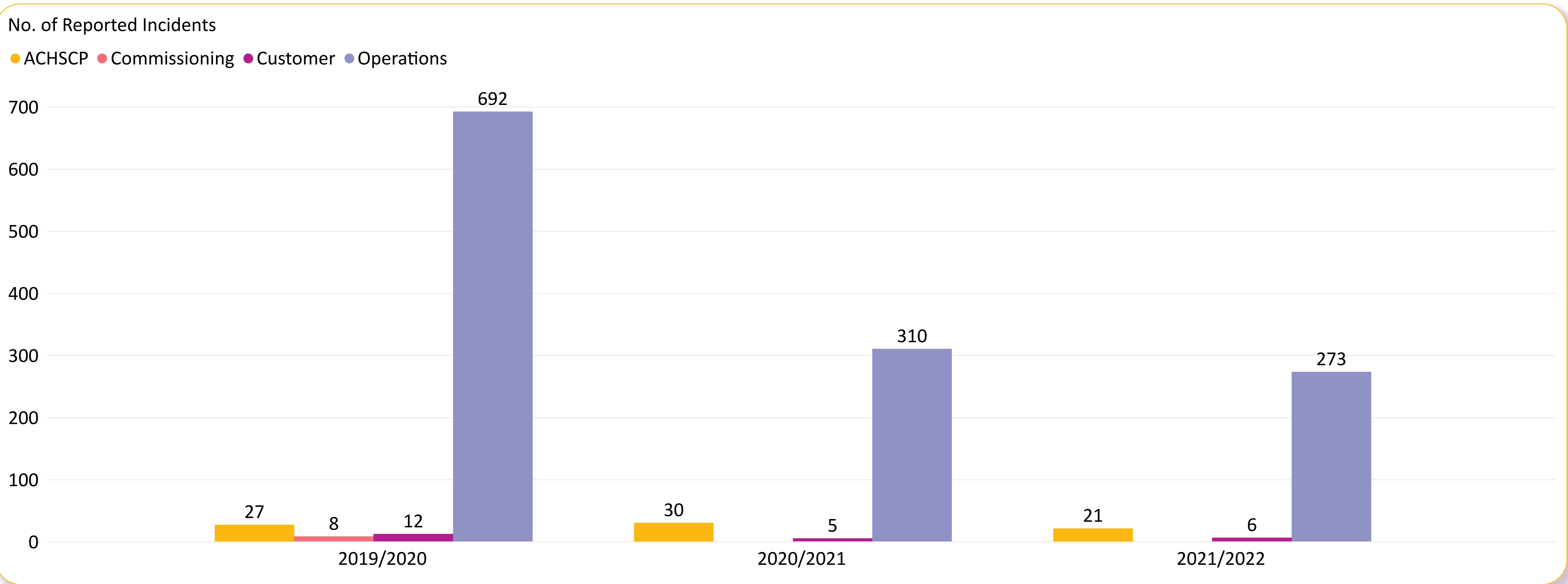
IC&FS - 89% of Near Misses affected staff and 11% affected pupils. Half of pupils near misses due to security (pupils leaving school grounds), and half due to violence.

Customer - Inappropriate communication (verbal abuse) towards staff accounted for 56% (10) of the near misses. They all involved different service users and employees, and took place at various locations. procedures were followed to reduce the possibility of these service users communicating similarly in future.

The following tables give a breakdown of **Operations** Near Miss down to service level.



The table provides information on the total number of incidents for the last three reporting years to Function level.



Incident Trend Analysis

OPS - 2 incidents incurred between 4-7 days absence, neither was a major injury.
20 of the reported incidents resulted in 0–3-day absence.
5 of the 0-3 day incidents from Waste Services involved the manoeuvring of bulk bins onto vehicle lifting mechanisms or on uneven surfaces or pavements.
The most common injuries are lacerations and open wounds with the hands and fingers injured most frequently.
Across the Cluster the number of reported incidents per:
Waste Services 8
Environmental Services 7
Facilities Management 6
Building Services 4
Roads and Infrastructure 1

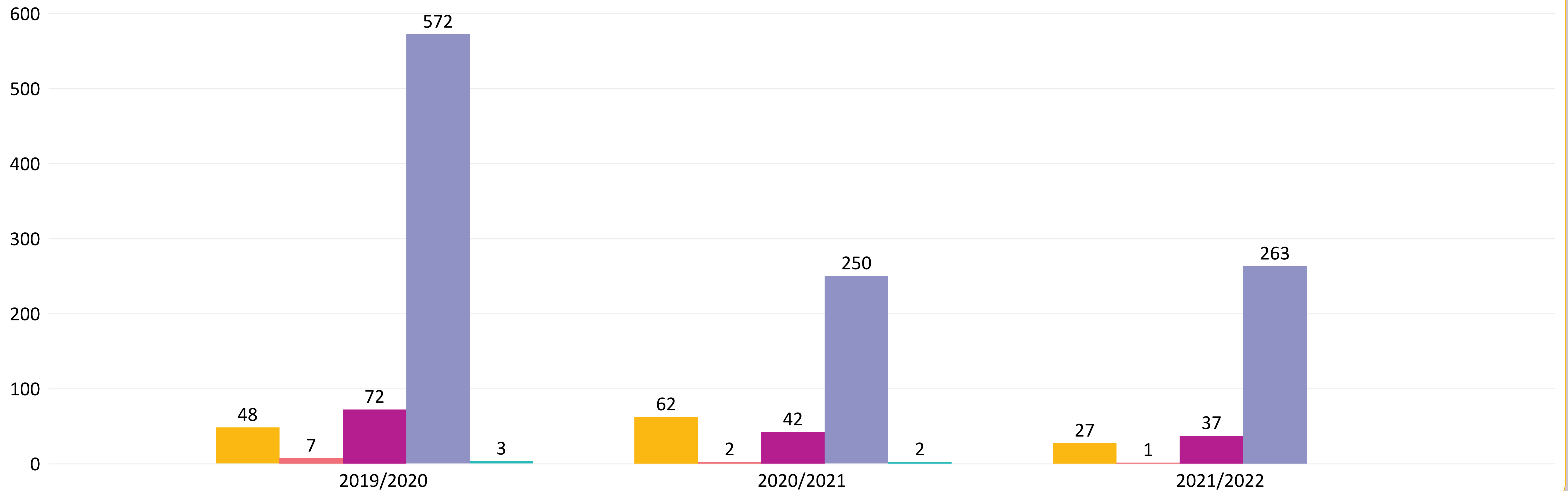
IC&FS - Majority of injuries arising from physical assault. As detailed above, the risk/ASN training being developed for delivery to PSA's in primary schools should help address this area.

Reported Near Miss From 2019/20 to 2021/22 Q2

The table provides information on the total number of near misses for the last three reporting years to Function level.

No. of Reported Near Miss

● ACHSCP ● Commissioning ● Customer ● Operations ● Resources



Near Miss Trend Analysis

OPS - 7 near miss report, 2 indicated a breach of security in a school premises. Both were investigated by line management and all staff have been reminded of the security arrangements when working out of hours in schools.

IC&FS - All near misses reported by staff are related to pupil behaviour: inappropriate communication or violence, only 26% attributed to pupils with Additional Support Needs. Schools addressing issues via disciplinary/school relationship policies.

Customer - The majority of the near misses (56%) were inappropriate communications (verbal abuse) towards employees. These incidents took place at various locations involving different service users and employees. Procedures were followed by employees when dealing with the service users. Services have taken remedial actions including action in relation to the individual service users and in some instances involved the support of Police Scotland.