

## **CORPORATE HEALTH AND SAFETY COMMITTEE**

ABERDEEN, Friday, 25 August 2017. Minute of Meeting of the CORPORATE HEALTH AND SAFETY COMMITTEE. Present:- Mike Middleton, Vice Chairperson. City Council Representatives:- Councillors Copland, Lesley Dunbar (as substitute for Councillor Alan Donnelly, the Depute Provost), Graham, Malik (as substitute for Councillor Reynolds) and Yuill.

Trade Union Representatives:- Joe Craig (UNITE), Alison Robertson (UNISON), Carole Thorpe (EIS), David Willis (GMB) and Stephen Clunes (UCATT).

Officers in attendance:- Morven Spalding (Interim Head of HR), Mary Agnew (Health, Safety and Wellbeing Manager), Colin Leaver (Team Leader), Ciaran Monaghan (Head of Service) (Office of Chief Executive), Mark Reilly (Head of Public Infrastructure and Environment), John Quinn (Head of Land and Property Assets) (Communities, Housing and Infrastructure), Martin Allan (Business Manager) (Corporate Governance), Vivienne Amakiri (Health and Safety Co-ordinator), Lesley Kirk (Directorate Support Manager), Carol Slessor (Team Manager), Andrew Jones (Service Manager, Assets and Finance) (Education and Children's Services), Paul Reid (Fleet Compliance Manager) and Sally Wilkins (Lead Service Manager - Health and Social Care Partnership) (Health and Social Care Partnership).

### **APOLOGIES**

1. Apologies were intimated on behalf of Councillor Donnelly and Reynolds, Sid Sandison (SSTA), Mishelle Gray (UNITE) and Angela Scott.

### **APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

2. The Vice Chairperson advised that the first order of business was the appointment of Chairperson and Vice Chairperson.

The Clerk sought nominations for the position of Chairperson.

Carole Thorpe (EIS) proposed Sid Sandison (SSTA) which was seconded by Mike Middleton (GMB) who said that Sid Sandison was aware of it and had consented to the appointment.

There were no further nominations for the position of Chairperson and Sid Sandison was duly appointed.

The Clerk thereafter sought nominations for the position of Vice Chairperson.

Councillor Malik proposed Councillor Graham, which was seconded by Councillor Lesley Dunbar. Councillor Graham accepted the nomination.

There were no further nominations and Councillor Graham was duly appointed to the position of Vice Chairperson.

In the absence of the Chairperson Councillor Graham, as Vice Chairperson, took the chair.

### **MINUTE OF PREVIOUS MEETING OF 17 FEBRUARY 2017**

3. The Committee had before it the minute of its meeting of 17 February 2017.

**The Committee resolved:-**

to approve the minute as a correct record.

### **MATTERS ARISING**

4. In relation to article 6, Martin Allan advised that there had been no HAVS reports recorded in the last two years and the Noise and Vibration Group managed the monitoring, as reported at the last meeting.

In relation to article 7, Euan Couperwhite advised that a report detailing violent incidents in schools was not available due to staff absence, however a full report would be available for the next meeting.

**The Committee resolved:-**

to request the Head of Policy, Performance and Resources to present a report to the next meeting of this Committee to provide detailed information in relation to violent incidents in schools.

### **COMMITTEE BUSINESS STATEMENT**

5. The Committee had before it the Committee business statement as prepared by the clerk.

In relation to item 2 (Violent Incidents in Schools), to note that the report would be submitted to the next meeting of this Committee;

**The Committee resolved:-**

- (i) to note the update in relation to item 2; and
- (ii) to remove any items that the Committee have discharged via reports later on the agenda; and
- (iii) to otherwise note the content of the business statement.

### **BON ACCORD CARE LTD MINUTE OF 8 JUNE 2017**

6. In relation to article 9 of the minute of its previous meeting, the Committee had before it the minute of the Health and Safety Committee of Bon Accord Care and Bon Accord Support Services for Thursday 8 June 2017.

Mike Middleton advised that the Bon Accord Care minutes were shared with the Trade Unions on a regular basis and anything arising was discussed, as appropriate.

**The Committee resolved:-**

to note the content of the minute.

**SOLAR PANEL INCIDENT - CHI**

7. The Committee had before it a Significant Incident Report from the Interim Director of Communities, Housing and Infrastructure which presented details of an incident within a sheltered housing complex relating to a fire in the Switch Room caused by the failure of DC Isolation equipment. The report advised that the condition of the Isolators was such that the exact cause of the failure could not be determined, however it was understood to be related to loose connections.

The Head of Land and Property Assets advised that owing to this, and other previous issues relating to the work of outside contractors, an internal inspection regime was now in place.

Councillors and Trade Union members asked questions relating to the incident, the Councils contractual commitments and its responsibilities towards safety inspection. The Head of Land and Property Services advised that he would present a report relating to the responsibilities of the Council to the Committee in 2 cycles.

Councillor Yuill sought an explanation regarding the use of the term 'thermal event' by Officers, as opposed to 'fire'. Mary Agnew agreed to circulate information which would explain the difference.

**The report recommended:**

1. Previous contractor had already been replaced and no longer working on any system. This was due to a decision by the owner to change his contractor and re-tendering of work.
2. All systems worked on by previous contractor be re-inspected in early course.
3. System owner be pressed for documentary evidence around inspections and duty of care around system.
4. Full inspection regime is agreed for future inspections and monitoring.
5. ACC met with owner on 17th August and working through what further investigation works may be required around the incident.
6. ACC look to appoint independent expert (BRE) to undertake audit and systems and risks.
7. Assurance has been given that appropriate components have been used in accordance with industry standards and to prevent incidents by owners contractor. Conversation about additional standards is ongoing.
8. All Inspection reports to be provided to the relevant officer within ACC responsible for the SPV contract. ACC seeking to alter contract to reflect changes in industry in recent years.

**Post Incident Actions:**

1. Meeting held between ACC and OGS on 17th August following initial review.
2. All 30 systems by AES have been undertaken (7 visual only)
3. Any systems with any concern, even minor issues, have been switched off.

4. All systems not checked since 2015 inspections have been instructed and been undertaken late August, early September 2017, prioritise buildings with more vulnerable groups. Officers in daily contact monitoring progress.
5. BRE appointed to undertake system audit (once all inspection reports available).
6. New inspection/ maintenance schedule/ regime to be agreed with system owner.
7. Inspection regime put in place

**The Committee resolved:-**

- (i) to adopt the recommendations contained within the report; and
- (ii) to note the post incident actions; and
- (iii) to otherwise note the content of the report.

**ADULT HEALTH AND SOCIAL CARE ANNUAL HEALTH AND SAFETY REPORT**

8. The Committee had before it a report by the Chief Officer for the Health and Social Care Partnership which presented the Annual Health and Safety Report for the Adult Social Care Service for the period 1 July 2016 to 30 June 2017.

The report contained the following statistics:

- there were 19 incidents reported, of which 1 was reportable to the enforcing authority
- the main cause of injury was physical assault as per previous years
- employees within establishments were trained on how to deal with physical assaults (Strategies for Crisis Intervention and Prevention Training (PROACT SCIPr UK)) with regular meetings taking place at the establishment to discuss further measures to reduce the potential for physical assault from clients
- there were 46 near miss incidents reported with the highest being against violence (28)
- the scores for the individual elements of the health and safety matrix for the Service were: 91% for Workplace Inspections Returned; 94% for Emergency Precautions; 94% for Housekeeping and Cleaning; 94% for Environment; 82% First Aid; 96% for Slips and Trip Hazards; 98% for Machinery, Plant and Equipment; 94% for Welfare; and 100% for Accident/Incidents
- the main issues raised during workplace inspections related to inappropriate lighting in 2 or 3 workplaces, replacement carpeting to reduce the potential for trip hazards, staff training requirements for adequate First Aid cover and DSE assessments were raised, leading to an increase in the number of DSE assessors
- 678 employees attended health and safety training across a variety of topics
- long term absence had a current figure of 13.75 days lost which was an increase from the previous year (11.5)
- the number of short term absences (under 28 days) had an average figure of 54.67 which was a reduction from the previous year (57.83)
- during the winter months the figures are higher due to respiratory problems which had been identified as a trend since 2013
- the main reason for absences were respiratory (163) and gastrointestinal (144)
- the highest number of days lost due to sickness absence related to psychological reasons (2313)

**The report recommended:**

that the Committee note the contents of the report and advise further action as appropriate.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**COMMUNITIES, HOUSING AND INFRASTRUCTURE ANNUAL HEALTH AND SAFETY REPORT**

9. The Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which presented the annual health and safety report for the Communities, Housing and Infrastructure Service for the period 1 April 2016 to 31 March 2017.

The report contained the following statistics:

- there were 128 accidents recorded of which 16 were reportable, 1 related to a service user and the remaining 15 related to employees and agency workers
- the most common types of accident were slips and trips (32) and other type of accident (20)
- the majority of the accidents related to the Public Infrastructure and Environment service (62) and Land and Property Assets (50); together accounting for 87% of accidents
- there were 149 Near Misses reported with the highest being against inappropriate communication or abuse (41%)
- the distribution of accident types follows a similar pattern as that recorded for the previous reporting period, with Slips/Trips, Other Accidents and Lifting/Handling being the top three causes
- 2677 employees attended health and safety training across a variety of topics
- The current score for the number of days lost per employee was 13.4
- Long term absence had a current figure of 8.6 days lost and short term absence averaged 4.7 days lost
- The main reasons for absences were Musculoskeletal with 38.6% for front line staff and 20.5% for office based staff; and Psychological with 18.0% for front line staff and 18.1% for office based staff

Councillor Yuill requested a definition of 'hospitalisation' as referred to within the report. The Business Manager for CG/OCE advised that he would source an explanation and circulate it to the Committee in due course.

**The report recommended:**

that the Committee note the content of the report and advise further action as appropriate.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**EARLY WARNING SYSTEM**

**10.** With reference to article 3 of the minute of the previous meeting, the Committee had before it a report by the Business Manager of CG/OCE which presented an update on the progress made with the development of an Early Warning System intended to provide staff with a means of checking whether a client/customer is already known to the Council as being potentially dangerous or violent prior to any meetings with them.

The report advised that since the beginning of February, 137 searches had been carried out on database which is in use by APP users and the Building Standards team.

Councillor Copland asked for detailed information on how future incidents would be flagged up and Alison Robertson added that that flagging should be integrated across all relevant computer systems, so that all relevant staff have access to the information. The Business Manager advised that he would include this information in his report to the next committee.

**The report recommended:**

that the Committee note the content of the report and note that a further update will be submitted to the next meeting.

**The Committee resolved:-**

to approve the recommendation contained in the report.

## **FLEET COMPLIANCE**

**11.** With reference to article 5 of the minute of its meeting of 17 February 2017, the Committee had before it a report by the Interim Director of Communities, Housing and Infrastructure which provided an update on the progress to date for monitoring performance of corporate fleet compliance.

The report advised that there were currently 95 vehicles and 2 trailers on the 'O' licence and also that driver CPC courses continue throughout the service and are currently up to date, with more planned.

Members asked if the process that that been put in place for Gatehouse Checks was working well and Joe Craig responded saying that the Trade Unions had been in attendance to ensure the process was completed correctly.

**The report recommended:**

that the Committee note the actions taken and progress measures for monitoring performance or corporate Fleet Compliance, put in place by fleet services.

**The Committee resolved:-**

to approve the recommendation contained in the report.

## **SCHOOL SECURITY**

**12.** The Committee had before it a report by the Director of Education and Children's Services which provided an update on the recent work undertaken on improvements to School Security.

Councillor Lesley Dunbar sought further information in relation to ensuring school grounds were secure to prevent vandalism. Andrew Jones advised that the Service were looking at how this could be achieved, specifically during evenings and weekends when schools were being vandalised, but remaining in line with the 'open grounds' policy.

Mike Middleton requested that the open grounds policy be reviewed to ensure that schools and pupils were not compromised due to the policy. Euan Couperwhite advised that as part of the school estate review the open grounds policy was being looked at.

The report advised that (1) work had been undertaken in three schools as part of the improvements to the physical security of the school buildings; (2) there were 45 recorded incident of vandalism to schools during June and July mostly involving broken windows, and officers were continuing to work with schools to assess options for making the grounds more secure, whilst continuing to comply with the 'Open Grounds' policy (3) following advice received from Police Scotland, work had continued on the development of guidance materials for schools, to support staff in creating lockdown procedures.

Councillor Graham requested that information on school security which was contained within the Children's Services Estate Plan should be shared with Committee members. The Head of Policy, Performance and Resources confirmed that the full Estate Plan would be shared with the Committee.

**The report recommended:**

that the Committee note the content of the report.

**The Committee resolved:-**

- (i) to note that the Children's Services Estate Plan was scheduled to be presented to the Education and Children's Services Committee on 16 November 2017.
- (ii) to otherwise note the content of the report.

**COVALENT REPORTING**

**13.** The Committee received a verbal report from Health and Safety Wellbeing Manager who advised that work was ongoing around Covalent in terms of:

1. Audit
2. Mandatory completion
3. Workplace incidents, and
4. Fire risk assessments

Areas for improvement included how to ensure completion and where incidents were not closed off they would be elevated to management level. The project was being piloted by Corporate Governance, with the Business Manager conducting feedback.

**The Committee resolved:-**

to note the content of the verbal report.

## **CORPORATE HEALTH AND SAFETY REPORT - JANUARY TO MARCH 2017**

14. With reference to article 9 of the minute of its previous meeting of 17 February 2017, the Committee had before it a report by the Interim Head of Human Resources which presented details of the number and types of accidents, incidents and occurrences during January to March 2017.

The report provided statistical information broken down into the following categories:

### **Incidents, Near Misses and Accident Rates**

- 206 employee incidents were reported of which 1 was reportable to the enforcing authority
- 70 third party incidents were reported of which 1 was reportable to the enforcing authority
- out of the 165 physical assaults on staff, 112 occurred within primary educational establishments. 110 (83%) involved ASN pupils.
- 19 of the 70 non reportable third party incidents related to school pupils taking part in sporting activities
- the reportable employee incident rate was 0.10 which was a decrease from the same quarter in 2016 (0.60)
- 176 near misses were reported with the highest attributed to violence against school staff (57)

### **Dangerous Occurrences and Dangerous Gas Fittings**

- There were 2 reportable gas incidents during the quarter

### **Enforcement Interventions**

- There have been 3 HSE interventions and 1 Scottish Fire and Rescue intervention.

### **Health and Safety Training**

- 278 employees attained health and safety training
- 342 e-learning health and safety course had been completed

### **Fire Risk Assessment**

- 31 fire risk assessments had been carried out within the Education and Children's Services (22) and Communities, Housing and Infrastructure (5) directorates
- 3 of those were for premises managed by Bon Accord Care therefore the findings for those are not included in this report

### **Health and Safety Audits**

- there had been 10 compliance visits carried out on a variety of topics

### **Compliance Monitoring**

- there had been 3 compliance monitoring visits carried out within the Communities, Housing and Infrastructure (1) and Education and Children's Services (2) directorates

The report appended the list of Health and Wellbeing events held over the period.



**The report recommended:**

that the Committee consider the content of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**CORPORATE HEALTH AND SAFETY REPORT - APRIL TO JUNE 2017**

15. With reference to article 9 of the minute of its previous meeting of 17 February 2017, the Committee had before it a report by the Interim Head of Human Resources which presented details of the number and types of accidents, incidents and occurrences during April to June 2017.

The report provided statistical information broken down into the following categories:

**Incidents, Near Misses and Accident Rates**

- 139 employee incidents were reported of which 7 were reportable to the enforcing authority
- 43 third party incidents were reported. None were reportable to the enforcing authority
- 12 of the 43 non reportable third party incidents related to school pupils taking part in sporting activities
- the reportable employee incident rate was 0.11 which was a decrease from the same quarter in 2016 (0.35)
- 121 near misses were reported with the highest attributed to violence against school staff (33) (a near miss is an unplanned event that did not cause injury, illness or damage but had the potential to do so)

**Health and Safety Training**

- 201 employees attended face to face health and safety training
- 652 e-learning health and safety courses had been completed

**Fire Risk Assessments**

- 28 fire risk assessments had been carried out of which 8 were for premises managed by Bon Accord Care therefore the findings for those were not included in the report
- the average overall compliance across the Council was 89%

**Health and Safety Audits**

- there had been 8 audits carried out on a variety of topics
- the average overall score across the Council was 80%

**Compliance Monitoring**

- there were 3 compliance visits carried out within Education and Children's Services (1), Communities, Housing and Infrastructure (1) and Adult Health and Social Care (1) directorates.

The report appended a list of Health and Wellbeing events held over the period.

**The report recommended:**

that the Committee consider the content of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**OCCUPATIONAL HEALTH REPORT - JANUARY TO MARCH 2017**

16. With reference to article 10 of the minute of its meeting of 17 February 2017, the Committee had before it a report by the Interim Head of Human Resources which presented the utilisation statistics for the period January to March 2017.

The report provided the following statistics:

- 390 referrals were received including OH Referrals, Pre-employment screening, ill health retirement and health surveillance
- 171 OH Referrals were received which included 76 from the Education and Children's Services directorate and 60 from the Communities, Housing and Infrastructure directorate
- 39% of the referrals related to Mental Health and Behavioural Disorders
- 62 Pre-employment referrals were received
- 2 ill health retirement referrals were received
- 108 Health Surveillance referrals were received
- there were 30 short notice cancellations for a variety of reasons
- 70 physiotherapy assessments had been carried out

**The report recommended:**

that the Committee consider the contents of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**OCCUPATIONAL HEALTH REPORT - APRIL TO JUNE 2017**

17. With reference to article 10 of the minute of its meeting of 17 February 2017, the Committee had before it a report by the Interim Head of Human Resources which presented the utilisation statistics for the period April to June 2017.

The report provided the following statistics:

- 464 referrals were received including OH Referrals, Pre-employment screening, ill health retirement and health surveillance
- 179 OH Referrals were received which included 80 from the Education and Children's Services directorate and 70 from the Communities, Housing and Infrastructure directorate
- 35% of the referrals related to Mental Health and Behavioural Disorders
- 68 Pre-employment referrals were received
- 1 ill health retirement referrals were received
- 212 Health Surveillance referrals were received
- there were 30 short notice cancellations for a variety of reasons
- 55 physiotherapy assessments had been carried out

**The report recommended:**

that the Committee consider the contents of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**EMPLOYEE ASSISTANCE PROGRAMME REPORT - JANUARY TO MARCH 2017**

18. With reference to article 11 of the minute of its meeting of 17 February 2017, the Committee had before it a report by the Interim Head of Human Resources which presented the utilisation statistics of the Employee Assistance Programme for the period January to March 2017.

The report provided the following statistics:

- 39 referrals had been received all from employees with the number of incidents referring to personal issues almost doubling from the previous reporting period
- 17 of the 25 personal issues related to personal stress/depression/anxiety/anger which accounted for 68% of the referrals
- of the 14 work related issues, 9 related to understanding the role and 7 related to the demands of the role
- there were 29 face to face consultations, 4 no contact with the client and 3 received telephone consultations

**The report recommended:**

that the Committee consider the contents of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**EMPLOYEE ASSISTANCE PROGRAMME REPORT - APRIL TO JUNE 2017**

19. With reference to article 11 of the minute of its meeting of 17 February 2017, the Committee had before it a report by the Interim Head of Human Resources which presented the utilisation statistics of the Employee Assistance Programme for the period April to June 2017.

The report provided the following statistics:

- 30 referrals had been received all from employees with the number of incidents referring to personal issues accounting for 22 of them
- 15 of the 22 personal issues related to personal stress/depression/anxiety/anger which accounted for 68% of the referrals
- of the 8 work related issues, 2 related to understanding the role and 6 related to the demands of the role
- there were 18 face to face consultations, 3 no contact with the client and a small number of telephone consultations

**The report recommended:**

that the Committee consider the contents of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**CORPORATE HEALTH AND SAFETY REPORT - 1 APRIL 2016 TO 31 MARCH 2017**

**20.** The Committee had before it an annual report by the Interim Head of Human Resources which presented details of the number and types of accidents, incidents and occurrences during April 2016 to March 2017.

The report provided statistical information broken down into the following categories:

**Incidents, Near Misses and Accident Rates**

- 689 employee incidents were reported of which 17 were reportable to the enforcing authority
- 290 third party incidents were reported of which 5 were reportable to the enforcing authority
- 78 of the 290 non reportable third party incidents related to school pupils taking part in sporting activities
- 508 physical assaults on employees were reported which was an increase of 146% from 2016 (208)
- the reportable employee incident rate was 2.00 which was a decrease from 2016 (3.29)
- 565 near misses were reported with the highest attributed to violence against school staff (135)

**Dangerous Occurrences and Dangerous Gas Fittings**

- there were 3 reports of dangerous gas fittings

**Enforcement Interventions**

- there were 4 HSE interventions

**Health and Safety Training**

- 1334 employees attended face to face health and safety training
- 3240 e-learning health and safety courses had been completed

**Fire Risk Assessments**

- 112 fire risk assessments had been carried out of which 31 were for premises managed by Bon Accord Care therefore the findings for those were not included in the report
- the average overall compliance across the Council was 69%

**Health and Safety Audits**

- there had been 62 audits carried out on a variety of topics
- the average overall score across the Council was 76%

**Compliance Monitoring**

- there were 160 compliance visits carried out across the directorates

Mary Agnew advised that the ROSPA silver award had been received for two years running. Mike Middleton asked why it had moved from gold to silver and she advised that the change had been linked to prosecutions.

Councillor Copland expressed concern regarding the increase in violent incidents recorded against school staff and asked if the 46% rise was due to more incidents or just increased reporting. Euan Couperwhite advised that this was difficult to ascertain at present and assured the Committee that more robust systems were being put in place to record incidents and support staff.

**The report recommended:**

- (i) that the Committee approve the report; and
- (ii) that the Committee support actions to reduce incidents and work related ill health in line with health and safety targets; and
- (iii) that the Committee disseminate and take action on health and safety information in the report.

**The Committee resolved:-**

- (i) to note the achievement of the ROSPA silver award for two years running; and
- (ii) to otherwise approve the recommendations contained in the report.

**OCCUPATIONAL HEALTH REPORT 1 APRIL 2016 TO 31 MARCH 2017**

21. The Committee had before it an annual report by the Interim Head of Human Resources which presented the utilisation statistics for the period April 2016 to March 2017.

The report provided the following statistics:

- 1867 referrals were received including OH Referrals, Pre-employment screening, ill health retirement and health surveillance
- 688 OH Referrals were received which included 247 from the Education and Children's Services directorate and 281 from the Communities, Housing and Infrastructure directorate
- 31% of the referrals related to Mental Health and Behavioural Disorders
- 296 Pre-employment referrals were received
- No ill health retirement referrals were received
- 854 Health Surveillance referrals were received
- there were 298 short notice cancellations for a variety of reasons
- 223 physiotherapy assessments had been carried out

**The report recommended:**

that the Committee consider the contents of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

**EMPLOYEE ASSISTANCE PROGRAMME REPORT - 1 APRIL 2016 TO 31 MARCH 2017**

**22.** The Committee had before it an annual report by the Interim Head of Human Resources which presented the utilisation statistics of the Employee Assistance Programme for the period April 2016 to March 2017.

The report provided the following statistics:

- 136 referrals had been received all from employees with the number of incidents referring to personal issues accounting for 88 of them
- 63 of the 88 personal issues related to personal stress/depression/anxiety/anger which accounted for 88% of the referrals
- of the 48 work related issues, 20 related to understanding the role and 22 related to the demands of the role
- there were 98 face to face consultations, 4 no contact with the client and 11 telephone consultations

**The report recommended:**

that the Committee consider the contents of the report.

**The Committee resolved:-**

to approve the recommendation contained in the report.

## **CORPORATE HEALTH AND SAFETY IMPROVEMENT PLAN**

**23.** The Committee had before it a report by the Interim Head of Human Resources which provided an update on the Corporate Health and Safety Improvement Plan.

The Corporate Health and Safety Plan reflected findings of health and safety audits, compliance monitoring, incident investigation, corporate risk register and the Health and Safety Assurance report.

There was discussion around frequency of reporting to the Committee, whereupon it was agreed that the Committee would receive updates on a quarterly basis and an annual report at its June meeting each year, which would ensure that the previous financial year was fully captured.

**The report recommended:**

- (i) that the Committee consider the content of the report; and
- (ii) agree any additional themes for inclusion and monitor the progress of same.

**The Committee resolved to:-**

- (i) to receive quarterly updates on the Corporate Health and Safety Improvement Plan; and
- (ii) that the Corporate Health and Safety Improvement Plan Annual Report would be reported to its meeting in June; and
- (iii) to otherwise note the content of the report.

## **HEALTH AND SAFETY IMPROVEMENT PLANS**

**24.** The Committee had before it a report from all Directorates which provided an update on the Directorate Health and Safety and Wellbeing Improvement Plans.

The report provided the Committee with the initial versions of Directorate Health, Safety and Wellbeing Improvement Plans for Corporate Governance and OCE, Communities Housing and Infrastructure, Education and Children's Services and Aberdeen City Health and Social Care Partnership.

There was discussion around frequency of reporting to the Committee, whereupon it was agreed that the Committee would receive updates on a quarterly basis and an annual report at its June meeting each year, which would ensure that the previous financial year was fully captured.

Councillor Copland emphasised the importance of making sure that Council staff were aware of the plans and the Business Manager advised that he would conduct communications with the Trade Unions and ensure that Council Staff were updated via the Chief Executive's blog.

**The report recommended:**

that the Committee note the content of the report.

**The Committee resolved to:-**

- (i) to receive quarterly updates on the Directorate Health and Safety Improvement Plans; and
- (ii) that the Directorate Health and Safety Improvement Plans would be reported to its meeting in June; and
- (iii) to otherwise note the content of the report.

**DATE OF NEXT MEETING**

**25.** In closing the meeting the Vice Chairperson noted that it was Committee Clerk Karen Finch's last meeting as Clerk, having served the Committee for 13 years. He thanked her most sincerely for her dedicated service. This was acknowledged by the rest of the Committee.

The next meeting was scheduled for Friday 17 November 2017.

- **Councillor Gordon Graham, Vice Chairperson**

