



**Report to: Personnel & General Purposes Sub-Committee, 27<sup>th</sup> February 2019**

**Report of: Head of Property and Asset Management**

---

**Subject: HEALTH & SAFETY POLICY-NOMINATION OF LEAD MEMBER FOR HEALTH AND SAFETY**

**1. Recommendations**

**1.1. That the Sub-Committee agrees on the nomination of a Lead Member for Health and Safety to be appointed at the Annual Council meeting in May 2019.**

**2. Background**

- 2.1 At its last meeting of 12 December 2018, the Committee agreed the adoption of an updated Health and Safety Policy.
- 2.2 In the updated Policy, the responsibilities of the Council as an employer include the nomination of a member of the Council to take the lead on health and safety matters and hold the Managing Director and his/her Corporate Leadership and Corporate Management Teams to account for operational health and safety management performance.
- 2.3 The Committee resolved to defer the nomination of the lead Member until its next meeting

**3. Preferred Option**

- 3.1 A copy of the updated Policy is attached at **Appendix 1**. The Policy is in three sections:-
- 1 A statement by the Managing Director and Leader of the Council of the commitment to Health and Safety
  - 2 The governance structure for the management of Health and Safety at the Council
  - 3 A synopsis of the "Management Arrangements" in place or being developed for procedures in particular areas
- 3.2 The policy is clear about roles and responsibilities as well as the terms of reference for the various groups overseeing Health and Safety, including the Joint Consultative and Safety Committee which performs the role of the statutory Health and Safety Committee. The updated Policy has been considered and endorsed by the JCSC at its meeting of the 28<sup>th</sup> November 2018.
- 3.3 The 27 Management Arrangements are individual documents which govern procedures at a corporate level for the management of their particular subject area and allow for the service level development of Safe Operating Procedures and Method Statements

following the undertaking of appropriate Risk Assessments. These have been consolidated from the 36 or more policies that previously existed.

- 3.4 The Policy and its Management Arrangements are available on the Council's Intranet.
- 3.5 The Council's elected members have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the Council's own policies. Members must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose.
- 3.6 The Council, as a 'body corporate', represents The Council as employer and therefore holds ultimate responsibility at law for the health and safety of The Council's employees, contract workers and all others who may be affected by The Council's various business activities and undertakings.
- 3.7 The responsibilities of The Council as employer include the nomination of a member of The Council to take the lead on health and safety matters and hold the Managing Director and his/her Corporate Leadership and Corporate Management Teams to account for operational health and safety management performance.
- 3.8 The consensus of Committee at the previous meeting was that it would be helpful but not essential if the nominee for the lead Member was a member of Personnel and General Purposes Committee.
- 3.9 The Committee's nominee will be considered for appointment by the Annual Council meeting in May 2019.

#### **4. Implications**

##### 4.1 Financial and Budgetary Implications

There are no financial or budgetary implications arising directly out of this decision

##### 4.2 Legal and Governance Implications

The Policy updates existing responsibilities set out in the current Health and Safety Policy

##### 4.3 Risk Implications

The Health and Safety policy promotes a risk assessment approach to minimising the risk of harm to employees, visitors and users of council services

##### 4.4 Corporate/Policy Implications

The appointment of a lead Member for Health and Safety is required by the recently adopted Health and Safety Policy.

##### 4.5 Equality Implications

None

##### 4.6 Human Resources Implications

None

4.7 Health and Safety Implications

The Health and Safety Policy defines the Council's commitment and approach to Health and Safety.

4.8 Social, Environmental and Economic Implications

None

**Ward(s):** All  
**Contact Officer:** Kevin Moore, Head of Property and Asset Management  
01905 722251  
**Background Papers:** None

**Appendix 1 – Health and Safety Policy**