

<b>Report to:</b>	Cabinet	<b>Date of Meeting:</b>	4 April 2019
<b>Subject:</b>	Corporate Health and Safety Policy		
<b>Report of:</b>	Head of Corporate Resources	<b>Wards Affected:</b>	(All Wards);
<b>Portfolio:</b>	Cabinet Member - Regulatory, Compliance and Corporate Services		
<b>Is this a Key Decision:</b>	No	<b>Included in Forward Plan:</b>	No
<b>Exempt / Confidential Report:</b>	No		

**Summary:**

This report sets out the revised Corporate Health and Safety policy for approval.

**Recommendation(s):**

- (1) The Corporate Health and Safety Policy be approved; and
- (2) Note that the changes to the terms of reference of the Audit and Governance referred in paragraph 2 will be submitted to the Committee and Council in due course.

**Reasons for the Recommendation(s):**

The Council has an existing Corporate Health and Safety Policy which in line with good practice has been reviewed to ensure that it reflects the operating arrangements in place and current legislation.

The Council's Constitution outlines that the Cabinet has a strategic responsibility for employee related health and safety.

**Alternative Options Considered and Rejected:** (including any Risk Implications)

None considered.

**What will it cost and how will it be financed?**

**(A) Revenue Costs**

There are no additional revenue costs associated with approving the revised Corporate Health and Safety Policy.

## **(B) Capital Costs**

There are no capital costs associated with approving the revised Corporate Health and Safety Policy

### **Implications of the Proposals:**

<b>Resource Implications (Financial, IT, Staffing and Assets):</b> None
<b>Legal Implications:</b> None.
<b>Equality Implications:</b> There are no equality implications.

### **Contribution to the Council's Core Purpose:**

Protect the most vulnerable: n/a
Facilitate confident and resilient communities: n/a
Commission, broker and provide core services: n/a
Place – leadership and influencer: The revised Policy is a cornerstone of the Council's health and safety framework and will help to ensure there is an effective health and safety culture in the organisation.
Drivers of change and reform: n/a
Facilitate sustainable economic prosperity: n/a
Greater income for social investment: n/a
Cleaner Greener n/a

### **What consultations have taken place on the proposals and when?**

#### **(A) Internal Consultations**

The Head of Corporate Resources (FD5571/19) and the Chief Legal and Democratic Officer (LD4695/19) have been consulted and any comments have been incorporated into the report.

The Corporate Health and Safety Committee (which includes Trade Union representatives), the Cabinet Member (Regulatory, Compliance and Corporate Services) and the Strategic Leadership Team have all been consulted.

#### **(B) External Consultations**

Not applicable.

## Implementation Date for the Decision

Following the expiry of the “call-in” period for the Minutes of the Cabinet Meeting.

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### Appendices:

The following appendices are attached to this report:

Corporate Health and Safety Policy

### Background Papers:

There are no background papers available for inspection.

## **1. Introduction/Background**

- 1.1 The Council has in accordance with its responsibilities to manage health and safety approved a Council-wide Corporate Health and Safety Policy. The policy sets out the Council's approach to health and safety, the responsibilities for key staff for managing the system and the arrangements within the Council for monitoring health and safety. The Policy in line with good practice has been reviewed in November 2018 to ensure that the arrangements remain relevant to the current operating model.
- 1.2 This report provides the revised health and safety policy which was presented to the Corporate Health and Safety Committee in December 2018 and the Cabinet Member for Regulatory, Compliance and Corporate Services in January 2019, Cabinet are now asked to approve the policy

## **2. Revised Policy**

- 2.1 The revised Health and Safety Policy includes the following amendments:
  - Clarified the roles of the Cabinet and Cabinet Member for Regulatory, Compliance and Corporate Resources for managing health and safety linked to the roles stated in the Constitution.
  - Clarified the monitoring role for Audit and Governance Committee which will be amended in a future revision of both the Committee's Terms of Reference and the Constitution.
  - Defining key health and safety objectives for the next two years and highlighting that key performance indicators will need to be developed to provide an assessment on progress.
  - Further clarification on the roles of Head of Corporate Resources and Heads of Services.
  - Clarification on the roles of Finance Manager, Chief Internal Auditor, building managers and the Property Services Team.
  - Revised the Terms of Reference for the Corporate Health and Safety Committee
  - The auditing of the implementation of the health and safety system by both the Health and Safety Team and the Internal Audit Team.
- 2.2 The revised policy provides a strong foundation to further enhance the Council's approach to health and safety across the organisation.

## **3. Recommendation**

- 3.1 That Cabinet agree the Corporate Health and Safety Policy.