

13TH APRIL 2017

Executive Board Member:	Portfolio:
Cllr LM Stephens	Human Resources, Efficiencies & Collaboration

REVISED CORPORATE HEALTH AND SAFETY POLICY

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the amendments, listed below:-

REASONS:

To gain approval for the revision of the policy.

Directorate People Management and Performance Name of Head of Service Paul R Thomas Report Author Heidi Font	Designation Assistant Chief Executive (People Management) Employee Wellbeing Manager	Tel No. 01267 246123 E Mail Address: PRThomas@carmarthenshire.gov.uk 01267 246060 HFont@carmarthenshire.gov.uk
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Declaration of Personal Interest (if any): None.

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

EXECUTIVE BOARD MEMBER

DATE: _____

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR
HUMAN RESOURCES, EFFICIENCIES & COLLABORATION
13TH APRIL 2017

REVISED CORPORATE HEALTH AND SAFETY POLICY

1. SUMMARY OF PURPOSE OF REPORT.

Introduction

Following the People Management realignment , the Corporate Health and Safety policy has been reviewed and updated in line with changes to roles and responsibilities and to refocus the strategic management of safety, the new H&S Leadership board Introduced

CCC's Corporate Health and Safety policy and Strategy have been held as a good exemplar by the Health and Safety Executive and have been recommended for adaption and adoption by other authorities.

The enhancements to the policy are not significant, but better clarify key responsibility.

The policy is divided into 2 parts the first is our statement of intent. The second part outlines the organisational arrangements.

Including responsibilities for:

- Members
- Officers
- Responsibilities at schools
- Corporate Responsibilities
- Employee Wellbeing Support functions
- Responsibilities of Non employees
- Collective responsibilities

Summary of the main changes

- The Corporate Health and Safety Management Steering Group has been refocused and the membership has been amended to reflect the status and the profile of the new Corporate Health and Safety Leadership Board
- Assistant Chief Executive to chair the Leadership Board (consider adding in a deputy chair to step in where required)
- Nominated Executive Board member (PM) portfolio holder to attend New Corporate Health and Safety Leadership Board
- Directors to Nominate a Head of Service as a representative of the department to attend the Leadership Board
- DMTs to ensure the Strategic Advisor (H&S) attend DMT regularly
- Corporate Advisory and Risk Group (CARG) replaces HASAG.
- All roles reviewed to ensure they reflect suitable and achievable responsibilities
- Emergency planning added – give due consideration to health, safety and wellbeing issues when developing, reviewing and implementing plans and responses
- Property Division – has been amended in line with new structure and responsibilities.
- Employee Wellbeing Manager, Lead Business Partner (H&S), Strategic Advisor (H&S) Health and Safety Advisors, Senior Business Partner (Working Safely) Working Safely Advisors – roles have all been refocused in line with the realignment and new responsibilities outlined in the policy.
- Lead Business Partner (H&S) will lead the H&S function and will manage the team, allocating resources in line with risk and business priorities.
- The Strategic Advisors (H&S) will support DMTs and will ensure the H&S implications of change are considered at the planning stage.
- The Health and Safety Advisors will work with managers to support the implementation of policies and will monitor H&S performance through audit.
- The Working Safely team will work with the H&S team and will prepare and provide H&S training, development and advice in line with identified risks

2. OTHER OPTIONS AVAILABLE AND THEIR PROS AND CONS

N/A

DETAILED REPORT ATTACHED?	NO
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IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Paul R Thomas Assistant Chief Executive (People Management and Performance)

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	YES	NO	YES	YES	NO

1. Policy, Crime & Disorder and Equalities

The guidance supports the strategic aim of Making Better Use of Resources

2. Legal

The Health and Safety at Work at 1974 and the Management of Health and Safety at Work Regulation 1999 and other relevant approved codes of practices and regulations.

3. Finance

The cost implications for any prosecution, including legal costs and fines and possible personal injury claim or claims for compensation. Also sickness absence, lost time and replacements costs.

5. Risk Management Issues

Insurance, management of any PI or other claims, identification and management of risk

7. Staffing Implications

Competent health and safety advice in order to minimise risk and to ensure the authority complies with its duties.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below
Signed: Paul R Thomas Assistant Chief Executive (People Management)

1. Scrutiny Committee N/A
2. Local Member(s) N/A
3. Community / Town Council N/A
4. Relevant Partners N/A
5. Staff Side Representatives and other Organisations The policy has been consulted on.

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report: N/A