

Staffing Committee

Agenda

Date: Tuesday, 20th July, 2010
Time: 2.00 pm
Venue: Committee Suite 1,2 & 3, Westfields, Middlewich Road,
Sandbach CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a total period of 10 minutes is allocated for members of the public to address the Committee on any matter relevant to the work of the Committee.

Individual members of the public may speak for up to 5 minutes but the Chairman will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers.

Members of the public should provide 3 clear working days notice, in writing, if they wish to ask a question at the meeting, in order for an informed answer to be given. It is not required to give notice of the intention to make use of public speaking provision, however, as a matter of courtesy, a period of 24 hours notice is encouraged.

4. **Minutes of Previous meeting** (Pages 1 - 4)

To approve the minutes of the meeting held on 8 April 2010 as a correct record.

5. **HR Update** (Pages 5 - 24)

To consider a report on the progress with Human Resource issues

6. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART 2 - MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT

7. **Confidential Minutes** (Pages 25 - 28)

To approve the confidential minutes of the meeting held on 8 April 2010.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Staffing Committee**
held on Thursday, 8th April, 2010 at Committee Suite 1,2 & 3, Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor D Topping (Chairman)
Councillor R Domleo (Vice-Chairman) and B Silvester (Vice-Chairman)

Councillors W Fitzgerald, R Fletcher, D Flude, F Keegan and B Moran

Unions

Phil Mason – UNISON
Kevin Yoxall – UNISON
Babak Bassirian – NUT Solbury
Anton Woodford – AEP Solbury
Kevin Bradbury – GMB

Officers

Erika Wenzel, Chief Executive
Paul Bradshaw, Head of HR & Organisational Development
Julie Davies, HR Strategy Policy Manager
Amanda Rudham, HR Policy Manager
Suzanne Antrobus, Senior Corporate Solicitor
Rosie Ottewill, Workforce Development & Capacity Manager
Amanda Sherratt, Health & Safety Officer

75 APOLOGIES FOR ABSENCE

Apologies were received from Olga Kokkinis, UNISON; Bob Blundell, UNISON; Colin Priest, GMB and Chris Millington, GMB.

76 DECLARATIONS OF INTEREST

Councillor D Flude declared a personal interest being a retired member of Unison.

77 PUBLIC SPEAKING TIME/OPEN SESSION

There were no members of the public present.

78 MINUTES OF PREVIOUS MEETING**RESOLVED:**

That the minutes of the meeting held on 7 January 2010 be approved as a correct record.

79 HR UPDATE

The Head of Human Resources & Organisational Development, aided by the HR Strategy Policy Manager, the Health & Safety Officer and the Workforce Development & Capacity Manager, presented a report which provided a general update on Human Resource issues, including Health & Safety, Workforce Development, Organisational Change, HR Delivery and HR Policy & Reward.

Twenty seven Health & Safety Policy and Guidance documents were now available on the CEntrant and further documents were undergoing development and consultation. The Committee was asked to approve documents relating to Lone Working and Manual Handling (Non Schools), which had been discussed at the Corporate Health & Safety Forum as part of the consultation process.

The HSE Inspector had visited in January 2010 and remained pleased with the Council's management of Hand Arm Vibration and would not be reviewing the Council's procedures again until January 2011. An Inspector would be visiting later in the month to discuss 'Hard Facilities Management' arrangements, along with Waste & Recycling and with a special emphasis on 'Task and Finish'. The Chairman asked to be kept informed of the outcomes, which would be reported to the Committee in due course.

The Council had signed up to the Backing Young People national campaign. Work was underway to recruit twenty five new Apprentices and three graduates from the national graduate development programme. It was also proposed to offer work experience to a number of young people at school/college across the Borough and to offer short term internships to unemployed people through the future jobs fund.

A corporate induction programme was being developed and would include a welcome leaflet, an induction checklist to cover corporate information/policies and a half day workshop within 3 months of starting. The Union representatives requested that details of the trade union be included in the information provided to new starters.

RESOLVED:

- (1) The report be noted.
- (2) The Lone Working Policy and Manual Handling (Non Schools) Policy be approved.

80 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That the public and press be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involved the disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing the information.

81 ITEMS REQUESTED BY THE TRADE UNIONS

The Trade Unions representatives raised issues relating to the following matters:

- Workforce Change
- National Pay Award

The meeting commenced at 2.00 pm and concluded at 3.15 pm

Councillor D Topping (Chairman)

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CHESHIRE EAST COUNCIL

REPORT TO: Staffing Committee

Date of Meeting:	20 July 2010
Report of:	Paul Bradshaw, Head of Human Resources & Organisational Development
Subject/Title:	HR Update
Portfolio Holder:	Cllr Mason

1.0 Report Summary

1.1 To update the Committee on progress with Human Resource issues.

2.0 Recommendations

2.1 To note the report.

2.2 To approve the General Health and Safety Policy.

3.0 Reasons for Recommendations

3.1 To ensure Members are kept up to date with HR developments.

4.0 Wards Affected

4.1 No specific wards affected.

5.0 Local Ward Members

5.1 Not applicable.

6.0 Policy Implications including - Climate change - Health

6.1 No significant implications.

7.0 Financial Implications

7.1 No direct implications arising from this report.

8.0 Legal Implications (Authorised by the Borough Solicitor)

9.1 No direct implications arising from this report.

9.0 Risk Management

9.1 No significant risks identified.

10.0 Background and Options

10.1 HEALTH & SAFETY

10.1.1 CORPORATE HEALTH & SAFETY MANAGEMENT ARRANGEMENTS

- 10.1.2 Twenty six Policy and Guidance documents are now available on CEntranet and a further 31 guidance notes have been developed specifically for the Children's and Families service.
- 10.1.3 These policies have been prepared by referencing legislation (where available) and using best practice examples from across the four former Authorities. Tier 3 Managers have been informed of each new policy and are requested to disseminate as appropriate to their teams. Newly agreed policies will be publicised in forthcoming Health & Safety Newsletters.
- 10.1.4 Further documents are undergoing development and consultation:

- | | |
|------------------------------|-------------------------|
| • Working with Young Persons | • Events Safety |
| • Working with Contractors | • Violence & Aggression |

10.1.5 DRAFT DOCUMENTS FOR CONSIDERATION

- 10.1.6 Approval of the General Health and Safety Policy is requested. This was discussed at the Corporate Health & Safety Forum on 3 June 2010 and will conclude the consultation process at this meeting. The Policy is included as Appendix 1.
- 10.1.7 The General Health & Safety Policy is reviewed annually and specifies general responsibilities of employees at all levels of the organisation and Elected Members.

10.1.8 ENGAGING WITH THE HEALTH & SAFETY EXECUTIVE

- 10.1.9 The HSE Inspector visited, as planned, on 21 April 2010 and met with representatives from the Facilities Management service and the Waste and Recycling service. The Inspector discussed "Hard Facilities Management" arrangements and Waste & Recycling, with special emphasis on Task & Finish and the procurement of services.

10.1.10 ACCIDENT AND INCIDENT DATA

- 10.1.11 During the first year of Cheshire East Council (01.04.09 – 31.03.10), a total of **763** accident / incident reports were registered by the Corporate Health and Safety team, of which **276** were RIDDOR* reportable to the Health & Safety Executive. (*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

	No. of Incidents	No. of RIDDORs
Quarter 1	371	59
Quarter 2	119	62
Quarter 3	138	78
Quarter 4	135	77
Totals	763	276

10.1.12 The highest numbers of incidents received and recorded so far are in the People Directorate. This is not unexpected due to the high number of public who use the services provided by this Directorate, including activities undertaken in Schools.

10.1.13 In the Places Directorate the two areas with high number of RIDDOR reportable incidents are Waste & Recycling Services and Tatton Park. Again this is to be expected due to the types of activities undertaken and the accident history of these areas. Tatton Park has a large number of public visitors so would statistically be expected to have an increased number of RIDDOR reportable incidents when compared to other services within the Places Directorate. Waste & Recycling Services has historically had a high number of incidents due to the hazardous nature of tasks undertaken.

10.1.14 CORPORATE HEALTH AND SAFETY FORUM

10.1.15 The Corporate Health & Safety Forum met on 3 June 2010 and the following issues discussed:

(i) Corporate Audit Programme

A pilot of the audit questionnaire has been carried with HR & OD. The next phase of the programme, due to commence in July 2010 involves the phased distribution of the Self-Audit Questionnaires to 18 Service areas throughout the next 12 months. The results of these will assist us in setting the priority time table for the first year of the full audit cycle.

(ii) Corporate Noise Programme

The Control of Noise at Work Policy is now available on the Health & Safety team home pages of CEntranet and noise assessments have commenced in the Waste and Recycling Service and Streetscape (Grounds and Cleansing).

(iii) Electronic Accident Reporting System

The Corporate Health & Safety Team have purchased an Electronic Accident Reporting System (EARS) which is due to be operational by September 2010 with a phased roll out to services. The EARS will replace

the current paper form system and allow for improved management of accident information.

Service managers will be responsible for ensuring that incidents are recorded on the electronic system at the incident location, undertaking investigations and inputting their findings. The information gathered will allow managers to identify accident 'hot spots' and systems of work which are producing high number of accidents. This will enable managers and the corporate H&S team to tackle the root causes of accidents and reduce the likelihood of accidents in the future.

10.1.16 The Forum will next meet on 7 October 2010.

10.2 ORGANISATIONAL DEVELOPMENT

10.2.1 EMPLOYING YOUNG PEOPLE

10.2.2 Good progress has being made in recruiting young people into Cheshire East via our apprenticeship and graduate development programmes. Offers have been accepted by four graduates who will join the national graduate development programme with Cheshire East in October 2010.

10.2.3 Recruitment of apprentices and support for workplace supervisors and mentors is now well underway. Over 30 apprenticeship placements have been established across all services to date for the corporate scheme with 16 apprentices currently active within the authority. Local apprenticeship schemes in areas such as Finance and Environmental Services have also been put in place with the creation of 12 further locally funded apprenticeship places.

10.2.4 To raise the profile of apprenticeships an inaugural CEC Apprenticeship and Employer event took place on 30 June 2010. The purpose of the event was to launch the Councils scheme and increase awareness and commitment to apprenticeships across the Cheshire East borough. The event was a great success with more than 150 attendees including school leavers, local businesses and training providers.

10.2.5 EMPLOYEE RECOGNITION SCHEME

10.2.6 The aspire4excellence employee recognition scheme was launched in May based on best practice and employee consultation. The aim of the scheme is to recognise individuals and teams for role modelling the **ASPIRE** values, and through this making a significant impact on a customer or colleague. Over 90 nominations were received and 14 individual and one team award winners were selected by the recognition panel. A review has just been completed to capture and action learning and the next cycle will begin in September.

10.2.7 WORKFORCE DEVELOPMENT

10.2.8 As part of the business planning process, Services have recently developed workforce development plans which summarise their key workforce priorities in the following areas:

- Developing the organisation
- Developing leadership capability
- Developing workforce skills and capacity
- Resourcing local government
- Pay and rewards

10.2.9 This information is now being aggregated into an overall CEC workforce development plan which translates and summarises the key workforce priorities required to deliver the corporate plan.

10.2.10 INVESTORS IN PEOPLE

10.2.11 As part of the process for CEC to retain Investors in People (IIP) recognition, a “light touch review” has recently been undertaken by IIP North West involving a small cross section of senior managers, cabinet members and trade union representatives.

10.2.12 The aim of this review was to gain a general overview of the Councils position in relation to the standard and to identify areas of good practice and areas to focus on. The assessor identified a clear commitment to the principles and ethos of the standard, with clear evidence of a number of practical steps being taken or planned. The main emphasis this year will be on ensuring that good people management practices are firmly embedded across the Council so that this is clearly evident in the full corporate review which needs to be undertaken by June 2011.

10.2.13 CEC MANAGER

10.2.14 One of the IIP standards is that “managers can describe the skills, knowledge and behaviours they need to lead, manage and develop people effectively”. Although managers interviewed were able to give their own understanding of this – there is currently no defined and consistent view of this for CEC as a whole.

10.2.15 A piece of work is now underway to develop a CEC manager framework which will define the generic requirements of a manager within the Council, the behavioural competencies required and signpost to development tools.

10.2.16 SKILLS AWARD

10.2.17 To reinforce the Councils commitment to developing its workforce and achieving the IIP standard, CEC has recently signed up to work towards the North West Employers Organisations Skills Award. Through this councils in the North West of England can achieve recognition for demonstrating a strategic approach to workforce development. Achieving

the award fulfils commitments to the Skills Pledge and brings Skills for Life activity alongside the full range of skills activity in one review process.

10.2.18 Working with colleagues and trade union learning representatives across the Council, an action plan will be developed with the aim of achieving the award within eighteen months. The action plan will need to demonstrate how the council:

- encourages and supports employees to gain the skills and qualifications that will meet the needs of the business and support their future employability
- supports employees to acquire literacy and numeracy skills and achieve level 2 qualifications
- raises the skills and competencies of its employees to improve organisational performance
- achieves measurable impact demonstrating effective planning and implementation of learning and development interventions.

10.3 HR DELIVERY

10.3.1 Business transformation programmes such as the redesign of Children's Services and Adult Social Care, together with in year grant reductions and the need to achieve greater efficiencies and savings, has meant that the HR Delivery Team continues to be heavily involved in supporting managers to re-design and implement their structures.

10.3.2 This quarter, the team has also focussed on data cleansing and updating on Oracle as well as preparation for the major system update (R12) taking place over the next seven months. The new version aims to provide more streamlined processes, greater access to management information and ultimately business savings.

10.3.3 SUPPORTING WORKFORCE CHANGE

10.3.4 Since April 2009, the HR Delivery Team has supported the resolution of 390 workforce reductions across the Council which should result in savings of more than £19m over a three year period.

10.3.5 In addition, a total of 222 employees have been placed on the Redeployment Register. This is either because their positions are already displaced within the structure or because they are "at risk" of becoming so.

10.3.6 Of the total number of employees placed on the Register, HR have resolved the situation for 120 employees, so far reducing the Council's staffing spend by over £3m. A further 19 people are currently in trial periods in alternative jobs which are expected to prove successful.

10.3.7 The demand for redeployment and workforce change is expected to continue over the next twelve months and beyond, in the light of business transformation programmes and increased budgetary pressures.

10.4 HR POLICY & REWARD

10.4.1 POLICY DEVELOPMENT

10.4.2 A significant amount of work has been undertaken to develop new HR policies and procedures for Cheshire East and we will be working with the trade unions over the coming months to consult on these policies.

10.4.3 The CEntranet site continues to be developed to enable managers and employees to access policies, procedures and other HR information.

10.4.4 JOB EVALUATION

10.4.5 A significant amount of job evaluation work also continues to be undertaken to support organisational reviews in Services. To date over 500 new jobs have been evaluated. HR Officers are working closely with trade union colleagues to grade jobs quickly and in accordance with the Council's job evaluation schemes.

10.4.6 HARMONISATION/EQUAL PAY

10.4.7 As Members will be aware Cheshire East still has large numbers of people who remain on the terms and conditions of their Legacy Authorities as they TUPE transferred to Cheshire East as part of LGR.

10.4.8 In order to resolve equal pay issues and develop a modern set of terms and conditions of employment for Cheshire East, the Council has recently established a Member Steering Group, (comprising Councillors Keegan, Brown & Mason), a Project Board, and a joint trade union working group. The Staffing Committee will be kept informed of developments.

10.4.9 WEEKLY PAY

10.4.10 The HR Policy Team are currently working with the trade unions to transfer those employees (approximately 330) paid on a weekly basis to monthly pay. Support is being put in place to help the affected employees and it is anticipated that all employees will move over to monthly pay with effect from October 2010.

10.4.11 CYCLE SCHEME ROADSHOWS

10.4.12 The HR Policy Team in collaboration with Strategic Highways and local cycle shops, recently ran a number of Roadshows at Council buildings to mark National Cycle Week and promote the Council's Cycle Scheme. The Scheme allows employees to hire a cycle over a 12 month period via salary sacrifice with the possibility of purchase at market value at the end of the period. As well as being a cost effective way for employees to source a cycle, (they make savings on VAT, income tax & national insurance), the Council makes savings due to the reduction in employer's national insurance contributions payable. The Council currently has 105 employees on the Scheme.

- 10.4.13 The Roadshows were very successful with lots of employees expressing interest in the scheme. As a direct result of the Roadshows we expect 25 additional employees to sign up to the scheme.
- 10.4.14 Further Roadshows at other venues to promote the Cycle Scheme, other salary sacrifice schemes, (e.g. Child Care Vouchers) and benefits will be held later in the year.

11.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

Name: Amanda Rudham

Designation: HR Policy Manager

Tel No: 01270 686327

Email: amanda.rudham@cheshireeast.gov.uk

HEALTH AND SAFETY POLICY



Document No:	Issue No: Issue 2	Issue Date: JUNE 2010 Review Date: APRIL 2011	Responsibility / owner: Corporate Health and Safety Team
Title: GENERAL HEALTH AND SAFETY POLICY			

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Prepared by: Corporate Health and Safety Team	Approved for Issue by:
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REVISION TABLE

Issue Number	Date issued	Revision / change
2	June 2010	Amendments to policy following annual review



GENERAL HEALTH AND SAFETY POLICY STATEMENT

The Council recognises that providing good health & safety management is fundamental to the delivery of its services to the people of Cheshire East.

Our aim is to create an environment where everyone can work safely and healthily and where all those affected by our work remain safe. The Council accepts its responsibility to do all that is reasonably practicable to ensure the health, safety and welfare at work of its employees.

We will achieve this by:-

- *Identifying the risks in our activities and taking the necessary steps to manage those risks*
- *Complying with current health & safety legislation, guidance and best practice*
- *Ensuring through training and assessment that everyone has the necessary competence to do their job safely*
- *Communicating and engaging with employees to ensure that everyone understands how to keep themselves and others safe and healthy*
- *Ensuring that competent persons are available to provide health & safety assistance and technical advice*
- *Committing to a process of continuous improvement in our health & safety performance by monitoring results and forward planning*
- *Consulting with employees on all work related health & safety issues.*

The Council expects all staff to go about their work with the proper concern for the safety of themselves and others. It also expects the same support and cooperation from contractors, partners, visitors and persons using its facilities.

A handwritten signature in black ink, reading "Erika Wenzel". The signature is written in a cursive, flowing style.

Erika Wenzel
Chief Executive

Dated 1st April, 2010

1.0 INTRODUCTION

1.1 Application

This is the written health & safety policy of Cheshire East Council as required by section 2 of the Health & Safety at Work etc. Act 1974.

This policy applies to all employees, Elected Members, contractors, visitors, clients, service users, pupils and partner organisations insofar as the Council has control over their activities. Where agency workers and those on work experience or training schemes are engaged in the workplace, they will be treated as employees for the purposes of health and safety, the same level of care and protection afforded to them as other employees.

1.2 Commitment

The Council is committed to providing and maintaining a safe and healthy place of work with adequate welfare arrangements. The Council will also ensure that all employees receive sufficient training and support in order for them to carry out their work with minimum risks to their health and safety and to the health and safety of others who may be affected by these work activities.

1.3 Health and Safety Management

The provisions contained within this policy will ensure that health and safety is an integral part of the corporate risk management process, and the health and safety management system contained within the HSE guidance note HS(G) 65 will be followed.

This policy outlines the Council's health and safety management system. Directorates and services may produce their own standards and procedures to demonstrate how health and safety will be managed including everyday operational issues.

In addition to the Health and Safety Policy, specific corporate policies will be introduced e.g. the accident reporting policy, which must be adopted by Directorates and Corporate services.

1.4 Consultation and Communication

Consultation and communication with trade unions and employee representatives will be maintained through the Corporate Health and Safety Forum and divisional / service sub-forums. The important role of Trade Union Health and Safety Representatives in the maintenance of high standards of health and safety within the organization is recognised and supported.

1.5 Joint Working

The Council will work together with partner organisations and other key stakeholders to ensure that health and safety is taken into account where joint working takes place. The Council will also ensure that there is proper liaison with external organisations such as the enforcement and inspection bodies.

Where contractors are used to carry out functions on behalf of the Council, they will be appropriately selected, vetted where necessary and subsequently monitored to ensure their work is in accordance with the Council's policy on health and safety.

1.6 Policy Approval

All policies relating to matters of health, safety and welfare will be presented to the Corporate Health and Safety Forum, Staffing Committee and other appropriate joint consultation bodies for approval. Such policies will then apply to all Directorates and Corporate services.

1.7 Review

The Health and Safety Policy will be reviewed on an annual basis.

2.0 ORGANISATION

This section of the Health and Safety Policy sets out the roles and responsibilities of key stakeholders within the Council. It also outlines the Council's expectations of those who are not employees e.g. partner organisations, contractors, service users, visitors and members of the public, where these people have contact with the Council.

The health and safety functions of the persons involved can be generally categorised as ***Policy makers, Planners, Implementers, Assisters and Employees***

2.1 Policy Makers

Policy makers are those who devise and are responsible for approving and monitoring policy on health, safety and welfare at a strategic level. They preserve, develop, promote and maintain the Council's health & safety management system. *Policy makers* also make sure that health & safety matters are taken into account when organisational decisions are made.

The *Policy makers* are: -

2.1.1 Council Members

It is the responsibility of Council Members to approve and monitor the Council's Health and Safety policy and subsequent corporate policies.

The portfolio holder for Resources is the Council Member with specific responsibility for strategic health and safety matters and will also be briefed by the Head of HR and Organisational Development on operational matters of particular importance e.g. serious accidents.

The portfolio holder for Resources will ensure that Council Members receive an annual health and safety report.

Portfolio holders who have specific responsibility for Directorate and corporate services will also be responsible for monitoring relevant health and safety procedures.

Elected Members of the full Council must ensure that sufficient priority is given to the allocation of resources for the provision of health, safety and welfare. Members must ensure that health & safety is an integral part of the procurement process and that the Council ensures that the appropriate health & safety requirements are a significant factor in its procurement decisions.

2.1.2 Chief Executive

The Chief Executive has overall responsibility for the implementation of this policy. The Chief Executive will ensure that there is a suitable system in place for managing health and safety and that relevant Elected Members receive recommendations concerning sufficient resources being made available in terms of employees and finance. It is the responsibility of the Chief Executive to promote a positive health and safety culture within the organisation where health and safety is integrated into all aspects of work and employees are encouraged and supported when dealing with health and safety matters.

The Chief Executive will also ensure that the Management Team receive an annual health and safety report which reviews the main health and safety issues and sets priorities for the forthcoming year.

2.1.3 Directors

Directors and Service Heads for Performance & Capacity are responsible for ensuring that day-to-day health and safety matters are dealt with in their Directorate. This includes the following:

- Ensuring that there is compliance with the Health and Safety Policy and individual service policies
- Establishing and maintaining the Directorate Health and Safety Forums
- Integrating health and safety into Directorate Service Plans

- Liaising and consultation with Trade Unions on health and safety matters
- Implementing of Directorate policies
- Ensuring that employees are informed about Corporate and Departmental policies & understand their responsibilities for health & safety
- Ensuring that a Health & Safety Co-ordinator and Safety Assistants are appointed for their department

The Head of HR and Organisational Development is the named Director with specific responsibility for health and safety and as such has the following responsibilities in addition to those of Director listed above:

- Liaising with the Health and Safety Executive and other enforcing bodies
- Liaising with the Executive Member nominated as the Health & Safety Champion with regard to health and safety matters
- Presenting policies and reports to the Executive and joint consultation body.
- Liaising with the Corporate Health and Safety Manager on corporate health & safety issues
- Ensuring that each Directorate / Corporate service has access to sufficient health and safety advice
- Managing the implementation of policies
- Consulting with the Trade Unions

2.2 Planners

Planners are those who develop detailed local plans to achieve corporate health & safety objectives. They contribute to the Council's health & safety management system by concerning themselves with management arrangements for the identification, elimination and control of hazards and risks within their area of responsibility. *Planners* in this sense are; -

2.2.1 Heads of Service

Heads of Service are responsible for health and safety matters in the areas under their control including:

- Ensuring that there is sufficient health and safety training for their employees and maintenance of training records
- Liaising with the Departmental Health and Safety Forum and chairing the group if required
- Ensuring that risk assessments are carried out and reviewed as necessary
- Monitoring health and safety systems and procedures and setting targets to improve health & safety performance as part of the business planning process.

- Liaising with the health & safety co-ordinator within that department

It should also be noted that “*planners*” could also include Head Teachers, Designers and Health & Safety groups and Committees.

Schools such as Voluntary Aided Church Schools, Foundation schools and Academy Trusts are not owned and managed by the Council. It is recommended that such schools adopt this or a similar policy in respect of their responsibilities in accordance with Health & Safety at Work, etc. Act 1974.

2.3 Implementers

Implementers are those within the organisation who make sure that the workplace precautions, risk assessments and safe systems of work are developed in order to control the hazards and risks within their area of responsibility.

Implementers include **Line managers, Supervisors, Premises managers, Teachers, and Contract supervising officers**

2.3.1 Line managers and supervisors including heads of departments in schools

Line managers and supervisors are responsible for ensuring that:

- Service and Corporate H&S policies and procedures are implemented.
- Employees receive information, instruction and training relevant to their role.
- Health and safety inspections are carried out at least every 6 months.
- Accidents and incidents are investigated and reported in accordance with the Council's accident reporting procedure.
- Risk assessments are carried out for all significant hazards.

2.3.2 Managers in control of buildings and their deputies inc. headteachers

Managers in control of buildings and their deputies are responsible for **managing** and co-ordinating health and safety issues for the building including:

- Control of asbestos
- Management of Legionella
- Fire risk assessment and procedures
- Control of contractors
- Emergency and contingency planning

Building Managers will liaise with *Facilities Management Service* to make sure that maintenance and repairs are undertaken at the required intervals.

The 'Building Manager' will also ensure that records are kept and employees informed of the control measures necessary to minimise the risks to health and safety of the building users.

2.3.3 Contract Supervising Officers are responsible for ensuring that contracts are only awarded to contractors who can demonstrate their competence in health & safety as it applies to the work concerned and their willingness to put all necessary health & safety members in place.

2.4 Assistors

Assistors are persons that have the authority, independence and competence to advise Directors, Management and employees (or their representatives). They will be the following-

2.4.1 Corporate Health and Safety Manager

The Corporate Health and Safety Manager is responsible for the following:

- Liaising with the Head of HR & Organisation Development on health and safety issues
- Devising health and safety policies and procedures for consideration by Council Members
- Providing health and safety advice to Council Members, the Chief Executive, Directors, senior managers and other employees
- Monitoring the Health and Safety Policy
- Ensuring that training needs are identified

2.4.2 Corporate Health and Safety Advisers

Corporate Health and Safety Advisers have the following responsibilities:

- Providing health and safety advice to Directors, senior managers and other employees on all matters relating to health safety and welfare
- Advising on and monitoring Departmental health and safety procedures for consideration at Health and Safety committees and other consultation meetings

Assistors may also be technical or specialist employees who have achieved a certain level of health & safety competency within their specialized field.

2.5 Employees

Irrespective of their position within the structure all employees have the following responsibilities:

- To take reasonable care for the health and safety of themselves and other people
- To co-operate with the employer regarding matters of health and safety
- To report any matters which could put themselves or others at serious risk to their line manager
- To bring to the attention of their line manager, any defects in property, equipment or machinery which could give rise to harm
- Not to interfere with or misuse any equipment provided for health, safety or welfare
- To report accidents / incidents

2.6 Agency workers

For the purposes of the Council Health and Safety Policy, agency workers shall be regarded as employees of the Council.

Therefore all references to 'employees' in this policy shall include agency workers.

2.7 Trainees

Under the Health and Safety (Training for Employment) Regulations 1990, trainees, work experience students and others on similar training programmes with the Council shall be deemed to be 'employees' of the Council.

2.8 Trade Union Health and Safety Representatives

Safety Representatives have the same responsibilities as other employees. However, in addition to these responsibilities they also have rights under the Safety Representatives and Safety Committees Regulations 1977 and under agreed arrangements with the Council including:

- Carrying out health and safety inspections
- Assisting with accident investigations
- Receiving information from the employer regarding matters of health and safety
- Being involved in the consultation process on health and safety policies and procedures

3.0 ARRANGEMENTS

It should be noted that what follows here is a summary of the arrangements necessary for health & safety management. More detailed Corporate arrangements and guidance notes are included in the full policy.

3.1 Risk Assessment

The Health and Safety Policy of the Council is based on an effective health and safety management system, which aims to minimise risks to employees and others. Where significant risks are present, they will be subject to a formal risk assessment, which will determine the control measures to be used.

Risk assessments can be generic for a particular activity or individual to cover a specific situation. Where significant risks are identified, the results of the risk assessments will be recorded in either a risk assessment format, code of practice, policy document or guidance note.

3.2 Access to Competent Health and Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the Council has a number of health and safety practitioners who are able to offer advice on all aspects of health and safety including advice on the completion of risk assessments.

Their roles and responsibilities are outlined in paragraphs 2.4.1 and 2.4.2 of this policy.

3.3 Training and Information

Health and safety training and information will be provided to employees in the following ways:

- During induction training
- By attendance at formal training courses covering general health and safety
- By attendance at training courses covering job specific topics e.g. manual handling
- By publications such as policy documents, manuals, leaflets, and pocket cards
- By use of Intranet health and safety pages

Health and safety training needs will be identified by managers in Departments and services during employees appraisals/supervision sessions and managers must ensure that appropriate training is delivered.

3.4 Consultation and Communication

The Council is committed to the principle of consultation and communication with employees on all matters of health, safety and welfare.

Each Division/Service must follow the format of the Corporate Health and Safety Forum which is chaired by the Director of HR/OD, and implement similar Service Health and Safety Sub-Forums chaired by the Directors of the Service (or their Nominee). These Divisional/Service Health & Safety Sub-forums sit below the Corporate Health and Safety Forums. The Sub-Forums must be made up of balanced numbers of Union representatives and representatives of management.

3.5 Accident reporting

The Council has an accident /incident reporting and recording procedure which applies to all departments.

Accident/Incident report forms are completed by managers and forwarded to the Health and Safety Team. Where accidents are reportable to the HSE under the RIDDOR Regulations they will be reported by the Corporate Health and Safety Team.

3.6 Occupational Health

The Council is committed to the prevention of occupational ill health and will take steps to ensure that all incidents of reported occupational ill-health are recorded. The Council will strive to ensure an improvement in these figures each year in the interests of employees' good health.

3.7 Contractors

All contractors will be required to act in accordance with the Council Health and Safety Policy and the policies and procedures of the Department for whom they are working.

Contractors are expected to carry out their own risk assessments to ensure the health and safety of Cheshire East Council employees and third parties who may be affected by the contractor's activities.

Where possible, the health and safety policies and procedures of partner organisations will work in conjunction with those of the Council.

Cheshire East Council will be working together with other agencies to improve the standards of health and safety performance of its contractors and all contractors will be expected to cooperate with the Councils vetting scheme when it is developed.

3.8 Partner Organisations

The Council will ensure as far as possible, that the health and safety policies and procedures of partner organisations are harmonised with those of the Council to reduce the risk of conflicting standards.

4.0 MONITORING AND AUDITING OF THE HEALTH AND SAFETY POLICY

The Council recognises the importance of regular monitoring of the health and safety policy and annual auditing.

The policy is therefore monitored by the following means:

- Council and Departmental Health and Safety Forums
- Site surveys
- Risk Management meetings
- Sickness absence data
- Annual employees survey
- Accident / incident data
- Annual health and safety reports
- Consultation meetings with the Trade Unions and their Safety Representatives

The Council will ensure that such monitoring is sufficient to ensure policies and procedures are effective and meet the requirements of HS (G) 65 'Effective Health and Safety Management'

4.1 Review of the policy

This policy will be reviewed as a result of:

- Changes in safe working practices
- Up-dated knowledge of hazards
- Changes in Council structures
- Accidents or occupational ill-health issues
- Enforcing authority action

Notwithstanding the above, the policy will be reviewed at least annually.

All additional Policies and Guidance Notes relating to specific health and safety issues are available on the CEntranet under the Health and Safety Team home page.

<http://centranet.ourcheshire.cccusers.com/healthandsafety/Pages/default.aspx>

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