

SOUTH STAFFORDSHIRE COUNCIL

STANDARDS AND RESOURCES COMMITTEE – 23 NOVEMBER 2023

CORPORATE HEALTH AND SAFETY POLICY - REPORT OF ENVIRONMENTAL HEALTH & LICENSING TEAM MANAGER

LEAD CABINET MEMBER – COUNCILLOR RITA HESELTINE, CABINET MEMBER FOR REGULATORY SERVICES.

PART A – SUMMARY REPORT

1. SUMMARY OF PROPOSALS

Every 3 years the Council reviews its Corporate Health and Safety Policy to ensure that it is fit for purpose considering organisational and legislative changes.

The existing policy has been reviewed and has been updated to reflect the current organisational structure. There were no updates required in respect of any legislative changes.

The revised policy can be found in Appendix 1.

2. SUMMARY IMPACT ASSESSMENT

POLICY/COMMUNITY IMPACT	Do these proposals contribute to specific Council Plan objectives?	
	Yes	A Safe and Sustainable District
	Has an Equality Impact Assessment (EqIA) been completed?	
	No	No significant changes to the policy so no implications that have not been considered previously.
SCRUTINY POWERS APPLICABLE	Report to Standards and Resources Committee	
KEY DECISION	No	
TARGET COMPLETION/DELIVERY DATE	November 2023	
FINANCIAL IMPACT	No	Fulfilling the Council's obligations under the Health and Safety at Work etc. Act 1974 is met from within existing budgets. There are no direct financial implications arising from this report.
LEGAL ISSUES	Yes	The Council has common law and statutory duties relating to the health and safety of its employees, contractors and members of the public under the

		Health and Safety at Work etc. Act 1974, its related regulations and approved codes of practice.
OTHER IMPACTS, RISKS & OPPORTUNITIES	Yes	<p>Risk of non-compliance with Health and Safety legislation detailed in corporate risk register.</p> <p>Opportunity to have positive impact on employees health and wellbeing</p>
IMPACT ON SPECIFIC WARDS	No	

PART B – ADDITIONAL INFORMATION

3.0 BACKGROUND

Health and safety is about preventing people from being harmed by work or becoming ill through work. As an authority we have both a legal and moral duty towards our own employees, contractors and members of the public.

The Council, as an employer, has a legal duty to prepare a written statement of general policy with respect to the health and safety of employees and the organisation and arrangements in place to implement the policy.

The Council also has a duty to review and revise the policy as often as is necessary and to bring the revised policy to the notice of all employees.

A Health and Safety area is maintained on the Core where all documents, policies and risk assessments are available to employees.

Approval of the policy rests with the Lead Cabinet Member but views of members of the Committee are sought before the revised policy is finalised.

Policy Review

The Corporate Health and Safety Policy sets out our commitment to health and safety, including a statement regarding responsibilities at different levels. The policy has been reviewed to take into account changes in the structure of the council, and sets out responsibilities as follows:

- Cabinet and CLT - Policy makers
- Assistant Directors - Planners
- Team Managers and Assistant Team Managers Implementers

The review also incorporates changes to the Health and Safety Steering Group arrangements which it is proposed will now operate as an Operational Group made up of Team Managers from services across the Council and representatives from relevant support services e.g.

finance and will be chaired by the Assistant Team Manager, Environmental Health and Licensing, meeting on a monthly basis.

It is proposed that a Strategic Steering Group, made up of Elected Members, relevant CLT/ELT members and chaired by the Environmental Health and Licensing Manager will be formed to oversee the work of the Operational Group via reports presented on a quarterly basis.

4. IMPACT ASSESSMENT – ADDITIONAL INFORMATION

None Identified

5. PREVIOUS MINUTES

6. BACKGROUND PAPERS

7. APPENDICES

Corporate Health and Safety Policy

8. RECOMMENDATIONS

- 8.1 That Members note amendments and provide comments on the revised Corporate Health and Safety Policy at Appendix 1.

Report prepared by: Jenny Rhodes (Environmental Health Protection and Licensing Team Manager)