

Appendices:  
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**NORTHAMPTON**  
BOROUGH COUNCIL

# **COUNCIL**

## **Thursday 5<sup>th</sup> July 2018**

**Agenda Status: Public**

**Directorate: Borough Secretary and  
Monitoring Officer**

**Report  
Title**

CORPORATE HEALTH, SAFETY AND WELLBEING POLICY

### **1. Purpose**

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- 1.1 To accept the Corporate, Health Safety and Wellbeing Policy

### **2. Recommendations**

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- 2.1 Council is recommended by the Chief Executive and Corporate Health, Safety and Wellbeing Manager to accept this reviewed and revised version of the Corporate Health, Safety and Wellbeing Policy (“the policy”).
- 2.2 Any further, or final amendments, shall be delegated to the Corporate Health, Safety and Wellbeing Manager in consultation with the leader of the Council, to action, prior to the Chief Executive signing and dating the policy statement of intent and going live to communicate out to all employees and being made publically available.

### **3. Issues and Choices**

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#### **3.1 Report Background**

- 3.1.1 The Council is legally required under section 2 (3) of the Health and Safety at Work etc. Act 1974 to review and revise its general Health and Safety Policy on an appropriate and regular basis. The policy has undergone review and revision with consultation with our recognised trade unions, to ensure this is legally compliant, relevant and updated.
- 3.1.2 This policy was last reviewed back in September 2015. Since 2015 the policy has required to be reviewed and refreshed. Corporate Health, Safety and

Wellbeing services have since transferred back in house from LGSS, our Chief Executive Officer (responsible person) has changed several times, our Corporate Health, Safety and Wellbeing team (HSW team) members are all new and now also focus on employee wellbeing, as a key element to reduce staff absenteeism.

It is vital our Council's Health and Safety policy is recognised as being modern and current, is signed and dated by our new Chief Executive, who leads on health and safety demonstrating leadership and commitment at a senior level within the organisation.

### **3.1 Decision details**

3.2.1 The purpose of the attached Corporate Health, Safety and Wellbeing Policy is to present the Council's organisational governance and safety framework; where Health, safety and wellbeing is put into the heart of its management arrangements and wider culture of the organisation. This fully embeds and integrates safety into operations across all council functions.

3.2.2 A 'statement of intent' sets out our principle Council objectives. The Council's organisational governance structure has been created to show clear lines of responsibility, accountability and compliance. All Council employees' have been identified and health and safety responsibilities allocated according to position.

3.2.3 The policy is reviewed every two years after full Council accept this policy. The policy meets and satisfies the Council's interim and preparatory position, until unitary status is formulated.

3.2.4 It is recommended that Council recognised this policy and makes finances and resources available to effectively implement this policy.

## **4. Implications (including financial implications)**

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### **4.1 Policy**

4.1.1 This policy is the legal document that represents the Council's written and primary health, safety and wellbeing document under S.2 (3) of the Health and Safety at Work etc. Act 1974. All and every other health, safety and wellbeing document whether strategy, policy, or procedure is subordinate and comes under this policy.

4.1.2 All organisational health, safety and wellbeing governance and management arrangements will be set out, directed and dictated by this policy.

### **4.2 Resources and Risk**

4.2.1 The Council has a statutory duty and obligation to ensure the policy is effectively delivered, implemented, properly managed and monitored on an ongoing basis, to avoid formal action by the Health and Safety Executive. It is paramount that finances and resources are allocated into a health and safety

cost centre budget, to ensure the existing team is properly resourced, so safeguarding all NBC, NPH and other investments.

- 4.2.2 Currently, the budget allocated to the Council's health, safety and Wellbeing team sits within the Human Resources budget which may be enhanced.
- 4.2.3 Current corporate health and safety impact risk rating is moderate and the likelihood possible.
- 4.2.4 Corporate Health, Safety and Wellbeing Team are responsible for delivering the policy and ensuring health and safety management is effective and conducting a monitoring regime. Team consists of a 0.5 FTE Health, Safety and Wellbeing Manager, 1 FTE Health and Safety Assistant and 1 FTE contractor (Health and Safety Advisor), due to finish August 2018.
- 4.2.5 There is a need to ensure the Health and Safety Advisor's post is filled (in some manner) after August 2018, to ensure the Council continues to fulfil its health and safety duties effectively. This vacant position will be given careful consideration once a new and proposed management structure is approved and a Head of Service is appointed into position.

### **4.3 Legal**

- 4.3.1 The Council has a general duty to prepare and revise its written policy and statement, with respect to the health and safety at work of its employees, its organisation and arrangements. The policy also refers to the Council conducting its undertaking in such a way that non employees will not be exposed to health and safety risks.
- 4.3.2 This policy is key to delivering its duty of care and comply with section 2 (3) of the Health and Safety at Work etc. Act 1974, and all secondary legislation made under this.

### **4.4 Equality**

- 4.4.1 The Policy reflects the Council's commitment to work in an equal and non-discriminatory manner. The Council's equality strategy and monitoring underpins this commitment.

### **4.5 Consultees**

- 4.5.1 The Chief Executive, Legal Services and both GMB and UNISON have been consulted through Management and Trade Union Consultation Meeting (MTUCM).

### **4.6 Other implications**

- 4.6.1 None

## **5. Background Papers**

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- 5.1 None

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