

AGENDA

EMPLOYMENT COMMITTEE

FRIDAY, 28 JULY 2023

2.00 PM

**COUNCIL CHAMBER, FENLAND HALL,
MARCH**

Committee Officer: Linda Albon
Tel: 01354 622229
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1 To receive apologies for absence

2 Previous minutes (Pages 3 - 4)

To confirm the public minutes of the meeting held 30 June 2023.

3 To report additional items for consideration which the Chairman deems urgent by virtue of the special circumstances to be now specified.

4 To receive members' declaration of any interests under the Local Code of Conduct or any interest under the Code of Conduct on Planning Matters in respect of any item to be discussed at the meeting

5 H&S Annual Report (Pages 5 - 20)

This report provides the Employment Committee with an overview of the Council's Health & Safety Annual Report for 2022/23.

6 Health & Safety Policy 2023 (Pages 21 - 32)

To review the Health & Safety Policy 2023 which has previously been presented to the Corporate Management Team and the Health and Safety Panel.

7 Planning Policy Team and S106 (Pages 33 - 36)

To request that Members consider and agree a staffing proposal in relation to the Planning Policy Team and s106 to enable the continuation of the Local Plan and s106 monitoring responsibilities following the ending of the service level agreement with Peterborough City Council.

8 Items which the Chairman has under Item 3 deemed urgent

Thursday, 20 July 2023

Members: Councillor G Christy (Chairman), Councillor Dr H Nawaz (Vice-Chairman), Councillor I Benney, Councillor J Clark, Councillor Mrs M Davis, Councillor A Gowler and Councillor S Imafidon

EMPLOYMENT COMMITTEE

FRIDAY, 30 JUNE 2023 - 3.00 PM



PRESENT: Councillor G Christy (Chairman), Councillor J Clark, Councillor Mrs M Davis, Councillor A Gowler and Councillor S Imafidon

APOLOGIES: Councillor I Benney

Officers in attendance: Sam Anthony (Head of HR and OD), Linda Albon (Member Services & Governance Officer), Mark Greenwood (Head of Property, Assets and Major Projects) and Marie Harley (HR Business Partner)

EC1/23 APPOINTMENT OF THE CHAIRMAN FOR THE MUNICIPAL YEAR

It was proposed by Councillor Davis, seconded by Councillor Gowler and resolved that Councillor Gary Christy be elected as the Chairman of the Employment Committee for the Municipal Year 2023/24.

EC2/23 APPOINTMENT OF A VICE-CHAIRMAN FOR THE MUNICIPAL YEAR

It was proposed by Councillor Christy, seconded by Councillor Imafidon and resolved that Councillor Dr Nawaz be elected as the Vice Chairman of the Employment Committee for the Municipal Year 2023/24.

EC3/23 GRIEVANCE POLICY

Members considered the Grievance Policy report presented by Sam Anthony.

Proposed by Councillor Dr Nawaz, seconded by Councillor Davis and AGREED to note the Grievance Policy and approve the adoption of the revised Grievance Policy.

EC4/23 PENSION DISCRETIONS

This item was withdrawn.

EC5/23 PROPOSED RESTRUCTURE OF PROPERTY AND ASSETS SERVICE

Members considered the Proposed Restructure of Property and Assets Service report presented by Mark Greenwood.

Members made comments, asked questions, and received responses as follows:

- Councillor Dr Nawaz asked if Mark Greenwood had said there would be several redundancies. Mark Greenwood responded there would be no redundancies of full-time employees but one of the contractors does not wish to renew her temporary contract.
- Councillor Dr Nawaz asked Mark Greenwood to repeat the list of council assets. Mark Greenwood replied that the engineering team look after 20 car parks containing about 1800 parking spaces, 16 sewage treatment works, 3 pumping stations and a boat pump out facility, plus there are over 6000 highway assets which include street names, street lighting and bus

shelters. The team also provides engineering support to parish councils with their streetlights when required. In terms of the estate portfolio on the general land owned by FDC, there are 69 industrial units, 86 serviced office units, split between the South Fens Business Centre in Chatteris and the Boat House in Wisbech, and then there is Fenland Hall, the Base, our public open spaces and the leisure centres. Councillor Dr Nawaz thanked Mark Greenwood and acknowledged that this is a considerable number of assets, and he asked how many people are involved in the daily managing of these properties. Mark Greenwood replied there are three staff in the engineering team, two in the estates team, two in the facilities management team and he is also a chartered surveyor by training as Head of Service.

- Councillor Clark referred to the report where it stated the service had undergone significant flux over the last two years with a significant number of staff changes resulting in a loss of historical knowledge. He asked how that knowledge could be brought back in-house and how it could be built up under the new structure. Mark Greenwood said although we cannot get that knowledge back, new staff will use the files and documents left behind and resilience will be built back into the system eventually as we are looking to obtain a new, modern asset management software solution which will gather all the data into one reporting tool so staff will have all the information at their fingertips per property.

Proposed by Councillor Dr Nawaz, seconded by Councillor Davis and AGREED to note the contents of the report and give approval to the implementation of the proposed restructure including the regrading of existing posts and appointment of staff to the new posts as proposed.

3.16 pm

Chairman

Agenda Item No:	5	
Committee:	Employment Committee	
Date:	28 July 2023	
Report Title:	Health and Safety Annual Report 2022/23	

This report provides the Employment Committee with an overview of the Council's Health & Safety Annual Report for 2022/23.

To enable the effective management of health and safety, an employer is required to monitor and review its performance. The purpose of this annual report is to comment on the Council's health and safety performance during the period April 2022 – March 2023.

The scope of this report covers the key activities of updating / reviewing Council health and safety guidance documentation, accident statistics, health and safety training, occupational health (health surveillance) and a review of the progress with the Health and Safety Action Plan.

The Council has seen continued performance in health and safety, some of the key points within the report are:

- The total number of work-related injuries remains low with 18 recorded during the year (same as previous year).
- There were three injuries classed as 'reportable injuries' requiring reporting to the Health and Safety Executive (HSE).
- A total of 88 lost working days were recorded through work-related injuries.
- The ongoing delivery of the Council's health and safety training programme, with 91 staff receiving corporate health and safety training.
- A programme continues to review/update Council Health and Safety Codes of Practice, to ensure they are suitable and sufficient for use.
- Progress of the Health and Safety Action Plan (to 31 March 2023) and a summary of the work planned for 2023/24.

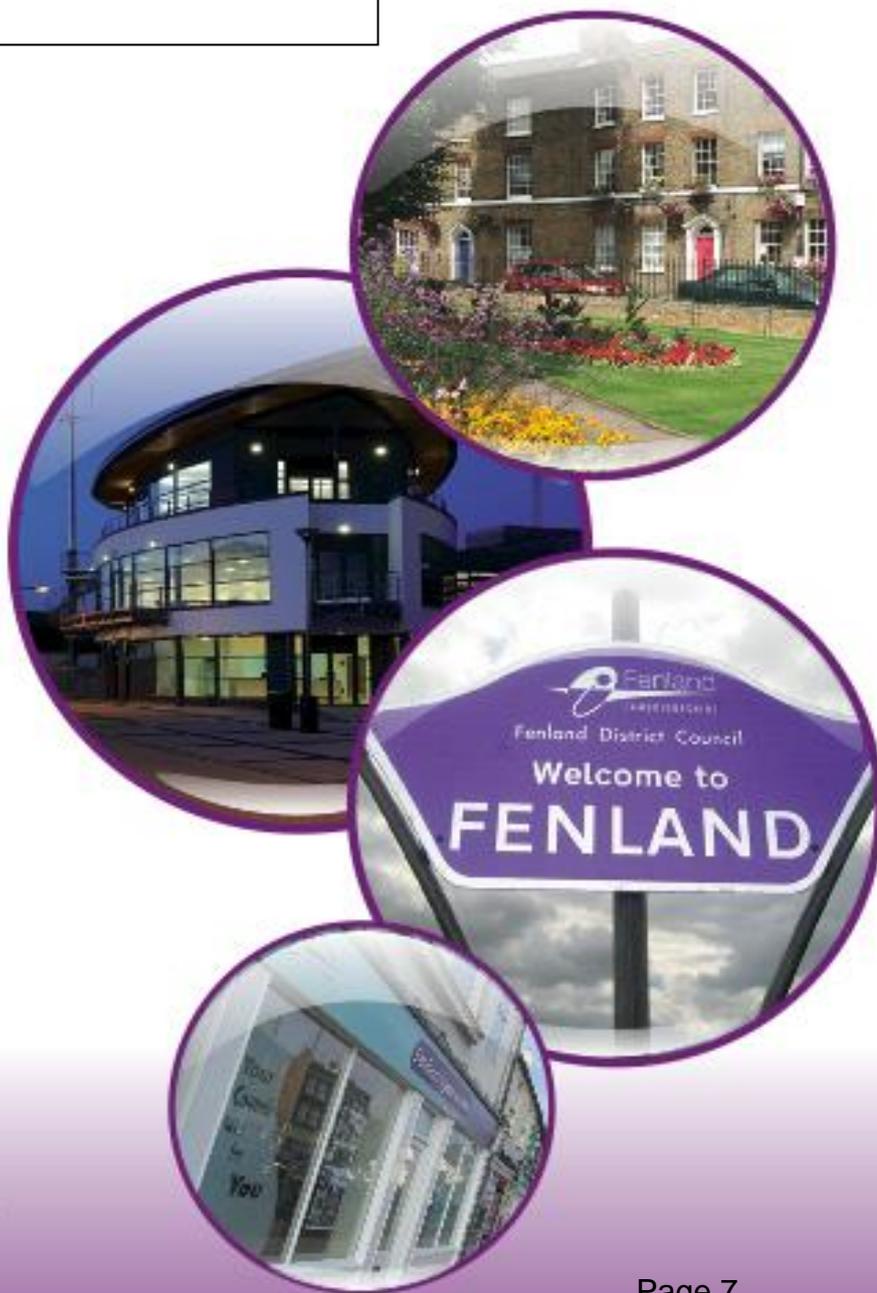
It is recommended that the Employment Committee:

- Note the Council's performance within this report for 2022/23.

Wards Affected	All
Forward Plan Reference	N/A
Portfolio Holder(s)	Councillor Chris Boden – Leader of the Council
Report Originator(s)	David Vincent – Health and Safety / Emergency Planning Manager
Contact Officer(s)	David Vincent – Health and Safety / Emergency Planning Manager Sam Anthony – Head of Human Resources and Organisational Development Peter Catchpole - Corporate Director and Section 151 Officer
Background Paper(s)	N/A

Corporate Health and Safety Annual Report

2022/2023



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Corporate Health and Safety Annual Report

2022/2023

1. EXECUTIVE SUMMARY

This report is a statement of Fenland District Council's health and safety performance to the end of the financial year 2022/23 and of its intentions regarding health and safety for the year 2023/24. It demonstrates that Fenland District Council shows strong commitment to the health and safety of its workforce and to others who may be affected by its activities.

The Council employs approximately 291 employees (full and part-time) which equates to 285 full time equivalent employees in varied roles and exposed to similarly varied risks.

Health and safety support to the Council is provided by the Corporate Health and Safety / Emergency Planning Manager. The shared service continues with East Cambridgeshire District Council in providing support for health and safety and emergency planning functions.

1.1 Progress against the Health and Safety Action Plan 2022/23

After two years, the Government removed its workplace COVID requirements in March 2022 for workplaces and replaced this with public health guidance. However, within the Council we still encourage staff to practice good health hygiene and to ensure there is fresh air ventilation to remove any airborne viruses e.g. COVID, flu etc.

Good progress has been made over the last 12 months to deliver our objectives as set out in the health and safety action plan for 2022/23, see Action Plan (Appendix 1) for full details. Some of the actions are highlighted below:

- The roll out of internal health and safety e-learning courses developed for staff training via the Intranet.
- An analysis of all accidents and their consequent actions has been undertaken.
- The Accident Incident Rate (based on 100 per employees) was 6.31, which was the same as for the previous year.
- Health and Safety training was delivered to a total of 91 staff.
- A programme of audits and inspections undertaken.

2. KEY ACTIVITIES

2.1 E-learning Health and Safety Courses

During the reporting year a significant milestone was the internal development and roll out of various health and safety e-learning courses. The following courses are now available on the Council's e-learning platform:

- Bomb Threats and Suspicious Packages
- Fire Safety and Procedures
- Health and Safety Induction
- Manual Handling
- Personal Safety
- Risk Assessments

- Stress and Mental Health Wellbeing
- Working with Display Screen Equipment
- Working at Height

2.2 Codes of Practice (COP) Review

A key part of the function of Corporate Health and Safety is the provision of policies, codes of practice (COPs) and guidance to provide managers and employees with the necessary support to meet their health and safety obligations.

The Council has a programme of ongoing review and implementation to support effective health and safety management. The below COPs were revised/implemented during the year:

<ul style="list-style-type: none"> • Contractor Management • Display Screen Equipment • Electrical Safety • First Aid • Manual Handling 	<ul style="list-style-type: none"> • Personal Protective Equipment • Risk Assessment • Slips, Trips and Falls • Violence and Aggression • Working at Height
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2.3 Training

Health and safety training needs are identified in a number of ways including springboards, regular one to ones, team meetings and through the Council's Health and Safety Panel. The Health and Safety / Emergency Planning Manager also ensures that training is compliant and consistent with our duties and legal responsibilities.

A rolling training programme is produced for the year, which takes into consideration training needs identified in 1:1's and provides refresher training on a regular basis and courses for new employees. The following health and safety training was delivered during the year.

Course Type	Numbers Trained	Comment
Bomb Threats & Suspicious Packages	28	Knowledge and confidence in dealing / responding to these types of threats via telephone or within buildings.
Display Screen Equipment Assessor	12	Knowledge and skills in how to set up workstations correctly and the health associated issues that can be encountered.
EVAC Chair Use	6	How to use an EVAC Chair safely and correctly. The course enables staff to have hands-on experience in operating and deploying the chair and provides guidance on the safe evacuation of the mobility impaired.
Fire Safety & Fire Extinguishers	32	Knowledge of fire safety awareness, types of fire extinguishers, their correct use and on what types of fire each extinguisher should and shouldn't be used on.
First Aid at Work Re-qualification (2-day course)	6	Competence to maintain as a qualified First Aider.
Emergency First Aid at Work	7	Competence to administer emergency first aid to someone who is injured or becomes ill whilst at work.

Training is also supported by on-the-job training within all service areas, but especially at the higher risk sites such as the BASE and Wisbech Port. Training at the BASE is delivered in a number of ways including 'Toolbox Talks' which are brief practical sessions for employees on site.

Other types of training also include for example induction training specific to the job role, tasks and equipment used, driver CPC training and reversing assistant training. The aim of the training is to ensure that the job is carried out in the correct safe manner to reduce the accident rate.

2.4 Health and Safety Emergencies

2.4.1 Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 requires employers to have a strategy to evacuate all occupants within a building. As part of the Council's fire safety arrangements nominated staff are trained either as Fire Wardens or in the use of fire extinguishers. They perform essentially two roles, ongoing assessment of fire hazards and risks during their normal daily work tasks, and in the event of an evacuation conduct a sweep of their allocated fire zone to ensure all persons have safely evacuated.

All Council occupied buildings undergo a six-monthly no-notice fire evacuation drill to test response and procedures.

2.4.2 First Aid

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

As part of this requirement, the Council provides two levels of first aid trained staff in its buildings. At Fenland Hall and the BASE, staff are fully trained First Aiders and are required to undergo three days initial training with re-qualification every three years.

At the Business Centres, staff are trained in Emergency First Aid at Work, which is a one-day training course with re-qualification every three years. They also provide additional support at Fenland Hall. In addition to the above training, annual re-fresher first aid training is also provided.

Numbers of First Aid Trained Staff

Location	First Aider Qualified	Emergency First Aid at Work Qualified
Fenland Hall	7	14
BASE	3	9
Business Centres	1	13

2.4.3 Mental Health First Aiders

A total of 55 staff from across the Council have been trained and accredited by Mental Health First Aid England to assist staff who are experiencing mental health issues.

A Mental Health First Aider is trained to be able to:

- Understand the important factors affecting mental ill.
- Identify the signs and symptoms for a range of mental health conditions.
- Listen non-judgementally and hold supportive conversations using the Mental Health First Aid action plan.
- Signpost people to professional help.

2.5 Health and Safety Panel

Health and safety committees give a structured approach to consultation. They provide a forum where management and employees can work together to resolve any health and safety issues. Within the Council we have the Health and Safety Panel which meets quarterly, this is chaired by a Corporate Director, and comprises the Head of Human Resources, Health and Safety / Emergency Planning Manager, and 10 workplace “health and safety champions” across the Council including Trade Union representatives.

The Panel approves codes of practice, reports and supports the Corporate Health and Safety / Emergency Planning Manager in determining the Council’s priorities in health and safety.

2.6 Occupational Health

The external Occupational Health provider has continued to meet the organisation’s requirements for dealing with and promoting health at work issues. The core functions of Occupational Health are work-health assessment screening, sickness absence management and health promotion.

We work closely with the Occupational Health Advisor to provide a proactive health surveillance programme to required staff following the risk assessment process. This is based on a two-yearly programme of health surveillance checks, consisting of skin surveillance, hand-arm vibration, audiometry, vision screening and general life-style well-being checks. The services that are part of the health surveillance checks are as follows:

Team	Number of Staff Assessed
Environmental Services (drivers)	58
Street Scene	6
Vehicle Workshop	3
Marine Services	10
Other FDC commercial vehicle drivers	5

3. PERFORMANCE

3.1 Accident Totals by Kind

The table below sets out the accident figures by kind.

Accident Kind	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	Benchmark East Cambs DC 2022/23	Benchmark Cambs City Council 2021/22**
Contact with machinery	0	0	0	0	0	0	0
Struck by object	2	0	0	3	0	2(1*)	3
Struck by moving vehicle	1	1	0	1	0	0	0
Struck against fixed object	3	1	4(2*)	0	2	1	1
Slip, trip, fall same level	6(1*)	5(1*)	9(3*)	6	8(2*)	3(1*)	6
Lifting & handling injuries	4	4(1*)	1(1*)	4	4	2(1*)	2
Injured by an animal	0	1	1	2	2	2	0
Fall from height	0	0	1	0	2(1*)	1	0
Physical Assault	0	0	0	0	0	0	0
Contact with electricity	0	0	0	0	0	0	0
Exposed to fire/explosion	0	0	0	0	0	0	0
Exposure harmful substance	0	0	0	0	0	0	0
Other Kinds / Unspecified	3	5	5	2	0	4	3
Total	19(1*)	17(2*)	21(6*)	18	18(3*)	15(3*)	15(3*)
Incident Rate per 100 FTE employees	6.99	6.17	7.55	6.31	6.31	6.02	2.17
Near Miss Reports	2	2	0	6	4	3	14

*RIDDORS (reportable injuries)

**Statistics for 2022/23 not currently available

Key points to consider from the figures presented in the above table are:

- The total number of accidents over the past year remains the same as the previous year with a total of 18 accidents recorded. The largest cause of accidents was 'Slips/Trips' with eight incidents, followed by 'Lifting and Handling' with four incidents.
- The Incident Rate gives a more accurate benchmark of accident statistics and is calculated based on the accident rate per 100 employees (full time equivalent) and remains the same as the previous year at 6.31.

3.2 Accident Totals by Service and Teams

Corporately the number of accidents reported by employees and agency staff within each service is set out in the following table:

Service	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23
Communities, Environment Leisure & Planning	15	13	18	13	14
Property Assets & Major Projects	1	1	1	2	0
Marine Services	0	0	0	0	1
Policy & Governance	0	0	0	1	1
People, Resources & My Fenland	3	3	2	2	2
Total	19	17	21	18	18

As the largest service within the Council, (Communities, Environment, Leisure & Planning) remains the service with the most reported accidents with 14 reported accidents during the year, 11 of which were within Environmental Services (not including Near Miss reports).

Breakdown of Accidents by Team 2022/23		
Team	Accident kind	Total number of incidents
Environmental Services	Slips/trips or fall	6
	Strike against fixed object	2
	Lifting and handling injuries	2
	Fall from height	1
	Near miss	4
Env Health / Street Scene / Projects	Injured by an animal	1
	Lifting and handling injuries	1
Housing and Community Support	Slips/trips or fall	1
My Fenland	Lifting and handling injuries	1
Marine Services	Slips/trips or fall	1
ICT	Fall from height	1
Member Services / Elections	Injured by an animal	1

3.3 Reportable RIDDOR injuries, illnesses and dangerous occurrences involving Council employees.

Type	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23	East Cambs DC 2022/23	Cambs City 2021/22*
RIDDOR Accidents	1	2	6	0	3	3	3

*Statistics for 2022/23 not currently available

These figures are for injuries, illnesses and dangerous occurrences that are reportable to the Health and Safety Executive (HSE). During 2022/23 there were three accidents that were reportable to the HSE (over 7 Day Injuries), none of which required further investigation by the HSE.

Where RIDDOR accidents do occur, they are subject to an internal health and safety investigation which is undertaken to identify the causes and make recommendations for any required control measures where appropriate.

3.4 Total annual lost working days

Type	Annual Total 2018/19	Annual Total 2019/20	Annual Total 2020/21	Annual Total 2021/22	Annual Total 2022/23
Number of work-related days lost	26	148	87	11	88

The number of days absent from work because of an accident whilst at work has shown an increase over the past year to a total of 88 days, which was a combined total for seven members of staff.

The table below gives the number of lost working days for each individual accident, including accident kind and the service.

Accident Kind	Lost Working Days	Service
Slip, trip or fall	45*	Environmental Services
Slip, trip or fall	25*	Environmental Services
Fall from height	8*	Environmental Services
Slip, trip or fall	4	Environmental Services
Strike against fixed object	4	Environmental Services
Lifting and handling	1	Environmental Services
Lifting and handling	1	My Fenland

*RIDDOR Reportable

3.5 Accidents involving Members of the Public (*Work Related*)

Type	2018/19	2019/20	2020/21	2021/22	2022/23	Tivoli 2022/23	Freedom Leisure 2022/23
Public	3(2*)	0	1	0	1	0	0

*RIDDOR

Injuries in connection with work activities involving members of the public have remained low over the past few years; with one recorded (South Fens Business Centre) during 2022/23. Where these have occurred, they predominately involve slips/trips and falls occurring on Council properties or playgrounds. Action has been taken to address the causes of these accidents where reasonably practicable to reduce the risks of similar incidents from occurring in the future.

3.6 Work Related Ill-Health Days Lost

Lost working time statistics through ill health are gathered and produced separately via the Human Resources team.

3.7 Conclusions from Accident Data

Accident statistics continue to remain low as shown in the table for the past five years, although we had three reportable RIDDOR injuries during the past year. Slips, trips and falls remain the biggest contributor to our accident statistics and the statistics also show the relative contribution of services to these figures.

Training and other interventions remain in place to address the areas of highest injury. We also continue to focus on areas which are generally not contributing to the accident statistics, but which have great potential to cause serious injury and must therefore not be overlooked. Such areas include asbestos/legionella management, fire safety and contractor management.

4. HEALTH AND SAFETY PERFORMANCE TO MARCH 2023

An ongoing Action Plan to monitor the corporate health and safety goals is established. The goals established for 2022/23 and the extent to which they have been met is set out in Appendix 1.

Work continues to drive forward improvements in health and safety management where required.

5. HEALTH AND SAFETY ACTIONS FOR 2023/24

In 2023/24 the emphasis will be to support managers and staff to continue good standards of health and safety, whilst operating a shared service with East Cambridgeshire District Council, (three days per week at Fenland and two days per week at East Cambridgeshire).

A summary of some of the work planned for 2023/24 is provided below:

- Conduct review of the Council's Codes of Practice as required under the three yearly revision programme.
- Delivery of a corporate health and safety training programme.
- Conduct accident investigations as applicable.

- Coordinate delivery of a health surveillance programme across the Council.
- Development of further e-learning training courses for the Council's e-learning platform.
- Undertake audits/inspections of individual services/teams/buildings as per the audit programme.
- Update intranet-based health and safety information for staff use.

Appendix 1 - Health and Safety Action Plan for 2022/23

KEY - RAG indicator

- No action yet taken
- Action progressing towards completion
- Action completed

Progress Against Action Plan (to March 2023)			
Action	Progress	Status	Target Date
Delivery of a corporate health and safety training programme across the Council.	Training programme delivered during the past year; refer to Section 2.3 of this report for further details.	Completed	March 2022
Undertake audits in line with the Council's health and safety audit programme. Dependent on the service risks, the audit is either undertaken by the Health and Safety Manager or self-completed and submitted by the Head of Service for assessment.	Health and Safety audit were completed for the following services: <ul style="list-style-type: none"> • ARP • Finance • ICT • My Fenland • Planning • Property, Assets & Major Projects • Refuse & Cleansing 	Completed	March 2023
Development of a e-learning training courses for staff via the intranet. These will be mandatory for staff dependent on their roles/levels.	Courses developed for the Council's E-learning platform were: <ul style="list-style-type: none"> • Bomb Threats and Suspicious Packages • Fire Safety and Procedures • Health and Safety Induction • Manual Handling • Personal Safety • Risk Assessments • Stress and Mental Health Wellbeing • Working with Display Screen Equipment • Working at Height 	Completed	March 2023

Progress Against Action Plan (to March 2023)

Action	Progress	Status	Target Date
Delivery of the Health Surveillance programme to monitor nominated staff health.	In conjunction with the Occupational Health Advisor a health surveillance programme was delivered to a total of 82 staff, refer to Section 2.6 for further details.	Completed.	September 2022
Co-ordinate meetings of the Council's Health and Safety Panel.	Quarterly meetings held, refer to section 2.5 of this report for further details. Production of agendas, accident statistics, reports etc are required for each meeting.	Completed.	March 2023
Marine Services – participate in the Port Management Group and undertake an annual International Ships and Port Security (ISPS) audit of the Port of Wisbech.	Bi-monthly meetings of the Port Management Group are held, with agenda and minutes produced. ISPS audit assesses security and control measures in place at Port of Wisbech and is undertaken on an annual basis by the Health & Safety / Emergency Planning Manager.	Completed.	February 2023
Implement/review and update the Council's health and safety codes of practice on a three yearly programme or as required to comply with legislation requirements.	<p>Codes of practice implemented/reviewed to comply with legislation requirements during the year were as follows:</p> <ul style="list-style-type: none"> • Contractor Management • Display Screen Equipment • Electrical Safety • First Aid • Manual Handling • Personal Protective Equipment • Risk Assessment • Slips, Trips and Falls • Violence and Aggression • Working at Height 	Completed.	March 2023
Update and improve intranet-based health and safety information for staff use.	Review of information held on intranet underway, future improvements will need to be completed in conjunction with the HR team.	Continue to review and update information held/displayed.	Ongoing

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AGENDA ITEM NO.6	
Employment Committee	
Date	28 July 2023
Title	Health and Safety Policy 2023

1. PURPOSE/SUMMARY

By law under the Health and Safety at Work etc Act 1974, if an employer employees five or more people they must have a written health and safety policy.

The policy contains the statement of general policy on health and safety at work and details the organisation and arrangements in place for putting that policy into practice.

The policy statement should be regularly reviewed and possibly revised in the light of experience, or because of operational or organisational changes.

This Council Health and Safety Policy document is based on the Health and Safety Executive (HSE) 'Managing for Health and Safety' (HSG 65), which is the HSE's model for health and safety management 'Plan-Do-Check-Act'.

Our current Health and Safety Policy was last reviewed in July 2021, and has now been reviewed and updated to ensure that it is fit for purpose as a strategic over-arching policy document for the 2023 version.

2. KEY ISSUES

The following sections are detailed within the Policy:

- Health and Safety Policy Statement. This policy statement should be displayed within all our premises where staff work e.g., Fenland Hall, BASE and business centres etc.
- Organisation – this section describes the principal responsibilities for health and safety within the Council, this includes Chief Executive, Corporate / Assistant Directors, , Heads of Service, Managers, Health and Safety Manager, employees, and the Health and Safety Panel
- Arrangements – this describes the health and safety documentation and procedures. These are based on three basic levels, namely Corporate (Codes of Practice), Service documentation (procedures and guidance) and Local documentation (requirements unique to a site or service).

3. RECOMMENDATION(S)

Employment Committee to approve this draft policy, which has been previously presented to the Corporate Management Team and the Health and Safety Panel.

Wards Affected	All
Forward Plan Reference No. (if applicable)	N/A
Portfolio Holder(s)	Councillor Chris Boden – Leader of the Council
Report Originator	David Vincent Health & Safety / Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530
Contact Officer(s)	David Vincent - Health, Safety & Emergency Planning Manager Email: dvincent@fenland.gov.uk Tel: 01354 622530 Sam Anthony - Head of HR & OD Email: santhony@fenland.gov.uk Tel: 01354 622268 Peter Catchpole – Corporate Director & Section 151 Officer Email: petercatchpole@fenland.gov.uk Tel: 01354 622201
Background Paper(s)	N/A



Health and Safety Policy

Issue Status: Five
Date of Issue: Draft
Review Date: TBC 2025

Health and Safety Policy Statement

Fenland District Council recognises that good health and safety management supports the delivery of our Services for the people of Fenland. As part of the overall risk management process and culture, good health and safety management will help reduce risk of injury and loss; help promote a healthy workforce and help protect all who are affected by the Council's services.

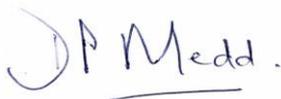
Fenland District Council recognises and will meet its common law and statutory health and safety responsibilities. It will provide, as far as is reasonably practicable, a safe and healthy environment for its staff and all persons affected by its undertaking. This will be based on providing safe places of work, safe environments, safe systems of work, safe equipment and materials for use at work and individuals who are competent.

The District Council will maintain appropriate health and safety management systems, arrangements and organisational structures to ensure adequate health and safety for all people affected by its operations. It has adopted as its model for its health and safety management systems the HSE's "*Managing for Health and Safety*" (HSG 65) and will measure its health and safety management systems against this model. The District Council will monitor and review the effectiveness of these systems.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

Contracts for the supply of services (e.g. leisure centres) will include provisions for evaluating the arrangements in place for health and safety. Contracted work will be subject to assessment of health and safety including the requesting of health and safety and other information.

The District Council will endeavour to consult on significant health and safety issues with the workforce including trade union(s) in good time to enable staff to express their views on health and safety issues. All staff must actively support the District Council's efforts by working with due regard to the safety of themselves and others. It expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.



Paul Medd
Chief Executive

Date: 2023

Organisation of People and Responsibilities

Chief Executive

The Chief Executive has ultimate responsibility for health and safety within Fenland District Council and will ensure that arrangements are in place for the policy to be fully implemented. Through the consultative mechanism of the Health and Safety Panel, the Chief Executive will ensure that the health and safety standards required by this policy are delivered in all Council services.

The Chief Executive, with the support of the Health & Safety Manager, will initiate a review of this policy on a regular basis.

Corporate / Assistant Directors

Corporate / Assistant Directors are responsible and accountable and must demonstrate clear and visible health and safety leadership within their services which promote a positive health and safety culture and encourage employee involvement in improving health and safety standards.

They are responsible for the health and safety of personnel under their control and for service users and members of the public who may be affected by their activities and for risks arising from contracts for which they are responsible.

Corporate / Assistant Directors must also ensure that:

- written safe working procedures are in place for all services or significant tasks undertaken in their Services. Safe working procedures must, in each case, conform to requirements of the Council's Health and Safety Codes of Practice and have been issued on a recorded basis to relevant personnel.
- a programme of risk assessment, as required by the Management of Health and Safety at Work Regulations 1999, has been carried out for all services under their control.

Heads of Service

Heads of Service must ensure that:

- A programme of risk assessment has been undertaken which effectively controls the risks associated with the significant tasks or services for which they are responsible. Risk assessments will be subject to ongoing monitoring at management meetings in order to ensure their continuing effectiveness.
- Risk assessments are recorded on the Council's Risk Assessment Form, which conforms to the HSE [Managing risks and risk assessments at work](#) requirements.
- Written safe working procedures have been developed, implemented, and regularly reviewed, for the significant tasks or services for which they are responsible.
- Adequate arrangements are in place so that contracts are procured and monitored to ensure that health and safety risks to service users and the public are adequately controlled.
- Health and safety matters are addressed as a regular item at management team meetings. They will also ensure that regular consultation takes place with the relevant Trades Union regarding health and safety matters.
- Adequate resources, financial or otherwise, are allocated for health and safety and inform their Corporate / Assistant Director of any likely shortfall.

Managers / Supervisors

- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Develop written safe working procedures for all significant tasks or services for which they are responsible. It must be ensured that written safe working procedures conform to a relevant standard including the Council's Risk Assessment Code of Practice.
- Ensure that relevant safe working procedures have been issued to all personnel for whom they are responsible on a recorded basis, and monitor, on an ongoing basis, that safe working procedures are being followed, both within Council owned premises and other working environments e.g. home.
- Implement corporate and team Health and Safety policies, codes of practice, standards and procedures as applicable in their area of responsibility.
- Ensure the provision of the necessary physical and human resources and information for those carrying out the work.
- Ensure periodic feedback to senior management on performance including successes and failure.
- Be accountable for arranging for their staff to be given the information, instruction and training they need to undertake work safely and supervise them to ensure they act on it.
- Ensure that all work-related hazards are identified and suitable and sufficient risk assessments are undertaken.
- Ensure timely feedback to senior management on deficiencies in plans, standards, procedures and systems.
- Report and investigate incidents as required through the Accident and Near Miss Reporting code of practice.

Employees

- Must follow the safe systems of work put in place to minimise the risks associated with workplace hazards.
- Must report accidents and potential hazards of which they are aware, that are work-related, no matter how trivial, to their line manager.
- Must report defective equipment, defects in premises, hazards, defective safety devices or damaged equipment to their line manager immediately.
- Take reasonable care for the health and safety of themselves, and of others who may be affected by their actions, or failure to act.
- Co-operate with the employer or any other person, to enable them to perform and comply with any duties or requirements imposed upon them.
- Remedy any unsafe situation within their competence or report such to their Manager or Supervisor in the first instance, who will ensure that appropriate action is taken.
- Use machinery, equipment, substances and any safety device according to their training or instruction and in compliance with the law.

Health and Safety Manager

- Provide expert advice to the Chief Executive, CMT and Senior Managers and act as the "competent person" as set out in the Management of Health and Safety at Work Regulations 1999.
- Maintain Council's Health and Safety Policy and ensure that the Policy and revisions made to it, are made available to all staff.
- Prepare and publish Council's health and safety codes of practice and guidance.

- Advise on the planning for health and safety including the setting of objectives and deciding priorities.
- Advise on identifying hazards, assessing risks and identifying suitable means of control.
- Maintain adequate information systems on the relevant law.
- Assist in the establishment of risk control standards;
- Maintain the procedures for recording, reporting, investigation and analysis of accidents, incidents and the cases of ill-health.
- Monitor the corporate training programme and advise on adequate provision for the development of health and safety management and skills.
- Ensure that adequate arrangements are made for consultation with staff, including representatives and unions.
- Liaise with nominated health and safety champions from Services.
- Undertake performance measurement in health and safety.
- Raise matters of serious Health and Safety concern with the nominated Corporate / Assistant Director and the Chief Executive;
- Represent the Chief Executive regarding health and safety inspections and investigations by enforcement agencies.
- Liaise with enforcement agencies and other lead bodies to enable best practice in health and safety.

The Health and Safety Panel

The Health and Safety Panel is the senior health and safety decision making body in the Council and meets quarterly. The members of the Panel are Directors / Heads of Service/ Managers / Officers / Safety Representatives from their service and are “health and safety champions” within their service. The Panel discusses and agrees policy, codes of practice and strategy documentation and monitors health and safety performance across all services.

The Health and Safety Panel shall:

- Lead the development and implementation of corporate plans to drive improvements in Health and Safety performance and practice, taking into account statutory requirements.
- Share experience and best practice in health and safety and inform corporate strategy and code of practice development from a service perspective.
- Ensure that appropriate management information systems and assurance processes are in place to monitor health and safety performance.
- Ensure that consistent arrangements are in place to manage key health and safety risks to the District Council.

Health and Safety Panel Members shall:

- Promote a positive health and safety culture to secure the effective implementation of the policy.
- Identify hazards, assess risks and identify suitable means of control.
- Liaise with managers on all aspects of health and safety.
- Ensure effective communications across the service on health and safety issues.
- Assist in development of service level policy and procedures as applicable.
- Monitor incidents to promote prevention measures.
- Provide escalation route from operational teams to relevant specialists.

Consultative Procedures

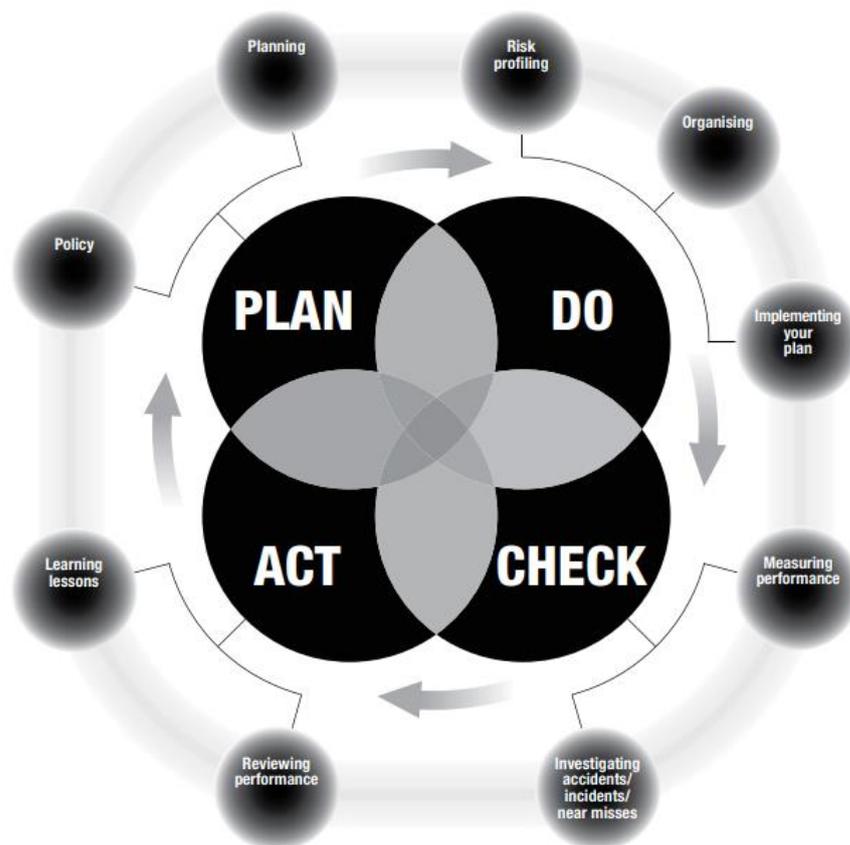
Fenland District Council encourages full and effective joint consultation with trades unions on all matters of Health and Safety. Unions are encouraged to appoint safety representatives in workplaces and will support them in carrying out their duties within the framework of the Safety Representatives' and Safety Committees' Regulations 1977.

Managers will be available to any Trades Union appointed Safety Representative and will co-operate with them so far as is reasonable in their efforts to carry out their function. They will also receive written reports from any such Safety Representatives and respond in writing within a reasonable time. The Council welcomes the appointment of Safety Representatives including having representation on the Council's Health and Safety Panel.

Arrangements for implementing the Health and Safety Policy

The arrangements for implementing health and safety will be applied in all services and activities across the Council. The key elements of the Council's health and safety management system are detailed below and follow the HSE guidance document (HSG 65) and the *Plan, Do, Check, Act* approach.

Separate to this Policy, there are more detailed and specific guidance and procedures relating to individual risk areas such as fire safety, hazardous substance, manual handling, working at height etc.



Training

Adequate training and instruction are essential to ensure safe methods of working, and this must be provided. Priorities and needs for training must be monitored by all managers.

New staff will receive relevant instruction on safety matters by their supervisor or manager as part of their induction to the service. Staff will be shown safe methods of working.

Training will be provided by a competent supervisor or trainer, and external resources will be used where appropriate.

Core Elements for Managing Health and Safety

Organisations have a legal duty to put in place suitable arrangements to manage for health and safety. As this can be viewed as a wide-ranging, general requirement HSE encourages a common-sense and practical approach. It should be part of the everyday process of running an organisation and an integral part of workplace behaviours and attitudes.



Documentation of Policy and Practice

Health and safety documentation is structured on three basic levels:

1. Corporate
2. Service
3. Local.

Level 1 - Corporate

The Corporate documentation is in the form of [Codes of Practice](#). The Codes of Practice set out the overall position the Council takes on the issue covered and sets out who is responsible and what must be done to meet the Code of Practice. In addition, there are Corporate Guidance documents where cross-service systems and documentation are needed e.g. accident reporting and fire safety.

The Codes of Practice aim to ensure that, as a minimum, the requirements of health and safety legislation are met. Services shall meet the requirements of corporate codes of practice as mandatory.

Level 2 - Service

Services documentation meets as a minimum the standards and requirements set out in the corporate documentation and take the form of procedures and guidance for managers and staff working in the service.

Level 3 - Local

Local documentation covers any health and safety procedures and requirements unique to a site or service.

Consultation

All corporate health and safety policy is determined via formal consultation procedures to agree standards of health and safety acceptable to those at risk. These procedures are co-ordinated by the Health and Safety Panel as detailed within this policy.

Monitoring and review

An annual report will be produced by the Corporate Health and Safety Manager and published on the Intranet. This will include a review of the accident/injury/incidents reported and recommend any actions for improving performance.

Supporting Codes of Practice

The supporting Health and Safety Codes of Practice are available on the Intranet - [Health and Safety](#). They are listed below:

- Accident and Near Miss Reporting
- Asbestos Management
- Contractor Management
- Control of Hand Arm and Vibration (HAVS)
- Control of Substances Hazardous to Health (COSHH)
- Driving at Work
- Display Screen Equipment
- Electrical Safety
- Employee Protection Register
- Fire Safety
- First Aid
- Health Surveillance
- Legionella Management
- Lone Working
- Manual Handling
- Alcohol and Drugs at Work Policy
- Sharps
- Noise at Work
- Personal Protective Equipment
- Risk Assessment
- Security Threats
- Slips, Trips and Falls
- Smoke-Free Workplace
- Violence and Aggression
- Work Equipment
- Working at Height

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Agenda Item No:	7	
Committee:	Employment Committee	
Date:	28 July 2023	
Report Title:	Planning Policy Team and s106	

1.0 Purpose / Summary

- 1.1 To request that Members consider and agree a staffing proposal in relation to the Planning Policy Team and s106 to enable the continuation of the Local Plan and s106 monitoring responsibilities following the ending of the service level agreement with Peterborough City Council.

2.0 Key Issues

- 2.1 Fenland District Council (FDC) and Peterborough City Council (PCC) had a long-standing service level agreement (SLA) for PCC to provide a range of services to FDC including planning policy services to develop our Local Plan and other associated policies, Section 106 management and monitoring, viability and ecology advice to planning and housing strategy and enabling services.
- 2.2 The SLA ended on 31 March 2023 and FDC have been considering how to deliver these essential services in the most cost effective and efficient manner going forwards. We have taken a different approach dependent on the service required.
- 2.3 This report concerns the resourcing of the continued development of the Local Plan and Section 106 Monitoring on behalf of the Council.
- 2.4 Members are in the middle of the development of a new Local Plan and have reached Draft Plan Stage. To develop this Draft Plan and move forward to Examination, staffing resources are required, which could in future, given the market, be sold to other Councils.
- 2.5 The Council receives Section 106 monies from developers through planning applications which are spent within the community on projects set out within the legal agreement. The Council is required to monitor the triggers within the legal agreements to ensure monies are received in a timely manner and allocated and spent within any terms as set out within the agreement.

3 Recommendations

- 3.1 To agree to the creation of 2 FTE - a Planning Policy Manager and Planning Policy Officer to continue the development of the Local Plan.
- 3.2 To agree to the creation of 1 FTE - S106 Monitoring Officer to ensure contributions from developers through planning applications are received and spent in a timely manner.

Wards Affected	All
Portfolio Holder(s)	Councillor Dee Laws, Portfolio Holder for Planning and Flooding

Report Originator(s)	Nick Harding, Head of Planning Dan Horn, Assistant Director Carol Pilson, Corporate Director
Contact Officer(s)	Nick Harding, Head of Planning Dan Horn, Assistant Director Carol Pilson, Corporate Director
Background Papers	N/A

1 BACKGROUND AND INTENDED OUTCOMES

Local Plan Staffing

- 1.1 The Council's Local Plan was adopted in 2014 and is now due for renewal. Council commenced the process of developing a new Local Plan in 2019 and has reached the stage whereby a Draft Local Plan has been agreed by Council and consulted on by the public.
- 1.2 On 31 March 2023, the SLA with Peterborough City Council ended. Due to local elections, the Local Plan process was paused to allow the new administration to take stock of how the Local Plan had progressed to date and we now have a steer to progress the Draft Local Plan to Examination Stage.
- 1.3 To reach Examination Stage, there is an estimated 12-18 months of preparation of the Local Plan for it to be fit to go through and pass an Examination in public.
- 1.4 Key tasks that are required for the Local Plan to be ready for Examination are:
 - There is a need to evaluate the new sites put forward as part of the consultation.
 - A new baseline for housing completions is needed to help inform the new housing numbers needed for allocation in the new plan. The information also forms part of our annual monitoring report and is used to complete government returns and respond to freedom of information requests.
 - Commission and contract manage a:
 - "Level 2" Strategic Flood Risk Assessment
 - Water Cycle Study
 - A more detailed transport study
 - Update on the viability study
 - Gypsy Traveller Accommodation Needs Assessment
 - Green infrastructure Plan
 - Further assessments needed including:
 - Sustainability
 - Habitat
 - Heritage Impact
 - More Duty to Cooperate evidence base statements are needed from adjoining areas.
 - An updated Statement of Community Involvement.
 - All of the above needs to be collated in order for a final draft version of the local plan for Full Council to consider.
 - A further round of consultation.

- Preparation for the Examination.
- Attendance at the Examination.

Without undertaking the above work, the plan will be found unsound by the examiner and would not be subject to full examination.

- 1.6 As well as the preparation of the Local Plan, there are a number of other planning policy related tasks that are required to be completed including statutory returns to government.
- 1.7 We know that there is a national recruitment challenge in relation to Planning officers. If we are able to recruit to these posts, and there is spare capacity in future, there is confidence that the Council could sell these services to other local authorities in the future.
- 1.8 Furthermore, if there was any spare capacity within these posts in future, the postholders could be directed to support the planning team and process planning applications.
- 1.9 The approval for the recruitment from this committee will be subject to the Council not being able to secure a further partnership with another Council to conclude the local plan at a cost that is cheaper than this staffing proposal.

Section 106 Monitoring

- 1.10 Once a section 106 agreement is in place, the build out of any development triggers contributions in the legal agreement at various points which need to be monitored to ensure the council receives and asks for what it should and also we spend it in accordance with the agreement in order for the funds not to be returned.
- 1.11 The process is about to become more onerous with the legislative changes being instituted in November 2023 in relation to Biodiversity Net Gain (BNG) alongside promotion and monitoring of Self Build Homes.

2 REASONS FOR RECOMMENDATIONS

- 2.1 To ensure we can meet our responsibilities and Member priorities in relation to finalising the Local Plan to Examination and for Section 106 monitoring.

3 CONSULTATION

3.1 The Council's Staff and Trade Union group have been consulted on this proposal as well as a consultation taking place with all staff.

3.2 The Portfolio Holder has briefed on these proposals.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 For the Local Plan staffing we have consulted with all neighbouring authorities to ascertain whether they have excess capacity to assist us in a similar way to PCC, however no LA has returned a positive response. We are expanding this search and placing an enquiry with the Planning Advisory Service to put a notification out to all local authorities in their network and we await a response.
- 4.2 For s106 staffing, we have made enquiries with other Councils to ascertain whether this service could be provided on our behalf but no Councils have come forward with a positive response.

5 IMPLICATIONS

5.1 Legal Implications

- 5.1.1 The Council has duties in these two areas which this staffing proposal will enable us to fulfil.

5.2 Financial Implications

- 5.2.1 We were paying PCC from our Local Plan reserve which can continue to be used to fund these new posts in the first instance.
- 5.2.2 If recruitment is successful, in future, we may be able to sell services to other Councils to offset the costs of these positions.
- 5.2.3 For s106 monitoring, again, we were paying PCC for this function but at a lower rate. Planning income can cover the additional cost of this necessary post.
- 5.2.4 The Planning Policy Manager role is suggested to be a Hay 2 (£52,000-£57,000) banding subject to job evaluation. The Planning Policy Officer is suggested to be a Band 7-9 (£32,000-£46,000) subject to job evaluation.

5.3 Equality Implications

- 5.3.1 These posts will be advertised widely and all FDC HR policies and procedures will be complied with for the appointments.