



Council

Mon 30 Mar
2015
7.00 pm

Council Chamber
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

*making
difference*

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Council

Monday, 30th March, 2015

7.00 pm

Council Chamber Town Hall

Agenda

Membership:

Cllrs:	Pat Witherspoon (Mayor)	Bill Hartnett Gay Hopkins
	Pattie Hill (Deputy Mayor)	Wanda King Alan Mason
	Joe Baker	Phil Mould
	Roger Bennett	Jane Potter
	Rebecca Blake	Mark Shurmer
	Andrew Brazier	Rachael Smith
	Natalie Brookes	Yvonne Smith
	Juliet Brunner	Paul Swansborough
	David Bush	Debbie Taylor
	Greg Chance	David Thain
	Brandon Clayton	John Witherspoon
	John Fisher	Nina Wood-Ford
	Andrew Fry	
	Carole Gandy	

1. Welcome	The Mayor will open the meeting and welcome all present.
2. Apologies	To receive any apologies for absence on behalf of Council members.
3. Declarations of Interest	To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
4. Minutes (Pages 1 - 18) Kevin Dicks, Chief Executive	To confirm as a correct record the minutes of the meeting of the Council held on 23 rd February 2015.

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<p>5. Announcements</p>	<p>To consider Announcements under Procedure Rule 10:</p> <ul style="list-style-type: none">a) Mayor's Announcementsb) Leader's Announcementsc) Chief Executive's Announcements. <p>(Oral report)</p>
<p>6. Membership of the Council</p>	<p>To note that Councillor Michael Braley resigned from the Council with effect from 17th March 2015.</p>
<p>7. Questions on Notice</p> <p>Kevin Dicks, Chief Executive</p>	<p>No questions have been submitted to date under Procedure Rule 9.2.</p> <p>Under the Council's constitution questions are only permitted on an exceptional basis during the formal election period.</p>
<p>8. Motions on Notice</p> <p>Kevin Dicks, Chief Executive</p>	<p>No Motions have been submitted under Procedure Rule 11.</p> <p>Under the Council's Constitution Motions are only permitted on an exceptional basis during the formal election period.</p>
<p>9. Executive Committee</p> <p>(Pages 19 - 128)</p> <p>Kevin Dicks, Chief Executive</p>	<p>To receive the minutes and consider the recommendations and/or referrals from the meeting of the Executive Committee held on 10th March 2015:</p> <p>Recommendations include Health and Safety Policies and Pay Policy Statement. The minutes are included in the Minute book and recommendations and reports are included with this agenda.</p>
<p>10. Regulatory Committees</p> <p>Kevin Dicks, Chief Executive</p>	<p>To formally receive the minutes of the following meetings of the Council's Regulatory Committees:</p> <p>Planning Committee 14th January</p> <p>Audit and Governance and Standards Committee 22nd January (to follow)</p> <p>Planning Committee 11th February</p> <p>Copies of the minutes are enclosed with the minute book circulated with this agenda.</p>

<p>11. Overview and Scrutiny Committee Annual Report 2014-15</p> <p>(Pages 129 - 146)</p>	<p>To consider the Annual Report of Overview and Scrutiny Committee for 2014-15.</p>
<p>12. Urgent Business - Record of Decisions</p> <p>(Pages 147 - 150)</p> <p>Kevin Dicks, Chief Executive</p>	<p>To note any decisions taken in accordance with the Council's Urgency Procedure Rules (Part 6, Paragraph 5 and/or Part 7, Paragraph 15 of the Constitution), as specified.</p> <p>1. Grant Readvertisement</p> <p>Details attached.</p> <p>2. Bid for Property</p> <p>Note that the information relating to this decision is exempt under paragraph 3 of Part 1 of Schedule 12 (A) of S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. A summary of the decision is outlined below. Details are enclosed for members of the Council only.</p> <p>Authority has been sought for the Executive Director of Finance & Resources to place a Sealed Bid for the purchase of properties within the Borough which met demand from the Council's waiting list for 1 and 2 bedroom accommodation.</p> <p>DECISION:</p> <p>RESOLVED that</p> <p>the Executive Director of Finance & Resources be authorised to place a Sealed Bid for the purchase of properties.</p> <p style="text-align: right;">(Council Decision)</p>

13. Urgent Business - general (if any)

To consider any additional items exceptionally agreed by the Mayor as Urgent Business in accordance with the powers vested in her by virtue of Section 100(B)(4)(b) of the Local Government Act 1972.

(This power should be exercised only in cases where there are genuinely special circumstances which require consideration of an item which has not previously been published on the Order of Business for the meeting.)

14. Exclusion of the Public

Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged it may be necessary to move the following resolution:

“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the rounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (*to be specified*) of Part 1 of Schedule 12 (A) of the said Act, as amended.”

[Subject to the “public interest” test, information relating to:

- **Para 1 – any individual;**
- **Para 2 – the identity of any individual;**
- **Para 3 – financial or business affairs;**
- **Para 4 – labour relations matters;**
- **Para 5 – legal professional privilege;**
- **Para 6 – a notice, order or direction;**
- **Para 7 – the prevention, investigation or prosecution of crime;**

may need to be considered as ‘exempt’.]

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15. -

(Note: Anyone requiring copies of any previously circulated reports, or supplementary papers, should please contact Committee Services Officers in advance of the meeting.)



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MINUTES

Present:

Councillor Pat Witherspoon (Mayor), Councillor Pattie Hill (Deputy Mayor) and Councillors Joe Baker, Roger Bennett, Rebecca Blake, Michael Braley, Andrew Brazier, Natalie Brookes, Juliet Brunner, David Bush, Greg Chance, Brandon Clayton, John Fisher, Andrew Fry, Carole Gandy, Gay Hopkins, Wanda King, Alan Mason, Phil Mould, Jane Potter, Mark Shurmer, Rachael Smith, Yvonne Smith, Debbie Taylor, David Thain, John Witherspoon and Nina Wood-Ford

Officers:

Kevin Dicks, Sue Hanley, Jayne Pickering, Anne-Marie Harley, Sheena Jones and Sam Morgan

Democratic Services Officer:

Amanda Scarce

71. APOLOGIES

Apologies for absence were received on behalf of Councillors Bill Hartnett and Paul Swansborough.

72. DECLARATIONS OF INTEREST

There were no declarations of interest on this occasion.

73. MINUTES

RESOLVED that

The minutes of the meeting of the Council held on 26th January 2015 be agreed as a correct record and signed by the Mayor.

74. ANNOUNCEMENTS

The Mayor informed Members that as this was not an ordinary meeting and an urgent notice of motion had been received (Members were referred to additional papers 1) it had been agreed that this would be dealt with under Item 8 Urgent Business.

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Chair

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Mayor's Announcements

- I) Civic Dinner – the Mayor encouraged Members to attend this event.
- II) Jazz Night – on 6th March being held in support of the food bank and organised by St Stephens Church.
- III) Fly the Flag – this event was being held at 10 am on 9th March and the Mayor invited all Members to attend. The ceremony this year would commemorate the centenary of the WW1 using light as the symbol of hope.
- IV) The Mayor asked all Councillors, who had not yet done so, to let Democratic Services know whether they would be attending the Member briefing by John Edwards from Worcestershire County Council being held on Friday 27th February. This was in respect of school changes and had been brought about following the Proposals for Change by Tudor Grange Academy Short Sharp Review.

Leader's Announcements

The Deputy Leader confirmed there were no announcements from the Leader. However, the Leader was absent from the meeting to attend a meeting in London relating to the Alexandra Hospital and he hoped to be able to provide an update when the Notice of Motion was discussed.

75. EXECUTIVE COMMITTEE - MEDIUM TERM FINANCIAL PLAN AND COUNCIL TAX RESOLUTION

The Council considered the minutes of the meeting of the Executive Committee held on 26th January in conjunction with the recommendations as detailed and put forward, from the Executive Agenda for the meeting of 23rd February 2015 in respect of the Medium Term Financial Plan and the Council Tax setting for 2015/16.

In proposing the recommendations, the Deputy Leader thanked all officers for the hard work which had ensured that the Council was able to achieve a balanced budget with a three year plan moving forward, without having an impact on frontline services. It was highlighted that the Council would continue to provide free swimming for specific groups within the community together with concessionary travel before 9.30 am and continue to support the voluntary sector through the grants panel process. A new scheme would also be created which would support new small businesses and Borough Council employees would be paid the living wage.

The discussion of a number of matters followed including:

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- Criticisms raised within the Auditors' Report relating to unidentified savings which it was suggested left some services in a vulnerable position.
- Support for the additional capital bids – the Essential Living Fund, Small Business Support and Energy Management.
- The increase in Council Tax and the effect it would have on residents – it was anticipated that on average it meant an increase of 8p per week.
- The benefits from increasing the Council Tax as opposed to the cumulative effect of not doing so.
- The use of reserves and the sale of Council assets in order to present a balanced budget.
- The reduction in government grant funding and the overall impact it had on the budget.
- Paying staff the living wage.
- The availability of data to enable the Council to measure the benefits from providing free swimming and concessionary travel.
- The increasing number of properties being built and the New Homes Bonus received as a consequence of this.

With reference to the inclusion of savings relating to a change in delivery arrangements for Leisure, a view was expressed that the level of risk in the proposal was too high for the decision on savings to be taken at his stage. Councillors had not yet considered detailed information about the proposal. It was accepted that money could be saved, but it was suggested that savings should be used to re-invest in the facilities and that achieving savings should not be the only driver for change.

The Deputy Leader responded by confirming that a number of options would be considered and that the report which would be considered by the Executive Committee would be compiled independently from the Council. If the proposed savings were not likely to be achieved during the year than alternative options for achieving these would be considered.

The recommendations on the Medium Term Financial Plan 2015/16 – 2017/18 were the subject of the following named votes in accordance with Council Procedure rule 17.5. The Mayor agreed to take separate votes on resolutions 1, 2 and 5 and resolutions 3, 4 and 6-11.

Members voting FOR the motion in respect of Resolutions 1, 2 and 5, below:

Councillors Joe Baker, Roger Bennett, Rebecca Blake, Michael Braley, Andrew Brazier, Natalie Brookes, Juliet Brunner, David Bush, Greg Chance, Brandon Clayton, John Fisher, Andrew Fry, Carole Gandy, Pattie Hill, Gay Hopkins, Wanda King, Alan Mason,

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Phillip Mould, Jane Potter, Mark Shurmer, Rachel Smith, Yvonne Smith, Debbie Taylor, David Thain, John Witherspoon, Pat Witherspoon and Nina Wood-Ford (27).

Members voting AGAINST the motion in respect of Resolutions 1, 2 and 5, below:

None.

Members abstaining from voting in respect of Resolutions 1, 2 and 5, below:

None.

Members voting FOR the motion in respect of Resolutions 3, 4, 6, 7, 8, 9, 10 and 11, below:

Councillors Joe Baker, Rebecca Blake, Natalie Brookes, Greg Chance, John Fisher, Andrew Fry, Pattie Hill, Wanda King, Alan Mason, Phillip Mould, Mark Shurmer, Rachael Smith, Yvonne Smith, Debbie Taylor, John Witherspoon, Pat Witherspoon and Nina Wood-Ford (17)

Members voting AGAINST the motion in respect of Resolutions 3, 4, 6, 7, 8, 9, 10 and 11, below:

Councillors Roger Bennett, Michael Braley, Andrew Brazier, Juliet Brunner, David Bush, Brandon Clayton, Carole Gandy, Gay Hopkins, Jane Potter and David Thain (10)

Members abstaining from voting in respect of Resolutions 3, 4, 6, 7, 8, 9, 10 and 11, below:

None.

Accordingly, the motions were approved, and it was consequently

RESOLVED that

- 1) the bids of £91k for 2015/16 as detailed within the report in relation to Essential Living Fund, Small Business Support and the spend to save funds for energy management be approved;**
- 2) the unavoidable pressures be approved as detailed in Appendix 1 of**

**2015/16 £238k
2016/17 £230k
2017/18 £241k**

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- 3) the savings be approved as detailed at Appendix 2 of

2015/16 £986k
 2016/17 £1.476m
 2017/18 £1.516m

- 4) the increase in Council Tax of 1.9% for 2015/16 be approved;

- 5) the Capital Bids be approved as detailed in Appendix 3 of

2015/16 £2.574m
 2016/17 £1.395m
 2017/18 £1.385m

- 6) it be noted that at its Executive Committee meeting on the 20th of January 2015 Council calculated the following amounts for the year 2015/16 in accordance with regulations made under Section 33 (5) of the Local Government Finance Act 1992:

- a) **£24,846.71**

Being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992, as its Council Tax Base for the year (item T in the formula in Section 31B of the Local Government Finance Act 1992 as amended (the 'Act'));

- b) **Feckenham Parish – £363.06**

being the amount calculated by the Council, in accordance with regulation 6 of the regulations, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate (item TP in the formula in Section 34(3) of the Act);

- 7) the following amounts be now calculated by the Council for the year 2015/16 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:

- a) **£88,806,436**

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account the precept issued by Feckenham Parish Council.

(2015/16 Gross General Fund Expenditure)

b) £83,401,248

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.

(2015/16 Gross General Fund Income)**c) £5,405,188**

being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year (item R in the formula in Section 31B of the Act).

(2015/16 Council Tax Requirement)**d)****£217.54**

being the amount at 2 (c) above (item R) divided by the amount at 1 (a) above (item T), calculated by the Council, in accordance with Section 31B (1) of the Act, as the basic amount of Council Tax for the year (including parish precept).

(The average amount Band D properties pay for Redditch Borough Council services)**e)****£8,300**

being the aggregate amount of all special items (Parish precepts) referred to in Section 34 (1) of the Act;

(Feckenham Parish Precept)**f)****£217.21**

being the amount at 2(d) above less the result given by dividing the amount at 2(e) above by the amount at 1(a) (item T) above, calculated by the Council, in accordance with Section 34 (2) of the Act, as the basic amount of Council Tax for dwellings in those parts of the area to which no special item relates.

(The amount Band D properties pay (except within the Parish of Feckenham) for Borough Council Services)**g)****£240.07**

being the amount given by adding to the amount at 2(f) above, the amount of the special item relating to the Parish of Feckenham, divided by the amount in 1(b) above (item TP), calculated by the Council, in

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accordance with Section 34 (3) of the Act, as the basic amount of its Council Tax for the year for dwellings in the Parish of Feckenham;

(The amount Band D properties pay within the Parish of Feckenham for Borough Council Services including the Parish Precept)

h)

Valuation Band	Proportion of Band D tax paid	Part of Council's area	
		Parish of Feckenham £	All other parts of the Councils area £
A	6/9	160.05	144.80
B	7/9	186.72	168.94
C	8/9	213.39	193.07
D	1	240.07	217.21
E	11/9	293.42	265.48
F	13/9	346.77	313.74
G	15/9	400.11	362.01
H	18/9	480.14	434.41

being the amounts given by multiplying the amounts at 2(f) and 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band, divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands;

- 8) **it be noted that, for the year 2015/16, Worcestershire County Council, West Mercia Police & Crime Commissioner and Hereford and Worcester Fire and Rescue Service have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:**
- 9) **having calculated the aggregate in each case of the amounts at 2(h) and 3 above, the Council, in accordance**

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with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2015/16 for each of the categories of dwellings shown below:

Valuation Band	Proportion of Band D tax paid	Part of Council's area	
		Parish of Feckenham £	All other parts of the Council's area £
A	6/9	1,054.84	1,039.59
B	7/9	1,230.63	1,212.85
C	8/9	1,406.43	1,386.11
D	1	1,582.24	1,559.38
E	11/9	1,933.85	1,905.91
F	13/9	2,285.49	2,252.46
G	15/9	2,637.07	2,598.97
H	18/9	3,164.47	3,118.74

10) the level of General Fund balances to be utilised in 2015/16 be zero.

11) the Council's relevant basic amount of Council Tax for 2015/16 is not excessive in accordance with the principles determined for the year by the Secretary of State under Section 52ZB Local Government Act 1992. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2015/16 is excessive and the billing authority is not required to hold a referendum in accordance with Section 52ZK Local Government Act 1992.

76. URGENT BUSINESS - RECORD OF DECISIONS

There were no urgent decisions to report.

77. URGENT BUSINESS - NOTICE OF MOTION

The Mayor had agreed that the following motion could be considered as an urgent item at this meeting in view of the level of concern about the subject in the Borough and the need to respond quickly to recent developments.

The following notice of motion had been proposed by Councillor Greg Chance in respect of concerns at the Alexandra Hospital in Redditch. The motion was seconded by Councillor Juliet Brunner.

"The Council is becoming increasingly concerned at recent events at Worcestershire Acute Hospitals Trust (WAHT) including:

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- the mass resignation of all the consultants in the A and E department at the Alexandra Hospital in Redditch
- the Trust declaring ‘a level four’ – one down from a major incident,
- an expected £28 million deficit in January; and
- reports of bullying

Council endorses the action taken by the Leader of the Council in writing to the NHS Trust Development Authority (TDA) in requesting they carry out an independent investigation into these recent developments as described above at the Alex.

In view of the importance of the Alexandra Hospital to the communities represented by Redditch Borough Council and surrounding areas also given the above concerns it is agreed that an urgent meeting is held with the Secretary of State for Health to discuss the following two requests:

1. The option for University Hospitals Birmingham Foundation Trust or other Trust being allowed to collaborate to deliver services from the Alex be investigated.
2. The alleged problems with staff at the Alex and Worcester Royal Hospitals be independently investigated. ”

The Deputy Leader drew Members attention to a copy of a letter from Penny Venables, the Chief Executive of Worcestershire Acute Hospitals NHS Trust (WAHT), which had unfortunately not addressed all of the concerns raised. It was explained that the Leader was currently in London attending a meeting with the Secretary of State for Health, community leaders, Council Leaders from Bromsgrove and Stratford Upon Avon, the 3 local MPs and a representative from the Trust Development Authority (TDA). In respect of point 1 of the motion it was understood that no action would be taken until the publication of the Clinical Senate Report on Friday (27th February). There would be an independent investigation into the bullying, however this would be carried out by David Flory of the TDA. Whilst this was considered to show progress, the Deputy Leader reiterated that there was some way to go before a satisfactory resolution was achieved.

In seconding the notice of motion Councillor Brunner provided an update from the MP for Redditch, Karen Lumley, who had helped to set up the meeting with the Secretary of State for Health. She suggested that the independent investigation into the bullying

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allegations was a step forward and it was understood that the talks that had been held were positive, with an acknowledgement that action needed to be taken.

In debating the notice of motion Members discussed the following areas:

- The delays which had occurred in completing the Acute Hospitals Service Review and the affect this had had on both staff and residents;
- The financial position of the Trust;
- The bullying investigation and whether with TDA could be classed as an independent;
- The work of the Save the Alex campaign;
- The need to work together in order to bring the matter to a satisfactory conclusion for all those involved.

Following further discussion it was

RESOLVED that

The motion be agreed in the following terms:

- 1. Council endorses the action taken by the Leader of the Council in writing to the NHS Trust Development Authority (TDA) in requesting they carry out an independent investigation into the recent developments as described at the Alexandra Hospital:**
 - **Mass resignation of consultants in the A&E department;**
 - **The Trust declaring a “level 4” – one down from a major incident;**
 - **An expected deficit of £28 million in January;**
 - **Reports of bullying**
- 2. In view of the importance of the Alexandra Hospital to the communities represented by Redditch Borough Council and surrounding areas, also given the above concerns, an urgent meeting is held with the Secretary of State for Health to discuss the following two requests:**
 - 2.1 The option for University Hospitals Birmingham Foundation Trust or other Trust being allowed to collaborate to deliver services from the Alex be investigated;**
 - 2.2 The alleged problems with staff at the Alexandra and Worcester Royal Hospitals be independently investigated.**

Appendices

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The Meeting commenced at 8.00 pm
and closed at 9.15 pm

STATEMENT SHOWS IMPACT OF
NEW PRESSURES EACH
FINANCIAL YEAR

UNAVOIDABLE PRESSURES	2015/16 £'000	2016/17 £'000	2017/18 £'000	Comments
ENABLING				
Customer Access & Financial Support	73	-8	-	<i>Increased cost of building/reduction in income/ impact of concessionary rent scheme</i>
Parish Council & Neighbourhood Referendum	3	-	-	<i>Additional cost to be incurred in respect of Parish Election & Neighbourhood Referendum</i>
Provision of Funding to ensure the Council can support the implementation of the Living Wage to staff	70	-	-	<i>To implement the Living Wage to staff for 2015/16</i>
Postage - additional postage costs	4	-	-	<i>Additional postage costs incurred to meet demand for information being sent across the Borough</i>
Land Charges	-	-	11	<i>Changes to Land Charges scheme will impact on income received</i>
PROVIDE GOOD THINGS FOR ME TO SEE, DO AND VISIT				
Increased building costs/loss of income - Leisure Services	24	-	-	<i>Increases in building costs together for Leisure facilities</i>
HELP ME RUN A SUCCESSFUL BUSINESS				
Car Parking Income - reduced income from enforcement	36	-	-	<i>There is a projected shortfall in income relating to enforcement as drivers are now parking in a more compliant way</i>
HELP ME LIVE MY LIFE INDEPENDENTLY				
Loss of Supporting People income/transitional from HRA	28	-	-	<i>Reduction in Supporting People income from WCC</i>
TOTAL PER SUMMARY ABOVE	238	-8	11	

STATEMENT SHOWS IMPACT OF
NEW SAVINGS EACH FINANCIAL
YEAR

STRATEGIC PURPOSE SAVINGS	2015/16 £'000	2016/17 £'000	2017/18 £'000	Comments
ENABLING				
Customer Access & Financial Support - Service Review Fraud / Customer Services / General savings	-143	28	-	<i>Savings delivered from structure reviews / reduced building costs/ locality working / fraud staffing changes due to Single Fraud initiative/</i>
Enabling Services; Legal & Democratic, Finance, Corporate Management , HR	-274	-157	-	<i>Savings delivered from structure reviews and general efficiencies within the services</i>
WRS Savings	-	-50	-	<i>Savings from further efficiencies in WRS</i>
JPV	-	-	-15	<i>Savings realised from the Joint Property Vehicle project</i>
Contract Savings / efficiencies	-50	-20	-	<i>Savings to be achieved from reviewing and renegotiating contracts</i>
Asset review	-30	-60	-	<i>Savings from reviewing assets across the organisation and to manage energy costs more efficiently</i>
Sub Total	-497	-259	-15	
KEEP MY PLACE SAFE AND LOOKING GOOD				
Parking Services	-30	-	-	<i>Reduction in costs associated with civil parking enforcement</i>
Place Review - Environmental/Community Services savings	-164	-26	-	<i>Reduction in costs following the review of services delivered across the locality</i>
Staffing Reviews across the Strategic Purpose	-	-25	-25	<i>Savings estimated as a result of a review across the Strategic Purpose within a locality</i>
Sub Total	-194	-51	-25	
HELP ME LIVE MY LIFE INDEPENDENTLY				
Shopmobility / Dial a Ride	-20	-30	-	<i>Savings estimated as a result of a review into the efficiency and operation of Dial A Ride and Shopmobility Services</i>
Staffing Review across the Strategic Purpose	-20	-	-	<i>Savings estimated as a result of a review into the resource supporting the strategic purpose</i>
Building Control	-60	-	-	<i>To revise the charging mechanism for Building Control Shared Service to allocate costs based on activity</i>
Sub Total	-100	-30	0	
PROVIDE GOOD THINGS FOR ME TO SEE, DO AND VISIT				
Leisure Services	-150	-150	0	<i>Potential savings that could be delivered from a review of how Leisure Services are delivered</i>

Community Centres	-45	0	0	<i>Review of the operation and management of the community centres has delivered savings</i>
Sub Total	-195	-150	0	
TOTAL TO INCLUDE NEW SAVINGS PROPOSED	-986	-490	-40	

NEW CAPITAL BIDS

Description	Funding	Department	2015/16 £'000	2016/17 £'000	2017/18 £'000	Commentary (link to priorities etc)
SAN (Storage Area Network)	borrowing/capital receipts	Business Transformation	75	10	10	
Asbestos	borrowing/capital receipts	CAFS			40	Asbestos Surveys/Maintenance in Public Buildings
Public Buildings	borrowing/capital receipts	CAFS			250	Renewal of next 3 yr programme Public Buildings Capital £250K per year.
Disabled Facility Grant	borrowing/capital receipts	Community	175	175	175	Renewal of next 3 year programme.
Home Repairs Assistance	borrowing/capital receipts	Community	100	100	100	Renewal of next 3 year programme.
Vehicle Replacement Program	borrowing/capital receipts	Environmental	1,541	477	193	Includes fleet replacement
Upgrade hardwired lifeline schemes	borrowing/capital receipts	Community	23	31	35	
Locality capital projects	borrowing/capital receipts		200	200	200	
New Cisco Lan	borrowing/capital receipts	Business Transformation		50		
PSN additional compliance	borrowing/capital receipts	Business Transformation	10	10	30	2017/18 is higher as 3 yr licences expire
Server Infracture	borrowing/capital receipts	Business Transformation			50	
Upgrade Backup Solution	borrowing/capital receipts	Business Transformation		40		
	borrowing/capital receipts		2,124	1,093	1,083	
Disabled Facility Grant	DFG Grant	Community	302	302	302	Assumed DFG Grant
	DFG Grant Total		302	302	302	
	Revenue					
replacement dial a ride Bus			25	0	0	To replace Dial a ride minibus due to previous vehicle being written off following an accident.Costs can be met from income generated by the Hopper service.
	Revenue Total		25	0	0	
Essential Open space improvement to North Moons Moat Scheduled ancient monument	S106 monies	Leisure	11	0	0	Open space improvements are required in line with English Heritage approved management plan to enhance the condition of the monument.The spend will include associated works and a written management plan to support future maintenance.
Public open space improvements to Birchensale/Terry's Field.(Sportsfields)	S106 monies	Leisure	12	0	0	RBC playing pitch strategy recommends upgrades to sports pitches and multi pitch locations

NEW CAPITAL BIDS

Description	Funding	Department	2015/16 £'000	2016/17 £'000	2017/18 £'000	Commentary (link to priorities etc)
Improvement to play area and infrastructure at Astwood Bank.	S106 monies		26	0	0	S106 funding to fund improvements to the Play Area at Astwood Bank park withing the locality of the development. The current play provision has the need for infrastructure improvements and to enhance the qualitative aspect of the play value of equipment to improve the experience for families and children. To be used in conjunction with Evesham Road Development.
improvement to play area in Church Hill (Big Local Scheme)	S106 monies		28	0	0	Play contribution to be split 50% (£28,000) and allocated as match funding for the Churchill Big Local scheme for play area.
Improvement to play areas and landscaping at Astwood Bank Park	S106 monies		5	0	0	S106 funding (allocated for spend in Astwood Bank) to be used to develop and enhance infrastructure and lanscaping at Astwood Bank Park. The funding will create a landscaping design to include all areas to create a more cohesive scheme that enhances the users experiance. (To be used in conjunction with Evesham Road Development.
Improvement to play areas at Astwood Bank Park	S106 monies		35	0	0	Play Area contribution to enhance the facility at Astwood Bank. The current provision has been added to over time and has resulted in a fragmented layout. The design will provide a more coherent scheme which will enhance the residents experiance and improve community cohesion. Play funding to be used in conjunction with Wellington Works Contribution.
public open space improvements at Astwood bank	S106 monies		6	0	0	Open Space contribution to enhance the POS at Astwood Bank (as proposed using the Wellington Works Contribution)
	S106 monies Total		123	0	0	
	Grand Total		2,574	1,395	1,385	

COUNCIL30th March 2015

116. HEALTH AND SAFETY POLICIES

RECOMMENDED that

the Health and Safety Policy, Risk Assessment Policy and Control of Substances Hazardous to Health (COSHH) Policy be approved for publication to all Members and Council employees in order to meet their legal duties.

EXECUTIVE COMMITTEE10th March 2015**Councils Health & Safety Policy, Risk Assessment Policy and COSHH Policy for Approval by Committee**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Head of Transformation & OD – Deb Poole
Ward(s) Affected	N/A
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 To update the Council's Health and Safety Policy, the Risk Assessment Policy and the COSHH Policy following the Health and Safety Audit undertaken in April 2014. These documents incorporate recent changes in legislation and best practice.
- 1.2 All three of these Policies have already been to the Council's Health and Safety Committee for approval in November 2014 and January 2015 and some changes have been made since the meeting as requested by the Committee.
- 1.3 As an employer we have a legal duty to have such policies in place for all of our staff. The Health and Safety Policy is overarching covering all areas, and there are then specific ones for different regulations. There will be more to follow in the coming months.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND**

- 2.1 that the Health and Safety Policy, Risk Assessment Policy and COSHH Policy be approved for publication to all Members and Council employees in order to meet their legal duties.

3. KEY ISSUES**Financial Implications**

- 3.1 There are no direct financial implications arising from these policies at this time.
- 3.2 However if the Council does not have such policies in place and ones that are current reflecting best practice they could have enforcement action taken against them by the Health and Safety Executive as the enforcing authority.

EXECUTIVE COMMITTEE10th March 2015

Legal Implications

- 3.3 The Council has a legal requirement under the Health and Safety at Work Act to have such policies in place for the safety of everyone who may be affected by the Councils Acts or omissions in the course of its work.
- 3.4 As an overarching piece of legislation we are legally required to comply with the Health and Safety at Work Act 1974.

Service / Operational Implications

- 3.5 These policies will be applicable to all Service Areas of the Council. Though comprehensive they should not have much additional impact on work activities as the practices referred to in these policies are already being undertaken.
- 3.6 All such persons will be required to read these documents which on publication will be widely available on the Orb. All staff will be required to sign as to having read the Health and Safety Policy as part of their Induction process, a copy of which will be held electronically on their personal file.

Customer / Equalities and Diversity Implications

- 3.7 These documents detail the roles and responsibilities of members of staff of the Council regarding health and safety. These responsibilities particularly at senior level cannot be devolved to persons at lower levels. Ultimately the Chief Executive and the Leader of the Council are accountable in a Court of Law should anything occur.
- 3.8 The Council could be subject to prosecution and or investigation by the Health and Safety Executive if they are found to not have a current policy in place. This will have an impact on the reputation of the Council and could also lead to a prosecution.
- 3.9 These policies will be communicated out in the first instance to CMT and Managers via briefings, and training will be provided where deemed appropriate. Following on from this the policies will be disseminated down to all members of staff via briefings and the Orb.

4. RISK MANAGEMENT

- 4.1 Whilst the Council has a Health and Safety Policy in place it is recommended that this is reviewed on a regular basis, as highlighted in the 2014 Audit.
- 4.2 The Council could be subject to prosecution and or investigation by the Health and Safety Executive if they are found to not have a current policy in place. This will have an impact on the reputation of the Council and could also lead to a prosecution.

EXECUTIVE COMMITTEE10th March 2015

5. APPENDICES

Appendix 1 - Health and Safety Policy
Appendix 2 - Risk Assessment Policy
Appendix 3 - COSHH Policy

6. BACKGROUND PAPERS**7. KEY****AUTHOR OF REPORT**

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REDDITCH BOROUGH COUNCIL



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HEALTH AND SAFETY AT WORK

HEALTH AND SAFETY POLICY AND PROCEDURES MANUAL

For further information on this policy please contact:

HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT SERVICES
COUNCIL HEALTH AND SAFETY ADVISOR
THE TOWN HALL
WALTER STRANZ SQUARE
REDDITCH
WORCESTERSHIRE
B98 8AH
Telephone: 01527 64252



INVESTOR IN PEOPLE

Introduction

This document contains the policy statement of Redditch Borough Council with respect to Health and Safety.

It is the responsibility of all management and employees to know and fully understand its contents to ensure that they implement and comply with the policy.

The main objectives of the Health and Safety at Work etc Act 1974 is to involve the employers and all employees in creating awareness of the importance of adequate health and safety standards. All employees owe a duty of care to themselves, fellow employees and others affected by their acts or omissions.

This document outlines the responsibilities under the Health and Safety at Work etc. Act 1974 and supporting health and safety regulations, to all employees of the Council.

A copy of this document will be available for consideration by employees at each premise or establishment. Alternatively, should you wish to have a full copy of this document please contact the Councils' Senior Advisor (Health, Safety and Wellbeing).

In addition all employees, at the commencement of their employment with Redditch Borough Council will receive a summary of the Councils health and safety procedures.

All employees must be aware that failure to comply with the Councils health and safety policies or procedures may result in disciplinary action under the Councils' Disciplinary Procedure.

Objectives of the Health and Safety Policy

To recognise and evaluate hazards within the Councils full range of activities and to provide information to be followed as standard safe systems of work, which will identify: -

1. The need for employee training to ensure their competence to carry out their tasks in a safe manner, and to operate work equipment safely.
2. The need for provision of suitable approved safety clothing and equipment where required by the nature of the task.
3. The need to promote a health and safety culture by providing the opportunity for employees and their representatives to be consulted.
4. To identify areas or tasks exposing employees to health and safety risks which can then preferably be removed or controlled as practicable.

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REDDITCH BOROUGH COUNCIL

GENERAL STATEMENT OF SAFETY POLICY

Redditch Borough Council recognises its responsibility as an employer to provide a safe and healthy working environment for all employees and accepts the obligations imposed by the Health and Safety at Work etc Act 1974 and subordinate legislation.

The Council will take all reasonably practicable steps to ensure:

1. The provision and maintenance of plant, equipment and safe systems of work.
2. Safety and absence of risks in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees.
4. A safe workplace with safe access and egress.
5. The provision of adequate health, safety and welfare facilities for securing a safe working environment for all staff.

The Council reminds all employees of their own duties to:

1. Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
2. Co-operate with management to enable the Council to carry out its own health and safety responsibilities successfully.
3. Not to misuse or interfere with any equipment or facilities provided in the interests of health, safety or welfare.
4. Inform management of any serious, imminent dangers or shortcomings in the Council's health and safety arrangements.
5. Follow all safety information, including policy, procedures and safe working practices that are relevant to their role.
6. Comply with Council health and safety policies or procedures as failure to do so may result in disciplinary action under the Council's Disciplinary Procedure.

Overall responsibility for carrying out this policy rests with the Chief Executive. The Directors and Heads of Service will undertake responsibility for implementation within their areas of the business.

Without detracting from the responsibilities of Managers and Supervisors to ensure safe working conditions, the Council, through its Senior Advisor (Health, Safety and Wellbeing), will provide competent advice on all matters of health, safety and welfare where this is necessary to assist the Council, employees and their representatives in their tasks and responsibilities.

The Council expects all persons including contractors, employees and members of the public who are visiting Council premises, to observe all safety procedures, rules, instructions or legislation applicable to those premises. Any visitor or contractor who breaches the Council's Health and Safety Policy or current health and safety legislation entitles the Council to take appropriate measures including requesting that the visitor or contractor etc. leaves the premises.

The success of the Council's health and safety policy depends upon the co-operation of all employees. In order to develop a positive health and safety culture, joint consultation between management and employee representatives on health and safety is necessary. The Council will therefore consult with safety representatives proposed by recognised Trade Unions, and equip them and provide facilities as required by the appropriate regulations.

A copy of this policy statement, which is a declaration of the Councils intent, will be issued to all employees. The policy shall be reviewed on an annual basis or as and when there is a major change to the structure of the policy. Any amendments will be in line with consultation with the employee representatives.



Signed: _____

K. Dicks, Chief Executive of Bromsgrove District and Redditch Borough Councils

Signed: _____
Leader of Redditch Borough Council

Date:

Reviewed and Updated:

Elected Members are responsible for:-

- a. Ensuring they fully consider all relevant health, safety and welfare implications of any report, paper or plans for their deliberation. It is the responsibility of the person presenting such reports, papers or plans to highlight any potential health, safety or welfare implications to Elected Members.
- b. Considering any potential adverse effects on the health, safety or welfare of employees and any other persons who might be affected.
- c. Ensuring they remain competent to undertake their health and safety responsibilities, Elected Members will be invited to attend training to fulfil their role provided by the Council. They will also be invited to attend any other additional training that will also support their role i.e. Members training as part of their Induction.
- d. Where appropriate, taking remedial actions including the instigation of disciplinary measures should failures occur in the Health and Safety Management System.

In addition to the above the **Elected Member representative on the Health Safety and Welfare Committee** will ensure that health and safety issues are given their full consideration within the democratic process.

The Chief Executive as the principal officer of the Council has overall responsibility for the management of health and safety throughout the organisation. As such he will: -

- a. Recognise his responsibility to maintain, so far as is reasonably practicable, the highest standards with regard to the health, safety and welfare of all Council employees.
- b. Ensure that adequate funds are allocated to enable the effective implementation of all legislative requirements and that arrangements exist for the effective management of health and safety.
- c. Ensure that Directors and Heads of Service implement the Council's policy for the promotion of health, safety and welfare.
- d. Ensure the appointment of competent persons to assist in the management of occupational health and safety in the workplace.
- e. Instigate disciplinary action against employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented where deemed appropriate.
- f. Take all steps, which are reasonably practicable, and within their power to ensure that the following are provided and maintained: -
 - I. Safe articles, plant, tools, equipment and systems of work.
 - II. Safe arrangements for the use, handling, storage and transportation of substances.

- III. Premises used by employees and members of the public shall be safe and not present a hazard to the users or occupants.
 - IV. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
 - V. A safe means of access and egress from their place of work.
 - VI. Adequate health and welfare facilities.
 - VII. A safe and healthy working environment.
- g. Provide, as far as is practicable, such medical supervision and monitoring of the working environment as is necessary to ensure safe and healthy working conditions for all employees.
- h. Support continuous improvement of safety standards through training, and to maintain awareness among all levels of management and employees of their responsibilities and obligations under the Health and Safety at Work etc Act 1974.
- i. Ensure that so far as is practicable, Contractors and Sub-Contractors with whom the Council are engaged meet the required standards laid down in health and safety legislation and in the Council's Health and Safety Policy.
- j. Liaise in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing) or other necessary Specialists, Directors, Heads of Service, Line managers, Trade Union representatives, or other employee representatives, on health and safety matters, which affect employees in their respective areas of responsibility.

Directors will: -

- a. Recognise their role and responsibility to the Chief Executive to provide a safe and healthy workplace and working environment for all employees in their Service.
- b. Take all steps, which are reasonably practicable, and within their power to ensure that the following are maintained: -
 - I. Safe articles, plant, tools, equipment and systems of work.
 - II. Safe arrangements for the use, handling, storage and transportation of substances.
 - III. Premises used by employees and members of the public shall be safe and not present a hazard to the users or occupants.
 - IV. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
 - V. A safe means of access and egress from their place of work.
 - VI. Adequate health and welfare facilities.
 - VII. A safe and healthy working environment.
- c. Ensure that adequate funds are allocated to enable the effective implementation of all legislative requirements and that arrangements exist for the effective management of health and safety.

- d. Ensure that adequate risk assessments are carried out by their Managers and brought to the attention of employees. Where changes are required to reduce the level of risk to members of staff these are prioritised and funded according to the level of risk and communicated to their employees. All such details should be included in the Action Log.
- e. Provide as far as is practicable, such medical supervision and monitoring of the working environment as is necessary to ensure safe and healthy working conditions for all employees.
- f. Ensure that Personal Protective Equipment is provided, where identified as essential, (through a risk assessment), without charge, and such clothing and equipment must be worn by staff whenever required, maintained and replaced.
- g. Support continuous improvement of safety standards through training, and to maintain awareness among all levels of management and employees of their responsibilities and obligations under the Health and Safety at Work etc Act 1974.
- h. Ensure that so far as is practicable Contractors and Sub-Contractors with whom they are involved meet the required standards laid down in health and safety legislation and in the Council's Health and Safety Policy.
- i. Liaise with Trade Union representatives, or other employee representatives, on health and safety matters, which affect employees in their area of responsibility.
- j. Instigate disciplinary action against employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented where appropriate.
- k. Report at once to the Chief Executive and the Councils' Senior Advisor (Health, Safety and Wellbeing) immediately on being issued with an Improvement Notice or Prohibition Notice by a member of the Health and Safety Executive.
- l. Commend employees, who, by action or initiative, eliminate hazards and adopt safe working procedures.
- m. Ensure that all subordinate Managers carry out their responsibilities with regard to safety, health and welfare in accordance with the Council's Health and Safety Policy.
- n. Keep up to date, as far as is reasonably practicable, with recommended Codes of Practice and new safety literature and circulate information applicable to each level of employee under their control.

Heads of Service will: -

- a. Support and encourage a positive attitude towards health and safety within their own area of responsibility.

- b. Ensure that adequate resources are provided to cover the implementation of the Council's policy, systems and procedures.
- c. Ensure that suitable and sufficient risk assessments are carried out and brought to the attention of employees for all workplace activities.
- d. Ensure that any residual risks are suitably controlled and remedial actions taken wherever possible to reduce the risk further only using personal protective equipment as a last resort control measure.
- e. Ensure that all such risk assessments are reviewed at least annually or if there is a change in workplace activities, an accident or incident occurs or there is reason to believe that the risk assessments are no longer valid within their area of responsibility.
- f. Ensure that new employees (including young persons, work experience, temporary and casual employees), are instructed in safe working practices and procedures, and that they are aware of the Council's Health and Safety Policy and any Risk Assessments relevant to their work activities.
- g. Commend employees, who, by action or initiative, eliminate hazards and adopt safe working procedures.
- h. Ensure that all subordinate Officers carry out their responsibilities with regard to safety, health and welfare in accordance with: the Council's Health and Safety Policy, the Health and Safety at Work Etc Act 1974, and supporting Health and Safety Legislation.
- i. Instigate disciplinary action against employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented.
- j. Co-operate with the Councils' Senior Advisor (Health, Safety and Wellbeing) and consult with them when necessary on health and safety matters.
- k. Ensure, that so far as is practicable Contractors and Sub-Contractors with whom they are involved meet the required standards laid down in health and safety legislation and in the Council's Health and Safety Policy.
- l. Ensure that all accidents and dangerous occurrences are reported immediately to the Councils' Senior Advisor (Health, Safety and Wellbeing) to enable them to take any action necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- m. Liaise in conjunction with Councils' Senior Advisor (Health, Safety and Wellbeing), Directors and Trade Union representatives, or other employee representatives, on health and safety matters, which affect employees in their Department
- n. Ensure that arrangements are made to enable Trade Union Safety Representatives and other employee representatives to effectively carry out their functions.
- o. Within their areas of responsibility ensure that all articles, equipment, materials and substances purchased and premises and systems of work are

free from hazard, as far as is reasonably practicable. Also, ensuring all plant and equipment is adequately maintained and serviced.

- p. Ensure that all Health and Safety requests, records and reports, for which they are responsible, are up to date.
- q. Keep up to date, as far as is reasonably practicable, with recommended Codes of Practice and new safety literature and circulate information applicable to each level of employee under their control as advised by the Councils' Senior Advisor (Health, Safety and Wellbeing).
- r. Identify and assist the Councils' Senior Advisor (Health, Safety and Wellbeing) with safety training as required, and to promote an awareness of injury prevention.
- s. Ensure that all new technology, plant, articles and substances are safe to use with appropriate training undertaken for all employees.
- t. Encourage all employees in establishing and maintaining adequate standards of working conditions safety and hygiene, and to impress positive attitudes towards these.
- u. Report at once to the Councils' Senior Advisor (Health, Safety and Wellbeing) and immediate superior on being issued with an Improvement Notice or Prohibition Notice by a member of the Health and Safety Executive.

Service Managers/Line Managers will: -

- a. Represent and advise the appropriate Head of Service as requested on all matters of health and safety.
- b. Advise the appropriate Head of Service on the prevention of injury to employees under their control and damage to plant and equipment for which they are responsible.
- c. Ensure that suitable and sufficient risk assessments are carried out and brought to the attention of employees for all workplace activities.
- d. Ensure that all such risk assessments are reviewed at least annually or if there is a change in workplace activities, an accident or incident occurs or there is reason to believe that the risk assessments are no longer valid.
- e. Ensure sound working practices and procedures are adopted and recorded.
- f. In accordance with the Councils disciplinary rules and procedures advise their Heads of Service of any employees within their control who do not ensure that the Council's policy for the promotion of health and safety is implemented.
- g. Implement such legal requirements regarding health and safety as are delegated to them.

- h. Advise, in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing), on the correct type and use of safety equipment and clothing needed by the employees under their control.
- i. Consult the Councils' Senior Advisor (Health, Safety and Wellbeing) on the suitability from a safety viewpoint, of new and hired plant and equipment used by employees under their control, and on the validity of all appropriate Test Certificates.
- j. Advise the appropriate Head of Service of any potential or existing hazards affecting employees under their control before work commences, taking into account any measures taken to reduce or eliminate the risk.
- k. Advise employees on safe systems of work and fire precautions.
- l. Advise in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing) on methods of safe working at new sites or situations.
- m. Advise in conjunction with the Councils' Senior Advisor (Health, Safety and Wellbeing) on changes in health and safety legislation affecting employees under their control.
- n. Report on the apparent causes of accidents and/or dangerous occurrences, investigate as required, and recommend to the appropriate Head of Service the means of preventing a recurrence.
- o. Assist the appropriate Head of Service in the identification of safety training as required, in order to promote an awareness of injury prevention.
- p. Take part in Site or Departmental meetings or visits set up for accident prevention discussion.
- q. Keep up to date as far as is reasonably practicable and in conjunction with the appropriate Head of Service, with recommended Codes of Practice and new safety guidance and to circulate information applicable to each level of employee under their control.
- r. Foster within their respective work areas an understanding of safety procedures and injury prevention.
- s. Set a personal example and to wear appropriate protective clothing where appropriate.
- t. Ensure as far as is practicable that all plant and equipment is properly maintained.
- u. Report at once to the Councils' Senior Advisor (Health, Safety and Wellbeing) and the immediate superior on being issued with an Improvement Notice or a Prohibition Notice by a member of the Health and Safety Executive.
- v. Ensure that each employee is aware of the Health and Safety Policy and that it is communicated to them and any revisions or updates thereafter, and make it available to all employees when requested.

Supervisors / Team Leaders will: -

- a. Be familiar with the requirements of relevant health and safety legislation and the Council's health and safety policies and procedures applicable to the work which employees for whom they are responsible are engaged on, and to ensure that these requirements are complied with.
- b. Incorporate safety requirements in instructions and orders and to ensure they are observed.
- c. Ensure that new employees (including young persons, work experience, temporary and casual employees), are instructed in Health, Safety and Welfare precautions, and that they are aware of the Council's Health and Safety Policy and Risk Assessments relevant to their work.
- d. Commend employees who, by action or initiative, eliminate hazards and adopt safe working procedures.
- e. Set a personal example and to wear appropriate protective clothing where appropriate.
- f. Report in writing to the appropriate Officer defects in plant and equipment as soon as a problem is identified.
- g. Report at once to the Councils' Senior Advisor (Health, Safety and Wellbeing) and the immediate supervisor on being issued with an Improvement Notice or Prohibition Notice by a member of the Health and Safety Executive.
- h. Co-operate with the Councils' Senior Advisor (Health, Safety and Wellbeing) and consult when necessary on any matters of health and safety.
- i. Ensure that all health and safety requests, records and reports, for which they are responsible, are up to date so far as is reasonably practicable.
- j. Ensure that an employee with appropriate level of health and safety competence carries out all inspections of work situations authorised by them appertaining to health and safety.
- k. Ensure so far as is reasonably practicable that all plant and equipment is properly maintained.

All Employees will:-

- a. Ensure that they understand the contents of the Council's Health and Safety Policy, a copy of which is to be readily available to all staff.
- b. Familiarise themselves with any Risk Assessments, Method Statements and workplace procedures for the work activities that they are undertaking.
- c. Raise with their Line Managers any concerns that they may have regarding the risk assessments and any shortfalls which may exist.

- d. Use the correct and safe tools and equipment for the job, also use all safety equipment/protective clothing provided, and adopt a safe method of working at all times.
- e. Keep tools, equipment, plant, machinery and protective clothing in good condition, to prevent injury to yourself and/or others.
- f. Report immediately to your line manager, or to your Safety Representative, any defects found in tools, equipment, plant, machinery, and protective clothing.
- g. Develop a personal concern for safety, both for yourself and for others around you, including young persons, work experience, temporary and casual employees.
- h. Suggest ways of eliminating or reducing hazards preferably in writing or by reporting to your Safety Representative and ensure they make a written record.
- i. Co-operate with the Councils' Senior Advisor (Health, Safety and Wellbeing) and the Section Head/Supervisor, and all other supervisory staff and Trade Union appointed safety representatives regarding safety matters.
- j. Set a personal example and ensure safe working practices are observed at all times.
- k. Be aware of and carry out the requirements of the Health and Safety legislation, relevant Codes of Practices and Safety Check Lists.
- l. Report all accidents to your line manager/supervisor whether injury is sustained or not, and enter all the details into the online accident reporting form.
- m. Acquaint yourself with all processes, materials and substances in connection with your work.
- n. In liaison with your immediate supervisor, ensure that all reasonably practicable steps are taken to protect the general public against hazards, which may be created by the workplace or activities.
- o. Attend any training designed to further the needs of health and safety.

Councils' Senior Advisor (Health, Safety and Wellbeing) will: -

- a. Be responsible to for continually monitoring and improving, the Council's health and safety standards.
- b. Ensure that the Council's Health and Safety Policy meets legislative requirements, and advise the relevant authorities immediately any deviation from these standards.

- c. Keep up to date, as far as is reasonably practicable and in conjunction with appropriate Officers, with recommended Codes of Practice and new safety literature.
- d. Advise the Council, Chief Executive, and other employees on all aspects of health and safety legislation and precautions to ensure good and safe working practices are maintained.
- e. Motivate employees at all levels in good safety practices, and to give or arrange training sessions, briefings or lectures on any health and safety aspect as required.
- f. Liaise with the Directors, Heads of Service, Managers, Team Leaders, Trade Union appointed representatives, or other employee representatives, on health and safety matters, which affect employees in their Departments.
- g. Attend meetings of Safety Committees, or other Safety Forum, which may be formed, as considered necessary by the Human Resources & Organisational Development Manager.
- h. Liaise with the Health and Safety Executive, Chief Fire Officers, Police, and other outside bodies, with a direct interest in the health and safety of the Council's employees.
- i. Carry out regular visits, inspections and audits in conjunction with the appropriate Section Head/Supervisor, to all the Council's establishments and sites to ensure compliance with the Council's Health and Safety Policy and relevant legislation.
- j. Ensure that procedures are in place to enable regular Fire Drills and Fire Alarm Tests at all of the Council's establishments to take place.
- k. Ensure in conjunction with the Directors and Heads of Service that the Council's policies and procedures are suitable and sufficient to ensure all employees are protected while at work.
- l. Review information relating to accidents, dangerous occurrences, and diseases and, where appropriate, investigate their causes and provide advice to management on the means of preventing a reoccurrence.
- m. Encourage all employees of the Council to seek health and safety advice from their Section Head/Supervisor, in the first instance.
- n. Ensure, in conjunction with Heads of Service that so far as is reasonably practicable all plant and equipment is used by the Council's employees in a safe manner.
- o. Institute and maintain a comprehensive procedure for the notification, investigation and reporting of accidents, unsafe or hazardous situations.
- p. Make reports available as necessary on health and safety matters to the appropriate Executive Directors, Directors, Heads of Service and Committees of the Council.

Trade Union Safety Representatives Will Be Afforded The Right To :-

- a. Represent employees in consultation with employers on health and safety matters.
- b. Co-operate effectively in promoting and developing health and safety measures.
- c. Make representations to the employer in writing on general matters affecting the health, safety and welfare of other persons employed at the workplace.
- d. Carry out safety inspections of the workplace.
- e. Represent their members in consultation with officers of the enforcement agencies. Receive information from Inspectors.
- f. Attend meetings of safety committees in their capacity as a safety representative.

Other Health Safety and Wellbeing Committee Members

Carry out their duties as detailed in the "Terms of Reference" for the Health and Safety Committee and its members.

General

The Council requires that all Committees, Officers, and employees demonstrate a high concern for all measures to secure the highest reasonable standard of health and safety at work.

The Council will, so far as is reasonably practicable, comply with all Health and Safety Legislation and Codes of Practice.

Health, Safety and Welfare Committee

Employers have a responsibility to provide employment that is safe for employees, clients and visitors. This can only be achieved with the cooperation of everyone within the Council.

In order to facilitate this, Health, Safety and Welfare Committee has been established to act as a forum for the exchange of views between employers and employees. Where there are difficulties that cannot be resolved at local level between supervisors and employees these committees also provide a route to bring to the attention of senior managers problems that may be resolved by a wider consideration.

Risk Assessment

The Council will ensure that risk assessments are completed and reviewed for all hazards arising out of or in connection with the activities undertaken by all Council Departments. Designated managers will be responsible for ensuring that risk assessments required under the various Health and Safety Regulations have been undertaken, and that the hazards identified together with the preventative and precautionary control measures have been considered and recorded. The findings of the risk assessment will be passed to employees to safeguard their health, safety or welfare and issued through safe working practices and procedures.

All Risk Assessments will be reviewed on an annual basis to ensure that they continue to be suitable and sufficient. They shall also be reviewed following any accident or incident or if there is reason to believe they are no longer valid and or there is a change in the process.

To assist Officers in carrying out risk assessments the Councils' Senior Advisor (Health, Safety and Wellbeing) will issue standard risk assessment forms along with a policy and procedure to guide managers in completing risk assessments and to ensure that all significant findings of the assessment are suitably recorded.

Employees responsible for completing risk assessments will receive appropriate training and guidance to ensure competency. Any training will be provided via the Councils Health and Safety Advisor.

Risk Assessments should be kept on file at the premises/establishment to which they relate. An electronic copy of all risk assessments shall be forwarded to the Health and Safety Advisor for review and insertion into a central file.

Any actions highlighted in the Risk Assessment will be logged on an Action plan for that particular Service Area and held centrally. A hard copy should also be available

in the work area to which the risk assessment applies in order that those staff without access to a PC can read and understand them also. When the actions have been completed they will then be signed off by the Author of the risk assessment.

Risk Assessments relating to individuals (i.e. new or expectant mothers and young persons) will be kept on file by the relevant line manager at the premises with an electronic copy being forwarded to Human Resources for enclosure into the Personal File.

When completing the risk assessment all reasonable practicable steps will be taken to avoid or reduce the risk to as low as reasonably practicable. The provision of personal protective equipment for staff to wear will only be provided as a last resort.

General Arrangements

Arrangements for the carrying out of the general policy on Health and Safety At Work

Though this policy comes under the remit of the Councils' Senior Advisor (Health, Safety and Wellbeing) some areas also come under the remit of the Property Services Team who will undertake works including the day to day management and upkeep of its buildings. They will be responsible for maintaining hard services and facilities for each premise in question or will authorise others to undertake the works on their behalf.

Fire Precautions

The Council will ensure through the management system that a full and proper fire precautions procedure is operated at all of its premises. The Council will carry out a suitable and sufficient risk assessment for each premise and work in conjunction with the County Fire and Rescue Service and seek their assistance in establishing adequate measures for fire precautions at all its premises/establishments.

Attention will be given firstly to the prevention of the outbreak of the fire and training will be given to all employees upon induction and at regular intervals. An evacuation procedure will be established for all premises and all employees will be trained in the precautions operating at their place of work and in its operation.

Fire drills will be held at least twice yearly at all premises. These will be coordinated with the Councils' Senior Advisor (Health, Safety and Wellbeing), Premises Manager and where necessary the Property Services team. A record of the drill including participants' names will be kept on site at all premises wherever possible. Following any such evacuations a full debrief will be held to establish where improvements can be made.

The Council will ensure that adequate fire fighting equipment is made available in all its premises and as required by the fire risk assessment, or as recommended by the County Fire Safety Officer. All such equipment will be adequately maintained by a competent contractor. All other fire precautions equipment (e.g. fire alarms, emergency lighting) will also be maintained at the required intervals by appropriate Contractors appointed by the Council.

The Council will ensure that any equipment is suitably maintained and will ensure that the weekly and monthly testing is carried out by authorised persons. Any problems identified during the testing process need to be reported as soon as possible.

All such firefighting equipment will be maintained under a service contract arranged by the Council at suitable intervals i.e. a minimum annually. All such works will be recorded in the onsite Log Book.

First Aid

The Council shall assess its requirements to provide first aid at each premise/establishment to ensure it meets the requirements of the First Aid at Work Regulations 1981.

The outcome of the assessment shall ensure that the number of qualified first aid personnel, appointed people and first aid facilities are appropriate for each premise.

The first aiders and appointed persons will ensure that the first aid boxes are stocked with adequate first aid materials. Stocks will be made available at all sites to ensure the prompt replenishment of the first aid kits.

In council premises where defibrillators are located, a local risk assessment conducted by a competent person, will identify the number of employees required to be trained in order to ensure its safe use.

Accident reporting

All accidents, ill health, violent incidents or dangerous occurrences that occur at, or as a result of, work for the Council must be reported immediately. All injured employees involved in such incidents should report them verbally to their line manager and in writing by completing the e-form on the intranet in the first instance or in the accident book at the respective site. These should all be forwarded to the Councils' Senior Advisor (Health, Safety and Wellbeing) upon completion.

Investigations will take place as deemed necessary by either Managers or the Councils' Senior Advisor (Health, Safety and Wellbeing) or both. Violent incidents should be recorded also and are available from line managers, and the Council's intranet site.

Workplace

As an employer the Council is required to provide a safe and healthy working environment for all staff. All such premises will be maintained by the Council and they will ensure that they are kept in good working order and shall ensure the following:-

- All areas will be kept at a reasonable working temperature for the work activities being undertaken.
- Lighting shall be suitable and sufficient for the areas and work activities. The workplace, furniture and fittings shall be kept sufficiently clean.
- Floors shall not be slippery and wall surfaces shall not increase fire risks.
- There will be adequate workspace for all members of staff to carry out their duties.
- Waste will not be allowed to accumulate and suitable receptacles shall be provided to contain the waste.
- Seating shall be provided where work can or must be done sitting and shall be suitable for the person as well as the work.

Display Screen Equipment

All reasonably practicable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment (DSE).

The Council will, in consultation with employees:

- a. carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the employee.

- b. take all reasonably practicable steps to remedy any risks found as a result of the assessment.
- c. take measures to incorporate breaks and/or changes of task, where necessary, within the working day, in order to prevent intensive periods of on-screen activity.
- d. review software to ensure suitability for the task.
- e. arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced.
- f. arrange for the free supply of basic corrective appliances (normally glasses) where required specifically for working with DSE.
- g. Inform employees working with DSE, of the risks to health and how these are to be avoided.

Homeworking

Some members of staff are permitted to work from home on occasion. Any such works should only be undertaken for security reasons on a Council issue Laptop.

All homeworkers should consider the safety and security of the equipment they are using along with any documents which may contain personal information.

Any member of staff working remotely when setting up their workstations should consider the following:

- Glare from windows and lighting in the room where they will be working.
- They are able to sit and work comfortably at a desk or table and not be having to overstretch, sit awkwardly in order to work.
- That they are able to take regular breaks away from their screens in order to avoid eyestrain.
- The DSE Assessment undertaken on their own workstation in the office.

Manual Handling

The Council will ensure that the Manual Handling Operations Regulations 1992 are complied with by ensuring that:-

- Suitable and sufficient assessments are completed for all workplace manual handling activities.
- Hazardous manual handling operations are avoided so far as is reasonably practicable,
- The risks of injury are reduced so far as is reasonably practicable,
- Where possible mechanical lifting devices will be provided, and staff trained in their safe operation.
- All employees who carry out manual handling operations have received suitable training which will be refreshed every three years.

Control of Hazardous Substances

The Council is required to assess the workplace, task and/or activity, with a view to ensuring that neither the employer, employees nor any other person (whether at work or not) are exposed to any substance that may be hazardous to their health arising from any of the practices carried out or any substances used.

In order to do this an assessment of the risks to health must be made and include the following information which can be obtained from the Material Safety Data Sheet and the activity being undertaken:

- The nature of the risk - whether it is a substance or something that evolves from a practice that is carried out.
- The product and its active ingredients.
- The safe use of the substances.
- First aid procedures.
- Emergency Procedures.
- Safe disposal.

During the examination of the workplace the Council must determine whether employees are exposed to hazardous substances and if their health is affected. If so then the health of the employees will be monitored and recorded.

The COSHH assessment will be:-

- permanently recorded;
- reflect the details provided on the Material Safety Data Sheet provided by the product manufacturer.
- revised whenever there are any changes;
- brought to the attention of all employees;

Personal Protective Equipment

Employees will be provided with any protective clothing and equipment identified as being necessary to protect their health and safety whilst undertaking their normal work duties. This will be at no cost to the individual concerned and will be supplied on the commencement of their employment.

A Risk Assessment should be undertaken to ensure that the provision of Personal Protective Equipment is only used as a last resort where all other control measures have been considered. Staff who are required to wear Personal Protective Equipment as part of their role for whatever reason will be provided with training in the safe and proper use of such equipment.

Managers/Supervisors will ensure as far as is reasonably practicable that their employees make proper use of the protective equipment made available to them and provide replacement equipment when circumstances require. It is the responsibility of all employees to use protective equipment provided to them and to report to their line manager any loss or defect of such equipment.

Plant and Equipment

The Council will ensure that all plant and equipment is maintained in a safe condition and without defects likely to cause a risk to the health and safety of any employee.

All items of work equipment which are subject to a statutory inspection, such as lifts, hoists, pressure systems, abrasive wheels etc. will be maintained on a planned basis and also inspected by the Councils Insurance Engineer to comply with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

All plant and equipment will be maintained in accordance with the manufacturer's instructions to ensure its safe operation. In some circumstances this will involve the use of Specialist organisations with the experience and expertise.

The Council will only purchase work equipment that meets the minimum required standards laid down by the European Union and which is marked with CE logo and/or the appropriate British Standard.

All employees will receive the necessary information, instruction, training and supervision to ensure the safe operation of work equipment in line with procedures and safe working practices. No persons shall be permitted to operate any work equipment prior to them receiving the necessary training or if they under the Supervision of a training provider.

Lifting Equipment and Statutory Inspections

All Lifting Equipment is subject to Statutory Inspections and maintenance by a competent person in order to ensure that it continues to meet the necessary standard.

Any Lifting Equipment which is required to lift persons is subject to 6 monthly inspections which includes passenger lifts, hoists etc. All other equipment is subject to annual inspection.

The majority of such equipment will be regularly inspected via the Council's Insurer and the report will be recorded onto the appropriate computer system.

Electricity

The Council will ensure that the electrical installation at all Redditch Borough Council premises/establishments are maintained and tested at appropriate intervals to ensure safety and a certificate of satisfaction is provided by a competent electrician at least once every five years, and following any alterations etc. to the electrical installation.

All persons engaged by the Council to carry out any electrical or electrically related work will only carry out such work if they are competent to do so, and work within the limitations of their training, experience and expertise.

A list of competent members of staff can be found via

Where any work involves live or high voltage electricity a permit to work will be issued by a member of staff with appropriate competencies and will be authorised by the Council to undertake such works.

For any operation that requires a permit to work then the instructions as laid down by such a permit will be strictly adhered to and never deviated from unless the issuer of the permit agrees and gives written consent.

Records of any maintenance or inspection to the electrical installation or portable appliances will be kept at the premises/establishment to which the electrical maintenance relates. A copy will also be held electronically on the Council's computer system.

Portable electrical appliances will only be used for the purpose for which they were intended and in the environment for which they were designed and constructed.

Any faults to electrical appliances must be reported to the management and the equipment taken out of use immediately. Appropriate steps should be taken to prevent the equipment from being used again until a competent electrician repairs it.

Noise at Work

Where exposure to noise exists and there is a risk of damage to hearing of members of staff, action will be taken in regard to noise prevention control in accordance with the Control of Noise at Work Regulations 2005.

An assessment of the noise levels in working areas will be carried out. Where exposure is at or above any of the action levels, employees will be informed that there is a noise hazard and given instructions on what to do to keep the risk at a minimum. Where employees have to work in noise hazardous areas, ear protectors (ear defenders or ear plugs) will be provided. These, however, will not be regarded as a substitute for noise reduction.

The Council will reduce the noise at source wherever possible and where necessary, provide technical and engineering controls to methods such as soundproofing and enclosure and by quieter equipment, machines and processes.

Vibration at Work

Where members of staff are exposed to levels of Vibration during the course of their work action will be taken in regard to reducing the level of exposure to as low as reasonably practicable in accordance with the Control of Vibration at Work Regulations 2005.

Staff can be subject to Hand Arm Vibration and or Whole Body Vibration which can be caused by them operating work equipment. In order to reduce the risk levels to as low as reasonably practicable all work equipment shall be subject to regular maintenance and inspection.

When purchasing new equipment due consideration shall be made to purchase equipment which only produce levels of vibration within the recommended limits. Information regarding the level of vibration produced is readily available from equipment manufacturers.

All those who may be affected by Vibration in the workplace will be subject to health surveillance by the Council's Occupational Health provider at the appropriate intervals. A copy of any such reports will be held on their personal file held within the Human Resources Department.

Control of Contractors

Redditch Borough Council recognises the need to ensure the health and safety of persons other than its own employees who may be affected by its work activities. All reasonable effort will be made to liaise with Contractors to ensure that everyone is complying to the same standards of health and safety.

The Council is responsible for ensuring the suitable selection and authorisation of Contractors in most circumstances for Council premises. However on occasion there may be circumstances where there is a local arrangement. In these circumstances the advice of the Councils' Senior Advisor (Health, Safety and Wellbeing) or other appropriate persons may be needed prior to any works starting.

All Contractors and sub-contractors, whilst working for the council will abide with all relevant Health and Safety legislation and any site rules where they are working. Failure to do so will lead them to being asked to leave site.

Line manager's will, where appropriate, ensure that proper arrangements are made to control contractors entering their premises or onto their site. If major work is to be undertaken then the Councils' Senior Advisor (Health, Safety and Wellbeing) or must be notified in writing, so that any technical health and safety information, which is required, can be brought to their attention as soon as possible.

Managers must ensure that any contractors' works being conducted within their work area is carried out in a safe manner. It is the aim of Redditch Borough Council to promote co-ordination and co-operation of health and safety arrangements between the two employers sharing the workplace.

All employees, including contractors will ensure that every effort is made to protect service users/members of the public from the contractors' activities and further to ensure a courteous approach with the minimum possible disruption as far as is possible.

All employees, including contractors will be advised of their legal duty by the contract officer to carry out their work operations in a safe manner, and to co-operate with the Council.

All contractors will be advised that under no circumstances will they be permitted to allow untrained, inexperienced or uncertified (where applicable) persons to work on the Council's sites unless they are properly supervised or undergoing appropriate training.

The Councils employees will be made aware of any work operations or processes by contractors which may affect their health, safety or welfare and be given adequate warnings, notification and instruction of any likely hazards which contractors operations may create, wherever necessary or required.

Wherever practicable all operations carried out by contractors will be securely isolated by fencing or barriers and appropriate warning signs will be displayed.

Working at Height

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. The Council will ensure that the Work at Height Regulations 2005 are complied with by ensuring that:

- staff are able to avoid working at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

The Council and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

The Council will make sure that people with sufficient skills, knowledge and experience are employed to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

The Council will always consider measures that protect everyone who is at risk (collective protection) before measures that protect only the individual (personal protection). Collective protection is equipment that does not require the person working at height to act to be effective, for example a permanent or temporary guard rail.

Control of Asbestos

The Council has a number of buildings which contain Asbestos which is currently controlled under an Asbestos Management Plan for those affected buildings. The Council will ensure the maintenance and upkeep of the management plan is kept current.

Some members of staff due to their work may also come into contact with Asbestos outside of the Council. Where possible the Council will take every step to avoid staff members being exposed as part of their job. If a member of staff believes that they have been exposed to Asbestos during the course of their work in the first instance they should report it to their Line Manager and the Councils' Senior Advisor (Health, Safety and Wellbeing).

If someone is exposed to Asbestos during the course of their working lives it is highly unlikely that it will be detected for a number of years (15-40). Therefore the Council will make a note and record the details of any potential exposure onto someone's personal file which should be kept for at least 40 years even if they leave the employment of the Council.

Construction Design and Management Regulations

The Council will from time to time undertake building and refurbishment of Council premises. If the works is likely to run for more than 30 days or 500 man hours it will be subject to the CDM Regulations 2007 and need to be reported to the Health and Safety Executive on a form F10.

Needle Stick Injuries

The Council is committed to the highest possible standard of health, safety and welfare for all of its employees. It acknowledges the health hazards arising from needle stick injuries and shall take all reasonable steps to protect those employees that come into contact with needles and syringes.

When a hypodermic punctures the skin, cross contamination can occur between the user of the needle and the person pricked or cut with the needle.

A risk assessment will be carried out to assess if there is a risk of needle stick injury. If there is found to be a risk then the Council will implement suitable control measures to safeguard employees.

Driving for Work

As part of their normal duties members of staff may be required to drive whether it be using their own private vehicle or a vehicle provided by the Council.

Where persons are driving their own vehicle it should be insured for business use with their own Insurers and have the necessary road tax and hold a valid MOT Certificate where necessary. It is the responsibility of the vehicle owner to ensure that the vehicle is fit for use and suitably maintained.

Where company vehicles are provided all drivers must hold the necessary Licences in order to be able to drive the vehicles and a copy of which should be held by their Line Managers. The Council will ensure that all such vehicles are Insured etc to meet the needs of the business. The Council will also ensure that the vehicle remains in a roadworthy condition and is suitably maintained.

Where persons are required to drive as part of their work a Risk Assessment needs to be undertaken to ensure that the activity is as safe as practicable and it should also take into consideration the vehicles provided are fit for the job.

Mobile phone

Members of staff may be required either their own or a work issue mobile phone as part of their work so that they can be contacted during the course of the day.

Where members of staff are away from their desk and driving a vehicle private or otherwise they are not permitted to make and or receive a telephone call on their mobile phone.

Please refer to the Councils Mobile Phone policy for further information.

Lone Working

On occasion due to the needs of the business staff will be expected to work alone whether it be in one of the Council premises or out doing visits. All Managers whose staff are expected to undertake Lone Working as part of their duties shall undertake a suitable and sufficient risk assessment of any such activities. The findings of these risk assessments should then be communicated to those members of staff affected.

Where a member of staff does not feel comfortable undertaking an activity alone they should discuss this with their Manager who will then wherever possible ensure

that they are accompanied by another member of the team or an alternative visits/meeting will be arranged.

The Council has a system in place via “Lifeline” where members of staff can register with them if they are Lone Working whether it be during the day or out of normal office hours. This system is monitored 24/7 and is available for all staff to use and therefore it is strongly recommended that all such staff make use of this system.

Violent and Challenging Behaviour

Where there have been issues in the past with a member of the public and or a residential address a report should be made to their Line Manager in the first instance. If it is deemed appropriate an entry will be made on the Staff Safety Register.

Any persons who experience such behaviours should complete the reporting form which is available on the Orb. The persons Line Manager and Service Manager will then work with the Councils’ Senior Advisor (Health, Safety and Wellbeing) to ascertain what additional controls may be needed. Further information and guidance can be found in the Staff Safety Register Guidance and Procedures which is available on the Orb.

Those members of staff who are required to go out into the Community and visit members of the public and their properties should consult the Staff Safety Register and undertake an address search to check for any known problems.

A record will be maintained of all incidents of violence and challenging behaviour directed against employees and all incidents shall be investigated.

Health Surveillance

Due to the nature of the work of some staff there is a requirement for Health Surveillance. This will have been identified via the Risk Assessment process and all staff affected should be advised.

The Councils’ Senior Advisor (Health, Safety and Wellbeing) in conjunction with the Human Resources Department will ensure that those affected are referred to the Councils Occupational Health Provider at appropriate intervals.

Where Health Surveillance is provided all details will be handled in the strictest confidence. Any such reports produced will be discussed with the member of staff involved and a copy kept on their Personal File.

Where it is deemed that a record must be kept of such reports past when a member of staff leaves the employment of the Council this will be marked on their personal file to avoid destruction under the retention and disposal schedule.

Training

Health and safety training needs of individual employees will be assessed by their line manager. Where a specific need is identified managers will make a written request and submit it to the Training & Organisational Development Adviser and the Councils’ Senior Advisor (Health, Safety and Wellbeing) for consideration.

Whereby members of staff need to renew any training which they have received and is relevant to the role that they are currently in it will be arranged via the Training & Organisational Development Adviser.

All managers with health and safety responsibilities within the Council will be provided with training on health and safety in order to enable them to manage safety within the workplace.

The Council will provide basic health and safety awareness training to all employees as part of their induction training and on-going refresher training. Line managers will identify the health and safety training needs of their employees and will provide basic health and safety information to new employees relative to their own working area and duties e.g. fire evacuation, toilet and welfare facilities, risk assessments work procedures etc. (NOTE: this is not a definitive list).

All training courses provided by the Council can be found on the Intranet pages. Where a more bespoke course is required in order to meet the needs of particular service areas a specific request should be made to the Councils Health and Safety Advisor in writing.

Procedures for identifying and dealing with priorities

Managers will prioritise and deal with safety matters within their own area of responsibility and make arrangements to rectify matters relating to health and safety. Where the matter cannot be dealt with locally then the issue must be reported to their line manager immediately.

Senior Management will prioritise health and safety issues of a general nature that potentially have a corporate effect and which involve policy decisions. It is recognised that Strategic Management Team may not be able to resolve some health and safety issues and as such will refer them to Council for consideration and prioritising.

Monitoring Health and Safety Performance

Managers/supervisors of their respective departments will carry out active monitoring of health and safety through review of risk assessments to ensure that standards are being maintained and management controls are working.

The Councils' Senior Advisor (Health, Safety and Wellbeing) will monitor health and safety standards within the Council to ensure that health and safety legislation is complied with and work with Managers to address any shortfalls.

Reactive monitoring will also be undertaken when something goes wrong, this will include accident, illness, property damage and near miss investigations.

APPENDICES

Redditch Borough Council's Health and Safety Policy will be supported by other Service and Division policies and procedures, safe working practices, working copies of all relevant manuals, logs and forms, covering many aspects of health and safety. These documents will be kept in each departmental health and safety file

The Council may add to, delete or amend procedures from time to time. Each new or amended Policy/Procedure will, following the relevant consultation process be brought to the attention of all employees.

The Health and Safety Policy is also supported by:-

- Health and safety training courses

For further information on this policy please contact:

Councils' Senior Advisor (Health, Safety and Wellbeing)
HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT SERVICES

Based at:
THE TOWN HALL
REDDITCH BORORUGH COUNCIL
WALTER STRANZ SQUARE
REDDITCH
WORCESTERSHIRE
B98 8AH

Telephone: 01527 64252 ext. 1686

Health, Safety and Welfare Committee

Terms of Reference

1. The Purpose of the Committee is to:

- Enable discussion between Members, management, trade union representatives and staff on health, safety and welfare issues and compliance with the law.
- Enable monitoring of health and safety systems at all locations including the Health and Safety Action Plan.
- Advise the Chief Executive, Senior Management and Members about health and safety issues as and when appropriate.
- Promote and reinforce a positive health, safety and welfare culture within the Councils.
- Promote co-operation between the Councils and their staff in identifying, developing and implementing measures to ensure their health, safety and wellbeing.
- Actively encourage and support staff participation in the management and implementation of health and safety within the Councils.

2. Terms of Reference

Members of the Health, Safety and Welfare Committee shall:

- Review the Councils health and safety systems, monitoring practices and accident figures and trends, and ensure a uniform approach to health and safety is implemented and maintained.
- Examine health and safety audit reports to ensure recommendations are implemented as far as reasonably practicable.
- Consider reports, correspondence or relevant issues from trade union safety representatives, members of staff, outside agencies and enforcing authorities.
- Receive information on changes in legislation relevant to health and safety issues and ensure they are implemented.
- Demonstrate and promote suitable health, safety and welfare behaviours in the work place at all times.
- Support and promote the development, introduction and monitoring of safe working practices and safe systems of work.
- Promote suitable health, safety and welfare communication and publicity in the work place.
- Attend meetings of the Health, Safety and Welfare Committee in connection with any of the above functions.
- Regard attendance at the Health, Safety and Welfare Committee as part of their normal work.
- Assess the impact of any new health & safety legislation on the organisation.
- Ensure a twice yearly summary of Committee activity is included in the Member Newsletter.
- Review the Terms of Reference, health & safety policies and documents annually. This will not replace the need to update documents in line with legislation.

3. Membership

The Committee will consist of:

- Chair – Director
- Vice Chair
- Councillors from both authorities (one each)
- Safety Liaison Officers – to be confirmed by the Heads of Service
- Union representatives
- Health and Safety Adviser
- Representative of Human Resources
- Other specialists on an adhoc basis

4. Organisation of the Committee

The Health, Safety and Welfare Committee will ensure that:

- The Committee is used to review service systems and not as a forum to report operational issues that should be dealt with locally by managers.
- Meeting dates are published well in advance where ★staff★ can see them. Meetings should not be cancelled or postponed except in exceptional circumstances when the rearranged date should be announced as soon as possible.
- All members contribute to the forming of the agenda and to table items for special consideration where relevant.
- If a member of the group is unable to attend a meeting, the member concerned should nominate a named substitute where possible.
- If union representatives are unable to attend or field a substitute the Committee will still take place.
- Responsibility for meeting arrangements and facilitation, as well as taking, recording & distributing minutes lies with the Committee Secretary.
- Minutes are circulated to all invited members of the Committee and made available for all staff to view within seven days of the meeting.
- An agenda and draft previous minutes are sent to all invited members seven days prior to the committee including all papers.
- Meetings are held bi-monthly. Special meetings will be called in certain circumstances.
- Members do not suffer any loss of pay through attendance at meetings of the committee or at other agreed activities undertaken by, or on behalf of, the committee.
- Committee members are provided with the necessary facilities and assistance that they may reasonably require to carry out their functions.
- Officers responsible for the delivery of health and safety across the organisations maintain a corporate library of health and safety information and guidance which will be available to all employees of the Council.
- Suitable training, as identified by the Health and Safety Adviser, is provided to Committee members to enable them to carry out their functions in an efficient manner. Attendance at such training courses/seminars will be provided without loss of pay.

5. Safety Liaison Officer

The SLO will be allowed reasonable time necessary to fulfil their functions and to attend all committee meetings.

The role of the SLO

They should be fully aware of standards and progress of health and safety issues within their Directorate. They will be a 'contact point' for Senior Officers, Health and Safety Advisers and staff.

They should discuss and highlight health and safety issues with their managers with support from the Health & Safety Advisers if needed.

They will develop a working relationship with the relevant Director for their area and report on a regular basis to the Directorate Management Team to ensure that safety issues are continuously raised on the Directorate agenda.

They will act as a line of communication to all staff within their Directorate to discuss health and safety matters.

They are required to attend suitable training courses and maintain their knowledge of health and safety.

★ Please note the word 'staff' is used to cover all members of the workforce including contractors and temporary resources.

REDDITCH BOROUGH COUNCIL



www.redditchbc.gov.uk

HEALTH AND SAFETY AT WORK

RISK ASSESSMENT

POLICY AND PROCEDURES

Human Resources and Organisational Development
Redditch Borough Council
Walter Stranz Square
Redditch
Worcestershire.
B98 8AH

Ruth Wooldridge
Senior Advisor (Health, Safety & Wellbeing) : 01527 64252 Ext. 1686

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1. **RISK ASSESSMENT PROCEDURE**

1.1 **Introduction**

It is the duty of the Council to identify all hazards, evaluate the risks and implement suitable control measures associated with its undertaking.

The risk assessments must be documented and its findings communicated to all relevant employees.

The aim of this procedure is to support managers and employees in their roles and responsibilities in relation to risk assessments. It will assist in identifying areas where further controls are required and set an action plan aimed at reducing the risks.

1.2 **Legal Requirements/Reference Documents**

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Redditch Borough Council Health and Safety Policy
- Any such other appropriate regulations

The Council must make a suitable and sufficient assessment of:

1. the risks to the health and safety of its employees to which they are exposed whilst they are at work; and
2. the risk to the health and safety of persons not in its employment arising out of or in connection with the conduct of our undertaking.

The Council must record the risk assessment, identifying the group of people who are identified by it as being at risk.

The following definitions have been taken from the documents listed above:

“The assessment” means risk assessment to comply with the legal requirements laid out as above.

“New or expectant mother” means an employee who is pregnant, who has given birth within the previous 6 months, or who is breastfeeding.

“Young person” means a person who is over the minimum school leaving age but under the age of 18.

“Managers” refers to anyone who is responsible for employees or is a person with a designated responsibility for carrying out risk assessments.

3. Scope of the Procedure

The risk assessment procedure shall apply to all tasks, activities, locations and work equipment that are associated with Redditch Borough Council's undertaking. All foreseeable risks to employees or non-employees must be assessed in line with "The Management of Health and Safety at Work Regulations 1999".

4. Arrangements for Securing the Health and Safety of Employees

4.1 General Principles of risk assessment

It is recognised that managers already carry out *de facto* risk assessments on a daily basis during the course of their work; they will note changes in working practice, recognise faults as they develop and they will take necessary corrective actions.

Whilst Managers will have undertaken a Risk Assessment of key activities of their staff there will on occasion be a need for staff to undertake their own risk assessment before commencing their work, and tailor it to a specific location or activity. An example when this may be required is member of staff is entering a property to undertake some repair work.

The Management of Health and Safety at Work Regulations 1999 requires employers to undertake a systematic examination of the hazards associated with their work activities and record the findings.

A risk assessment should involve identifying the hazards present in any undertaking (whether it arises from work activities or from other factors, e.g., layout of the premises, inclement weather etc.), and then evaluate the extent of the risks involved, taking into account whatever precautions are already being taken.

4.2 Types of Risk Assessment

- General Risk Assessment

As detailed in the Risk Assessment Policy.

- Dynamic Risk Assessment

Usually a Risk Assessment has been undertaken for standard activities however when a member of staff is about to undertake a work activity they may need to do an additional on the spot assessment to take into consideration the location in which they may be working, weather conditions etc.

- Other types of Risk Assessment

There are a number of other types of risk assessment which are applicable for other Health and Safety Regulations. Due to their nature they are produced in a different format and will therefore be covered in other Health and Safety Policies of the Council.

Some examples are detailed below but this list is not exhaustive:

- Display Screen Equipment Assessment for a “User”
- COSHH Assessment
- Fire Risk Assessment
- Noise Risk Assessments
- Vibration Risk Assessments

4.3 Purpose of risk assessment

The purpose of risk assessments is to enable the Council to determine what measures are required to protect employees and non-employees from hazards brought about by workplace activities.

Whilst the Risk Assessment should cover all associated activities there may be a time when things may differ slightly for any reason. This is when staff would be expected to undertake a “Dynamic Risk Assessment” prior to starting the activity. If the member of staff is in any doubt or has any concerns what so ever the activity should be stopped with immediate effect and further assistance or advice sought from their Manager.

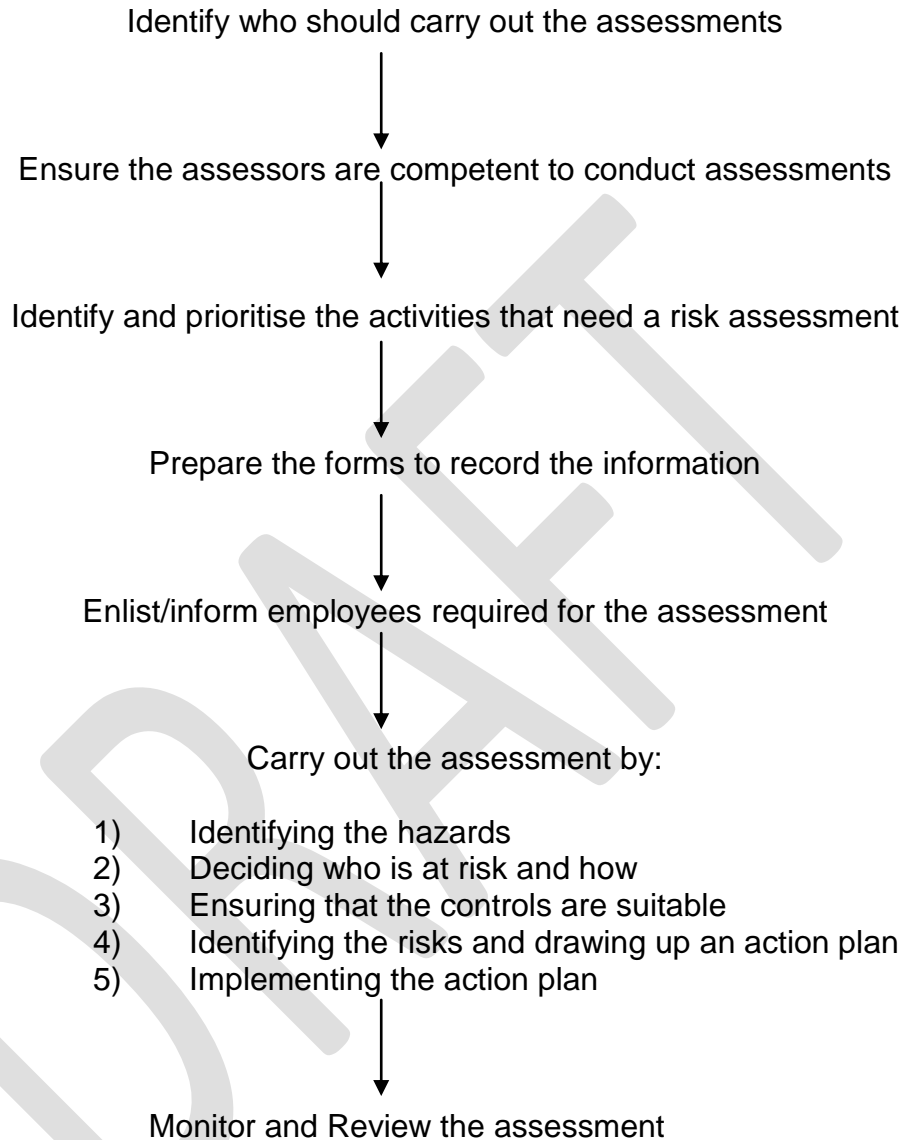
The Risk Assessment should ensure employees are safe whilst carrying out work activities, and that a safe place of work is maintained at all times for them and anyone else who may be affected by their acts or omissions.

The risk assessment should also protect non-employees by considering what controls are required to ensure they are free from hazards caused by the Council's undertaking.

In addition, a risk assessment will ensure that the Council complies with duties placed under relevant statutory provisions.

Key steps to carrying out risk assessments

The basic approach to the management of risks can be summed up in the following steps, which are reflected in the requirements of the Management Regulations:



4.4 Risk Assessors

Risk assessors should be familiar with the Regulations and have received the relevant training to ensure they are competent to conduct assessments. The Council's Risk Assessment in the Workplace Course has been designed to do this and covers the following:-

- The legal duties relating to risk assessment
- The process of risk assessment
- The different types of risk assessment
- How to use the forms
- Opportunities to conduct assessments

- Problem solving

In complex situations they may need to enlist the expertise of others, e.g., the Councils' Senior Advisor (Health, Safety and Wellbeing) or a specialist in a particular field.

4.5 Using the Council's risk assessment process and form

To comply with the Management of Health and Safety at Work Regulations 1999 the Council has devised a standard risk assessment form. The format ensures the Council complies with relevant legislation. All risk assessments should be completed using the Council's risk assessment format.

A management guidance note is available from the Councils' Senior Advisor (Health, Safety and Wellbeing) for this procedure for reference as to how to complete the risk assessment form. An action plan summary form is used in conjunction with the risk assessment form.

4.6 Training

Training will be provided to ensure that relevant employees are competent to complete suitable and sufficient risk assessments. This training should be updated on a regular basis to ensure that good practice is maintained throughout the organisation.

All new employees, under their induction, shall be informed of their role and responsibilities in relation to risk assessments and the Council's procedures. The training is also available to all employees and should be considered by managers when conducting annual training plans/performance reviews.

4.7 Young persons' risk assessment

Managers who employ young persons (including volunteers, work experience and casual employees) must complete a young persons' risk assessment before engaging them in employment.

The assessment must consider the young persons lack of experience, the absence of awareness of existing or potential risks, the fact that they may not have fully matured as well as the level of additional supervision required.

In addition, the Council must not employ a young person for work:

- a) that is beyond their physical or psychological capacity;
- b) that involves harmful exposure to agents that are toxic, cancer causing, cause heritable genetic damage or harm to an unborn child, or which in any other way chronically affect human health;
- c) involving harmful exposure to radiation;
- d) involving the risk of accidents which may be reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety, or lack of experience, or training;

- e) in which there is a risk from extreme cold, heat, noise or vibration;
- f) where they may come into contact with dangerous machinery.

4.8 New or expectant mother risk assessment

The regulations require a risk assessment to be carried out when an employer employs a woman of childbearing age even before she is pregnant. The assessment is designed to ascertain whether the work could be a risk to her health, or the health of her child should she become pregnant.

The most common 'hazards' within the Council's activities will be associated with manual handling, slips, trips and falls, or shift working. However, other issues could involve being subjected to violence, chemical or biological agents, noise and fatigue.

When conducting a new or expectant mother risk assessment managers should consider what provisions are required to secure the health, safety and welfare of employees. Provisions may for example include altering working conditions or hours of work, changing roles and responsibilities or suspending her from work to secure her safety for the duration of her pregnancy.

4.9 Persons with relevant protected characteristics under the Equalities Act 2010

Where a member of staff employed by the Council has a relevant protected characteristic under the Equalities Act a suitable and sufficient risk assessment will be undertaken to ensure that they are not treated any less favourably to any other member of staff. Any measures put in place to reduce the risk will be to the benefit of all those assessed.

For further information please refer to the Draft Equalities Policy.

4.10 Records

Risk assessments must be stored at the workplace wherever possible at which they are relevant. They should be in a place that can be accessed by employees' at all reasonable times in electronic or hard copy format. Consideration will need to be given to members of staff who may not have access to a PC at their place of work.

Risk assessments may be required as evidence following an accident and/or a visit by the Health and Safety Executive. Risk assessments must be retained at the site of origin for at least 3 years from when they are no longer valid or have been updated. These can be stored in hard copy or electronic format but must be easily accessible.

It will be the responsibility of Line Managers and those persons who have undertaken the risk assessments to communicate their findings and any additional controls which may be required in a timely manner to the members of staff to whom they might affect. A record of such communication should be maintained by the Managers involved.

If a member of staff has any concerns and or questions over the risk assessment in the first instance they should speak to the Manager involved.

5. Responsibilities

5.1 Managers' responsibilities

1. Managers must be aware and have an understanding of the Council's risk assessment procedure.
2. Managers must ensure that all employees are not exposed to any foreseeable risk of injury or ill health as far as is reasonable practicable.
3. Managers must ensure that non-employees (members of the public, contractors, etc.) are not exposed to any foreseeable risk of injury or ill health as far as is reasonably practicable from the activities of their staff.
4. Managers are required to systematically assess and record the risk of injury to their employees. To assist in this process managers have access to Risk Assessment training.
5. Managers must consult with employees when completing risk assessments, and thus detail a system of work for minimum risk at all times. All sections of the risk assessment form must be completed. Risk assessments must be stored in a place where employees can access it at any reasonable time.
6. Managers are responsible for ensuring that the outcome of risk assessment is available for employees to view.
7. All managers must ensure that every employee within their sphere of control, including relief, agency cover, work experience etc., is made aware of the prescribed safe systems of work.
8. Managers must ensure that this procedure has been brought to the attention of all employees within their responsibility and that records are available to demonstrate they have undertaken this task.
9. Managers are responsible for ensuring that employees understand the risks associated with their work and the safe procedures to be followed so that accidents and injuries can be prevented.
10. Managers have a responsibility to ensure (so far as is reasonable practicable) that staff are fit to perform the tasks assigned, and where appropriate, arrange a referral (through Human Resources) to the Occupational Health Service.
11. Managers must ensure that risk assessments are reviewed and stored appropriately.
12. All employees must be aware that failure to comply with the Councils health and safety policies or procedures may result in disciplinary action under the Councils' Disciplinary Procedure.

5.2 All employees' responsibilities

1. Employees are responsible for ensuring their own safety and that of others when conducting their tasks. They should report to management any concerns immediately so that appropriate action can be considered.
2. Employees must comply with the system of work prescribed following a formal risk assessment. It is the individual's responsibility to have read and understood the formal risk assessments.
3. If any employee is unsure about safety relating to any task or equipment they must not undertake that task or use the equipment without further instruction and advice.
4. Where equipment is provided for a task, employees must make full and proper use of it in accordance with the training and instruction given and the systems of work defined by their line manager.
5. Employees must inform their manager of any concerns or health conditions affecting their capabilities.
6. Employees must inform their manager if they are pregnant or have a medical condition likely to render them unfit to safely carry out their duties.
7. All accidents and incidents must be reported to the line manager immediately, following the Council procedures and recorded on the online accident form.
8. Employees must attend and participate in the agreed level of training, and demonstrate the appropriate knowledge and skill to the agreed level of competence.
9. All employees must be aware that failure to comply with the Councils health and safety policies or procedures may result in disciplinary action under the Councils' Disciplinary Procedure.

6. Guidance for Risk Assessors

This guide is intended to provide assistance to assessors, in general risk assessment. It is not intended as a replacement for the proper training of assessors.

Risk assessment is nothing more than thinking about what is being done, what can go wrong and deciding what, if anything else, needs to be done to prevent harm to people. It is formal, systematic and recorded. The purpose of risk assessment is to reduce the numbers and severity of accidents and ill health at work.

A risk assessment involves identifying the hazards present, whether arising from work activities or from other factors, such as the layout of the premises where the work activity is taking place. Then evaluating the extent of the risks involved and taking into account whatever precautions are already being taken. Then deciding if these are sufficient to reduce the risk to the lowest level possible and, if not, what extra precautions need to be taken. A risk assessment does not need to be perfect; it needs to be suitable and sufficient.

The principles outlined in this document apply to all assessments and not just general risk assessment. Where specific assessments are required further

information and training on the specific requirements is needed. The way in which the general risk assessment process is related to more specific assessments is detailed in the flowchart in Appendix 1 on page 18.

7. Definitions

7.1 Hazard A hazard is anything with the potential to cause harm (this can include substances, machines, methods of work and a range of other aspects or work organisation.

Risk The risk is the likelihood that the harm from a particular hazard will be realised. The term risk covers both the likelihood that harm will occur and its severity. The extent of the risk covers the people who may be affected by a risk, e.g., the number of people who might be exposed and the consequences or severity for them. The risk assessment chart detailed below (paragraph 7) will assist in making these judgements.

Harm An injury caused by the risk, which may be physical, mental or financial.

7.2 A suitable and sufficient risk assessment To be suitable and sufficient the assessment must:

- Identify the significant risks arising out of the work, this means focusing on those risks that are liable to arise because of the work activity. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the work activity compounds those risks.
- Enable the employer to identify and prioritise the measures that need to be taken to comply with current legislation and best working practices. The general duty imposed on all employers is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.
- Be appropriate to the nature of the work and as such should remain valid for a reasonable period of time. This will enable the significant findings to be used positively by management, e.g., to change working procedures or to introduce medium to long term controls. The Council's risk assessment form will lead you through the process systematically.

8. Practicable Risk Assessment

There are no fixed rules about how a risk assessment should be carried out. Each assessment will depend upon the specific work activity and the type and extent of the hazards and risks. Consideration should also be given to what would happen if something went wrong with the activity. Above all the assessment needs to be practical with careful consideration given to working arrangements and the individuals involved.

It is important that a structured approach to risk assessment is adopted, and a risk assessment should:

- **Ensure that all relevant risks or hazards are addressed.** The aim is to identify the significant risks in the workplace. Do not obscure those risks with excess information or by concentrating the trivial risks that occur in normal life. By systematic in looking at hazards and risks. For example, in each operational area, it may be easier to look at all electrical or manual handling hazards together. In some cases, the most effective approach will be to look at specific work activities task by task. Decide which approach or combination is most suitable for you. Also consider the consequences that could happen when the risk identified actually occurs and the steps to be taken to reduce the impact.
- **Address what actually happens in the workplace.** Actual practice may differ from written procedures, and is often a route whereby risks creep in unnoticed. Think about non-routine operations, e.g., maintenance or deliveries or any interruption to the usual work activity. Investigate why any written procedures are not followed, they may be impractical, or the type of training or information provided may be inadequate. Any training or information given must be sufficient to enable staff to work safely.
- **Ensure all groups of people that might be affected are considered.** Employees, contractors, residents, pupils, members of the public. It is important not to forget 'out of hours' activities, cleaners, visitors or extra curricular activities.
- **Identify groups of people who might be particularly at risk.** For example young or inexperienced workers those who work alone, home workers, any disabled staff, new or expectant mothers, or staff on a phased return to work.
- **Take account of existing preventative or precautionary measures.** They may already reduce the risk sufficiently, but consider if they are working properly. Does action need to be taken to ensure that the control measures are maintained?

Assessments under any other specific regulations

Where assessments have already been carried out under more specific regulations, e.g. working with chemicals under the Control of Substances Hazardous to Health Regulations 2002, it is not necessary to repeat the assessment as long as they remain valid, but it is essential to ensure that all significant risks are covered. Review these assessments and ensure that all training is up to date and that any relevant changes have been made to the documentation. If something needs improving note this on the general risk assessment form for incorporation in the managers' action plan.

In other cases, tasks will be identified that need assessment under specific regulations, e.g., use of display screen equipment or excessive noise, where no action has been taken. It should be noted on the general risk assessment that an assessment under more specific regulations is required.

10. Recording

It will be necessary to record details of the assessment itself, in addition to the significant findings. It may be necessary to demonstrate to the Service Head, the Councils' Senior Advisor (Health, Safety and Wellbeing), Safety Representatives or an HSE Inspector, that risk assessments have been undertaken for each operational area. Records will also ensure that if circumstances change the assessment can be reviewed and any necessary changes recorded. The Risk Assessment Form and the form guide are designed to ensure that a systematic approach is followed and a proper record kept.

Risk assessments previously undertaken and recorded on previous forms remain valid until a review is carried out or for some other reason become invalid. The form should be used for all new assessments and when reviewing existing risk assessments.

11. Review of the Assessment

Every assessment should be reviewed at regular frequencies based on the residual risk after the present control measures that are in place. The chart (Page 16) is a guide to when the assessment should be reviewed. The higher the residual risk, the more often a review is carried out. **As a guide:**

High Risk	-	Weekly
Medium Risk	-	Monthly
Low Risk	-	Annually

The review time will be changed from the above if the assessor has concerns about the risk involved.

We should be aiming to eliminate any high residual risks that are still in place after the risk assessment has been completed. All risks should be reduced so far as is reasonably practicable. Any residual risks should be suitably controlled. Consideration needs to be given that some additional controls may take longer to implement than others for financial or other reasons. This is not an excuse for not reducing the risk to as low as possible and Personal Protective Equipment should only be used as a last resort.

The Risk Assessment should also be reviewed in the following circumstances:

1. If the nature of the activity changes and the appreciation of hazards and risks may then develop.
2. There is reason to believe that it is no longer valid.

12. Risk Assessment Chart

To assist in quantifying the risk, the chart below should be used. Assess the risk; consider the likelihood of the hazard occurring and the severity of the consequences. To determine the degree of risk, find the point in the table below where the likelihood and the severity meet.

LIKELIHOOD	SEVERITY				
	Negligible	Minor Injury or illness	Serious Injury or illness (7 days +)	Major Injury or illness	Fatality or Severe Disability
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

RISK	ACTION
1 - 4	LOW No actions necessary, but if score can be easily lowered by introducing further controls, do so.
5 - 10	MODERATE Activity may proceed with caution, but introduce controls to lower score as soon as possible.
11 - 25	HIGH Activity <u>MUST NOT</u> proceed. Controls <u>must</u> be put in place immediately to reduce the score.

DEGREE OF RISK – ACTION REQUIRED

- HIGH** - Work **must** not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.
- MEDIUM** - Efforts **must** be made to reduce the risk, but the cost of the prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period.
- LOW** - No additional controls are required. Consideration may be given to a more cost – effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that controls are maintained.

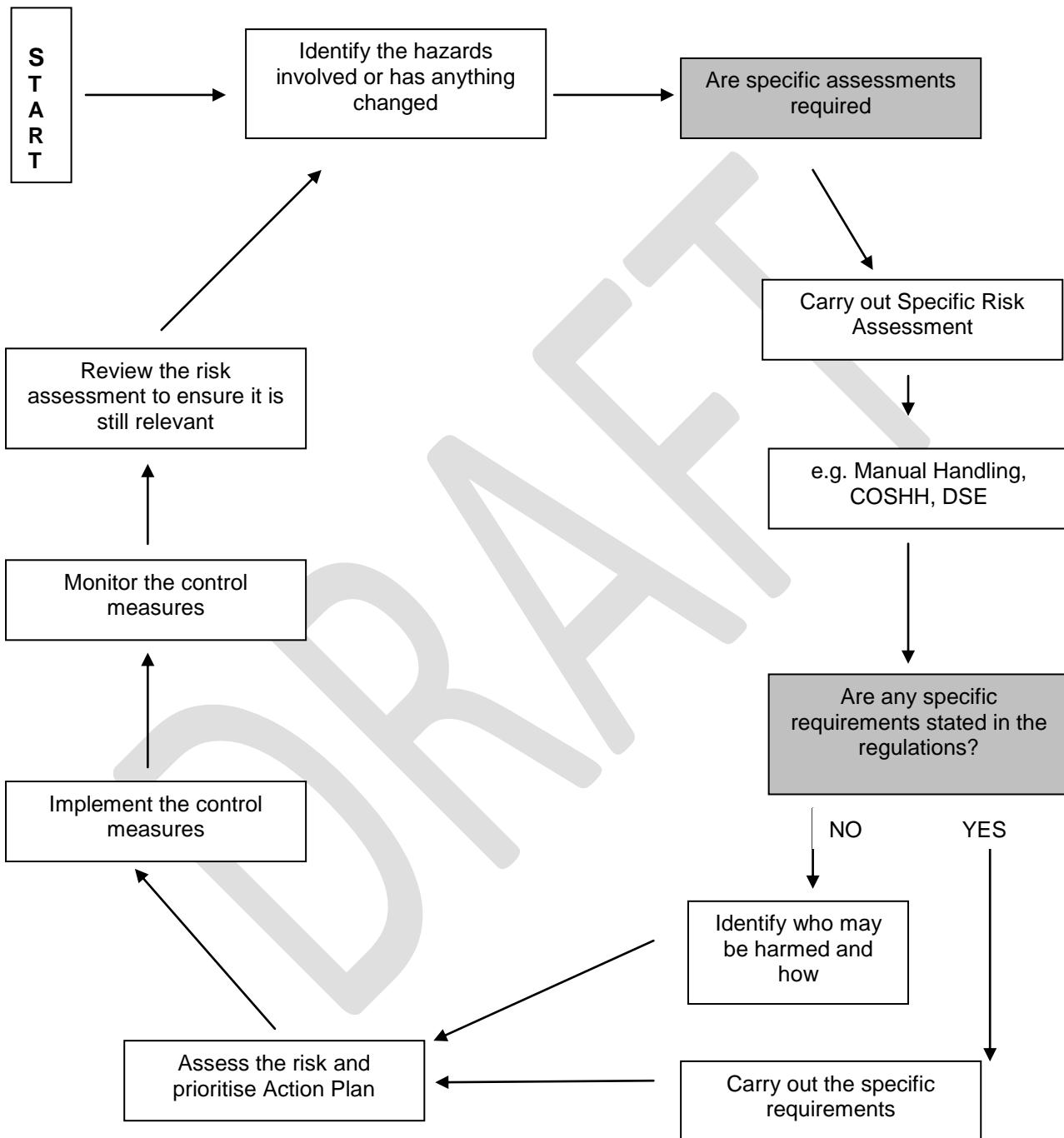
NOTE: 'LOW' here means that risk has been reduced to the lowest level that is reasonably practicable

13. Further assistance

Information regarding control measures to eliminate or reduce risks can be found in the Council's guidance and codes of safe working. If you experience any problems, please talk to your line manager. Advice and information is available from the Councils' Senior Advisor (Health, Safety and Wellbeing).

APPENDIX 1

General Risk Flowchart



14. GENERAL RISK ASSESSMENT FORM COMPLETION GUIDE

This is a step by step guide to assist with the completion of the Corporate General Risk Assessment Form (see blank risk assessment form in Appendix 2 and completed example lines of two separate activities in Appendix 2A).

14.1 General Assessment Details:

Allocate a number to the assessment sheet to assist in record keeping. Enter the name of the service, the section and the workplace address or location where the assessment is being carried out. The name of the person carrying out the assessment should be entered, and signed when the assessment has been completed.

1. **Serial Number:** Allocate a number to the work task/activity.
2. **Work Task/Activity:** Identify the hazards associated with each work task.
3. **Hazards Identified:** List the identified hazards associated with each work task.
4. **Person(s) at Risk:** List the categories of people that are or may be at risk from each of the identified hazards, for example:
 - Employees
 - Particularly vulnerable staff (new and expectant mothers, young persons under 18 years, staff with disabilities)
 - Service users/clients
 - Contractors
 - Members of the public
5. **Existing Controls:** State any existing controls in use, associated with each identified hazards, for example:
 - Have any safe working instructions been given?
 - Have staff had relevant training?
 - Has personal protective equipment been provided?
6. **Degree of Risk:** Assess the risk; consider the likelihood of the hazard occurring and the severity of the consequences. To determine the degree of risk, find the point in the table below where the likelihood and the severity meet, (LOW/MEDIUM/HIGH) and state this on the form.

LIKELIHOOD	SEVERITY				
	Negligible	Minor Injury or illness	Serious Injury or illness (7 days +)	Major Injury or illness	Fatality or Severe Disability
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25

14.2 DEGREE OF RISK – ACTION REQUIRED

- HIGH** - As described in **Section 12, Page 17.**
- MEDIUM** - As described in **Section 12, Page 17.**
- LOW** - As described in **Section 12, Page 17.**

The degree of risk should be eliminated or reduced to the lowest level possible, with proper control measures maintained.

- 1. Remedial Action:** Consider the degree of risk and the existing controls, then state any remedial action(s) that may need to be taken to eliminate or reduce the risk. An action plan will need to be determined based on the degree of risk (as described in 6 above).
- 2. Action Plan:** Remedial action(s) will need to be progressed and completed. These should be recorded by the Assessor on the form shown in Appendix 3 – Managers' and Assessors' Action Plan, and passed to the appropriate manager for completion.
- 3. Residual Risk:** Use the table in 5 above to assess the residual risk. Do this by considering the existing controls and any remedial action taken.
- 4. Other Assessment:** If the general risk assessment has identified that a more specific assessment is required under other Regulations, enter the type of assessment that is needed, e.g., Manual Handling. If no other assessment is needed make no entry in this column.

5. Review Date Due: Reviews of work task/activity assessment should take place periodically to keep the assessment live. A review should be carried out of work tasks/activities, following changes such as new staff, new equipment, working methods etc. If any of these are due to take place then a review date should be established.

6. Hazard Checklist: Suggested hazards by type can be found in Appendix 4 to assist in hazard identification. The hazard checklist is arranged as follows:

- Hazards associated with plant and equipment (including non-powered plant and hand tools).
- Hazards associated with materials and substances.
- Hazards associated with the workplace.
- Hazards associated with the work environment.
- Hazards associated with the work methods.
- Hazards associated with the work organisation.
- Other types of hazard.
- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem? .
- Have you learnt anything from accidents or near misses?

Assessment Sheet No.	
----------------------	--

Service		Section	
---------	--	---------	--

Workplace Address or Location	
-------------------------------	--

Assessment Date		Review Date Due	
Name of Assessor		Assessors Signature	

Serial Number	Work Task/Activity	Hazard Identified	Person(s) at Risk	Degree of Risk	Existing Controls	Remedial Action Required	Residual Risk	Other Assessment

EXAMPLE

General Risk Assessment Form

Assessment Sheet No. SM0001

Service (1) Planning and Environmental Services (2) Street Scene and Waste Management **Section** (1) Reception / (2) Recycling

Workplace Address or Location (1) The Council House / (2) Depot Services

Assessment Date 1 January 2003 **Review Date Due** 1 January 2004
Name of Assessor Ann Other **Assessors Signature** AO

Serial Number	Work Task/Activity	Hazard Identified	Person(s) at Risk	Degree of Risk	Existing Controls	Remedial Action Required	Residual Risk	Other Assessment
1.	Dealing with public enquiries at reception	1. Assault from public	Employees, Public	MEDIUM	1. Reception area designed to separate staff from public. 2. Panic button fitted. 3. Two staff on duty at all times.	1. Staff to be given training in dealing with aggressive behaviour 2. Review written safe working instructions.	LOW	
2.	Emptying boxes of glass into cages	1 Noise from dropping. Bottles into cages.	1. Recycling Operatives. 2. Public.	MEDIUM	1. Appropriate type of ear defenders to be used at all times when sorting glass. 2. Noise assessment to be carried out. 3. Soundproofing of cage.	1. Arrange staff refresher training. 2. Arrange work rotation where possible. 3. Review written safe working instructions. 4. Review risk assessment	LOW	Manual Handling

ACTION PLAN – MANAGER'S SUMMARY

Type of Assessment – General Risk Assessment/COSSH/PPE/Display Screen Equipment/Other

Name of Assessor **Date**

Action Required	Risk Level	<u>By Who</u>	Target Date	Date Completed

Manager's Signature **Service.....** **Date**

APPENDIX 4**HAZARD CHECKLIST**

Examples of Workplace hazards are provided on the hazard checklists below and arranged as follows:

- Hazards associated with plant and equipment (including non-powered plant and hand tools).
- Hazards associated with materials and substances.
- Hazards associated with the workplace.
- Hazards associated with the work environment.
- Hazards associated with the work methods.
- Hazards associated with the work organisation.
- Other types of hazard.

The lists are only a guide to those undertaking risk assessments of workplace activities, it is not exhaustive and will depend on the activity being assessed.

APPENDIX 5**Hazards associated with plant and equipment****(including non-powered plant and hand tools)**

Mechanical Hazards				
Trapping Hazards	Impact Hazards (includes puncture)	Contact Hazards (cutting, friction or abrasion)	Entanglement Hazards (rotating parts)	Ejection Hazards (e.g. of work piece or part of tool)
<ul style="list-style-type: none"> • Two moving parts or one moving part and a fixed surface • Conveyor belt and drive • Vee belt and pulley • Power press • Mangle • Guillotine • Scissors • Stapler • Using hammer 	<ul style="list-style-type: none"> • Something that may strike or stab someone or can be struck against • Moving vehicle • Robot arm • Sewing machine • Drill • Hypodermic needle • Pendulum • Crane hook 	<ul style="list-style-type: none"> • Something sharp or with a rough surface • Knife, chisel, saw etc. • Blender blade • Circular saw blade • Sanding belt • Abrasive wheel • Hover mower • Blade 	<ul style="list-style-type: none"> • Drill chuck and bit • Power take off shaft • Pipe threading machine • Abrasive wheel 	<ul style="list-style-type: none"> • Cartridge tool • Thickness machine • Using hammer and chisel • Abrasive wheel

Electrical, Pressure, Stored Energy, Stability, Overloading				
Electrical Hazards	Pressure Hazards	Stored Energy Hazards	Stability Hazards	Overload/defective due to mechanical failure
<ul style="list-style-type: none"> • Electricity • Electricity above 240v • Electricity (240v) • Electricity (110vcte) • Extra low volt electricity <p>Ignition sources:</p> <ul style="list-style-type: none"> • Static • Batteries 	<ul style="list-style-type: none"> • Compressed air • Compressed gas • Steam boiler • Vacuum • Hydraulic system 	<ul style="list-style-type: none"> • Springs under tension • Springs under compression • Hoist platform/lift cage • Conveyor tension weight • Raised tipper lorry body • Counterweight • Load carried by crane 	<ul style="list-style-type: none"> • Inadequate crane base • Forklift truck on slope • Machine not bolted down • Mobile scaffold too high • Scaffold not tied 	<ul style="list-style-type: none"> • Crane overload • Chain sling • Eye-bolt overload • Scaffold overload • Hopper overfill

Radiation, Noise, Vibration and Thermal Hazards			
Radiation Hazards	Noise Hazards	Vibration Hazards	Thermal Hazards
<p>Ionising Radiation:</p> <ul style="list-style-type: none"> • X Rays • <input type="checkbox"/> or <input type="checkbox"/> radiation • neutrons <p>Non-ionizing radiation:</p> <ul style="list-style-type: none"> • microwave • radio frequency • laser • ultraviolet • infra-red 	<ul style="list-style-type: none"> • pneumatic drill • operation of plant 	<ul style="list-style-type: none"> • pneumatic drill • operation of plant 	<ul style="list-style-type: none"> • hot surface • using blow lamp • welding flame/arc • refrigerant • steam

Hazards Associated with Materials and Substances

Fire/Explosion Hazards			
Combustion Hazards	Flammable Substances (including highly and extremely flammable – see also explosive below)	Oxidising Substances	Dust Explosion Hazards
<ul style="list-style-type: none"> • timber stack • coal store • paper store • magnesium • straw • plastic foam • oxygen enrichment 	<ul style="list-style-type: none"> • petrol • propane gas • methane • carbon monoxide • methanol • paraffin • acetone • toluene 	<ul style="list-style-type: none"> • organic peroxide • potassium permanganate • nitric acid • explosive material • fireworks • proprietary explosives • detonators • some oxidising agents • highly flammable gas 	<ul style="list-style-type: none"> • coal dust • wood dust • aluminium powder • flour

Hazardous Substances				
Corrosive/Irritating Materials	Dust Explosion Hazards	Fumes	Vapours	Gases
<ul style="list-style-type: none"> • sulphuric acid • caustic soda • man-made mineral fibre 	<ul style="list-style-type: none"> • asbestos fibres • silica dust • dust mite faeces • pigeon droppings • coal • dust grain dust • wood dust 	<ul style="list-style-type: none"> • lead fume • rubber fume • asphalt fumes 	<ul style="list-style-type: none"> • acetone • 1,1,1 trichloroethane • dichloromethane • benzene • isocyanates 	<ul style="list-style-type: none"> • carbon monoxide • hydrogen sulphide • sulphur dioxide • carbon disulphide

Mists	Asphyziants	Ingestion Hazards	Contact Hazards
<ul style="list-style-type: none"> • oil mist • printing ink mist • water-legionella 	<ul style="list-style-type: none"> • nitrogen • carbon dioxide • argon 	<ul style="list-style-type: none"> • toxic, harmful, corrosive and irritant liquids • poisons, e.g. all harmful aerosols, polluted water, contaminated food and drink 	<ul style="list-style-type: none"> • swarf • rough timber • concrete blocks • molten metal • frozen food

Hazards Associated with the Workplace				
Access	Work at Heights	Obstruction	Stacking/Storing Hazards	Work Over/Near Liquids, Dust, Grain etc.
<p>Trips/Slips:</p> <ul style="list-style-type: none"> • damaged floors • trailing cables • oil spills • water on floor • debris • wet grass • sloping surface • uneven steps • changes in floor level <p>Access:</p> <ul style="list-style-type: none"> • locked exits • obstructed egresses • long exit route 	<ul style="list-style-type: none"> • fragile roof • edge of roof • edge of mezzanine floor • work on ladder • erecting scaffold • hole in floor 	<ul style="list-style-type: none"> • low headroom • sharp projections 	<ul style="list-style-type: none"> • high stacks • insecure stacks • inadequate racking • stacking at heights 	<ul style="list-style-type: none"> • grain silo • tank • reservoir • sump • work over river • work near canal

Hazards Associated with the Work Environment			
Light	Temperature	Confined Spaces	Ventilation
<ul style="list-style-type: none"> • glare • poor lighting • stroboscopic effect • arc welding • molten metal 	<p>Indoor Work:</p> <ul style="list-style-type: none"> • work in furnace • cold room <p>Outdoor Work:</p> <ul style="list-style-type: none"> • hot weather • cold weather • wind chill factor • work in rain, snow etc. 	<ul style="list-style-type: none"> • work in tank • chimney • pit • basement • unventilated room • vessel • silo 	<ul style="list-style-type: none"> • fumes • odours • tobacco smoke

Hazards Associated with Work Methods		
Manual Handling	Repetitive Movements	Posture
<ul style="list-style-type: none"> • lifting • lowering • carrying • pushing • pulling • hot/cold loads • rough loads • live loads, i.e., person or animal 	<ul style="list-style-type: none"> • keyboard work • using screwdriver • using hammer and chisel • bricklaying 	<ul style="list-style-type: none"> • seated work • work above head height • work at floor level

Hazards Associated with Work Organisation		
Contractors	Organisation of Work	Work in Public Areas
<ul style="list-style-type: none"> • work above employees • use of harmful substances • contractors' welding • process fumes • services (e.g., underground electricity cables) • stored hazardous materials 	<ul style="list-style-type: none"> • monotonous work • stress • too much work • lack of control of job • work too demanding 	<ul style="list-style-type: none"> • trailing cables • traffic/plant movement • obstruction to blind person • obstruction to prams, etc. • work above public

Other Types of Hazard		
Attack by Animals	Attack by People	Natural Hazards
<ul style="list-style-type: none"> • bees • dog • bull • fleas • snake 	<ul style="list-style-type: none"> • criminal attack • angry customer • drunken person • drug abuser • someone with mental health issues 	<ul style="list-style-type: none"> • lightning • flash flood • trees

REDDITCH BOROUGH COUNCIL



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HEALTH AND SAFETY AT WORK

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Policy and Procedures

Human Resources and Organisational Development
Redditch Borough Council
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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY AND PROCEDURE

1. **Introduction**

Many substances which employees within the Council will be exposed to each day have the capacity to cause harm to their health, or create some other danger. Virtually every substance can, in some form or another, present a hazard.

The workplace may contain a number of substances that may be unfamiliar and foreign in a domestic situation. The correct use, storage and handling of them is vitally important in managing health and safety at work.

Safety in the use of hazardous substances is achieved through knowledge, care, forethought and the establishment of good working procedures; this will secure the health and safety of those working with them.

2. **Legal Requirements/Reference Documents**

Health And Safety At Work etc Act 1974

Control of Substances Hazardous to Health Regulations 2002 (amended)

Management of Health and safety at work Regulations 1999 (amended)

Personal Protective Equipment Regulations 1992

The Chemicals (Hazard Information and Packaging for Supply) Regulations 2009

Redditch Borough Council Health and Safety Policy

3. **Definitions**

3.1 **Hazardous Substances**

For the purposes of COSHH, substances hazardous to health include:

- any substance or preparation listed or identified as very toxic, toxic, harmful, irritant, or corrosive, which can enter the body via inhalation, skin absorption, ingestion etc. and cause harm;
- any biological agent, including bacteria, virus, mould and fungi (i.e. MRSA, Hepatitis B, HIV etc.);
- any substance with an occupational exposure limit,
- harmful micro-organisms;
- dust of any kind in substantial concentrations;
- any other substance creating comparable hazards to people's health, such as pesticides or other chemicals, fumes from welding processes etc.

Asbestos and Lead are not included in this Policy as they have their own legislation specific to them which must be complied with.

3.2 Route of Entry into the body

Hazardous substances can enter the body by:

- inhalation (breathing in a substance);
- absorption through unbroken skin;
- absorption/injection through punctured skin;
- ingestion (this route of entry is usually assisted where there is a personal lack of hygiene or facilities present. i.e. traces of hazardous chemicals left on hands whilst eating).

In the occupational context, inhalation is the most significant route of entry, mainly because breathing is continual and the surface area of the lungs is far greater than that of the external skin.

3.3 Response of the Body to Chemicals

Hazardous substances can cause a response at various sites in the body and at different speeds.

Not all people respond to a chemical in the same way. Some are more susceptible (respond at lower doses) than others, depending on various factors such as age, race, sex or state of health. People also vary in the manner of response. The main responses are:

- Irritation to the respiratory tract, skin or eyes
- Sensitisation to the respiratory tract leading to asthma, or to the skin
- Long term effects such as cancer or asbestosis etc
- Reproductive disorders such as infertility or foetal damage.

4 Scope of the Procedure

The Council seeks to provide a safe and healthy working environment for its employees regarding hazardous substances by the introduction of systems and procedures, which will:

- identify all named substances used at work within the Council;
- identify the risks to health by carrying out formal assessments;
- identify any control measures necessary;
- monitor the implementation of safe practices and control measures;

- provide employees with relevant information, instruction and training in the safe use/handling of substances at work.

The guidance on the control of substances hazardous to health shall apply at all premises which Redditch Borough Council: owns, operates from or allows employees to work at, and include all chemicals that employees would reasonably be expected to come into contact with.

5. **Identification of Hazardous Substances**

All Heads of Service/Service Managers are responsible for identifying hazardous substances within their control (i.e. those that are purchased by, or for, their employees use at work, or are generated as a result of work processes). The hazardous substances will then be listed on the COSHH1 register (appendix 1) for the respective work area or location depending on the situation. This will ensure that all substances, which have been identified, are assessed and used safely and that all relevant information has been brought to the attention of relevant staff that use that substance.

Hazardous substances that are purchased will normally be recognised by a hazard symbol on the packaging. The hazard symbol is of diamond shape with a red edge, white centre a black symbol inside. There may still be some products available with the old hazard identification labels of Orange and black. Text is normally written below each hazard symbol. Details of the new symbols can be found in Appendix 6.

However, hazardous substances may not be so easily recognisable in some circumstances. For instance, cleaning staff, first aiders and employees responsible for collecting needlesticks, may be exposed to biological agents i.e. AIDS, Hepatitis, MRSA. In such circumstances a generic COSHH assessment entitled "bodily fluids" may be appropriate.

Other hazardous substances that should be identified are those emitted during a work process, for example, wood dust in a workshop or carbon monoxide in a vehicle repair area. Additionally, there are those that employees may come into contact with during non-routine tasks, i.e. contact with Weils disease (rat urine) during drainage investigations, or mould from pigeon "droppings" that can cause a condition called "pigeon fanciers lung".

A method of identifying hazardous substances within containers and pipework must be in place. This may for example, include the marking of the pipework and containers, maintaining documented records that relate to the plant components name or number etc.

6. **Conducting the assessment**

6.1 **Suitable and sufficient**

The Council must make a suitable and sufficient assessment of the risks associated with each hazardous substance used/stored or staff may come

across at work. The assessments must be written down and the results of the assessments communicated to employees who may have to use or be exposed to them and reviewed periodically. Included with the COSHH Assessment should be a "Material Safety Data Sheet" relating to the product(s) being used and can usually be obtained from the Supplier or Manufacturer of the product by downloading from their website.

The assessment should consider substances that are:

1. brought into the workplace and handled, stored and used for processing;
2. produced or given off, e.g. as fumes, vapour dust etc by a process or an activity or as a result of an accident or incident;
3. used for, or arise from maintenance, cleaning and repair work;
4. produced at the end of any process e.g. wastes, residues, scrap etc and;
5. produced from activities carried out by another employer's employees in the vicinity.

The purpose of carrying out an assessment is to determine what measures are necessary to control hazardous substances. It also helps the Council to demonstrate that all factors relevant to its work have been considered and that an informed and sound position has been reached about the risks, the steps which need to be taken to achieve and maintain adequate control, the need to monitor exposure in the workplace and the need, if any, for health surveillance.

6.2 Actions to take

In preparation to conducting a suitable and sufficient assessment the assessor should:

1. Obtain the Material Safety Data Sheet from the manufacturer or supplier (they have a legal duty to supply such information). Information can be downloaded off the Intranet.
2. Gather information about the substances identified in the workplace, including how the substances are used.

Typical questions, which need to be asked in making an assessment, include:

- What materials are used in what quantities and in what form?
- What is the degree to which employees are exposed and what is the frequency of exposure?
- Can a suitable alternative be used?

- What do employees do with them or to them?
- How and where are they used, stored or transported?
- What bi-products or waste products are produced?
- Are any fumes or dust made or given off?
- What happens if something is spilled or a container leaks?
- Who will be affected by its use - employees, contractors, general public?
- What harmful effects or ill health problems can be caused?
- What happens if substances are mixed or combined?

Where exposure to a substance varies according to different working practices, it may be necessary to undertake a COSHH assessment for each situation, although only one substance is involved.

6.3 Assessing the Risk (completing the assessment)

Once all the available information about a particular substance has been compiled, the assessor shall assess the degree or risk to health likely to arise from the use or exposure to that substance and then decide what action is necessary to remove, reduce or control the risk.

The assessment is concerned with the risks created by working with the substance and not just the hazardous properties of the substance itself. For example, with solvent adhesives, there is little hazard with an unopened tin and virtually none once the adhesive is set. However, while the container is open and the adhesive is being used, solvent fumes are given off and in a confined space, this can be extremely hazardous to health to a person using the substance and also to others who may be in the vicinity. This is where simple additional controls i.e. opening doors and windows to ventilate the area during and after its application may be required.

The assessment shall be recorded using the assessment forms COSHH 2 (appendix 2 - full assessment) and COSHH 3 (appendix 3 - Hazard information for employees). The findings should be brought to the attention of employees and, where necessary, recommend appropriate training. A copy of the completed COSHH 2 and COSHH 3 assessments shall be retained in the manager's assessment register held within their section along with a copy of the Material Safety Data Sheet.

If an incident occurs and a member of staff is taken to hospital as a result a copy of the Material Safety Data Sheet should be taken along also so that the appropriate treatment can be given.

A copy of completed COSHH 3 forms should be available for employees at all reasonable times in hard copy and electronic format. It is recommended that copies are also available where products are stored/used.

The assessor must determine what measures are necessary to prevent or control the risks to health, based on the outcome of the risk assessment.

All hazardous substances, which may be used/stored on the premises, require an individual COSHH assessment. This includes those that have been brought onto site by employees (i.e. not purchased by the Council).

6.4 Health Surveillance

The Objectives of health surveillance are to:

1. protect the health of individual employees by detecting as early as possible, adverse changes which may be caused by exposure to substances hazardous to health;
2. help to evaluate the measures taken to control exposure;
3. collect, keep up to date and use data and information for determining and evaluating hazards to health

The manager will identify employees who need health surveillance and seek advice from the Councils Health and Safety Advisor as appropriate. Examples of areas where health surveillance should be considered where exposure may be significant are given below:

Asthma Causing Agents

A number of materials have the ability to sensitise those exposed and cause occupational asthma. Examples include isocyanates, epoxy resin and hardwood dust. Surveillance would take the form of a pre-exposure medical and periodic follow up by a medical practitioner.

Dermatitis

Employees who use dermatitic agents such as cement dust and epoxy resins should be told to inspect their skin regularly and seek medical advice if necessary.

Carcinogens

There are cancer-causing agents, such as hardwood dusts and asbestos dust.

Wood Preservatives

Wood preservatives, such as lindane, are health hazards.

Further details on health surveillance requirements can be obtained from the Senior Advisor (Health, Safety and Wellbeing).

6.5 Appropriate control measures

As part of the assessment, the Council must establish control measures to prevent or adequately control exposure and protect people's health.

The overriding duty and first priority is to consider how to prevent an employee's exposure to hazardous substances, (i.e. not using the substance).

The second most effective control measure is substitution (i.e. water based emulsion instead of a solvent based paint).

Where a substance cannot be substituted or eliminated entirely, a less hazardous version, (where available), should always be considered. For example, it may be possible to purchase diluted chemicals rather than a concentrated version, granules rather than powder etc.

Where dust levels are excessive, it would be better to use a dust free process, dust suppression or local exhaust ventilation before the use of a dust mask is considered.

Engineering control methods should be used where substitution cannot be achieved. These include:

- Total enclosure of the process.
- Dust or fume extraction.
- Local exhaust ventilation.
- General area ventilation.
- Prevention of spread of the contaminants.
- Exclusion of people from the area.

Dilution ventilation should generally **only** be used for non-toxic nuisance fumes.

Other steps include:

- Reducing the number of employees exposed.
- Reducing the length of time exposed.
- Prohibition of eating, drinking, smoking in the work area.

Only when all methods of control have been considered and these prove either impossible or fail to provide adequate protection, should Personal Protective Equipment be used (PPE).

6.6 The level of control to be achieved

The Regulations require prevention, or where this is not reasonably practicable, adequate control.

The level of control depends on whether or not an exposure standard has been set and whether or not the substance can be inhaled. If a substance can be inhaled and has a **Workplace Exposure Limit (WEL)**, exposure **must** be reduced as low as is reasonably practicable and in any case below the WEL. The WEL is measured over an 8 hour time period, referred to as an 8 hour (working day) Time Weighted Average (TWA).

If a substance can be inhaled and has a WEL, exposure control will be adequate if exposure is reduced to the level specified in the WEL.

The above information will be detailed on the substance's Hazard Data Sheet provided by the manufacturer/supplier.

If a substance can be inhaled and does not have a WEL, then the control should reduce the exposure level where people can use it without any adverse effect on their health. This also applies to exposure other than by inhalation (i.e. by ingestion, absorption through the skin, or contact).

6.7 Review of the assessment

The assessment should be reviewed once every 12 months and whenever there is evidence to suspect that the assessment is no longer valid or the work conditions to which the assessment relates has significantly changed.

7. Information, Instruction and Training

7.1 Training for COSHH Assessors

A competent person must complete COSHH assessments. The person who carries out the assessment should:-

1. have adequate knowledge, training and expertise in understanding hazard and risk;
2. know how the work activity uses or produces substances hazardous to health;
3. have the ability and authority to collate all the necessary, relevant information; and
4. have the knowledge, skills and experience to make the right decisions about the risks and the precautions that are needed.

COSHH assessments should be completed with the assistance of appropriate employees and trade union health and safety representative, if one exists.

All COSHH assessors must attend the Council's COSHH assessment training.

Managers should ensure that the COSHH assessments are communicated to all relevant employees and that records are maintained of the communication. Basic information should include the title of the assessment communicated, the date of communication and who it was communicated to.

7.2 Training for those using hazardous chemicals

Suitable information, instruction and training must be provided to employees who use/handle hazardous substances at work. This should enable employees to understand their responsibilities and the required control measures to be taken.

They should also have sight of any COSHH Assessments which relate to their work activities.

8. Local Exhaust Ventilation

Where local exhaust ventilation is required a competent person must inspect it at periods not exceeding 14 months. A certificate of thorough examination must be completed by the competent person at each inspection - COSHH 4 (appendix 4). For further advice on Thorough Examinations please contact the Senior Advisor (Health, Safety and Wellbeing).

9. Respiratory Protective Equipment

Where Respiratory Protective Equipment is required, employees must be trained in its correct use and inspection. A record of the inspection should be documented on COSHH 5. The inspection must take place at periods not exceeding 4 months.

All defective equipment should be withdrawn from use with immediate effect.

10. Responsibilities

10.1 Managers responsibilities

1. To identify all situations that may result in exposure of Council employees or other persons to hazardous substances, as part of the general risk assessment process.
2. To conduct, or nominate a person to conduct, COSHH assessments in relation to hazardous substances within their control.
3. Ensure that a nominated person attends appropriate training to allow them to conduct COSHH assessments.

4. Ensure sufficient information about the substance has been obtained before an employee uses any hazardous substance from the Manufacturer or Supplier and the Material Safety Data Sheet.
5. To identify employees who regularly use/handle substances as a significant part of their employment and ensure they have appropriate information, instruction and training in their appropriate use and application.
6. To ensure that local exhaust ventilation receives a certificate of Thorough Examination and test annually by a competent person. The results should be recorded on the COSHH4 form.
7. To ensure that respiratory protective equipment is examined at least once every four months and the outcome recorded on COSHH5 form by a competent person.

10.2 Employee Responsibilities

Employees will observe the following general precautions when using hazardous substances:

1. All substances must be used, handled, transported and stored in accordance with employee COSHH 3 Hazard Information sheets and any inspection and training provided.
2. Read the COSHH 3 Hazard Information sheet and make sure you understand what it says. If you do not understand it, ask questions until you do. Make full and proper use of any control measures provided.
3. Substances must only be used for their intended purpose. They must not be mixed together, since in combination they may release a dangerous fume.
4. Use the smallest quantity of chemicals that is necessary for the particular job.
5. Substances must not be decanted into other containers, especially food or drink containers. Any unmarked or damaged containers must be withdrawn and the matter reported to your manager.
6. Only products supplied and assessed by your manager may be used at work. Unauthorised or privately owned substances must **not** be used at work. Products purchased by the Council shall not be made available to non-employees (e.g. contractors).
7. Ensure that where appropriate you provide good ventilation by opening windows, doors and skylights. Leave the work area immediately if you feel dizzy or are unwell and notify your manager.
8. Check that you are wearing the correct PPE before you use substances and that it is in good order (the employee COSHH 3 Hazard Information sheet








should say whether you need PPE). PPE must be kept clean and in good condition by the user and damaged items should be reported and replaced without delay.

9. Substances shall be stored safely when not in use in the accommodation provided for it. Where significant quantities of chemicals are used they should be stored in a dry, well ventilated, non-combustible and secure area.
 10. Substances should not be left unattended where other persons could tamper with them and injure themselves. The containers should not be placed haphazardly on floors or in passageways/areas of foot traffic where they could cause passers by to trip and fall.
 11. If using hazardous substances wash your hands and face before eating, drinking and smoking and before using the toilet. You should eat, drink and smoke away from the site of exposure. Good personal hygiene is important to avoid the transfer of substances from hands onto food, cigarettes, etc. and taken into the body.
 12. Never use solvents to remove paint or grease from your skin.
 13. Report to your manager any suspected health problems associated with the use of substances and any defective control measures and procedures. If you are burned by a chemical or feel unwell after using a chemical, seek medical attention without delay.
 14. Clean all spillages instantly and dispose of waste and used containers properly (see COSHH 3 Hazard Information Sheet).
- 10.3 Senior Advisor (Health, Safety and Wellbeing) Responsibilities
1. To co-ordinate the implementation of the COSHH Regulations.
 2. To provide specialist advice on recognition and classification of hazardous substances and suitable control measures.
 3. To provide advice and assistance to managers with regard to COSHH assessments.
 4. To review suitability of COSHH forms and supporting information annually.
 5. To arrange and co-ordinate appropriate training in relation to the safe use of chemicals as requested by service managers.

COSHH 2**Appendix 2**

To be completed for all substances.

**Control of Substances Hazardous to Health
(COSHH)****Substance Assessment**

Assessment No:								
Service Area:				Location:				
Name of Substance involved:								
Name & Address of Manufacturer:								
Emergency Contact Details:								
Description of the activity or work process:								
Location of process being carried out:								
Identify the persons at risk	Employees		Contractors		Public			
Classification: (state the category of danger) Tick where appropriate								
								
Hazard Type:								
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other	
Route of Exposure:								
Inhalation	Skin	Eyes	Ingestion	Other	State			
Form of substance (e.g. dust, fume, powder)								
Workplace Exposure Limits (WELs) please indicate n/a where applicable								
Long Term Exposure Level (8hr TWA)				Short Term Exposure Level (15 mins)				

Elimination/Substitution

Can the activity or use of the substance be discontinued? YES NO

Can a less hazardous substance be used instead? YES NO

Health Hazards and Potential Effects









<u>Mode of entry</u>	<u>Short term effects</u>	<u>Long term effects</u>
Inhalation		
Contact with skin		
Contact with eyes		
Ingestion		

Sources of exposure

Description of activity	Number of staff involved	Quantity involved in activity	Is exposure possible	Methods used to control exposure.
Delivery				
Storage				
Use of material				
Disposal of material				

Are the control measures satisfactory? YES NO

(if no list remedial action required)

Ventilation required (please tick what is appropriate):			
Fume Cupboard		Well Ventilated Room	
Local Exhaust Ventilation		Work in Open Air	
Forced Ventilation		Other (Specify)	
Personal Protective Equipment (Specify type and Standard):			
 Dust Mask		 Visor	
 Respirator		 Goggles	
 Gloves		 Overalls	
 Footwear		 Other	
Information Required:			
Signs & Notices		Specialist Training	
Instructions to all persons		Treatment details for First Aiders	
Monitoring & Health Surveillance:			
Is Monitoring of Exposure required?		YES	NO
Is Health Surveillance required?		YES	NO
Thorough Examination & Testing:			
Is examination of plant or equipment required?		YES	NO
If Yes, Frequency of Test		Times per	
Person Responsible for:			
Is examination/testing of RPE required?		YES	NO
If Yes, Frequency of Test		Times per	
Person Responsible for:			

Are all controls required for all employees? YES NO

If No, list the additional actions that will reasonably reduce the risk

Action required	Responsible person	Date to be completed

Date of this assessment: _____

Assessor: _____

Position: _____

Signature _____

Assessment review

This assessment should be reviewed

- annually, or
- where there are changes in the process or equipment, or
- upon receipt of new information, or
- following an accident

Whichever occurs first.

Review dates:

Date	Assessor	Position









COSHH 3Appendix 3**Control of Substances Hazardous to Health**Classification**(COSHH)****Hazard information for employees****Substance Detail**

COSHH Risk Assessment No:	
Name of Substance or Product	
Supplier/Manufacturer Name and Address	
Supplier Emergency Contact Details:	
Form of the Substance (i.e. powder, liquid, dust etc)	
Brief Description of Activity:	

Emergency First Aid Procedure

If Inhaled	Effect	
	Treatment	
	Controls	
If Ingested	Effect	
	Treatment	
	Controls	
Contact with skin	Effect	
	Treatment	
	Controls	
Contact with eyes	Effect	
	Treatment	
	Controls	

PPE Required (Specify type and standard)

 Dust Mask		 Visor	
 Respirator		 Goggles	
 Gloves		 Overalls	
 Footwear		 Other	

Spillage/disposal procedure

Fire Extinguisher type

Method for Cleaning up spillages (including use of PPE)

General precautions

COSHH 4**Appendix 4****CERTIFICATE OF THOROUGH EXAMINATION AND
TEST OF LOCAL EXHAUST VENTILATION**

NAME OF PREMISES :		
LOCATION OF LEV PLANT:		
PURPOSE OF LEV PLANT:		
DATE OF LAST THOROUGH EXAMINATION AND TEST:		
CONDITIONS PREVAILING WHEN LAST THOROUGH EXAMINATION AND TEST UNDERTAKEN, E.G. MAXIMUM USE, STOOD DOWN ETC.		
1. INTENDED OPERATING PERFORMANCE	2. DOES THE PLANT ACHIEVE THE PERFORMANCE AT (1) YES NO If NO, details:-	3. WHAT REPAIRS REQUIRED TO RESTORE PLANT TO OPERATING LEVELS SET OUT (1)
DETAILS OF METHODS USED TO MAKE JUDGEMENT AT (2) ABOVE:-		
AIRFLOW MEASUREMENTS	<input type="checkbox"/>	AIR SAMPLING <input type="checkbox"/>
DUST LAMP	<input type="checkbox"/>	FILTER INTEGRITY <input type="checkbox"/>
OTHER (Please specify):		
NAME OF PERSON CARRYING OUT THOROUGH EXAMINATION AND TEST:		
DESIGNATION:		
EMPLOYER:		
DATE:		
ANY REPAIRS REQUIRED AS PER (3) ABOVE:-		
CARRIED OUT	<input type="checkbox"/>	PLANT RE-TESTED <input type="checkbox"/>
SIGNATURE:		DATE:

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DRAFT

RECORD OF EXAMINATION OF RESPIRATORY PROTECTIVE EQUIPMENT

NAME OF PREMISES : _____ DETAILS OF RESPIRATOR: _____ SERIAL NO.: _____

ELEMENTS OF EXAMINATION (Tick as appropriate)

A Integrity of Straps	B Integrity of Face Piece	C Integrity of Filter	D Integrity of Valves	E Signature and Designation of Examined
Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	
Not satisfactory <input type="checkbox"/>	Not satisfactory <input type="checkbox"/>	Not satisfactory <input type="checkbox"/>	Not satisfactory <input type="checkbox"/>	
Details	Details	Details	Details	
Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	
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Details	Details	Details	Details	
Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	
Not satisfactory <input type="checkbox"/>	Not satisfactory <input type="checkbox"/>	Not satisfactory <input type="checkbox"/>	Not satisfactory <input type="checkbox"/>	
Details	Details	Details	Details	

Action taken:

WHERE THE ANSWER TO THE ABOVE HEADINGS A, B OR D IS UNSATISFACTORY, THE EQUIPMENT SHOULD BE REPLACED, OR IN THE CASE OF C, THE FILTER IMMEDIATELY REPLACED.

New Labels for Chemical ProductsAppendix 6

CLP	Hazard	Advice
	May explode if exposed to fire, heat, shock, friction.	Avoid ignition sources (sparks, flames, heat) Keep your distance Wear protective clothing.
	Flammable if exposed to ignition sources, sparks, heat. Some substances with this symbol may give off flammable gases in contact with water.	
	Can burn even without air, or can intensify fire in combustible materials.	
	Contains gas under pressure. Gas released may be very cold. Gas container may explode if heated.	Do not heat containers Avoid contact with the skin and eyes.
	Corrosive material which may cause skin burns and permanent eye damage.	Avoid contact with the skin and eyes. Do not breathe vapours or sprays. Wear protective clothing.
	May corrode metals.	Keep away from metals.
	Toxic material which may cause life threatening effects even in small amounts and with short exposure.	Do not swallow the material, allow it to come into contact with the skin or breathe it.
	May cause serious and prolonged health effects on short and long term exposure.	Do not swallow the material, allow it to come into contact with the skin or breathe it.
	May cause irritation (redness, rash) or less serious toxicity.	Keep away from the skin and eyes.
	May damage the ozone layer.	
	Toxic to Aquatic organisms and may cause long lasting effects in the environment.	Avoid release into the environment.

COUNCIL

30th March 2015

118. PAY POLICY STATEMENT

RECOMMENDED that

The Pay Policy as detailed in Appendix 1 to the report be approved.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**10th March 2015**PAY POLICY STATEMENT 2015/16**

Relevant Portfolio Holder	Cllr John Fisher
Portfolio Holder Consulted	yes
Relevant Head of Service	Jayne Pickering, Executive Director, Finance and Resources
Ward(s) Affected	n/a
Ward Councillor(s) Consulted	n/a
Key Decision / Non-Key Decision	Non key

1. SUMMARY OF PROPOSALS

To enable Members to approve the Pay Policy for 2015/16

2. RECOMMENDATIONS

**The Executive Committee is requested to RECOMMEND that
the Pay Policy as detailed in Appendix 1 to the report be approved.**

3. KEY ISSUES

- 3.1 The Localism Act requires English and Welsh local authorities to produce a Pay Policy statement ('the statement'). The Act requires the statement to be approved by Full Council and to be adopted by 31st March 2015 for the financial year 2015/16. The Pay Policy Statement for the Council is included at Appendix 1.

The Statement must set out policies relating to-

- (a) The remuneration of its chief officers,
- (b) The remuneration of its lowest-paid employees, and
- (c) The relationship between-
 - (i) The remuneration of its chief officers, and
 - (ii) The remuneration of its employees who are not chief officers.

The provisions within the Localism Act bring together the strands of increasing accountability, transparency and fairness in the setting of local pay.

- 3.2 As part of the Budget set by Members on 23rd February 2015, it was agreed that all staff would now be paid the 'living wage', a total of 91 current employees will benefit from this and receive a pay increase at 1st April 2015.

**EXECUTIVE
COMMITTEE**10th March 2015

Financial Implications

- 3.2 All financial implications have already been approved as part of the budget setting process and posts are fully budgeted for.

Legal Implications

- 3.3 These are already included in the report

Service / Operational Implications

- 3.4 There are no implications in relation to this report

Customer / Equalities and Diversity Implications

- 3.5 There are no implications in relation to this report

4. RISK MANAGEMENT

There are no implications in relation to this report

5. APPENDICES

Appendix 1 - Pay Policy 2015/16

AUTHOR OF REPORT

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email: Lindsey.wood@bromsgroveandredditch.gov.uk

Tel.: 01527 64252

REDDITCH BOROUGH COUNCIL PAY POLICY STATEMENT

Introduction and Purpose

1. Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”. This pay policy statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. It shall apply for the financial year 2015 – 2016 and each subsequent financial year, until amended.
2. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;
 - a. the methods by which salaries of all employees are determined;
 - b. the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
 - c. the Committee(s) responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and for recommending any amendments to the full Council
3. Once approved by the full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis, in accordance with the relevant legislation prevailing at that time.

Legislative Framework

4. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favorable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms. These directly relate salaries to the requirements, demands and responsibilities of the role.

Pay Structure

5. The Council’s current pay and grading structure comprises grades 1 – 6, S01 – S02, and M01 – M04. There are also grades for Managers 1 - 4, Head of Service 2, Head of Service 1, Director, Executive Director, Deputy Chief Executive and Chief Executive; all of which arise from the introduction of shared services with Bromsgrove District Council and which specifically accommodate the joint management team for shared services.
6. Within every grade there are a number of salary / pay points (spinal column points). Up to and including spinal column point 49 (at scale M04) the Council uses the nationally negotiated pay spine. Salary points above this are locally determined. This current complete pay structure is set out below.

Grade	Spinal Column Points		Nationally determined rates	
			Minimum £	Maximum £
1	5	11	13,500	15,207
2	11	13	15,207	15,941
3	14	17	16,231	17,372
4	18	21	17,714	19,742
5	22	25	20,253	22,212
6	26	28	22,937	24,472
SO1	29	31	25,440	27,123
SO2	32	34	27,924	29,558
MO1	34	37	29,558	31,846
MO2	38	41	32,778	35,662
M03	42	45	36,571	39,267
M04	46	49	40,217	42,957
Manager 1	Hay evaluated	43%	52,530	54,672
Manager 2	Hay evaluated	45%	54,672	56,916
Manager 3	Hay evaluated	46%	56,916	58,905
Manager 4	Hay evaluated	48%	58,905	61,812
Head of Service 2	Hay evaluated	51%	62,475	65,025
Head of Service 1	Hay evaluated	61%	74,970	78,030
Director	Hay evaluated	68%	83,640	86,700

Executive Director	Hay evaluated	74%	90,780	94,350
Deputy Chief Executive	Hay evaluated	82%	99,960	102,000
Chief Executive	Hay evaluated		122,500	127,500

7. All Council posts are allocated to a grade based on the application of a Job Evaluation process. Posts on grades 1 – 6, S01 – S02, and M01 – M04 (the majority of employees) are job evaluated under a different scheme to posts on grades Manager 1- 4, Head of Service 2, Head of Service 1, Director, Executive Director, Deputy Chief Executive and Chief Executive. These latter posts are evaluated by an external assessor using the Hay Job Evaluation scheme. This scheme identifies the salary for these posts based on a percentage of Chief Executive salary. Where posts are identified as being potentially too 'large' and 'complex' for the majority scheme, they are double tested under the Hay scheme, and where appropriate, are taken into the Hay scheme to identify levels of pay.
8. In common with the majority of authorities the Council is committed to the Local Government Employers national pay bargaining framework in respect of the national pay spine and annual cost of living increases negotiated with the trade unions.
9. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community; delivered effectively and efficiently and at all times those services are required.
10. The Council is currently undergoing consultation with the unions to implement a new Job Evaluation scheme, along with a new pay and grading model. This will replace the current majority scheme. The intention is to implement this fully during 2014-15. This would not change the overall approach to remuneration as outlined above.
11. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.
12. For staff not on the highest point within the salary scale there is a system of annual progression to the next point on the band, which can be made subject to satisfactory performance.

Senior Management Remuneration

13. For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st January 2015.

14. Redditch Borough Council is managed by a senior management team who manage shared services across both Redditch Borough and Bromsgrove District Councils. All of the posts listed below have been job evaluated on this basis, with the salary costs for these posts split equally between both Councils excluding the Head of Housing as this post does not provide support to Bromsgrove District Council and is therefore fully charged to Redditch Borough Council.

Title	% of Chief executive salary	Pay range (minimum)	Pay range (maximum)	Incremental points	Cost to Redditch Borough Council
Chief Executive	100%	£122,500	£127,500	3	£63,750
Director of Leisure, Environment and Community Services. (Also Deputy Chief Executive / Executive Director (Council 'lead officer'))	82%	£99,960	£102,000	3	£51,000
Director of Finance and Resources. (Also section 151 Officer and Council 'lead' officer)	74%	90,780	94,350	3	£46,250
Head of Housing Services	51%	62,475	65,025	3	£65,025
Head of Customer Access and Financial Support	61%	74,970	78,030	3	£38,250
Head of Planning and Regeneration	61%	74,970	78,030	3	£39,015
Head of Transformation and	61%	74,970	78,030	3	£39,015

Organisational Development					
Head of Legal, Equalities and Democratic Services	61%	74,970	78,030	3	£39,015
Head of Environmental Services	61%	74,970	78,030	3	£39,015
Head of Leisure and Cultural Services	61%	74,970	78,030	3	£39,015
Head of Community Services	61%	74,970	78,030	3	£39,015

Recruitment of Chief Officers

15. The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in the Council's Constitution. When recruiting to all posts the Council will take full and proper account of its own equal opportunities, recruitment and redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.
16. Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers under such arrangements.

Performance-Related Pay and Bonuses – Chief Officers

17. The Council does not apply any bonuses or performance related pay to its chief officers. Any progression through the incremental scale of the relevant grade is subject to satisfactory performance which is assessed on an annual basis.

Additions to Salary of Chief Officers (applicable to all staff)

18. In addition to the basic salary for the post, all staff may be eligible for other payments under the Council's existing policies. Some of these payments are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties. The list below shows some of the kinds of payments made.

- a. reimbursement of mileage. At the time of preparation of this statement, the Council pays an allowance of 45p per mile for all staff, with additional or alternative payments for carrying passengers or using a bicycle;
- b. professional fees. The Council pays for or reimburses the cost of one practicing certificate fee or membership of a professional organisation provided it is relevant to the post that an employee occupies within the Council.
- c. long service awards. The Council pays staff an additional amount if they have completed 25 years of service.
- d. honoraria, in accordance with the Council's policy on salary and grading. Generally, these may be paid only where a member of staff has performed a role at a higher grade;
- e. fees for returning officer and other electoral duties, such as acting as a presiding officer of a polling station. These are fees which are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda;
- f. pay protection – where a member of staff is placed in a new post and the grade is below that of their previous post, for example as a result of a restructuring, pay protection at the level of their previous post is paid for the first 12 months. In exceptional circumstance pay protection can be applied for greater than 12 months with the prior approval of the Chief Executive.
- g. market forces supplements in addition to basic salary where identified and paid separately;
- h. salary supplements or additional payments for undertaking additional responsibilities such as shared service provision with another local authority or in respect of joint bodies, where identified and paid separately;
- i. attendance allowances.

Payments on Termination

19. The Council's approach to discretionary payments on termination of employment of chief officers prior to reaching normal retirement age is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.
20. Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments.
21. Redundancy payments are based upon an employee's actual weekly salary and, in accordance with the Employee Relations Act 1996, will be up to 30 weeks, depending upon length of service and age.

Publication

22. Upon approval by the full Council, this statement will be published on the Council's website. In addition, for posts where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note on Officers Remuneration setting out the total amount of:

- a. Salary, fees or allowances paid to or receivable by the person in the current and previous year;
- b. Any bonuses so paid or receivable by the person in the current and previous year;
- c. Any sums payable by way of expenses allowance that are chargeable to UK income tax;
- d. Any compensation for loss of employment and any other payments connected with termination;
- e. Any benefits received that do not fall within the above.

Lowest Paid Employees

23. The Council's definition of lowest paid employees is persons employed under a contract of employment with the Council on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st January 2015 this is £13,500 per annum, which relates to the lowest point within the current grading structure. The grading will be subject to the implementation of the revised job evaluation scheme and pay model.
24. The Council also employs apprentices (or other such categories of workers) who are not included within the definition of 'lowest paid employees' (as they are employed under a special form of employment contract; which is a contract for training rather than actual employment).
25. The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
26. The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that "it would not be fair or wise for the Government to impose a single maximum pay multiple across the public sector". The Council accepts the view that the relationship to median earnings is a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.
27. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as [1:10.5] and; between the lowest paid employee and average chief officer as [1:5.8]. The multiple between the median (average) full time equivalent earnings and the [Chief Executive] **is** [1:6.7] and; between the median (average) full time equivalent earnings and average chief officer **is** [1:3.8].
28. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Accountability and Decision Making

29. In accordance with the Constitution of the Council, the Executive Committee and Overview and Scrutiny Committee are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.



Overview & Scrutiny

Annual Report

2014/15

REDDITCH BOROUGH COUNCIL

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a
difference*

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FOREWORD BY THE CHAIR

I am very pleased to present the annual report for the Overview and Scrutiny Committee. This report provides an account of the work that the Committee has undertaken during the last twelve months, highlights progress that has been made, and identifies potential areas for further development.

As Chair, the last year has been a busy yet rewarding period. The Committee has scrutinised the Council's budget-setting process, helping to improve the accountability and detail provided. It has also embarked on a reduced number of Task Group reviews, which have been limited this year as a result of overall budget restrictions.

I have asked Task Groups to keep the number of recommendations to a maximum of five in order to ensure that they are more focussed and achievable. We have tried to ensure that our contribution has a positive impact on the Council's performance.

Looking ahead, I am confident that the Overview and Scrutiny Committee can continue to play an integral part in ensuring that Council services are fit for purpose and enhance the wellbeing of our residents. We will particularly be looking at how we can be of greater use by scrutinising policies and initiatives in advance so that we are able to provide greater support and challenge to the Council.

I would like to express my gratitude to all my fellow Committee Members for the hard work, support and enthusiasm that they have shown. I am also very appreciative of the hard work of Officers who support the work of the Committee, and would like to thank our lead support officers, Jess Bayley and Amanda Scarce, for the excellent work they have produced and, on a personal note, the support that they have given me in my first year as Chair.



**Councillor Jane Potter
Chair, Overview and Scrutiny Committee
Redditch Borough Council**

INTRODUCTION

There is an annual requirement for the Overview and Scrutiny Committee to produce a report outlining its work and achievements during the previous year. The report contains information about the reviews that have been undertaken by Task Groups, Short Sharp Review Groups, and the work of the Crime and Disorder Scrutiny Panel. The report also provides Members with an opportunity to assess developments in scrutiny during the year.

This report has been produced by Democratic Services Officers with lead responsibility for Overview and Scrutiny in consultation with the Chair of the Committee and the remaining eight Members.

KEY PRINCIPLES OF SCRUTINY

Members at Redditch Borough Council aim to ensure that the Overview and Scrutiny process complies with the four key principles of scrutiny identified by the Centre for Public Scrutiny (CfPS), the organisation set up to promote effective scrutiny in local government. The four key principles of effective scrutiny are:

- to provide a critical friend challenge to executive policy-makers and decision-makers;
- to enable the voice and concerns of the public and its communities to be heard;
- for scrutiny to be carried out by independent minded governors who lead and own the scrutiny process; and
- to drive improvement in public services.

MEMBERSHIP GALLERY

The following Councillors have served as members of the Overview and Scrutiny Committee this year.



Councillor Jane Potter
Chair of the Committee



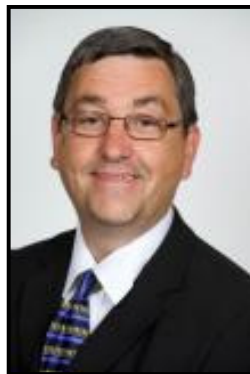
Councillor Gay Hopkins
Vice Chair



Councillor
Joe Baker



Councillor
David Bush



Councillor
Andy Fry



Councillor
Carole Gandy



Councillor
Alan Mason



Councillor
Paul Swansborough



Councillor
Pat Witherspoon

CRIME AND DISORDER SCRUTINY

Membership: Councillors Jane Potter (Chair), Andrew Brazier, Carole Gandy, Pattie Hill and Wanda King.

The Police and Justice Act 2006 required every local authority in England and Wales from April 2009 to have a designated Committee with the responsibility for scrutinising the work of the local Crime and Disorder Reduction Partnership (CRDP). The North Worcestershire Community Safety Partnership is the CDRP in Redditch. The Crime and Disorder Scrutiny Panel, established in 2010 as a sub-committee of the Overview and Scrutiny Committee, was allocated responsibility for scrutinising the work of the North Worcestershire Community Safety Partnership on behalf of Redditch Borough Council.

The Panel held its annual meeting on 29th October when it considered briefing papers on Domestic Abuse Projects. This subject was chosen for scrutiny because, as the meeting coincided with the white ribbon campaign, Members agreed that scrutiny of the matter would be timely. Members also felt the subject would be suitable for scrutiny due to the importance of the matter to community safety and Members were impressed by the work that was being delivered locally to address the problem. The Panel also considered the support provided to the Lesbian, Gay, Bisexual and Transgender (LGBT) community. The information provided during consideration of this matter helped to inform the work of the Provision of Support Networks for the LGBT Community Task Group. The Panel's findings were reported back to the Overview and Scrutiny Committee on 24th November 2014.

HEALTH OVERVIEW AND SCRUTINY

Councillor Witherspoon continued to act as the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC) in 2014/15. District Councils are invited to appoint representatives to the HOSC to ensure that the interests of the district in relation to health are taken into account.

During the year Councillor Witherspoon advised Members that a range of issues had been discussed by HOSC including the following topics:

- The Acute Hospitals Review which has involved a review of acute NHS services in the county and future service capacity. The particular implications for the Alexandra Hospital have been taken into account during meetings.
- The Integrated Community Team Hubs – whereby staff were encouraging patients to attend clinics rather than acute hospitals.
- Provision of incontinence pads to vulnerable patients and whether this would be subject to a charge.
- Community Stroke Rehabilitation Services. Members have been advised that 40 per cent of stroke patients require on-going rehabilitation which can be made available at community hospitals.

A SNAPSHOT OF REPORTS RECEIVED THROUGHOUT THE YEAR

During the course of the year the Board received a number of reports, including the following:

Community Infrastructure Levy

Early in the year the Overview and Scrutiny Committee received a presentation on the subject of the Community Infrastructure Levy (CIL). The levy had only recently been introduced and the presentation was designed to provide an overview of the process and the implications for the Borough.

Positive Activities – Monitoring Report

The Overview and Scrutiny Committee received an update on progress with the implementation of the positive activities programme across the Borough. Worcestershire County Council commissions positive activities that can be delivered to young people living in the county. Activities are commissioned from a number of public sector and Voluntary and Community Sector organisations working together.

Members learned that a wide range of positive activities are available for young people in the Borough. The aim of these projects is not simply to provide activities for all young people. Instead young people living in particular geographical areas where there is a high number of those not in Education, Employment or Training (NEETs) or where there is a high rate of Anti-Social Behaviour (ASB) are targeted.

Redditch Sustainable Community Strategy – Monitoring Report

The Overview and Scrutiny Committee continued to monitor implementation of the Redditch Sustainable Community Strategy by local partners. This role was assumed by the Committee at the suggestion of the Local strategic Partnership Task Group in 2010. During consideration of this update Members discussed progress in relation to the four key priorities detailed in the strategy which are:

- Health inequalities – specifically smoking, alcohol consumption and obesity/healthy lifestyles.
- Education attainment levels and raising aspirations of young people.
- The economy of Redditch with a focus on providing a larger and more diverse job offer.
- Areas of deprivation with an initial focus on Winyates and Church Hill.

Whilst Members welcomed improvements to education attainment rates within the Borough the Committee was concerned about health inequalities which remain a significant issue in Redditch.

The Committee also noted the importance of transparency regarding the work of the Local Strategic Partnership. Members were keen to ensure that minutes from meetings of the Redditch Partnership Executive Group and Redditch Community Wellbeing Trust be provided for Members' consideration. These have since started to be published on the Council's agenda management system, modern.gov, and should be available for all Councillors and residents to access via the Council's website and modern.gov app.

Quarterly Recommendation Monitoring Report

The Committee continues to monitor recommendations made by it or through Task Groups to ensure that wherever possible these are implemented in a timely fashion. In consultation with the Chair this document was revised early in the municipal year in order to make it more “user friendly”; it now includes “smiley” faces so Members can see at a glance when recommendations are progressing either satisfactorily or no action has been taken. Following consideration of this document the Committee received a detailed report in respect of the Market Scrutiny Task Group recommendations, which had taken time to be implemented. As a result of these discussions the Committee has agreed to pre-scrutinise a report on the subject of the future of the market which has been produced by external consultants.

Budget Scrutiny

The Committee has carried out scrutiny of the budget and pre-scrutinised a number of reports relating to the budget, including the Fees and Charges Report, the Housing Revenue Account Rent and Capital 2015-16 Report and the Medium Term Financial Plan 2015/16 – 2017/18. The Committee also held detailed discussions with the relevant officers in respect of Concessionary Bus Travel and Free Swimming, both of which impact on the Council’s budget.

Officers have acknowledged that improvements could be made to the budget scrutiny process in future. In particular the council is aiming to make scrutiny a more integral part of the budget setting process in future years. For this reason Officers will be seeking Members’ views on the most appropriate ways to implement budget scrutiny early in the autumn of 2015.

TASK GROUPS AND SHORT, SHARP REVIEWS

The detailed final reports of all completed investigations can be found on the Council's website within the Overview and Scrutiny section.

ABBEY STADIUM TASK GROUP

Membership: Councillors Carole Gandy (Chair), Andy Fry, Alan Mason and former Councillor Derek Taylor

Deadline: The review was completed in June 2014.

The Abbey Stadium Task Group review was launched in September 2013. The objectives of the review were:

- To review the business case for the revamped Abbey Stadium.
- To investigate the potential to expand the facilities at the Abbey Stadium.
- To assess the potential to provide more employment and apprenticeship opportunities for young people at the Abbey Stadium.
- To Investigate the potential for Hopper Bus service links to be expanded between the Abbey Stadium and other sites in the Borough.
- To review the financial costs involved in delivering any actions that could be taken to expand the Abbey Stadium.

During the course of the review Members gathered evidence from a variety of sources. A number of expert witnesses were interviewed, including Officers representing the Council's Leisure Service, Human Resources and Finance teams as well as the Portfolio Holder for Leisure and Tourism. The group also visited the Abbey Stadium, Evesham Leisure Centre and Stratford Leisure Centre to learn about the methods of service delivery adopted at other leisure venues in the region.

The Task Group held 15 meetings in total and their final report was considered by the Overview and Scrutiny Committee on 17th June and the Executive Committee at a meeting on 24th June 2014. All of the recommendations were eventually approved, though the group's third and fourth recommendations were only endorsed in an amended form in September 2014. As part of the budget setting process Officers have reported in recent months that the Council is reviewing a number of leisure services, potentially including the Abbey Stadium, and whether these could be managed in a different manner. The Overview and Scrutiny Committee is scheduled to pre-scrutinise any proposals on this subject when they are forthcoming.

Recommendations: The group proposed six recommendations which in a summarised form below were that:

- The Abbey Stadium should be managed by a leisure trust.
- The Overview and Scrutiny Committee should pre-scrutinise any business case for a leisure trust.
- Provision of therapeutic services should be considered as part of the trust arrangements.
- Provision of a sauna/steam room should be considered as part of the trust arrangements.
- Officers should identify ways to market membership of the stadium to those aged 55 or more.
- There should be an enhanced retail offer at the stadium.

VOLUNTARY SECTOR TASK GROUP

Membership: Councillors Pat Witherspoon (Chair), Andrew Brazier and Roger Hill. (Councillor Baker resigned from this group in November 2013).

Deadline: The review was completed in July 2014.

The Overview and Scrutiny Committee launched the Voluntary Sector Task Group review in October 2013. The review was established:

- To provide Members with an opportunity to investigate the support provided to local Voluntary and Community Sector (VCS) organisations by both the Council and partner organisations
- To identify whether additional support could be provided in a difficult economic climate.

The group was aware that the Council's grant funding policy had been reviewed by the Third Sector Task and Finish Group in 2008. Members considered this previous group's report and were keen to build on their findings. During the review the group also interviewed a number of expert witnesses about; the Council's grants programme, Council tax rate relief, the links between the Redditch Local Strategic Partnership and the VCS, links between the Area of Highest Needs project and VCS organisations, and the existing partnership working between various Council departments and VCS organisations. Members were also impressed to learn about the significant value of the contribution made by local volunteers to Council services.

The Task Group held 20 meetings in total and put forward 10 recommendations, which were considered by the Overview and Scrutiny Committee on 22nd July and the Executive Committee on 29th July 2014. The Executive Committee endorsed all of the group's recommendations, though in some cases this was in a slightly amended form. Progress with the implementation of the group's recommendations will continue to be monitored by the Overview and Scrutiny Committee.

Recommendations: 10 recommendations were proposed as summarised below:

- Amendments were requested to the Council's grants process.
- Training for members of the panel to be provided.
- Officers to amend grants processes to take account of the Local Government Transparency Code 2014.
- An apprentice was requested to assist the Grants process.
- The framework for the provision of debt and budgeting advice in the locality areas was endorsed.
- An informal working group of Officers was to be set up to share best practice when working with the voluntary and Community Sector.
- The staff volunteering policy was to be refreshed
- A voluntary sector event was requested.
- A Redditch Hour was requested for social media.

FOOTBALL PROVISION TASK GROUP

Membership: Councillor David Bush (Chair) and Councillors Andrew Brazier, Andrew Fry, Carole Gandy, Pattie Hill and Pat Witherspoon.

Deadline: completed September 2014

The Football Task Group was established in January 2014. The group was tasked with:

- Reviewing football provision generally within the Borough of Redditch including that which is delivered by Redditch United Football Club.
- Reviewing the relationship between the Borough Council and Redditch United Football Club following the Executive Committee's rejection of the Club's proposal to relocate in November 2013.

The group interviewed a number of Council Officers, the Chairman of Redditch United Football Club and volunteers involved with community football delivered by the club. It also considered a Football Participation Report for Redditch prepared by the FA. Representatives of the FA were invited to attend a meeting and the Task Group held a meeting to which local stakeholders were invited to discuss current/future football provision and needs within the Borough.

The group produced an interim report in April 2014, though the review did not conclude until 2nd September 2014. The group's recommendation was approved by the Executive Committee on 8th September 2014. Progress with the implementation of the group's recommendations will be monitored in the Overview and Scrutiny tracking report.

Recommendations The group proposed two recommendations for the Executive committee's consideration:

- That Redditch United Football club be encouraged to discuss with officers how to make the best use of the current football club site.
- that Executive ensure that the playing pitch strategy identifies clear links to the emerging local plan requirements for playing pitch provision.

PROPOSALS FOR CHANGE BY TUDOR GRANGE ACADEMY SHORT, SHARP REVIEW**Membership: Councillors Pat Witherspoon (Chair), Pattie Hill, Carole Gandy, David Thain and Nina Wood-Ford****Deadline: The review was completed in November 2014.**

In June 2014 elected Redditch Borough Councillors collectively received a significant amount of email correspondence from local residents about proposals made by Tudor Grange Academy Redditch, to change their admissions policy to take pupils from Year 7 and the consultation process that had been followed by the school. Whilst Redditch Borough Council has no responsibility for education it was recognised that elected Borough Councillors had a moral responsibility as community champions to investigate the concerns of residents further. The Overview and Scrutiny Committee therefore agreed in July 2014 to launch a review of the process that had been followed.

The objectives of the review were:

- To understand the proposals by Tudor Grange Academy to extend the age range of pupils;
- To assess the potential impact on schooling arrangements in the Borough if the proposals were to be implemented;
- Through investigation of this proposal and the basis on which academy schools operate, to support Ward Councillors and residents in understanding how they can best contribute most effectively to the debate and decision on this matter

Members gathered evidence from a variety of sources including Worcestershire County Council, Tudor Grange Academy Redditch, Karen Lumley MP, Councillor Rebecca Blake (due to her involvement with a petition launched in response to the school's consultation process), and the Redditch Democratic Alliance. Information was also obtained from national guidance concerning school admission processes.

The Task Group held nine meetings in total and proposed three recommendations, which were considered by the Overview and Scrutiny Committee on 24th November 2014 and the Executive Committee on 16th December 2014. The Executive Committee endorsed all of the group's recommendations. However, two of the recommendations required a decision to be made by Worcestershire County Council. Members have been notified that the County Council feels in a position to only endorse one of the group's recommendations. As part of this process the County Council has committed to involving Borough Councillors in developing new working relationships with local schools.

Following presentation of the group's recommendations a letter outlining their findings was sent by the Chief Executive of Redditch Borough Council to the Secretary of State for Education, the Right Honourable Nicky Morgan MP, and to the Minister of State for Schools, the Right Honourable David Laws MP. A response was received from the Minister of State for Schools in February 2015. This response acknowledges receipt of the group's report and notes the concerns that had been raised by parents and schools for the consideration of the group. In conclusion the letter advises that the Minister of State for Schools has asked departmental officials to review current guidance to ensure that expectations are clear in the context of three-tier arrangements.

In February 2015 Officers from Worcestershire County Council delivered a briefing on the subject of the changing school landscape. Borough and County Councillors representing Redditch were both invited to attend this briefing. Positive feedback has been received from Members who attended the briefing and scrutiny Members hope that this will be followed by further briefings in future.

In the context of these positive outcomes the Chair of the group, Councillor Pat Witherspoon, was keen to submit the report in the Centre for Public Scrutiny's (CfPS) Good Scrutiny Awards process 2015. Two endorsements have kindly been provided for this submission; one from a representative of the Redditch School Changes Action Group and another from the Leader of the Council. Members should note that there is no guarantee that the review will be shortlisted; Officers will update Members on the outcomes of this process once the shortlist has been announced by the CfPS.

Recommendations: The three recommendations are summarised below:

- The Chief Executive of the Council was asked to write to the Secretary of State for Education and Minister of State for Schools to raise concerns about the process for making changes to school admissions processes in a three-tier education system.
- Worcestershire County Council was asked to engage with Borough Councillors when commissioning services in the remit of the Head of Learning and Activity.
- Worcestershire County Council was asked to produce easy to read guides to the process for making changes to school admissions processes.

TACKLING OBESITY TASK GROUP

Membership: Councillors Jane Potter (Chair), Joe Baker, Andrew Brazier, Natalie Brooks and Paul Swansborough

Deadline: March 2015.

The subject of obesity was identified as a key area of concern during the Overview and Scrutiny training in June 2014. In particular Members identified a need to tackle obesity as a key element of the health inequalities within Redditch.

The Tackling Obesity Task Group was launched in August 2014. The group was tasked with

- Assessing the work undertaken by the Redditch Partnership and relevant partner organisations to address obesity levels in the Borough.
- Identifying local barriers that might be preventing people from losing weight
- identifying opportunities to enable residents to live healthier lifestyles.

During the course of the review the group has obtained evidence from a variety of key sources including: representatives of Worcestershire County Council's public health team, the leisure services team, the Redditch Partnership manager, Redditch and Bromsgrove Clinical Commissioning Group, the Neighbourhood Development Manager, the Web Development team, the Planning Department, the Communications Manager, the Leader of the Council, Councilor Bill Hartnett (in his capacity as the Portfolio Holder for Leadership and Partnership including health and the voluntary sector) and the Chief Executive of the Council.

Written documentation has also provided useful evidence for the review including; scrutiny reports on the subject of obesity produced by other local authorities; the health profiles for Redditch for the period 2010 to 2014, the Worcestershire Obesity Plan and the Obesity Action Plan from the Redditch Sustainable Community Strategy.

The group proposed four recommendations. These recommendations have been endorsed by the Overview and Scrutiny Committee and noted by the Executive Committee. The Executive Committee has asked the Task Group to consider presenting their findings for the consideration of local partner organisations. The Executive Committee's request will be considered by the Overview and Scrutiny Committee, as the parent Committee of the Task Group, in April 2015.

Recommendations: The four recommendations are summarised below:

- 1) Existing healthy lifestyle projects should be promoted to the public via a social media campaign. This campaign should be underpinned by a Communications Plan.
- 2) GP Practices should be specifically targeted as part of the social media campaign.
- 3) Officers should investigate the potential to introduce a Supplementary Planning Document (SPD) for hot food takeaways.
- 4) Members and frontline service Officers should be invited to take part in health chat training.

PROVISION OF SUPPORT NETWORKS FOR THE LGBT COMMUNITY TASK GROUP

Membership: Councillors Joe Baker (Chair), Natalie Brooks, Gay Hopkins and David Thain

Deadline: The work of the Task Group is due to be completed in July 2015.

A gathering took place at Redditch Town Hall in June 2014 to enable participants to demonstrate solidarity with the lesbian, gay, bisexual and transgender (LGBT) community. Councillor Baker was approached after the gathering had taken place by a number of representatives of the LGBT community who were concerned about the support available to them and who sought reassurance about the action being taken locally to address homophobia.

The Overview and Scrutiny Committee subsequently agreed to undertake a review of the support networks available to the LGBT community in the Borough. It was not possible for this review to start until December 2014 once other scrutiny reviews had been completed.

The review is currently at an early stage. However, Members have already made significant progress having undertaken the following actions:

- An interview with the Council's Policy Manager
- Consideration of scrutiny reports on similar subjects produced by other local authorities.
- Assessing the content of the Homophobic Hate Crime report produced by Stonewall in 2013.
- An interview with a representative of the Council's Community Safety team.
- An interview with Inspector Rebecca Love from West Mercia Police.
- An interview with the Head of Leisure and cultural services.

During the course of the review the group is also hoping to meet with representatives of Stonewall and to consult with members of the LGBT community.

The group remains on track to complete their review by July 2015.

JOINT OVERVIEW AND SCRUTINY INVESTIGATIONS

JOINT WRS TASK GROUP

Redditch Borough Council representatives: Councillors Mason (lead) and Hopkins (substitute).

Deadline: The review was completed in June 2014.

The Joint WRS Scrutiny Task Group was established in 2013 to review the shared Worcestershire Regulatory Services (WRS). Elected Members from each of the Councils in Worcestershire, including Redditch Borough Council, were appointed to the review which was hosted by Bromsgrove District Council as the host authority for the shared service.

The key objectives of the review were for the group:

- To review the final business case for the shared service.
- To compare previous service levels at individual local authorities with current service levels in the shared service.
- To assess the performance of the services compared to previous performance levels
- To investigate levels of customer satisfaction.
- To review the governance arrangements for the shared service.

The final report, which contained 12 recommendations, was considered by all those participating authorities' Overview and Scrutiny Committees and by this Committee at its June 2014 meeting. The recommendations were passed to the Worcestershire Shared Services Joint Committee, the decision making body for WRS, in October 2014.

The Joint Committee approved a number of the group's proposals, though initially rejected all recommendations relating to changes to the governance arrangements for WRS. However, in February 2015 further proposals were brought forward by Officers in relation to the governance of the partnership and these were significantly influenced by the work of the Joint Scrutiny Task Group. These proposals are currently out to consultation.

Bromsgrove District Council, as the host authority for the review, will be monitoring the implementation of the approved recommendations. Any updates received from Bromsgrove District Council on this subject will be reported for Members' consideration.

Members are asked to note that the Chair and Vice Chair of the Task Group are currently considering submitting this report in the Centre for Public Scrutiny's Good Scrutiny Awards 2015. It is likely that the report will be submitted in the category dedicated to "Working Together".

Recommendations: The Task Group proposed recommendations following on the following themes:

- Communications about the work of the partnership.
- Governance of the partnership.
- Finances and the sustainability of the partnership

OVERVIEW AND SCRUTINY CONTACT DETAILS

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Further information about the Overview and Scrutiny process at Redditch Borough Council can also be found on the Council's dedicated web pages. To access these web pages please use the web address attached here:

<http://redditch.whub.org.uk/cms/council-and-democracy/councillors-and-committees/overview-and-scrutiny.aspx>

Urgent Decision – Grant Readvertisement

Executive Committee on 20th January 2015 approved a recommendation from the Grants Panel that Redditch CAB be awarded £75,000 under the grants to voluntary bodies theme 'Help me to be financially independent'. The grant was for the financial year 2015/16. On the 2nd February 2015 the Redditch CAB ceased its operation due to financial difficulties. The Redditch CAB were the only organisation to submit a grant application under the £75,000 Help me to be Financially Independent pot.

In addition Redditch CAB were awarded a £80,000 grant for 2014/15. With the CAB service ceasing to operate at the end of January, there was an underspend in this grant of £13,332.

The £75,000 grant to support a voluntary sector organisation in delivering free, independent and confidential financial, debt and advice within the Town had not now been allocated for 2015/16. Due to the demand for this service from local residents it was recommended that the grant be re-advertised to the voluntary sector for 5 weeks during February/March in order that a Grants Panel meeting could be held the week commencing 23 March. A final decision to approve the application to be made at a special Executive Committee meeting prior to full Council on 30 March 2015.

In respect of the underspend in the Redditch CAB grant for 2014/15 of £13,332, options on the re-allocation of this money would be considered at a special meeting of the Executive on 30 March 2015.

RESOLVED that

The £75,000 voluntary sector grants theme ' Help me to be financially independent' be re-advertised to seek bids for delivery in 2015/16.

(Executive decision)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

