



Executive Committee

Tue 10 Mar
2015
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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**Debbie Parker Jones
Democratic Services Officer**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: 01527 64252 Ext: 3257
e.mail:d.parkerjones@bromsgroveandredditch.gov.uk**



Executive

Committee

Tuesday, 10th March, 2015

7.00 pm

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Bill Hartnett (Chair) Phil Mould
Greg Chance (Vice-Chair) Mark Shurmer
Juliet Brunner Yvonne Smith
Brandon Clayton Debbie Taylor
John Fisher

1. Apologies	To receive the apologies of any Member who is unable to attend this meeting.
2. 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.
3. Leader's Announcements	<ol style="list-style-type: none"> To give notice of any items for future meetings or for the Executive Committee Work Programme, including any scheduled for this meeting, but now carried forward or deleted; and any other relevant announcements. <p>(Oral report)</p>
4. Minutes (To Follow) Kevin Dicks, Chief Executive	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on 23rd February 2015.</p> <p>(Minutes to follow)</p>
5. Obesity Task Group report (To Follow)	To consider the Obesity Task Group report and recommendations. The report will be circulated following the meeting of the Overview and Scrutiny Committee on 3rd March.

<p>6. Overview and Scrutiny Committee</p> <p>(Pages 1 - 10)</p> <p>Kevin Dicks, Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on 17th February 2015.</p> <p>There are no recommendations to consider, the recommendation at minute no.76, Medium Term Financial Plan, having been dealt with at the Executive Committee meeting on 23rd February.</p> <p>(Minutes attached)</p>
<p>7. Health and Safety Policies</p> <p>(Pages 11 - 102)</p> <p>Deb Poole, Head of Business Transformation and Organisational Development</p>	<p>To consider various health and safety policies for recommendation to the Council.</p>
<p>8. Land at Kingham Close/Far Moor Lane</p> <p>(Pages 103 - 106)</p> <p>Amanda de Warr, Head of Customer Access and Financial Support</p>	<p>To consider declaring land adjacent to Kingham Close/Far Moor lane surplus to requirements and available for disposal.</p>
<p>9. Pay Policy Statement</p> <p>(Pages 107 - 116)</p> <p>Jayne Pickering, Executive Director, Finance and Resources</p>	<p>To approve the pay policy statement for recommendation to Council.</p>
<p>10. Treasury Management Strategy</p> <p>(Pages 117 - 138)</p> <p>Jayne Pickering, Executive Director, Finance and Resources</p>	<p>To consider the Treasury Management and investment Strategy.</p>
<p>11. Budget Monitoring Report October - December 2014 (Quarter 3)</p> <p>(Pages 139 - 164)</p>	<p>To consider the enclosed report which details the Council's financial position for the period April to December 2014 (Outturn – 2014/15).</p>

<p>12. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Kevin Dicks, Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>13. Advisory Panels - update report</p> <p>(Pages 165 - 166)</p> <p>Kevin Dicks, Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p> <p>(Report attached)</p>
<p>14. Exclusion of the Public</p>	<p>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:</p> <p>“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 grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs (<i>to be specified</i>) of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p> <p>These paragraphs are as follows:</p> <p>Subject to the “public interest” test, information relating to:</p> <ul style="list-style-type: none"> • Para 1 – <u>any individual</u>; • Para 2 – the <u>identity of any individual</u>; • Para 3 – <u>financial or business affairs</u>; • Para 4 – <u>labour relations matters</u>; • Para 5 – <u>legal professional privilege</u>; • Para 6 – <u>a notice, order or direction</u>; • Para 7 – the <u>prevention, investigation or prosecution of crime</u>; <p>may need to be considered as ‘exempt’.</p>

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15. Confidential Minutes / Referrals (if any)

To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).



Overview and Scrutiny Committee

17th February 2015

MINUTES

Present:

Councillor Jane Potter (Chair), and Councillors Joe Baker, Michael Braley, David Bush, Andrew Fry, Carole Gandy, Alan Mason, David Thain and Pat Witherspoon

Officers:

Jayne Pickering and Liz Tompkin

Democratic Services Officers:

J Bayley and A Scarce

73. APOLOGIES AND NAMED SUBSTITUTES

Apologies for absence were received from Councillors Gay Hopkins and Paul Swansborough with Councillors David Thain and Michael Braley attending as substitutes respectively.

74. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of any Party Whip.

75. MINUTES

RESOLVED that

The minutes of the meeting held on 13th January 2015, be confirmed as a correct record and signed by the Chair.

76. MEDIUM TERM FINANCIAL PLAN 2015/16 TO 2017/18

Officers presented the Medium Term Financial Plan 2015/16 – 2017/18 and reminded Members that any recommendations they wished to make would feed in through the Executive Committee and Council meetings to be held on 23rd February 2015. The Chair also brought Members' attention to Minute No 100 from the minutes of the Executive Committee meeting held on 3rd February where Members had made recommendations on this matter.

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Chair

Overview and Scrutiny Committee

17th February 2015

During the presentation of the report the following areas were highlighted:

- The actual reduction in the grant funding received and the forecast made for reductions in future years.
- The localised Business Rates pool and the benefits gained from being part of a pool. The Council had reached a “safety net” level whereby a payment was made to mitigate the effect of the decline in income.
- New Homes Bonus and concerns around the possible reduction or cessation of this funding.
- The methodology behind recommending an increase in Council Tax of 1.9%.
- Future savings expected to be made through the transformation work being carried out.
- The revenue bids which had been put forward. In particular the financing of the Essential Living Fund. The Committee was informed that Worcestershire County Council had agreed to match fund any monies from the Borough and had also received further funding from central government a proportion of which would be given to the Borough. This would realise a total of £168k for the Essential Living Fund for 2015/16.
- Bids had also been received in respect of Small Business Support and the spend to save funds for Energy Management support and advice
- The assumptions which had been made to reach the current summary position, including a 2.2% pay increase in relation to the National Agreement followed by 1% for future years.

Officers informed Members of the current position in respect of the draw down from reserves and in particular previous advice relating to the replacement of the Job Evaluation reserve with the capital receipt from Threadneedle House. Officers apologised that at the time of this advice they were unaware of the planning issues and therefore other capital receipts are available for replacing the reserve. Officers had discussed this issue to ensure all issues were picked up in the future. Other capital receipts were available to replace the reserve for Job Evaluation. Details were also provided in respect of the general fund balances and the capital programme, which included replacement of the fleet vehicles.

In relation to unavoidable pressures it was highlighted that with effect from April 2015 the Council would be implementing the Living Wage to staff at a cost of approximately £70k. There had also been a reduction in the income received from Car Parking Enforcement which was carried out on behalf of the local authority by Wychavon

Overview and Scrutiny Committee

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District Council. This was partially offset by a reduction in the costs associated with car parking enforcement.

Officers also highlighted that there were potential savings that could be delivered from a review of how Leisure Services would be delivered. It was anticipated that this would be dealt with early in the new municipal year in order for it to be in place from September to allow savings to be made for 2015/16. It was however raised that Officers were aware there was a risk of delivery of the savings in 2015/16 due to the reporting and procedures that would be involved to ensure that members had the opportunity to consider all options.

Following consideration of the report the Chair commented that she had been disappointed with the quantity, quality and consistency of the information which the Committee had been provided with and confirmed that she had spoken to Officers and was confident that this would be addressed in future years. It was important that the Committee was able to look at the budget in a timely manner in order to provide help and support to the Executive Committee in its decision making.

Officers responded to questions and points raised by Members in respect of the following areas:

- Concerns around estimated savings, as it was questioned whether monies would need to be drawn down from balances if those were not met.
- The revenue bid for Energy Management – it was confirmed that this would cover expert advice for a review of energy efficiency work and that work in respect of purchasing utilities would be picked up by property services.
- The calculation of the New Homes Bonus funding.
- The potential to receive a monthly or quarterly monitoring report in order for Members to ensure that the estimated savings were being made.
- Clarification of the use of Job Evaluation reserves, as it was understood that capital receipts could only be used for gender equality purposes.

In discussing the current year position and the impact on the future budget Members had been alarmed and disappointed to learn that the outstanding funds from the Grants Panel had been returned to balances without consultation with either the Chair of the Grants Panel or other Members. It was confirmed that this was a decision that had been made by the Executive Committee. There were concerns that some voluntary sector groups had not applied for grants as they had been unable to receive assistance from the

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Council in completing the relevant forms. The Committee questioned why the funds were not being returned to the “pot” and a further round of applications being sought. This was particularly in light of the fact that work was being carried out in respect of other funds which had unexpectedly become available and there would be a further application round. Members commented that the funds should not have been returned to balances and classed as an unidentified saving. It was important that the Council supported the voluntary sector groups to ensure they were able to continue the essential work they provided for the community.

Councillor Bush, in his capacity as the Chair of the Grants Panel, confirmed that he had not been contacted in respect of the outstanding funds being returned to balances and that in previous years, where there had been unallocated funds, these had been carried over to a further round of bids. He was also disappointed that this had not been the case on this occasion. Councillor Witherspoon, in her capacity as Chair of the Voluntary Sector Task Group, also raised concerns, particularly as the group had recommended that the application forms be made simpler in order for voluntary sector groups to more easily be able to apply for funding. She was also concerned that there had been an implication that groups had been unable to receive the appropriate support due to the unavailability of officers, as the group had recommended that an apprentice be employed to support the relevant officers. If this had been put in place it could have possibly gone some way towards easing the situation.

Councillor Gandy, in her capacity as Chair of the Abbey Stadium Task Group, raised concerns around the information provided in respect of Leisure Services moving to a leisure trust management arrangement. It was inferred from the report that this was being rushed through and used merely as a savings exercise. She commented that it was important that all options were considered as highlighted in the Task Group’s recommendation. It was accepted that money could be saved, but Members suggested it should be used to re-invest in the facilities. The trusts which the Task Group had visited were keen to highlight that it was not merely a money saving exercise, although it was acknowledged savings had been made in the long-term and services had been greatly improved from the re-investment made. This would be imperative for the Abbey Stadium in order to bring the standard of services provided up to a more competitive level. Those Members who had been involved with the Task Group supported the concerns raised and noted that the Executive Committee had been supportive of the recommendations made by the Group.

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Members questioned whether there would be a conflict of interest for senior members of the Leisure Services Team to be involved in reviewing this matter. However, Officers confirmed that a report had been compiled by an external organisation and not the Leisure Team. The Committee would have the opportunity to make comments and recommendations for consideration by the Executive Committee.

RECOMMENDED that

£45,000 is released from balances for 2014/15 for the Grants Panel to re-consider distributing; and

RESOLVED that

the Medium Term Financial Plan 2015/16 to 2017/18 be noted subject to the Executive Committee noting the Overview and Scrutiny Committee's concerns in respect of the high risks associated with the leisure trust option in the current budget plans as detailed in the pre-amble above.

77. FRAMEWORK AGREEMENT FOR THE PROVISION OF BUDGET AND DEBT ADVICE - PRESENTATION

Officers delivered a presentation on the Financial Framework Agreement. Members were advised that this had commenced on 1st July 2014 and covered four service providers; CAB, Signs of Hope, Two Pennies and Money Plan with NewStarts. The Services provided budget advice and budget training courses.

Referrals were made to these services on an individual basis and the advice provided covered negotiations with debtors, setting budget plans, income and expenditure assessments and, where appropriate, advice and applications for debt relief order or bankruptcy. It was confirmed that to date no bankruptcies had been put in place. There had been 96 referrals made from three teams (Early Help, Locality and Housing Options). Those referred also received assistance and strategies were developed to help them manage spending habits and budgets to ensure that they can keep on track in the future.

Officers also provided details of the training packages provided and explained that by delivering basic training for frontline staff they were able to assist those in need of the service at an early stage. This could prevent the need for more intense support at a later date.

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Following the presentation Members discussed the following areas:

- That three of the providers were Worcester based and whether this had an impact on the service provided.
- Concerns around a number of the providers who had strong Christian ethics and whether this would deter some people from seeking help.
- The cost of the training sessions. Officers confirmed that each provider levied a slightly different charge.
- Whether there were any targets set for the providers. Officers confirmed that trained Council staff were providing early debt support and therefore only the most severe cases were dealt with through the agreement.
- Concerns around whether the closure of the CAB would compromise the other users. Officers confirmed that the referrals would be dealt with by the other providers as the funding was still available.

78. EXTENSIONS TO SOCIAL HOUSING - PRESENTATION

The Chair reminded the Committee that this presentation had been delivered at the request of Councillor Mason.

Officers provided a short presentation which covered the following areas:

- A trial had taken place at Mendip House to see how the pod system worked. This pod was still in place.
- In 2010 the Council had experimented with two pod extensions which had extended one bedroom properties into two bedrooms. One of the buildings had included adaptations for a resident with disabilities. At the time this had proved more cost effective than a brick built extension.
- Work had been carried out through the Locality teams and currently there did not appear to be a need for larger houses. There was more demand for one and two bedroomed properties.
- The Council had signed up tenants for a home swapper service in 2012 and the demand for larger properties had been met through this scheme.
- There were 40 Council tenants on the transfer list and the team were looking as to whether there was a real need or a desire amongst these tenants to move.
- In 2015 it was felt more cost effective to build brick extensions rather than use the pod system and there was no current demand for it.

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Members discussed the following areas in further detail once the presentation had been delivered:

- The need for three bedroom properties in Abbeydale and the use of prefabricated homes to meet that need.
- The use of pods and prefabricated homes in other parts of the country.
- The limitations of brick built extensions in meeting the needs of residents with physical disabilities.
- The pods that the Council owned had remained in situ and no consideration had been given to moving them to other properties.
- Brick built extensions were found to be providing added value to the property.
- The costs of undertaking the various types of extensions available.
- The planning implications from the use of pods or prefabricated extensions.

79. EXECUTIVE COMMITTEE MINUTES AND SCRUTINY OF THE EXECUTIVE COMMITTEE'S WORK PROGRAMME

Members considered the Executive Committee's Minutes from the 20th January and 3rd February 2015 together with the latest edition of the Work Programme.

Officers informed Members that the recommendation in respect of additional funding from the Kingfisher Shopping Centre for the Shopmobility scheme had been approved. The appropriate Officers had been contacted with a view to taking the matter forward.

RESOLVED that

the minutes of the Executive Committee held on 20th January and 3rd February 2015 and the latest edition of the Executive Committee's Work Programme be noted.

80. OVERVIEW AND SCRUTINY WORK PROGRAMME

Members considered the Overview and Scrutiny Committee's Work Programme and whilst doing so Officers highlighted that as requested the future management of Redditch outdoor market had been scheduled in for the March meeting.

Councillor Baker, in his capacity as Chair of the Provision of Support Networks for the LGBT Community Task Group requested an extension to the timescale for completion of the investigation.

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He explained this was due to both the complexity of the work involved and the impending elections, which would impact on the time Members were able to devote to the Task Group.

Councillor Witherspoon, as Chair of the Proposal for Change by Tudor Grange Academy Short Sharp Review, took the opportunity to remind Members of the presentation which would be given at the Town Hall on Friday 27th February by Officers from Worcestershire County Council and encouraged Members to attend. She stressed the importance of this meeting and its content which could potentially affect all wards in the Borough.

RESOLVED that

- 1) the deadline for the Provision of Support Networks for the LGBT Community Task Group review be extended to July; and**
- 2) the Overview and Scrutiny Work Programme be noted.**

81. TASK GROUPS - PROGRESS REPORTS

Provision of Support Networks for the LGBT Community – Chair, Councillor Joe Baker

Councillor Baker advised that the group were meeting regularly and had gathered a great deal of information, but had quickly become aware that there was limited support in Redditch for the LGBT community. Councillor Baker provided the example of pages on the Council's website and events for the LGBT History Month being held in Bromsgrove and explained that the LGBT community was not always aware of the support that was available.

The group had considered other authorities' task and finish reports and had found the conclusions reached by Brighton and Hove Council to be particularly useful. The group had also interviewed a number of expert witnesses and had been encouraged to learn that work was already being carried out in some local schools. It was already clear that there was more work needed to be done and funding was an issue.

Councillor Baker thanked the Committee for allowing the review to go ahead as it was vital to the local community that the appropriate support was made available.

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Tackling Obesity Task Group – Chair, Councillor Jane Potter

Councillor Potter provided Members with an update of the work of the group. At the most recent meeting the group had considered written evidence from the CCG and what areas they wished to include in the final report. The Group had been disappointed with the response from the Redditch and Bromsgrove Clinical Commissioning Group and had been concerned at what appeared to be a lack of any plan to address obesity. It was confirmed that the group's final report would be presented at the March meeting.

82. HEALTH OVERVIEW AND SCRUTINY COMMITTEE

Councillor Pat Witherspoon, the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), informed Members that at the most recent meeting of the Committee the main issue discussed was changes to the opening hours for the Tenbury minor injuries unit. The Committee had been assured that the suggested cutbacks were not due to financial constraints, but difficulties in having to bring agency staff in to man the unit at particular times and it was conceded that the service could not continue at its current level. Comparative data in respect of attendance at all minor injury units were provided and it was clear from this information that the Tenbury unit was not sustainable. Members were advised that it was anticipated that the changes proposed would be implemented in the near future.

The Meeting commenced at 7.00 pm
and closed at 8.53 pm

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CHAIR

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**10th 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.

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- 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**

Name: Ruth Wooldridge

email: ruth.wooldridge@bromsgroveandredditch.gov.uk

Tel.: 01527 881686



www.redditchbc.gov.uk

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 Councils 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 Councils' 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 Council's 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 Council's 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 are 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 Councils 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 detention 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



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.

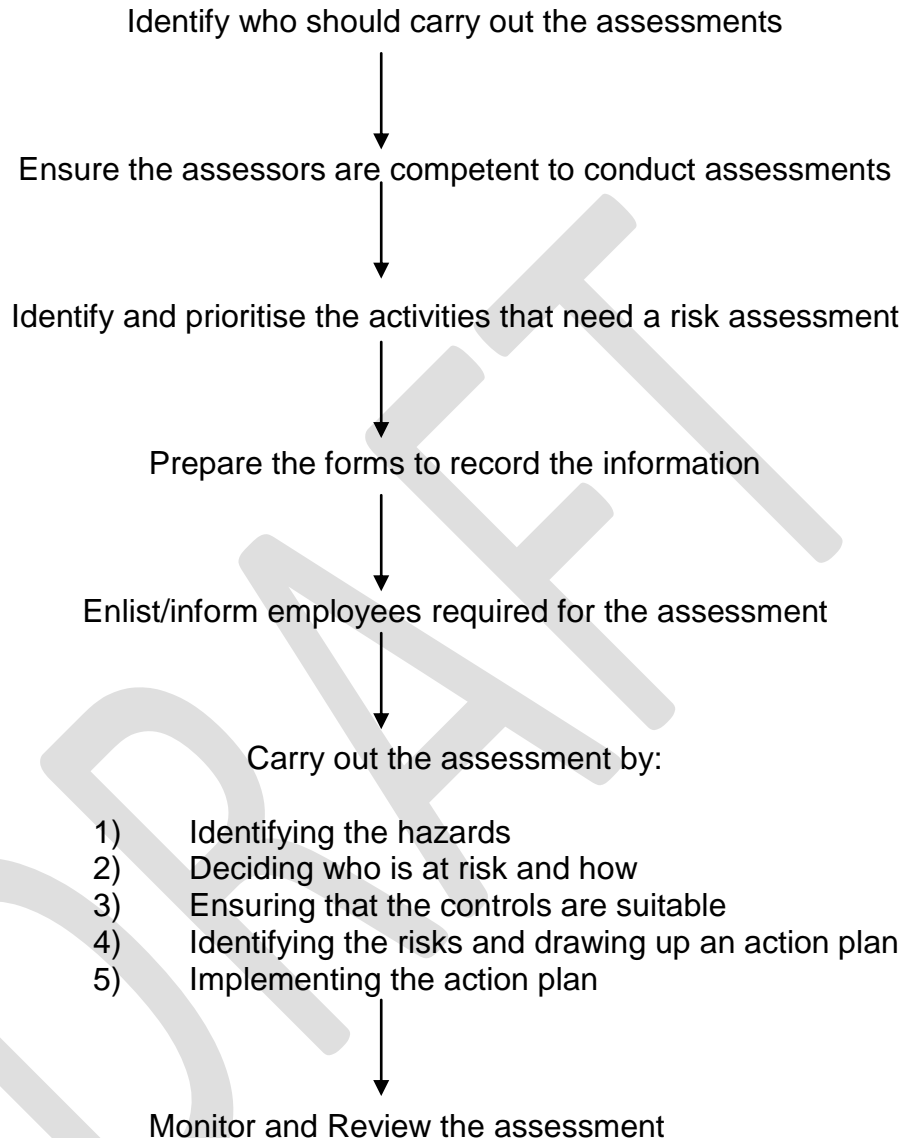
The Risk Assessment should ensure employees are safe whilst carrying out work activities, and that a safe place of work is maintained at all times for them and anyone else who may be affected by their acts or omissions.

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 Council's health and safety policies or procedures may result in disciplinary action under the Council's 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.

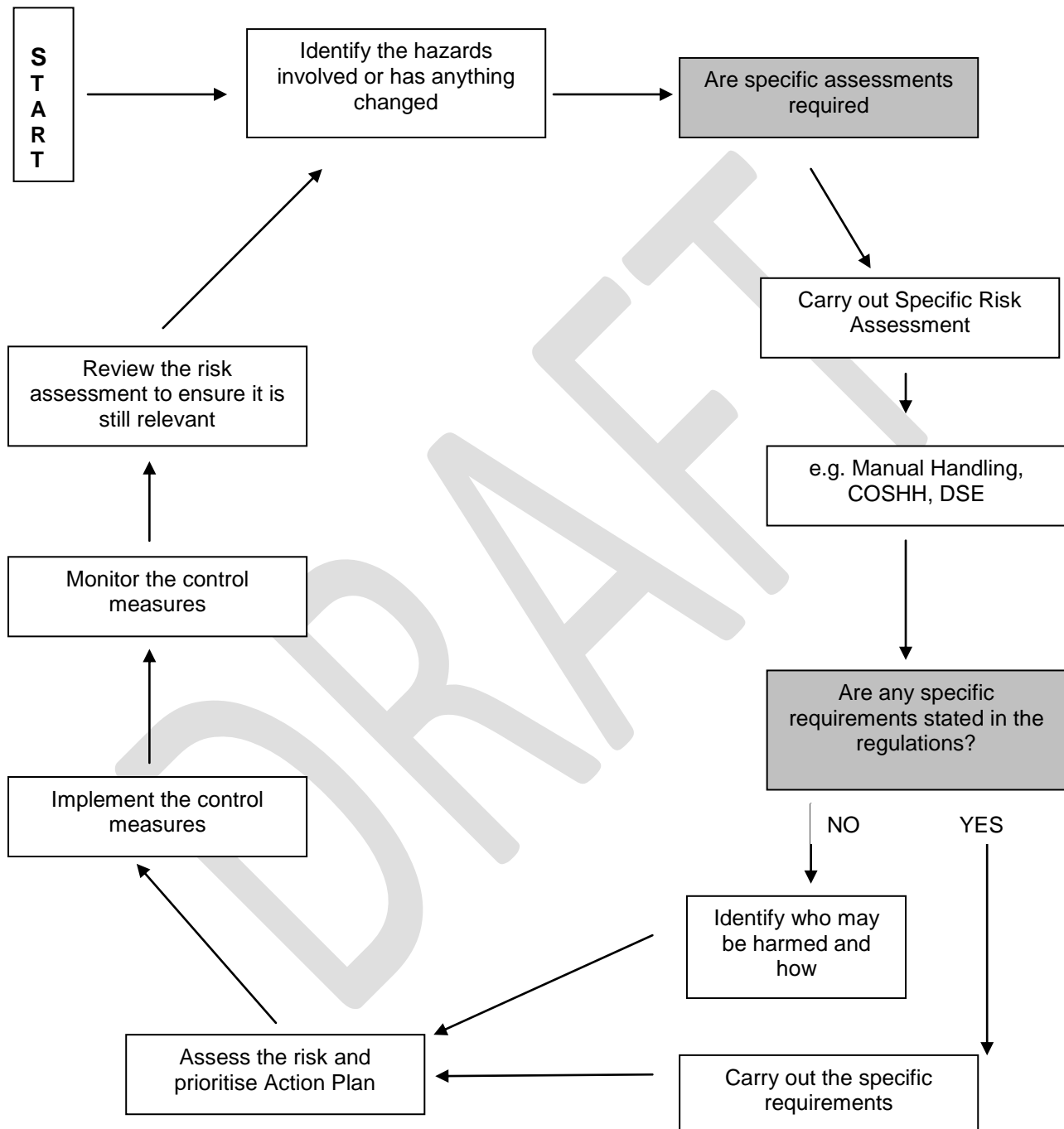
DEGREE OF RISK – ACTION REQUIRED

- 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/COSHH/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



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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
Walter Stranz Square
Redditch
B98 8AH

Senior Advisor (Health, Safety and Wellbeing): 01527 64252

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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 3**Appendix 3**

Control of Substances Hazardous to Health
(COSHH)

<u>Classification</u>









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		<u>Date</u>	
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		<u>Date</u>	
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		<u>Date</u>	

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 Products**Appendix 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.	Avoid release into the environment.
	Toxic to Aquatic organisms and may cause long lasting effects in the environment.	

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE**10th March 2015**LAND AT KINGHAM CLOSE / FAR MOOR LANE**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda de Warr, Head of Customer Access and Financial Support
Wards Affected	Winyates Ward
Ward Councillor Consulted	Yes
Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 This report seeks approval to declare land adjacent to Kingham Close / Far Moor Lane, Redditch surplus and available for disposal.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE

that the land adjacent to Kingham Close / Far Moor Lane, Redditch be declared surplus to Council requirements and disposed of at market value.

3. KEY ISSUES**Financial Implications**

- 3.1 The sale of this land will generate a capital receipt to the General Fund. It is worth noting that there have been a number of changes to the use of capital receipts which may enable a proportion of the receipt received to be used for revenue purposes

Legal Implications

- 3.2 Although the Council may dispose of its land or property in any manner it wishes, the Council is required to dispose of any interest in land at Best Value in accordance with Section 123 of the Local Government Act 1972. To achieve this requirement it is normal for the Council to market the site for sale to achieve the highest capital receipt possible.

Service/Operational Implications

- 3.3 This site consists of three parcels of land as indicated below totalling an approximate area of 0.25 ha (see Site Plan - appendix 1). The separation of the site into these parcels is solely for the purpose of identifying the differing planning treatment afforded to each parcel.

**EXECUTIVE
COMMITTEE**10th March 2015

The site areas consist of:

Central parcel area:	0.19 ha
North West parcel area:	0.01 ha
East parcel Area:	0.05 ha

- 3.4 The land is allocated as a Community Related Asset with no claw back applicable upon disposal.
- 3.5 Under the emerging Local Plan 4 the Central parcel (no. IN83) of the land identified on the attached plan (Appendix 1) is allocated for employment development in order to meet the Strategic Employment requirements for the period 2011 - 2030. The North Western and Eastern parcels have no specific planning designation but development should be in keeping with surrounding uses.
- 3.6 The site is densely covered by vegetation and trees, as well as being the subject of a blanket Tree Preservation Order dating from circa 1966, however this only applies to those trees that existed at the time of the order being made. A site survey and review of the trees would need to be undertaken to establish those benefiting from protection.
- 3.7 The Planning Department have suggested that the tree line along Blacksoils Brook would need to be retained to preserve the residential amenity of the properties along the southern boundary of the site.

Customer / Equalities and Diversity Implications

- 3.8 None

4. RISK MANAGEMENT

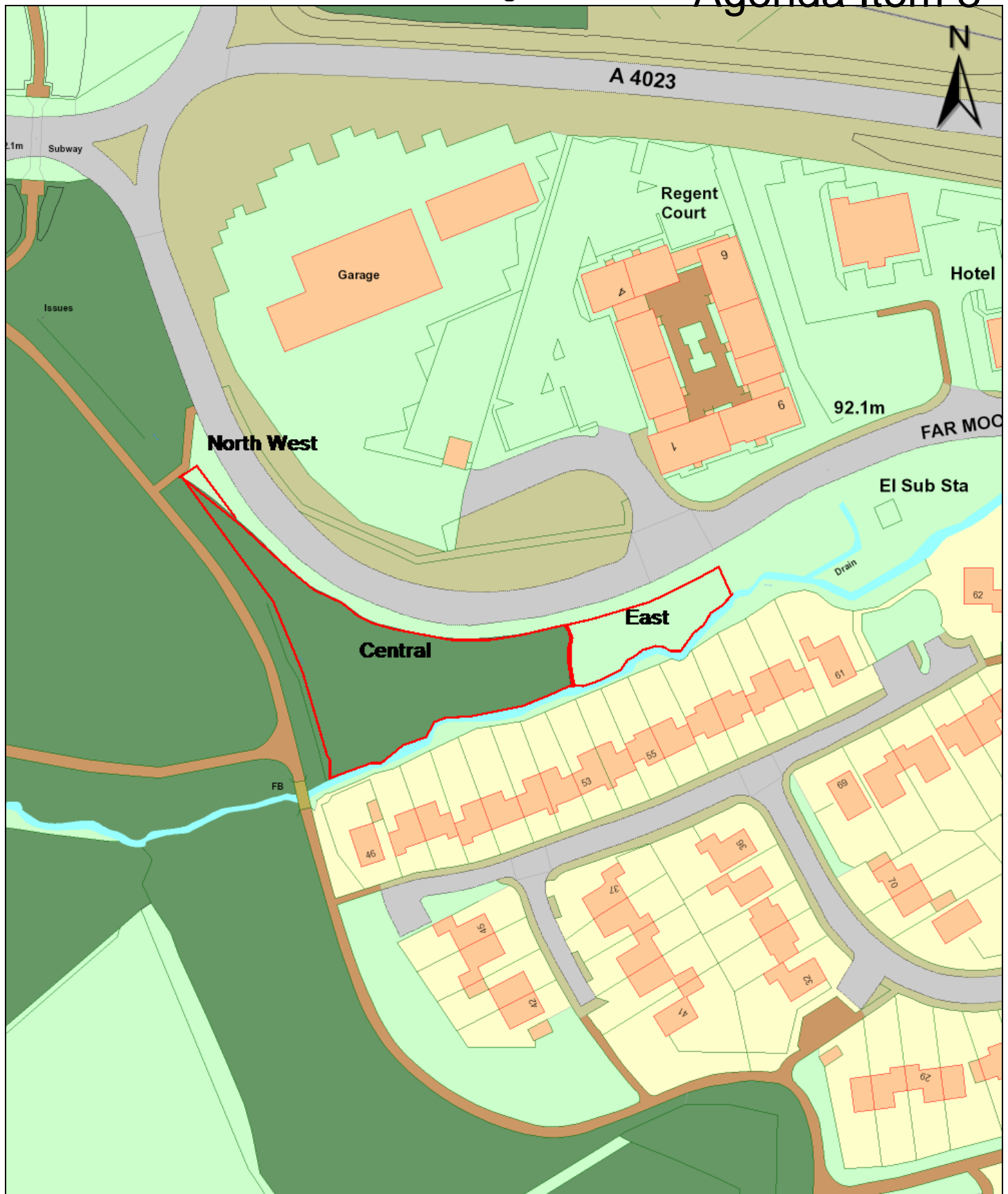
- 4.1 Failure to achieve best value for the land is mitigated through the process for selling at market value.

5. APPENDICES

Appendix 1 – Site plan

6. BACKGROUND PAPERS**AUTHOR OF REPORT**

Name: Amanda de Warr
E Mail: a.dewarr@bromsgroveandredditch.gov.uk Tel: (01527) 881241



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Ordnance Survey 100024230.

Indicative Scale: 1:1,250

Date Printed: 30/1/2015

0 5 25 50 metres

Land adjacent to Far Moor Lane & Kingham Close,
Redditch



Worcestershire County Council
County Hall
Spetchley Road
Worcester
WR5 2NP

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
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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

Name: Lindsey Wood

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	<i>Cost to Redditch Borough Council</i>
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.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**10th March 2015**TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 2015-16 TO 2017-18**

Relevant Portfolio Holder	Councillor John Fisher
Portfolio Holder Consulted	
Relevant Head of Service	Jayne Pickering
Wards Affected	All
Ward Councillor Consulted	None specific
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Members are asked to approve the strategy statement for treasury management and investments in order to comply with the Local Government Act 2003.

2. RECOMMENDATIONS

- 2.1 The Committee is asked to **RESOLVE** to Approve:
- 2.1.1 the Strategy and Prudential Indicators shown at Appendix 1.
 - 2.1.2 the Authorised Limit for borrowing at £116 million if required.
 - 2.1.3 the maximum level of investment to be held within each organisation (i.e. bank or building society) as detailed at £2.5 million, subject to market conditions.
 - 2.1.5 the updated Treasury Management Policy shown at Appendix 2, and

3. KEY ISSUES**Financial Implications**

- 3.1 The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public services (the CIPFA TM Code) and the Prudential Code require local authorities to set the Treasury Management Strategy Statement (TMSS) and Prudential Indicators each financial year. The TMSS also incorporates the Investment Strategy as required under the CLG's Investment Guidance.

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3.2 CIPFA has defined Treasury Management as:

“the management of the organisation’s investments, cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

3.3 The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Treasury management risks are identified in the Council’s approved Treasury Management Practices and include:

- Liquidity Risk (Adequate cash resources)
- Market or Interest Rate Risk Fluctuations in the value of investments).
- Inflation Risks (Exposure to inflation)
- Credit and Counterparty Risk (Security of Investments)
- Refinancing Risks (Impact of debt maturing in future years).
- Legal & Regulatory Risk (Compliance with statutory and regulatory requirements)

3.4 In addition the Local Government Act 2003 requires the Council to ‘have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council’s capital investment plans are affordable, prudent and sustainable’.

3.5 The revised CLG guidance issued in November 2011 makes it clear that investment priorities should be security and liquidity, rather than yield and that authorities should not rely just on credit ratings, but consider other information on risk.

3.6 The guidance requires investment strategies to comment on the use of treasury management consultants and on the investment of money borrowed in advance of spending needs.

3.7 In formulating the Treasury Management Strategy and the setting of the Prudential Indicators, the Council adopts the Treasury Management Framework and Policy recommended by CIPFA.

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Legal Implications

- 3.8 This is a statutory report under the Local Government Act 2003.

Service/Operational Issues

- 3.9 None as a direct result of this report.

Customer/ Equalities and Diversity

- 3.10 None as a direct result of this report.

4. RISK MANAGEMENT

- 4.1 Failure to manage the Treasury Management function effectively to ensure the delivery of maximum return within a secure environment. Controls in place to mitigate these risks are as follows:
- Quarterly reporting to Overview and Scrutiny Committee and Executive of financial position on investments
 - Regular monitoring of the status of the organisations we invest with
 - Daily monitoring by internal officers of banking arrangements and cash flow implications.

5. APPENDICES

Appendix 1 - Treasury Management Strategy Statement and Investment Strategy 2015/16

Appendix 2 – Treasury Management Policy Statement

AUTHOR OF REPORT

Name: Sam Morgan

Email: sam.morgan@bromsgroveandredditch.gov.uk

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Appendix 1

**Treasury Management Strategy Statement
And
Investment Strategy
2015/16**

1. Introduction

- 1.1 The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") and the Prudential Code require local authorities to determine the Treasury Management Strategy Statement (TMSS) and Prudential Indicators (PIs) on an annual basis. The TMSS also includes the Annual Investment Strategy (AIS) that is a requirement of the CLG's Investment Guidance.
- 1.2 The purpose of this TMSS is, therefore, to approve:
- Treasury Management Strategy for 2015/16
 - Annual Investment Strategy for 2015/16
 - Prudential Indicators for 2015/16, 2016/17 and 2017/18
 - MRP Statement.
- 1.3 Treasury Management is about the management of risk. The Authority is responsible for its treasury decisions and activity. No treasury management activity is without risk.
- 1.4 In accordance with the requirements of the Prudential Code, the Authority has adopted the CIPFA Treasury Management Code at a meeting of the Council on 17th March 2010.
- 1.5 All treasury activity will comply with relevant statute, guidance and accounting standards.

2. Background

- 2.1 The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR). The CFR, together with Usable Reserves, are the core drivers of the Authority's Treasury Management activities.

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- 2.2 The Authority currently has £109.9m of borrowing and no investments. Forecast changes in these sums are shown in the balance sheet analysis below.
- 2.3 The Authority is able to borrow funds in excess of the current level of its CFR up to the projected level in 2015/16. The Authority is likely to only borrow in advance of need if it felt the benefits of borrowing at interest rates now compared to where they are expected to be in the future, outweighs the current cost and risks associated with investing the proceeds until the borrowing was actually required.
- 2.4 The forecasted movement in the CFR in coming years is one of the Prudential Indicators (PIs). The movement in actual external debt and usable reserves combine to identify the Authority's borrowing requirement and potential investment strategy in the current and future years.

Table 1: Balance Sheet Summary Analysis and Forecast

	31.3.15 Estimate £'000	31.3.16 Estimate £'000	31.3.17 Estimate £'000	31.3.18 Estimate £'000
General Fund Capital Financing Requirement	16,970	18,021	18,021	18,021
HRA Capital Financing Requirement (excluding settlement figure)	23,229	23,229	23,229	23,229
HRA Capital Financing Requirement Settlement	98,929	98,929	98,929	98,929
Total Capital Financing Requirement	139,128	140,179	140,179	140,179
Less external borrowing	121,640	121,640	121,640	121,640
Internal borrowing	17,488	18,539	18,539	18,539
Less: Usable reserves	-19,379	-21,579	-23,079	-24,579
Add: Working capital	1,891	40	40	40
Investments	-	3,000	4,500	6,000

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3. Interest Rate Forecast

- 3.1 The economic and interest rate forecast provided by the Authority's treasury management advisor is attached. The Authority will reappraise its strategies from time to time in response to evolving economic, political and financial events.

4. Borrowing Strategy

- 4.1 Treasury management and borrowing strategies in particular continue to be influenced not only by the absolute level of borrowing rates but also the relationship between short and long term interest rates. The interest rate forecast provided indicates that an acute difference between short and longer term interest rates is expected to continue. This difference creates a "cost of carry" for any new longer term borrowing where the proceeds are temporarily held as investments because of the difference between what is paid on the borrowing and what is earned on the investment. Whilst the cost of carry can be assumed to be a reasonably short-term issue since borrowing is often for longer dated periods (anything up to 50 years) it cannot be ignored against a backdrop of uncertainty and affordability constraints in the Authority's wider financial position.
- 4.2 The Authority has a gross and net borrowing requirement 2015/16 onwards as indicated in Table 1. The Authority will adopt a flexible approach to this borrowing. The following issues will be considered prior to undertaking any external borrowing:
- Affordability;
 - Maturity profile of existing debt;
 - Interest rate and refinancing risk;
 - Borrowing source.

The Authority has previously raised the majority of its long-term borrowing from the Public Works Loan Board, but it continues to investigate other sources of finance, such as local authority loans and bank loans, that may be available at more favourable rates.

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5. Sources of Borrowing and Portfolio implications

The Authority may invest its surplus funds with any of the counterparties in table 2 below, subject to the cash and time limits shown.

Table 2: Approved Investment Counterparties

Counterparty		Cash limit	Time limit
Banks, Building Societies and other organisations and securities whose lowest published credit rating from Fitch Ratings is:	F1+	£2.5m	1 year
	F1	each	1 year
	F2	£0.5m each	3 months
The Authority's current account bank Lloyds plc if it fails to meet the above criteria (reviewed daily)		£2.5m	Next day
UK Central Government (irrespective of credit rating) Public Works Loan Board		unlimited	1 year
UK Local Authorities (irrespective of credit rating)		unlimited	1 year
Other UK public bodies such as Universities		£2.5m each	1 year
"AAA" rated Money market funds		£2.5m each	1 year

The Authority uses long-term credit ratings from the three main rating agencies: Fitch Ratings, Moody's Investment Services and Standard & Poor's Financial Services to assess the risk of investment default. Where an entity has its credit rating downgraded (so that it fails to meet the approved investment criteria) no further investments will be made, any existing investments with such an entity that can be recalled will be, and full consideration will be given to the recall of all other existing investments with the affected counterparty.

6. Annual Investment Strategy

- 6.1 In accordance with Investment Guidance issued by the CLG and best practice, this Authority's primary objective in relation to the investment of public funds remains the security of capital. The liquidity or accessibility of the Authority's investments followed by the yields earned on investments is important but are secondary considerations.

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- 6.2 Credit markets remain in a state of distress as a result of the excessive and poor performing debt within the financial markets. In some instances, Greece and Italy being the most notable examples, the extent and implications of the debt it has built up have lead to a sovereign debt crisis and a banking crisis with the outcome still largely unknown. It is against this backdrop of uncertainty that the Authority's investment strategy is framed.
- 6.3 Investments are categorised as "Specified" or "Non-Specified" within the investment guidance issued by the CLG. Specified investments are sterling denominated investments with a maximum maturity of one year. They also meet the "high credit quality" as determined by the Authority and are not deemed capital expenditure investments under Statute. Non specified investments are, effectively, everything else.
- 6.4 The types of investments that will be used by the Authority and whether they are specified or non-specified are as follows:

Table 3: Specified and Non-Specified Investments

Investment	Specified	Non-Specified
Term deposits with banks and building societies	✓	✓
Term deposits with other UK local authorities	✓	✓
Certificates of deposit with banks and building societies	✓	✓
Gilts	✓	✓
Treasury Bills (T-Bills)	✓	x
Bonds issued by Multilateral Development Banks	✓	✓
Local Authority Bills	✓	x
Commercial Paper	✓	x
Corporate Bonds	✓	✓
Money Market Funds	✓	x
Other Money Market and Collective Investment Schemes	✓	✓
Debt Management Account Deposit Facility	✓	x

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- 6.5 A number of changes were implemented to the investment strategy for 2012/13 in response to changes in the CLG Guidance and evolving conditions in financial markets. These resulted in the inclusion of corporate bonds which the CLG indicated would become an eligible non-capital investment from 1st April 2012. A number of amendments were also made in relation to the individual institutions with which the Authority is prepared to lend its funds.
- 6.6 The Authority will select countries and financial institutions after analysis and ongoing monitoring of:
- Published credit ratings for financial institutions (requirements as per Table 2 shown above)
 - Credit Default Swaps (where quoted)
 - Economic fundamentals (for example Net Debt as a percentage of GDP)
 - Sovereign support mechanisms
 - Share Prices
 - Corporate developments, news, articles, markets sentiment and momentum
 - Subjective overlay – or, put more simply, common sense.

Any institution can be suspended or removed should any of the factors identified above give rise to concern.

It remains the Authority's policy to make exceptions to counterparty policy established around credit ratings, but this is conditional and directional. What this means is that an institution that meets criteria may be suspended, but institutions not meeting criteria will not be added.

- 6.7 **Authority's Banker** – The Authority's current accounts are held with Lloyds plc which is currently rated at the F1- rating in table 2. Should the credit ratings fall below F2-, the Authority may continue to deposit surplus cash with Lloyds plc providing that investments can be withdrawn on the next working day, and that the bank maintains a credit rating no lower than F3- (the lowest investment grade rating).

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7. Investment Strategy

- 7.1 With short term interest rates low for even longer, an investment strategy will typically result in a lengthening of investment periods, where cash flow permits, in order to lock in higher rates of acceptable risk adjusted returns. The problem in the current environment is finding an investment counterparty providing acceptable levels of counterparty risk.
- 7.2 In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved investment counterparties in order to achieve a diversified portfolio of prudent counterparties, investment periods and rates of return. The maximum investment level with each counterparty will be set to ensure prudent diversification is achieved.
- 7.3 Money market funds (MMFs) will be utilised but good treasury management practice prevails and whilst MMFs provide good diversification the Authority will also seek to diversify any exposure by utilising more than one MMF. The Authority will also restrict its exposure to MMFs with lower levels of funds under management and will not exceed 0.5% of the net asset value of the MMF. In the case of Government MMFs, the Council will ensure exposure to each Fund does not exceed 2% of the net asset value of the Fund.

8. The Use of Financial Instruments for the Management of Risks

- 8.1 Currently, Local Authorities' legal power to use derivative instruments remains unclear. The General Power of Competence enshrined in the Localism Bill is not sufficiently explicit. Consequently, the authority does not intend to use derivatives.
- 8.2 Should this position change, the Council may seek to develop a detailed and robust risk management framework governing the use of derivatives, but this change in strategy will require full Council approval.

9 Balanced Budget Requirement

- 9.1 The Authority complies with the provisions of S32 of the Local Government Finance Act 1992 to set a balanced budget.

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10. 2015/16 MRP Statement**Annual Minimum Revenue Provision Statement 2015/16 (MRP)**

- 10.1 Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the Department for Communities and Local Government's *Guidance on Minimum Revenue Provision* (the CLG Guidance) most recently issued in 2012.
- 10.2 The broad aim of the CLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.
- 10.3 The CLG Guidance requires the Authority to approve an Annual MRP Statement each year, and recommends a number of options for calculating a prudent amount of MRP.
- 10.4 MRP will be determined by charging the expenditure over the expected useful life of the relevant assets in equal instalments, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years. (*Option 3 in England and Wales*).
- 10.5 No MRP will be charged in respect of assets held within the Housing Revenue Account.
- 10.6 Capital expenditure incurred during 2015/16 will not be subject to a MRP charge until 2016/17

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- 10.7 Based on the Authority's estimate of its Capital Financing Requirement on 31st March 2015, the budget for MRP has been set as follows:

	31.03.2015 Estimated CFR £'000	15/16 Estimated MRP £'000
General Fund assets	19,129	1,057
Assets in the Housing Revenue Account	23,229	Nil
HRA subsidy reform payment	98,929	Nil
Total Housing Revenue Account	122,158	Nil
Total	141,287	1,057

11. Monitoring and Reporting on the Treasury Outturn and Prudential Indicators

- 11.1 The Executive Director of Finance and Corporate Resources will report to Executive on treasury management activity / performance and Performance Indicators as follows:
- Quarterly against the Strategy approved for the year. The Authority will produce an outturn report on its treasury activity no later than 30th September after the financial year end.
 - The Executive will be responsible for the scrutiny of treasury management activity and practices.

12. Other Items

12.1 Training

CIPFA's Code of Practice requires the Executive Director of Finance and Corporate Resources to ensure that all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities. Responsibility for scrutiny of the Treasury Management function will rest with the Executive. The Executive Director of Finance and Corporate Resources will ensure

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that adequate training is provided for all relevant Members during the Financial Year.

12.2 Investment Consultants/Treasury Advisors

The CLG's Guidance on local government investments recommend that the Investment Strategy should state:

- Whether and, if so, how the authority uses external contractors offering information, advice or assistance relating to investment and
- How the quality of any such service is controlled.

EXECUTIVE COMMITTEE10th March 2015**Prudential Indicators 2015/16 – 2017/18****1 Background:**

There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators.

2. Net Borrowing and the Capital Financing Requirement:

This is a key indicator of prudence. In order to ensure that over the medium term net borrowing will only be for a capital purpose, the local authority should ensure that the net external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional increases to the capital financing requirement for the current and next two financial years.

The Executive Director of Finance and Corporate Resources reports that the authority had no difficulty meeting this requirement in 2015/16, nor are there any difficulties envisaged for future years. This view takes into account current commitments, existing plans and the proposals in the approved budget.

3. Estimates of Capital Expenditure:

- 3.1 This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax.

Capital Expenditure	2014/15 Estimate £'000	2015/16 Estimate £'000	2016/17 Estimate £'000	2017/18 Estimate £'000
General	10,849	11,782	9,500	9,500
Total	10,849	11,782	9,500	9,500

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3.2 Capital expenditure will be financed or funded as follows:

Capital Expenditure and Financing	2014/15 Revised £m	2015/16 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m
General Fund	1,652	4,007	1,500	1,500
HRA	9,197	7,775	8,000	8,000
Total Expenditure	10,849	11,782	9,500	9,500
Capital Receipts	1,566	2,200	1,500	1,500
Government Grants	756	756	500	500
Reserves	8,527	8,826	7,500	7,500
Revenue	-	-	-	-
Borrowing	-	-	-	-
Total Financing	10,849	11,782	9,500	9,500

4. Capital Financing Requirement:

4.1 The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing.

Capital Financing Requirement	14/15 Revised £m	31.03.15 Estimate £m	31.03.16 Estimate £m	31.03.17 Estimate £m
General Fund	16,970	18,021	18,021	18,021
HRA	23,229	23,229	23,229	23,229
HRA settlement	98,929	98,929	98,929	98,929
Total CFR	139,128	140,179	140,179	140,179

EXECUTIVE COMMITTEE10th March 2015**5. Actual External Debt:**

- 5.1 This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

Actual External Debt as at 31/03/2014	£'000
Borrowing	122
Other Long-term Liabilities	-
Total	122

6. Authorised Limit and Operational Boundary for External Debt

- 6.1 The Council has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Council and not just those arising from capital spending reflected in the CFR.
- 6.2 The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) for the Council. It is measured on a daily basis against all external borrowing items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities. This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases. It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.
- 6.3 The Authorised Limit has been set on the estimate of the most likely, prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.

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6.4 The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

Authorised Limit for External Debt	2014/15 Estimate £'000	2015/16 Estimate £'000	2016/17 Estimate £'000	2017/18 Estimate £'000
Borrowing	12,000	13,500	13,500	13,500
Other Long-term Liabilities	0.0	0.0	0.0	0.0
Total	12,000	13,500	13,500	13,500

6.5 The Operational Boundary links directly to the Council's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

6.6 The Executive Director of Finance and Corporate Resources has delegated authority, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. Decisions will be based on the outcome of financial option appraisals and best value considerations. Any movement between these separate limits will be reported to the next meeting of Executive.

Operational Boundary for External Debt	2014/15 Estimate £'000	2015/16 Estimate £'000	2016/17 Estimate £'000	2016/17 Estimate £'000
Borrowing	12,000	12,500	12,500	12,500
Other Long-term Liabilities	0	0	0	
Total	12,500	12,500	12,500	12,500

7. Adoption of the CIPFA Treasury Management Code

7.1 This indicator demonstrates that the Council has adopted the principles of best practice.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**10th March 2015**Adoption of the CIPFA Code of Practice in Treasury Management**

The Council approved the adoption of the CIPFA Treasury Management Code at its meeting on 18th May 2005.

The Council has incorporated the changes from the revised CIPFA Code of Practice into its treasury policies, procedures and practices.

8. Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure:

8.1 These indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. This Council calculates these limits on (*select as appropriate*) net principal outstanding sums, (i.e. fixed rate debt net of fixed rate investments / net interest paid (i.e. interest paid on fixed rate debt net of interest received on fixed rate investments)

8.2 The upper limit for variable rate exposure has been set to ensure that the Council is not exposed to interest rate rises which could adversely impact on the revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short-term rates on investments

	2014/15 Estimate %	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %
Upper Limit for Fixed Interest Rate Exposure	100	100	100	100
Upper Limit for Variable Interest Rate Exposure	100	100	100	100

8.3 As the Council does not have long-term debt, the limits above provide the necessary flexibility within which decisions will be made for drawing down new loans on a fixed or variable rate basis; the decisions will ultimately be determined by expectations of anticipated interest rate movements as set out in the Council's Treasury Management Strategy.

9. Maturity Structure of Fixed Rate borrowing:

9.1 This indicator highlights the existence of any large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates and is designed to protect against excessive exposures to interest rate changes in any one period, in particular in the course of the next ten years.

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- 9.2 It is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment.

Maturity structure of fixed rate borrowing	Lower Limit for 2015/16 %	Upper Limit for 2015/16 %
under 12 months	0.00	100.00
12 months and within 24 months	0.00	100.00
24 months and within 5 years	0.00	100.00
5 years above	0.00	100.00

As the Council does not have long-term debt, the limits above provide the necessary flexibility within which decisions will be made for drawing down new loans, should it be necessary, in the appropriate maturity band.

10. Credit Risk:

- 10.1 The Council considers security, liquidity and yield, in that order, when making investment decisions.
- 10.2 Credit ratings remain an important element of assessing credit risk, but they are not a sole feature in the Council's assessment of counterparty credit risk.
- 10.3 The Council also considers alternative assessments of credit strength, and information on corporate developments of and market sentiment towards counterparties. The following key tools are used to assess credit risk:
- Published credit ratings of the financial institution (minimum A- or equivalent) and its sovereign (minimum AA+ or equivalent for non-UK sovereigns);
 - Sovereign support mechanisms;
 - Credit default swaps (where quoted);
 - Share prices (where available);
 - Economic fundamentals, such as a country's net debt as a percentage of its GDP);

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- Corporate developments, news, articles, markets sentiment and momentum;
- Subjective overlay.

10.4 The only indicators with prescriptive values remain to be credit ratings. Other indicators of creditworthiness are considered in relative rather than absolute terms.

11. Upper Limit for total principal sums invested over 364 days:

11.1 The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested.

Upper Limit for total principal sums invested over 364 days	2014/15 Estimate £m	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m
	2.0	2.0	2.0	2.0

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Appendix 2**TREASURY MANAGEMENT POLICY STATEMENT****1. INTRODUCTION AND BACKGROUND**

- 1.1 The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 5 of the Code.
- 1.2 Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:-
 - A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
- 1.3 The Council (i.e. full Council) will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
- 1.4 The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to Executive and for the execution and administration of treasury management decisions to Executive Director of Finance and Resources, who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
- 1.5 The Council nominates Executive to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies.

2. POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES

- 2.1 The Council defines its treasury management activities as:

"The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

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- 2.2 This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.
- 2.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.”
- 2.4 The Council’s borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk.
- 2.5 The Council’s primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Authority’s investments followed by the yield earned on investments remain important but are secondary considerations.

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CONSOLIDATED REVENUE & CAPITAL MONITORING REPORT QTR 3 14/15

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management.
Portfolio Holder Consulted	
Relevant Head of Service	Jayne Pickering
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non Key Decision	

1. SUMMARY OF PROPOSALS

This report details the Council's financial position for the period April to December 2014 (Outturn – 2014/15).

2. RECOMMENDATIONS

- 2.1 That Executive Committee note the current financial position on Revenue and Capital as detailed in the report.
- 2.2 That the amended Regulatory Services fees and charges as in attached appendix is approved.

3. KEY ISSUES

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure Officers and Members can make informed and considered judgement of the overall position of the Council. This report now includes additional information in relation to the current position for each department to enable members to have a more detailed consideration of the financial projections for the Council.

Financial Implications

- 3.2 The Council set a balanced budget in February 2014 for the financial year 2014/15. Within the budget were included savings of £635K which were not fully identified. These included savings relating to Shared Services, Transformation, and general vacancies with the Council.
- 3.3 A review of last year's outturn has been undertaken and the unallocated savings have been allocated based on the savings achieved in 2013/14.
- 3.4 As can be seen from the summary below officers are anticipating the delivery of all unidentified savings and an additional £62k saving by the end of the financial year

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Revenue Budget Summary – Overall Council Quarter 3 (April - December) 2014 /15

3.5 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included.

Service Head	Revised Budget 2014/15 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Environmental Services	2,490	1,953	1,737	-215	2,268	-222
Community Services	1,785	1,349	1,342	-7	1,770	-15
Regulatory Services	398	284	270	-14	382	-17
Leisure & Cultural Services	2,498	2,022	2,103	81	2,573	75
Planning & Regeneration	574	341	319	-22	524	-51
Customer Access & Financial Support	1,935	20,408	20,294	-114	1,722	-214
Finance & Resources	920	893	891	-2	906	-14
Legal, Equalities & Democratic Services	871	644	618	-26	833	-38
Business Transformation	1,775	1,339	1,319	-20	1,722	-54
Head of Housing Services (GF)	1,064	802	731	-71	971	-93
Corporate Services	1,176	887	851	-36	1,121	-55
Service TOTAL	15,487	30,921	30,475	-446	14,790	-697
Savings	-635	-318	0	318	0	635
TOTAL for Quarter & Projected	14,852	30,604	30,475	-128	14,790	-62

Financial Commentary:-

Officers have ensured that significant underspends have been delivered across Council whilst protecting the services to the community. The projected outturn shows that the £635k of unidentified savings will be delivered during 2014/15.

Environmental Services have achieved savings within the cleansing team and there has been a freeze on vacancies whilst the review of the structures needed to support the "place" working. Within Customer Access and Financial Support there are a number of savings within the Revenues and Benefits and fraud teams which are detailed in the department table below.

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Capital Budget Summary – Overall Council Quarter 3 (April - December) 2014 /15

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
Environmental Services	332	255	-77	293	-39
Community Services	575	483	-92	575	0
Regulatory Services	56	0	-56	56	0
Leisure & Cultural Services	387	337	-50	387	0
Planning and Regeneration	11	11	0	11	0
Customer Access & Financial Support	190	137	-53	190	0
Business Transformation	140	71	-69	140	0
Housing	9,411	6,834	-2,577	9,197	-214
TOTAL	11,102	8,128	2,974	10,849	-253

Financial Commentary:

Due to the review of Environmental Services, there has been a delay in the procurement of vehicles and plant. With timescales involved, vehicles may not be received in this financial year.

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Environmental Services Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Department	Revised Budget 2014/15 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Bereavement Services	-312	-224	-295	-71	-327	-15
Cleansing	628	470	396	-74	521	-107
Climate Change	13	10	9	-1	14	1
Environmental services Management	654	490	439	-51	661	7
Highways & Drainage (inc civil parking)	467	353	448	95	503	36
Landscape & Grounds Maintenance	112	158	150	-8	51	-61
Manager supplies & Transport	-10	-7	-81	-73	-26	-16
Waste Management - Refuse & Recycling	928	695	676	-19	860	-68
Waste Management Policy	10	8	-6	-14	10	0
Savings to be achieved						
TOTAL	2,490	1,953	1,737	-215	2,268	-222

Financial Commentary:-

Bereavement Services income is higher than budgeted but there is anticipation that £20k will be put towards a provision for future cremator maintenance.

Salary savings from vacant posts account for the majority of the savings in Cleansing and Landscape services, some of which have been covered by agency staff however a saving has still been achieved from employee oncosts. Environmental Services have held back on recruiting as they go through restructure.

Civil Parking Enforcement has seen a reduction in anticipated income due to increased compliance.

Unidentified savings in Waste Management have now been found across the service.

Savings identified within the service have been used to support the financial budget for 2015/16 - 2017/18.

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Capital Budget summary

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
Crematorium Enhancement	9	9	0	9	0
Crematorium Extension	0	0	0	0	0
Crossgate Depot Imps 2010	0	0	0	0	0
Estate Enhancements	0	0	0	0	0
Footpath Improvements	0	0	0	0	0
Foxlydiate Crescent Lighting	25	25	0	25	0
Improved Parking Scheme	133	133	0	133	0
Land Drainage schemes	86	6	-80	46	-40
Landscape Improvement Programme	46	47	1	47	1
Recycling Project	7	7	0	7	0
Town Centre Landscape Scheme	4	4	0	4	0
Vehicle replacement programme	22	22	0	22	0
Woodland Schemes	0	0	0	0	0
TOTAL	332	253	-79	293	-39

Financial Commentary:

Officers are currently in the process of organising works for the crematorium extension, improved parking scheme, estate enhancements and woodland schemes and therefore the budget has been re-profiled into 2015/16 to reflect that expenditure will be in the next financial year. Procurement is taking place for the vehicle replacement programme but vehicles will not be received until the beginning of the new financial year 2015/16.

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Community Services Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Department	Revised Budget 2014/15 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Community Services	1,453	1,108	1,061	-47	1,408	-55
CCTV / Lifeline	282	203	246	43	315	45
Care & Repair	50	38	35	-2	46	-4
TOTAL	1,785	1,349	1,342	-7	1,768	-15

Financial Commentary:-

Within Community Services a receipt of £40k for Early Help Pension is anticipated which was not known when the budget was set.

Due to WCC withdrawing the Supporting People Income for Lifeline we are forecasting a loss of income. However the situation may change as more people agree to join the scheme.

Capital Budget summary

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
Disabled Facilities Grant	505	441	-64	505	0
Energy & Efficiency Installs	0	0	0	0	0
HMO Grants	5	0	-5	5	0
Home Repairs Assistance	61	42	-19	61	0
Housing Needs Assessment	4	0	-4	4	0
Strategic Housing Research & Development	0	0	0	0	0
Warmer Worcs Insulation Scheme	0	0	0	0	0
Small Area Improvements	0	0	0	0	0
TOTAL	575	483	-92	575	0

Financial Commentary:

There has been a reduction in new applications for disabled Facilities Grants and Home Repairs Assistance however the Council continues to meet demand in this area.

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Regulatory Services Quarter 3 (April - December) 2014 /15
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Revenue Budget summary

Department	Revised Budget 2014/15 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Environmental Health	571	426	422	-4	566	-5
Licensing	-172	-142	-152	-10	-184	-12
TOTAL	398	284	270	-14	382	-17
Financial Commentary:- No significant variances						

Capital Budget summary

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
Worcestershire Regulatory Services – ICT system	56	0	-56	56	0
TOTAL	56	0	-56	56	0
Financial Commentary: The funding is in place to support the share of the cost associated with the ICT system in Regulatory Services. The system is currently being implemented.					

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Leisure and Cultural Services Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Department	Revised Budget 2014/15 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Business Development	119	98	97	-1	130	11
Cultural Services	796	586	592	6	792	-5
Leisure & Cultural Manage.	82	54	49	-4	79	-4
Parks & Open Spaces	837	650	668	18	840	3
Sports Services	664	634	696	62	733	69
TOTAL	2,498	2,022	2,103	81	2,573	75

Financial Commentary:

The projected overspend within Sports Services relates to higher Business Rates and utility bills than expected, these are under reviews and remedial action will be taken where appropriate.

There is a shortfall in fitness income at Abbey Stadium due to increased competition within the market place and a high turnover of members due who join for class programmes: due to essential maintenance the pool and squash courts at Kingsley Sports Centre have been closed for several weeks resulting in a loss of income. The Golf Course- due to a poor uptake on golf rounds the income at Pitcheroak is less than expected. Officers are reviewing the situation and working with a golf professional to improve revenue and participation.

Sports Development - there has been an overperformance in the team due to increased income, additional grant funding being acheived and the use of earmarked reserves to allow main stream budget to offset overspend elsewhere.

The uptake on sponsorship of advertising on roundabouts has been slower than expected resulting in reduced income within Business Development.

Cultural services has savings relating to increased usage of the community centres and the income generation at the Palace Theatre continues to be strong including changes to the Youth theatre delivery model.

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Capital Budget summary

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
Abbey Stadium	315	284	-31	315	0
Greenlands Pub Open Space	8	0	-8	8	0
Pitcheroak Golf	16	12	-4	16	0
Old Forge Car Park	48	41	-7	48	0
TOTAL	387	337	-50	387	0
Financial Commentary: The Abbey Stadium main contract is now completed with remedial works expected to be completed by year end. Old Forge car parks to be completed by Q4. All remaining projects are expected to be completed by year end.					

**Planning and Regeneration
Quarter 3 (April - December) 2014 /15**

Revenue Budget summary

Service Head	Revised Budget 2014/15 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Building Control	27	20	48	28	50	23
Development Management	152	113	118	5	163	11
Economic Development	158	75	58	-17	129	-29
Planning Policy	238	132	94	-38	182	-56
TOTAL	574	341	319	-22	524	-51
Financial commentary Within building control income has been lower than expected resulting in the projected variance shortfall. Planning Policy have a saving partly due to maternity leave this financial year and the legal budget not utilised as anticipated. The Business Centres have savings on their utilities.						

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Capital Budget summary

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
Town Centre Development	11	11	0	11	0
TOTAL	11	0	0	11	0
Financial Commentary: No significant variances to report as this quarter.					

Customer Access & Financial Support Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Service Head	Revised Budget 2014/15 £,000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Asset & Property Management	1,018	778	817	39	1,066	48
Customer Services	539	391	391	-0	547	8
Revenues & Benefits	378	19,239	19,086	-153	109	-269
TOTAL	1,935	20,408	20,294	-114	1,722	-214

Financial Commentary:-

The Asset & Property Mgmt overspend is due to a number of factors, including £9k security costs for Crossgates Depot, £19k increased energy costs, and the cost of Concessionary Rents.

In Customer Services, the overspend is due to a reduction in funding from Worcestershire County Council.

The Revenues & Benefits underspend is made up of a number of elements, including savings of £60k achieved through service reviews, staff vacancies, and reduced agency costs. Further savings have come about due to reducing the number of managers in the service, shared management with Bromsgrove District Council and the deletion of vacant posts which our transformation activity has evidenced we will no longer need.

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Capital Budget summary

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
GF Asbestos	35	30	-5	35	0
Public Building	130	107	-23	130	0
Energy Management	25	0	-25	25	0
TOTAL	190	137	-53	190	0

Financial Commentary:

Due to other priorities it has not been possible to commence work on some of the capital projects planned for properties so far this year. There has also been an unavoidable delay on one major project. The works are still scheduled and therefore the budget will carry forward into next financial year.

Financial Services Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Service Head	Revised Budget 2014/15 £,000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Financial Services & Procurement	645	805	803	-2	632	-13
Corporate Management & Audit	275	87	87	-0	274	-1
HOS	0	0	0	0	0	0
Grand Total	920	893	891	-2	906	-14

Financial Commentary:

The projected underspend is due to vacant posts following a service review. These posts have now been filled but are not due to start until the new financial year.

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Legal, Equalities and Democratic Services
Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Service Head	Revised Budget 2014/15 £,000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Democratic Services & Member Support	320	230	237	7	321	2
Elections & Electoral Services	231	173	172	-2	229	-2
Legal Advice & Services	320	240	210	-31	283	-37
TOTAL	871	644	618	-26	833	-38

Financial Commentary:

In Legal the officers have been working collaboratively with other Councils to reduce the need to use external lawyers and have therefore achieved a saving on the external legal budget. This will now be adjusted for future years. In addition to this the staffing structure has been reallocated resulting in a saving within the shared service for RBC. At the time of reporting the European Election accounts had not been finalised. Members are advised that there is a likelihood that this area will result in an underspend once the election accounts have been agreed - it is not however possible to identify the extent of this underspend at this stage.

Business Transformation
Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Service Head	Revised Budget 2014/15 £,000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Corporate Strategy	86	65	65	0	75	-12
Business Transformation	953	715	725	10	20	20
Human Resources	582	443	407	-36	508	-74
IT Services	154	116	122	7	166	12
Grand Total	1,775	1,339	1,319	-20	769	-54

Financial Commentary:

An £80k saving has been offered for this financial year from the training budget, however a programme is in place for future years.

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Capital Budget summary

Department	Revised Budget 2014 /15 £'000	Actual spend April – Dec £'000	Variance £'000	Projected Out-turn 2014/15 £'000	Projected Variance 2014/15 £'000
Members IT Facilities	10	0	-10	10	0
IT Replacement Programme	40	0	-40	40	0
PSN Project	90	71	-19	90	0
TOTAL	140	71	-69	140	0
Financial Commentary: ICT replacement programme is currently being reviewed as part of the PSN project. The PSN project is currently underway, reviews are being made as to the specific requirement to meet the Public Service Network regulations					

Housing Services (General Fund) Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Service Head	Revised Budget 2014/15 £,000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Housing General Fund	1,064	802	731	-71	971	-93
Grand Total	1,064	802	731	-71	971	-93
Financial Commentary: £40k of expenditure has been identified as part of the ELF (Essential Living Fund) project and transferred accordingly, this is anticipated to be a saving £60k by the end of the end. This is a one year only saving. In addition savings within the dispered units and delivery of the service.						

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Capital Budget summary - HRA

Department	Revised Budget 2014 /15	Actual spend April – Dec	Variance	Projected Out-turn 2014/15	Projected Variance 2014/15
	£'000	£'000	£'000	£'000	£'000
Catch up repairs- bath replacements	819	911	92	978	159
Catch up repairs- Kitchen Upgrades	120	160	40	160	40
Catch up repairs	366	247	-119	366	0
Asbestos General	518	102	-416	102	-416
Structural repairs	281	245	-36	281	0
General roofing	671	586	-85	671	0
Rewiring	1,006	1,001	-5	1,006	0
Upgrade of Ch systems	1,422	1,221	-201	1,422	0
Window replacements	101	97	-4	101	0
Disabled adaptations	726	469	-257	726	0
Security Door Entry Scheme	51	0	-51	51	0
Sheltered Scheme – Facility Upgrade	0	3	3	3	3
External Cladding & Wall hanging	315	282	-33	315	0
Insulation	1,656	899	-757	1,656	0
Repairs to Sheltered Hsg Stock	38	4	-34	38	0
Winslow Close Heating	34	7	-27	34	0
Drainage	50	16	-34	50	0
Water supply	99	53	-46	99	0
Environmental Enhancements	640	439	-201	640	0
Masonry works	398	92	-306	398	0
Housing Management IT System	100	0	-100	100	0
TOTAL	9,411	6,834	-2,577	9,197	-214

Financial Commentary:

Officers are working to deliver the capital works as per the HRA business plan.

Although the bathroom replacement is a planned contract, where bathrooms are being replaced in the void properties these costs can be charged to the capital budget. The value of these bathrooms is coded against the bathroom replacement budget resulting in an increase in the number of units and spend against the original budget.

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Asbestos

The asbestos budget was originally set following a large amount of work to remove asbestos from council properties. The budget was set for future years based on this demand, in the current year it has not been necessary to use the budget. The virements requested in Qtr 2 have been actioned, the remaining budget will be kept in case unforeseen asbestos works are required in the future.

Insulation – (External insulation)

The project was originally slow to get off the ground due to a number of reasons. We have also had a spell of inclement weather which has held up the finishing process. Under new guidelines by OFGEM, the utility companies cannot invoice for properties that have not been signed off and completed and therefore they are unable to submit the Carbon which then holds up the invoicing process.

Putting this aside, the EWI project is ongoing with EON and officers anticipate a large proportion of the monies to be spent by March 15th. The external insulation work is on a rolling programme and officers are currently looking at the next phase which will be around the town centre, any budget unspent will roll over to complete the works.

Corporate Services Quarter 3 (April - December) 2014 /15

Revenue Budget summary

Service Head	Revised Budget 2014/15 £'000	Budget April - Dec £'000	Actual spend April - Dec £'000	Variance to date £'000	Projected Outturn 2014/15 £'000	Projected Variance 14/15 £'000
Corporate Admin / Central Post / Printing	844	638	601	-37	789	-55
Other op exp	332	249	250	1	332	0
TOTAL	1,176	887	851	-36	1,121	-55

Financial Commentary:-

- There is a projected saving within the post room due to the changes in the structure
- A £5k saving on Communications due to reduction of expenditure on promotion /advertising.
- An additional grant (new burdens) has been received of £16k.
- It is unlikely to recruit to the vacant post of Executive Director PRRH - £30k saving

EXECUTIVE COMMITTEE

10th March 2015

Treasury Management

- 3.6 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.

Credit Risk

- 3.7 Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers. Credit risk is minimised by use of a specified list of investment counterparty criteria and by limiting the amount invested with each institution. The Council receives credit rating details from its Treasury Management Advisers on a daily basis and any counterparty falling below the criteria is removed from the list.
- 3.8 At 30th December 2014, there were no short-term investments held by the Council.

Income from investments

- 3.9 An investment income target of £25k has been set for 2014/15 using a projected rate of return of 0.25%.

General Fund Balances

- 3.10 The General Fund Balance as at the 31st March 2014 is £1.2m.

General Fund Balance		
	£'000	£'000
Balance as at 1 st April 2014	1,166	
Contribution from balances		-22
Estimated Balances 31 st March 2015		1,144

Legal Implications

- 3.11 No legal implications have been identified.

Service/Operational Implications

- 3.12 Sound performance management and data quality are keys to achieving improved scores in the use of resources judgement. This performance report supports that aim.

Customer / Equalities and Diversity Implications

- 3.13 Performance Improvement is a Council objective.

EXECUTIVE COMMITTEE

10th March 2015

4. RISK MANAGEMENT

Risk considerations are covered within the report.

5. APPENDICES

None

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

Name: Sam Morgan
E Mail: sam.morgan@bromsgroveandredditch.gov.uk
Tel: (01527) 64252 ext 3790
Name: Kate Goldey
E Mail: k.goldey@bromsgroveandredditch.gov.uk
Tel: (01527) 881208

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Dog Warden

(VAT outside scope)

(fees agreed with contractor)

1.03

Vet Fees	Recharged at Cost	Recharged at Cost
Penalty* (statutory fee)	25.00	25.00
Kennelling Fee - £12 per day or part day	12.00	12.00
Levy for out of hours	30.00	30.00
Repeat offence levy	25.00	25.00
Admin charge	10.00	10.00

* No charge for a first offence to those on income related means tested benefits

Licences

(VAT outside scope)

Riding Establishments	161.00	170.00
Riding Establishment - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Pet Shops - Initial	103.00	110.00
Pet Shops - Renewal	103.00	110.00
Pet Shops - Vet fees / Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Dog Breeding - Initial	103.00	110.00
Dog Breeding - Renewal	103.00	110.00
Dog Breeding - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Animal Boarding - Initial	103.00	110.00
Animal Boarding - Renewal	103.00	110.00
Animal Boarding - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost
Dangerous Wild Animals - Initial	168.00	175.00
Dangerous Wild Animals - Renewal	168.00	175.00
Dangerous Wild Animals - Vet fees/Animal welfare visit if applicable charged at cost	Recharged at cost	Recharged at cost

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Annual Street Trading Consent - Food - Initial - per annum	1,418.00	1,418.00
Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	1,301.00
Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	1,183.00
Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	1,064.00
Acupuncture, Tattooing, Ear Piercing and Electrolysis		
- Premises	122.00	125.00
- Practitioners	80.50	82.00
Control of Sex Establishments	979.00	979.00
Scrap Metal Dealers Act 2013		
- Site Licence (New)	290.00	290.00
Per Additional Site	150.00	150.00
- Collectors Licence (New)	145.00	145.00
- Site Licence (Renewal)	240.00	240.00
Per Additional Site	150.00	150.00
- Collectors Licence (Renewal)	95.00	95.00
- Variation of Licence	65.00	65.00
- Copy of Licence (if lost or stolen)	25.00	25.00

Other Environmental Health Fees

ISS Certs Condemned Food*	67.00	67.00
Food Hygiene Basic Course fee	62.00	62.00

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Hackney Carriages & Private Hire Vehicles

(VAT outside scope)

Hackney Carriage Vehicle Licence per annum (2005/06 charge excludes vehicle testing)	258.65	258.65
Hackney Carriage Driver's Licence - per annum	56.85	56.85
Private Hire Operator's Licence - per annum		
- (1 vehicle)	164.00	164.00
- per each additional vehicle	16.40	16.40
Private Hire Vehicle Licence per annum (2005/06 charge excludes vehicle testing)	258.65	258.65
Private Hire Driver Licence - per annum	56.85	56.85
Dual Hackney Carriage and Private Hire Driver's Licence - per annum	83.00	83.00
Knowledge test		20.00
Administration Charge - new applications	35.00	35.00
Transfer of plate - per transfer	47.00	47.00
Replacement Vehicle Plates	18.70	18.70
Replacement Driver's Badge (card)	11.00	11.00
Amendment to paper licence - eg change of address		10.50
DVLA Enquiry - Electronic	5.50	5.50
DVLA Enquiry - Paper	10.50	10.50
CRB Disclosure	50.00	50.00

Premises Licence

Theft, loss etc of premises license summary	10.50	10.50
Application for a provisional statement where premises being built etc.	315.00	315.00
Notification of change of name or address	10.50	10.50
Application to vary licence to specify individual as premises supervisor	23.00	23.00
Application for transfer of premises licence	23.00	23.00
Interim authority notice following death etc of license holder	23.00	23.00

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Club Premises Certificates

Theft, loss etc. of certificate or summary	10.50	10.50
Notification of change of name or alteration of rules of club	10.50	10.50
Change of relevant registered address of club	10.50	10.50
Theft, loss etc of temporary event notice	10.50	10.50
Theft, loss of personal notice	10.50	10.50
Duty to notify change of name or address	10.50	10.50
Right of freeholder etc to be notified of licensing matters	21.00	21.00

Additional fee for events or premises with 5000+ people ranging from £1,000 to £64,000 for 90,000 and over

Gambling Act Permit Fees

Licensed Premises Gaming Machine Permit

Occasion on which fee may be payable		
Grant	150.00	150.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Transfer	25.00	25.00
Annual Fee	50.00	50.00
Change of name	25.00	25.00
Copy of Permit	15.00	15.00

Licensed Premises Automatic Notification Process

Occasion on which fee may be payable		
Grant	50.00	50.00

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Club Gaming Permits

Occasion on which fee may be payable		
Grant	200.00	200.00
Grant (Club Premises Certificate holder)	100.00	100.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Renewal	200.00	200.00
Renewal (Club Premises Certificate holder)	100.00	100.00
Annual Fee	50.00	50.00
Copy of Permit	15.00	15.00

Club Machine Permits

Occasion on which fee may be payable		
Grant	200.00	200.00
Grant (Club Premises Certificate holder)	100.00	100.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Renewal	200.00	200.00
Renewal (Club Premises Certificate holder)	100.00	100.00
Annual Fee	50.00	50.00
Copy of Permit	15.00	15.00

Family Entertainment Centre Gaming Machine Permit

Occasion on which fee may be payable		
Grant	300.00	300.00
Existing operator grant	100.00	100.00
Change of name	25.00	25.00
Renewal	300.00	300.00
Copy of Permit	15.00	15.00

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Prize Gaming Permits

Occasion on which fee may be payable		
Grant	300.00	300.00
Existing operator grant	100.00	100.00
Change of name	25.00	25.00
Renewal	300.00	300.00
Copy of Permit	15.00	15.00

Small Lottery Registration (set by legislation)

Occasion on which fee may be payable		
Grant	40.00	40.00
Annual fee	20.00	20.00

Premises Licence Fees**Adult Gaming Centre**

Occasion on which fee may be payable		
Grant	1,216.00	1,216.00
Annual Fee	626.00	626.00
Variation	626.00	626.00
Transfer	730.00	730.00
Application for Provisional Statement	1,216.00	1,216.00
Licence Application (Provisional Statement Holders)	730.00	730.00
Copy of Licence	36.00	25.00
Notification of Change	61.00	50.00
Application by Re-instatement	730.00	730.00

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Bingo Premises

Occasion on which fee may be payable		
Grant	2,128.00	2,128.00
Annual Fee	626.00	626.00
Variation	1,064.00	1,064.00
Transfer	730.00	730.00
Application for Provisional Statement	2,128.00	2,128.00
Licence Application (Provisional Statement Holders)	730.00	730.00
Copy of Licence	36.00	25.00
Notification of Change	61.00	50.00
Re-instatement Fee	730.00	730.00

Temporary Event Use Notice

Occasion on which fee may be payable		
Grant	304.00	304.00

Family Entertainment Centre

Occasion on which fee may be payable		
Grant	1,216.00	1,216.00
Annual Fee	578.00	578.00
Variation	626.00	626.00
Transfer	608.00	608.00
Application for Provisional Statement	1,216.00	1,216.00
Licence Application (Provisional Statement Holders)	608.00	608.00
Copy of Licence	30.50	25.00
Notification of Change	61.50	50.00
Application by Re-instatement	596.00	596.00

REDDITCH BOROUGH COUNCIL**Regulatory Services**

	Current 2014/15	Proposed charge from 2015
	£	£

Betting Premises (excluding tracks)

Occasion on which fee may be payable		
Grant	1,817.00	1,817.00
Annual Fee	364.00	364.00
Variation	908.00	908.00
Transfer	727.00	727.00
Application for Provisional Statement	1,817.00	1,817.00
Licence Application (Provisional Statement Holders)	727.00	727.00
Copy of Licence	30.50	25.00
Notification of Change	61.50	50.00
Application by Re-instatement	730.00	730.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE**10th March 2015**ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT**

Relevant Portfolio Holder	Councillor John Fisher, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

2. RECOMMENDATIONS

The Committee is asked to **RESOLVE** that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Economic Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr John Fisher</u> Georgina Harris	Disbanded. Members now part of the Economic theme group under the Local Strategic Partnership
2.	Planning Advisory Panel	Chair: <u>Cllr Greg Chance</u> / Vice-Chair: <u>Cllr Rebecca Blake</u> Ruth Bamford	Next meeting planned for 10th March 2015.

REDDITCH BOROUGH COUNCIL**EXECUTIVE COMMITTEE****10th March 2015**

3.	Housing Advisory Panel	Chair: <u>Cllr Mark Shurmer</u> / Vice-Chair: <u>Cllr Greg Chance</u> Liz Tompkin	Next meeting – 18th March 2015.
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B. OTHER MEETINGS

4.	Constitutional Review Working Party	Chair: <u>Cllr Bill Hartnett</u> / Vice-Chair: <u>Cllr Greg Chance</u> Sheena Jones	Last meeting – 27 th January 2015
5.	Member Support Steering Group	Chair: <u>Cllr John Fisher</u> / Vice-Chair: <u>Cllr Phil Mould</u> Sheena Jones	Next meeting to be arranged.
6.	Grants Assessment Panel	Chair: Cllr David Bush / Vice-Chair: <u>Cllr Greg Chance</u> Donna Hancox	Next meeting – 25 th or 26 th March 2015

AUTHOR OF REPORT

Name: Sheena Jones
 E Mail: sheena.jones@bromsgroveandredditch.gov.uk
 Tel: (01527) 548240