

AGENDA

Committee Administrator: Democratic Services Officer (01609 767015)

Wednesday, 19 July 2017

Dear Councillor

NOTICE OF MEETING

Meeting **SCRUTINY COMMITTEE**

Date **Thursday, 27 July 2017**

Time **9.30 am**

Venue **Main Committee Room, Civic Centre, Stone Cross, Northallerton, DL6 2UU**

Yours sincerely

J. Ives.

Dr Justin Ives
Chief Executive

To:	Councillors	Councillors
	S P Dickins (Chairman)	D Hugill
	Mrs C S Cookman (Vice-Chairman)	J Noone
	C A Dickinson	Ms C Palmer
	G W Ellis	B Phillips
	K G Hardisty	A Wake
	R W Hudson	

Other Members of the Council for information

AGENDA

Page No

1. MINUTES

To confirm the minutes of the meeting held on 29 June 2017 (SC.3 - SC.7), previously circulated.

2. APOLOGIES FOR ABSENCE

3. HEALTH AND SAFETY ANNUAL REPORT 2016/17

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Report of the Executive Director

4. POLICY REVIEW - GRADUATE AND APPRENTICE SCHEME

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Report of the Chairman

5. MATTERS OF URGENCY

Any other business of which not less than 24 hours' prior notice, preferably in writing, has been given to the Chief Executive and which the Chairman decides is urgent.

HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
27 July 2017

Subject: HEALTH AND SAFETY ANNUAL REPORT 2016/17

All Wards

1.0 PURPOSE AND BACKGROUND:

- 1.1 The Health and Safety Annual Report provides an update on the Council's performance and improvements in health and safety management during 2016/17 and a copy is attached at Annex 'A'.
- 1.2 North Yorkshire County Council is appointed under a Service Level Agreement to support the development of health and safety within the Council and is appointed as the 'competent persons' in line with the Management of Health and Safety at Work Regulations 1999. This has assisted in a more focused approach to health and safety and significant improvements across the Council. The Service Level Agreement runs until 31 August 2019.
- 1.3 The Annual Report covers:
- Achievements in the Year 2016 - 2017
 - Health and safety performance data
- 1.4 A key event in 2016/2017 was the Health and Safety Executive visit to monitor standards in Waste and Street Scene. A very good outcome resulted with significant progress noted in health and safety management issues with no specific areas for improvement identified. The Scrutiny review of health and safety was another significant undertaking, identifying some improvements in reporting and communicating with Members which are included in this year's Health and Safety Plan.
- 1.5 Detailed Health and Safety Plans were implemented in Waste and Street Scene, Leisure and Community and Corporate Services. The following table indicates the success overall in implementing the Corporate Health and Safety Plan for 2016 – 2017.

Number of individual actions in corporate Health and Safety Plan 2016 – 2017 (Total 28)	Milestone achieved 0 – 4 (1-started, 4-completed)
22	4
5	3
0	2
1	1
0	0

- 1.6 Over 78% of the items in the plan were fully implemented. These included actions such as policy revision, development of specific arrangements, reviewing service risk assessments, delivery of an audit programme, and the reviewing and reporting on health and safety performance. Of the remaining items five were close to completion (scoring 3) and only one item did not progressed beyond just making a start. This one item related to an online incident reporting system which is still in the development stage within North Yorkshire County Council. All of the items that were not fully implemented have been carried over to the Corporate Health and Safety Plan 2017 – 2018.

1.7 Also attached at Annex 'B' is a revised Corporate Health and Safety Plan for 2017 – 2018. This sets out a comprehensive and clear programme of work for this year; the key priorities are:

- **Asbestos** – Annual review of premises asbestos management plans.
- **Communication** – Improve communications with staff and Members on Health and Safety issues and performance.
- **Contractors** - Implementation of arrangements for the Control of Contractors.
- **Health** – Ensure that health risks are adequately addressed in risk assessments and report health related work issues at Health and Safety Group.
- **HSE priorities** – Explore potential to improve management of Musculoskeletal Disorders (MSDs) and Stress as suggested in the Health and Safety Executive's national plans.
- **Intranet** – Develop the HDC intranet to ensure Health and Safety Arrangements are accessible to all employees.
- **Legionella**- Review HDC Legionella Arrangements.
- **Managers** - Implementation of six monthly workplace health and safety inspections (new performance indicator).
- **Risk Assessment** – Annual review of all risk assessments (new performance indicator).

2.0 LINK TO COUNCIL PRIORITIES:

2.1 The Health and Safety Executive, the enforcement body for Health and Safety, recommends that the Council reports on Health and Safety on an annual basis.

3.0 CONCLUSION:

3.1 The Council continues to have an ongoing emphasis on a sensible, risk-based approach to health and safety which minimises the risks to staff but is also mindful that Council services need to be delivered in a cost effective way. Effective health and safety management can have financial benefits due to reduced sickness absence, lost time and minimised damage to equipment.

4.0 RECOMMENDATION:

4.1 It is recommended that the Scrutiny Committee considers the Health and Safety Annual Report 2016/17 and the Corporate Health and Safety Plan for 2017/18.

MICK JEWITT

Background papers:	None
Author ref:	MAJ
Contact:	Mick Jewitt Executive Director Direct Line No: (01609) 767053



Health and Safety

Annual Report 2016-17

Introduction

This is the third Hambleton District Council Annual Health and Safety Report following the Council's decision to adopt reporting on an annual basis.

The main driver for the Council's improvements in health and safety management continue to come from the commitment of the Chief Executive, Executive Director, Directors and Heads of Service. Mick Jewitt (Executive Director) lead on the improvement programme over 2016-2017 and was supported in this with the appointment of North Yorkshire County Council to act as 'competent persons' in line with the Management of Health and Safety at Work Regulations 1999. This has continued to result in the revision of the Council's corporate health and safety policy, a more focussed approach to health and safety and significant improvements across the Council.

The Council continues to have an on-going emphasis on a sensible, risk-based approach which minimises the risks to staff but is also mindful that Council services also need to be delivered in a cost effective way. The attitude of all staff and those with management responsibilities in adopting this approach is to be commended particularly considering the current challenging financial climate. It should be noted that it has been proven that effective health and safety management can have financial benefits due to reduced sickness absence and lost time. It can also minimise damage to equipment.

This report covers the Council's financial reporting period 1st April 2016 to 31st March 2017.

Achievements of the Year 2016 - 2017

The Council's Health & Safety Policy was reviewed 16 May 2016 and communicated across the Council. Senior Management Team have overseen the implementation of the corporate policy across all services within the Council. Key senior managers have been driving forward health and safety within the Council including Mick Jewitt (Executive Director), Paul Staines (Director of Leisure and Environment), Helen Kemp (Director of Economy and Planning) and Steve Lister (Head of Leisure and Environment). The delivery of health and safety support services to the Council is overseen by Dominic Passman, a Health & Safety Risk Manager who is a registered consultant on the Occupational Safety & Health Consultants Register, with specific support provided to Waste & Street Scene and Leisure & Communities.

The Council developed and implemented a corporate health and safety plan for 2016 – 2017 resulting in a co-ordinated programme of work across all service areas. Progress in implementing the plan has been closely monitored by both the corporate and directional health and safety groups with quarterly meetings held throughout the year.

Scrutiny conducted a detailed review of health and safety management in HDC and a report was published with a few recommendations which have been reflected in the new corporate health and safety plan.

A programme of work was developed for implementation across the year, resulting in delivery in some key areas including:

- Review of the Asbestos Management arrangements
- Implementation of Electrical Safety arrangements
- Implementation of Working at Height arrangements
- Implementation of Workplace Inspection arrangements
- Completion of fire risk assessment programme for all HDC workplaces
- Delivery of IOSH Managing Safely course

- Training delivered in asbestos awareness and management, and to fire wardens
- Delivery of a programme of health and safety auditing across the Council
- Completion of an annual review of health and safety performance
- Health and safety reporting to Management team and Scrutiny

The higher risk service areas of Waste & Street Scene and Leisure & Communities now have well established service specific health and safety plans which complement the corporate plan. This has resulted in detailed programmes of work in these higher risk services and the adoption of service specific performance indicators. These are monitored in detail at the two sub groups in Waste & Street Scene and Leisure & Communities.

In **Waste & Street Scene** the Health and Safety Executive conducted a visit on 12 October 2016 to review progress made since the audit they carried out in 2011. They concluded that all issues previously identified had been addressed and significant improvement made in all areas of health and safety. They were particularly impressed with:

- H&S management systems
- Senior management buy in to H&S
- Access to specialist H&S advice
- Work on improving the H&S culture
- Staff engagement
- Investment in H&S improvements
- Standard and condition of the depot
- Commitment to continuous improvement
- Commitment to welfare improvements

Leisure and Communities have made significant improvements including:

- Implementation of a rolling programme of risk assessments across the centres resulting in all 46 Risk Assessments at each centre being reviewed and subsequent close out of risk reduction actions.
- Significant investment in health and safety training for managers within the service, centre management teams at each centre have been trained in IOSH Managing Safely and National Pool Management Qualification (NPMQ)
- NYCC Health and Safety Advisor – Dominic Passman has undertaken thorough health and safety audits at each leisure centre, on average achieving a 90% score. Close monitoring and review has seen most resultant actions from these audits completed.
- Planned and regular health and safety updates have been displayed on staff room noticeboards and following a consultation survey with staff (x85), 94% either agreed or strongly agreed to the x9 positive health and safety statement questions. Staff feedback from the surveys has formed actions in the Leisure and Communities Health and Safety Action Plan for 17/18 including: Better programme of training for all staff, More staff briefing sessions, Update of work instructions and procedures, More communications

In addition the established sub group for **support services** has been effective in driving and monitoring the implementation of health and safety throughout the lower risk service areas.

Health and safety continues to be a regular item for communication at the first Friday management meetings.

Health and safety has been incorporated as a key item in all recent projects including the development of the Prison site and planning for the extension of Hambleton Leisure Centre.

Health and safety performance data

There has been only two reportable accidents under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 during 2016-2017 compared to one in 2015-2016. The two accidents were to employees at Thirsk Leisure Centre, both resulting in over 7 days off work. One involved ligament damage from a slip as an employee was installing a lane block, the other was a fracture to the finger while installing a portable hoist. The incidents were fully investigated and safer systems of work were introduced.

There was an investigation into the off-site use of centre based defibrillators, which has resulted in a clarification of practice and improved communications.

There has been no official action taken by any health and safety enforcement agencies over this year, despite visits to HDC property by both the Health & Safety Executive and the North Yorkshire Fire & Rescue Service

Both Waste & Street Scene and Leisure & Communities have established performance indicators at local level and these are reported in the service specific monitoring reports.

Looking forward to the Year 2017 – 2018

A review of the Council's health and safety performance was carried out with Executive Directors, Directors and Head of Service. A key outcome from the review is this annual report and a revised Corporate Health and Safety Plan for 2017 – 2018. A copy of the plan is attached in the Appendix. This sets out a comprehensive and ambitious programme of work for the year ahead. It is designed to ensure a holistic and consistent approach is taken to achieving continual improvement in health and safety management across the Council.

Key priorities include:

- **Asbestos** – Annual review of premises asbestos management plans
- **Communication** – Improve communications with staff and members on H&S issues and performance
- **Contractors** - Implementation of arrangements for the Control of Contractors
- **Health** – Ensure that health risks are adequately addressed in risk assessments and report health related work issues at HSG
- **HSE priorities** – Explore potential to improve management of MSDs and Stress as per HSE plan
- **Intranet** – Develop the HDC intranet to ensure H&S arrangements are accessible to all employees
- **Legionella**- Review HDC legionella arrangements
- **Managers** - Implementation of six monthly health and safety inspections (New H&S PI)
- **Risk Assessment** – Annual review of all risk assessments (New H&S PI)

The service level agreement with North Yorkshire County Council to deliver health and safety consultancy was reviewed and replaced with a secondment agreement which continues till September 2019. Cheryl Slater has taken over from Peter Marshall in delivering the advice to Waste & Street Scene.

Hambleton District Council Corporate Health & Safety Plan 2017 – 2018

The Council has adopted this Corporate Health and Safety Plan for the continuous improvement of the Council's Health and Safety management systems and performance across all service areas. This Plan supports the delivery of the Council's Corporate Health and Safety Policy and the key statement from the Chief Executive Justin Ives:

“As Chief Executive, I am committed to integrating health and safety into decision making and risk management processes within the Council. The Senior Management Time will support me in this role and, together the Senior Management Team and Directorate Management Teams, will ensure the effective leadership of health and safety for the Council and others affected by the Council's activities”.

The key improvement priorities for the financial year 2017 – 2018 include:

- **Asbestos** – Annual review of premises asbestos management plans
-
- **Communication** – Improve communications with staff and members on H&S issues and performance
- **Contractors** - Implementation of arrangements for the Control of Contractors
- **Health** – Ensure that health risks are adequately addressed in risk assessments and report health related work issues at HSG
- **HSE priorities** – Explore potential to improve management of MSDs and Stress as per HSE plan
- **Intranet** – Develop the HDC intranet to ensure H&S arrangements are accessible to all employees
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Note - This corporate health and safety plan links to other plans such as Safeguarding, HR and Service plans.

The initials of the person or persons leading the action are first. The initials of persons assisting are in brackets.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
1. PLAN – DETERMINING HEALTH AND SAFETY POLICY AND PLANNING FOR ITS IMPLEMENTATION IN HAMBLETON DISTRICT COUNCIL							
1.1	Health & Safety Policy	Revised health and safety policy developed and adopted	CX to sign and adopt revised policy	05/17	CX (SMT)	0	
1.2	Planning for Health & Safety	Plans are in place to deliver this plan and any additional health and safety requirements at Directorate/service level	Directorate plans are developed and implemented	05/17	PS HK SL	0	
1.3	Organising for Health & Safety	Revised health and safety policy communicated ensuring staff and others are aware of the objectives and individuals' responsibilities	Briefings held at all management team meetings	06/17	D HS	0	
			Briefing held at first Friday managers meeting	06/17	DP	0	
1.4	Planning for changes in HDC and new legal requirements that apply to HDC	HDC is aware of all legal requirements affecting health and safety for their operations, including any new or revised requirements	Update the health and safety legal register and review relevant arrangements as any new/revised legislation comes into force	04/17 10/17	DP DP	0 0	
2. DO – DELIVERING HEALTH AND SAFETY IN HAMBLETON DISTRICT COUNCIL							
2.1	Leading Health & Safety at work	Strong and effective leadership of health and safety within HDC	Leadership team to all attend IOSH Leading Safely course. Improve communications with members on H&S as per scrutiny report	10/17 10/17	CX D HS (H&S) D HS (H&S)	0 0	Quarterly reports to Scrutiny and regular briefings for Portfolio holders.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
2.2	Risk assessment programme	All significant health and safety risks are assessed in all services, with an annual review carried out. Fire safety risk assessment in place for all workplaces, with an annual review carried out Effective asbestos management arrangements are in place for all workplaces.	All service areas have a risk assessment programme that ensures all significant risks are assessed and reviewed in last 12 months Fire safety risk assessment to be reviewed over 12 months Annual review of premises asbestos management plans.	Report 10/17 & 03/18 By 03/18 By 03/18	HS SM (H&S) PM H&S D&M PM	0 0 0	Ensure there is an increased focus on addressing health risks and issues in the workplace. Report as H&S PI Quarterly reports to HSG from Leisure/Wass and Corporate Services. Programme of fire risk assessments to be agreed
2.3	Employee engagement and communications	Employees are involved in risk assessments and decisions about H&S that affect them All current documentation that comprises the health and safety management system is accessible to all employees	Enable employees to have opportunity to contribute to risk assessment review process and implementation of H&S arrangements in their service area. Develop the HDC intranet and include H&S content in a current and accessible form.	On-going TBA	HS SM (H&S) HK (H&S)	0 0	
2.4	Health & Safety arrangements	Revise specific health and safety arrangements.	Review priority <ul style="list-style-type: none"> Legionella Manual handling First aid. DSE Implement revised arrangements in all service areas	TBA TBA	MJ (H&S) D HS PM (H&S)	0 0	

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
		Consider H&S implications from revised/new HR policies	Review priority <ul style="list-style-type: none"> Substance misuse Sickness absence management Discipline Apprentices Mental health 	TBA	MJ (HR)	0	
			Implement revised arrangements in all service areas	TBA	D HS (HR)	0	
2.5 Page 10	Provision and maintenance of safe premises and equipment	Premises are maintained in a safe condition	Managers conduct six monthly workplace inspections.	2 per year	PM (H&S)	0	Report as H&S PI Quarterly reports to HSG from Leisure/WaSS and Corporate Services.
			Improve security measures at Civic centre	TBA	HK	0	Refer to guidance from Police
		Equipment is maintained in a safe condition and all statutory inspections are conducted	Suitable programme of inspection/maintenance is in place to ensure safe plant and equipment,	On-going	D&M PM (H&S)	0	Regular reporting to HSG
		All works are carried out by competent contractors in a safe manner	Ensure implementation of Control of Contractors and CDM Arrangements for all works	On-going	D HS PM	0	
2.6	Employee training	All employees are trained to carry out their work safely	Leisure/WaSS to deliver service based H&S training and competency assessments.	04/17 onwards	PS SL	0	PS SL to regularly report progress to HSG
			Develop HR Learning and Development policy and include H&S training requirements	TBA	HR (H&S)	0	Included on HR list of policy development priorities.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
			Ensure suitable H&S training events are included in the HR Training Plan.		HR (H&S)	0	Meeting held 6/4/17 HR and H&S to discuss plan.
2.7	Access competent advice on Health & Safety	Comply with Management at Work Regulations and provide health and safety advisory service across HDC	Ensure competent advisory service is in place and accessed	On-going	MJ (H&S)	4	Secondment in place with NYCC till September 2019.
3. CHECK – MEASURING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL							
3.1	Inspection and monitoring	Assessment of how well plans are being implemented, HS Policy objectives achieved and risks controlled	Senior Managers to check the six monthly manager inspection programme	09/17 03/18	HS SM PM (H&S)	0	
3.2	Accidents, incidents and near misses	Ensure investigation of the causes of all accidents, incidents and near misses	Explore IT solution to aid co-ordination and reporting on incidents on a corporate basis	03/18	HS (H&S)	0	Yorsafe system to be considered
3.3	Health & Safety auditing	HDC health and safety audit programme developed and delivered	Deliver suitable health and safety audit programme in higher risk service areas	03/18	MJ D HS H&S	0	Leisure - complete wet side audits. WaSS – Litter picking and agreed WISH standards. Corporate audits to be agreed e.g. Lone working, Security, Contractors.
4. ACT – REVIEWING HEALTH AND SAFETY PERFORMANCE IN HAMBLETON DISTRICT COUNCIL AND ACTING ON LESSONS LEARNED							
4.1	Health & Safety performance	Health and safety performance reviewed and reported	Review health and safety performance against plans, objectives and H&S arrangements.	04/18	MJ D HS (H&S)	0	HSG to monitor regularly and annual review to be conducted at end of financial year.
			Report on health and safety performance	04/18	MJ D (H&S)	0	Quarterly reports to MT and Scrutiny. Annual report at end of financial year.

Item	Issue	OUTCOME	ACTION	DATE Due by	LEAD	Milestones Achieved Monitoring 0-4 (1-started; 4 - completed)	Resources / Comments
4.2	Continuous improvement	Improvements made to the health and safety management system	Develop corporate health and safety plan to improve the health and safety management system	04/18	MJ D HS (H&S)	0	Plan to be developed following annual review.

Abbreviations **CX** Chief Executive **D** Directors **MJ** Mick Jewitt **PS** Paul Staines **HK** Helen Kemp **SL** Steve Lister **DP** Dominic Passman **HS** Heads of Service **SM** Service Managers **PM** Premises Managers **SMT** Senior Management Team **HSG** Health & Safety Group **H&S** Health & Safety Team **D&M** Design & Maintenance Team **HR** Human Resources

HAMBLETON DISTRICT COUNCIL

Report To: Scrutiny Committee
27 July 2017

From: Chairman of Scrutiny Committee

Subject: **POLICY REVIEW – GRADUATE AND APPRENTICE SCHEME**

All Wards

1.0 SUMMARY:

- 1.1 The purpose of this report is to approve the project plan for the Policy Review of the Graduate and Apprentice Scheme.

2.0 BACKGROUND:

- 2.1 At its meeting on 29 June 2017 the Committee agreed to undertake a review on the Graduate and Apprentice Scheme.

3.0 INFORMATION AND ISSUES:

- 3.1 The Committee is now asked to provide details of the information it wishes to receive and issues it wishes to consider at the initial stages of this review and how it would like the review conducted.
- 3.2 A draft project plan is attached at Annex A.

4.0 RECOMMENDATION:

- 4.1 It is recommended that the Committee approves the project plan and determines information that it would like officers to report upon to the next meeting of the Committee.

COUNCILLOR STEPHEN DICKINS

Background papers: Scrutiny Committee Minutes, 29 June 2017

Author ref: LAH

Contact: Louise Hancock
Democratic Services Officer
Direct Line No: (01609) 767015

SCRUTINY COMMITTEE**POLICY REVIEW – GRADUATES AND MODERN APPRENTICES SCHEMES****TERMS OF REFERENCE:**

To review the work already delivered by the Council and its partners to support the Graduates and Modern Apprentices Schemes in Hambleton.

SCOPE

To review the Graduates and Modern Apprentices Schemes and to evaluate:

- how successful the current schemes are;
- whether the current schemes are fit for purpose;
- whether the current schemes provide good value for money to the Council;
- opportunities for improvement;
- further opportunities for joint working.

OBJECTIVES

To ensure that the Graduates and Modern Apprentices Schemes are effective and fit for purpose; are providing good value for money to the Council and operating effectively, in line with Council priorities; to identify whether there are any areas for improvement and explore if there are any further opportunities for joint working.

WITNESSES

- Helen Kemp, Director of Economy and Planning
- Sam Swinbank or Nicole Patterson, Business and Economy Manager

DOCUMENTS/EVIDENCE

- Graduate and Apprentice Schemes – policies and associated documents
- Council Plan 2015-19
- Testimonials from graduates and apprentices

OTHER METHODS/CONSULTATION/RESEARCH

Task and Finish Groups.

OFFICER SUPPORT

Louise Hancock, Democratic Services Officer
Gary Nelson, Director of Law and Governance

TIMESCALE

Commencing September 2017 – Concluding February 2018
(Report to April 2018 Cabinet)

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