

**REPORT FOR DECISION**

Agenda Item	
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**MEETING:** THE COUNCIL

**DATE:** 1 April, 2009

**SUBJECT:** CORPORATE HEALTH AND SAFETY POLICY – EXECUTIVE  
ROLE SPECIFICATIONS

**REPORT FROM:** LEADER OF THE COUNCIL

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**TYPE OF DECISION:** COUNCIL

**FREEDOM OF INFORMATION/  
STATUS:** This paper is within the public domain

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**SUMMARY:** Health and safety policy arrangements have recently been reviewed across the whole of the Council. The review has led to the development of detailed specifications for the responsibilities of Elected Members within the corporate health and safety management system. In order to formally introduce the new arrangements, the Role Specifications for Executive Members need to be updated in line with the role responsibilities contained within the Corporate Health and Safety Policy.

**RECOMMENDED OPTIONS:**

1. The proposed amendments to the Role Specifications within the Council Constitution attached as the Appendix to this report are recommended for adoption. This will bring the Council's Constitution into line with the relevant legislative standards and national guidance on the roles of Elected Members in health and safety management.

2. That the Council Constitution be amended accordingly.

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**IMPLICATIONS -**

**Corporate Aims/Policy Framework:** Do the proposals accord with the Policy Framework? Yes  No

**Financial Implications and  
Risk Considerations**

**Statement by Director of Finance  
and E-Government:** There are no direct financial implications arising from this report

**Equality/Diversity implications** Yes  No  (see paragraph 2.04 below)  
**Considered by Monitoring Officer:** Yes

Are there any legal implications? Yes  No  (see paragraph 2.03 below)

**Staffing/ICT/Property:** None

**Wards Affected:** All

**Scrutiny Interest:** All Commissions

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**TRACKING/PROCESS**

**DIRECTOR: Director of Personnel**

Chief Executive/ Management Board	Executive Member/ Chair	Ward Members	Partners
✓	✓		
Scrutiny Commission	Executive	Committee	Council
			✓

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**1.0 BACKGROUND**

1.01 All employers of five or more employees are required to have a written Health and Safety Policy detailing the arrangements that will be used to manage health and safety. These policies must be reviewed regularly, kept up to date, and implemented in practice. Reviews should take on board local developments and changes in national standards.

**2.0 ISSUES**

2.01 The Council's Health and Safety Policy arrangements have been reviewed within the corporate health and safety work planning process over the 2007 to 2009 period. This has been carried out in order to take account of:

- Recent developments within the Council's health and safety management arrangements
- Recent changes in national guidance on the role of senior managers (including Directors and Elected Members) in health and safety leadership
- The need for consistent health and safety standards and systems across the whole organisation

2.02 As a result of the review, new policies that provide common standards and arrangements at corporate and departmental levels have been developed and adopted through Management Board. These policies introduce detailed specifications of the responsibilities of Elected Members within the Council's health and safety management arrangements. These responsibilities are not presently reflected in the Role Specifications within the Council Constitution.

**Risks**

2.03 Failure to achieve appropriate health and safety management standards would leave the Council exposed to significant risks and actual costs. For example:

- Financial - cost of damage and repairs, business continuity costs, legal costs, insurance, fines, compensation, etc.
- Legal - risk of enforcement action, prosecution and civil actions. This may involve action against individuals who act on behalf of the Council.
- Business continuity - loss of service, temporary service provisions
- Health and safety of employees, service users and others
- Damage to reputation

### **Equality and Diversity**

- 2.04 Adoption of good health and safety management arrangements has a positive impact on equality and diversity because they aim to ensure that appropriate emphasis is placed on the needs of, and support provided to, vulnerable groups and individuals.

### **Consultations**

- 2.05 The policies have undergone extensive consultation prior to adoption at Management Board. Key consultees included:
- The Unions
  - Departmental Management Teams
  - Key departmental personnel
  - Local Government Employers

## **3.0 CONCLUSION**

- 3.01 The Role Specifications within the Council Constitution should be amended to reflect the detailed specifications of the responsibilities of Elected Members that are contained within the Council's new Health and Safety Policies. Details of the recommended amendments are attached as the Appendix to this report.

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### **List of Background Papers:-**

Management Board Report of 01/12/08 titled "Health and Safety Policy Documents"

### **Contact Details:-**

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## APPENDIX

### PROPOSED AMENDMENTS TO ROLE SPECIFICATIONS WITHIN THE COUNCIL CONSTITUTION

#### Leader of the Council

##### Role

- ensure that Council is aware of its responsibility for:
  - providing leadership on issues of health and safety
  - adoption of wider policies and strategies that are within the spirit of the Corporate Health and Safety Policy and which allow it to be implemented in practice
  - adoption of occupational health and safety plans and strategies
  - provision of adequate resources to enable the implementation occupational health and safety policies, strategies and work plans
  - monitoring the effectiveness of occupational health and safety policies, strategies and work plans

##### Specific responsibilities

- formally sign the Council's Corporate Health and Safety Policy as and when it is updated or reaffirmed

#### Executive Member for Human Resources and Performance

##### Role

- ensure that occupational health and safety implications are adequately considered in policy development and decision making;
- monitor the performance of the Occupational Health and Safety management system;
- ensure that occupational health and safety issues are brought to the attention of Cabinet and Council when appropriate;

##### Specific responsibilities

- oversee the occupational health and safety portfolio;
- demonstrate commitment to Occupational Health and Safety;
- ensure that the Council has access to suitable and sufficient competent occupational health and safety assistance and advice;
- ensure proper workforce consultation and engagement takes place on issues of occupational health and safety
- identify and understand the significant occupational health and safety risks within their areas of responsibility and to ensure that they are adequately considered in policy development and decision making;

#### All Portfolio Holders:

##### Role

- ensure that occupational health and safety implications are adequately considered in policy development and decision making within the area of responsibility;

### **Specific responsibilities**

- identify and understand the significant occupational health and safety risks within the area of responsibility and to ensure that they are adequately considered in policy development and decision making;
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