



Minutes

Policy, Finance and Resources Committee Tuesday, 31st January, 2017

Attendance

Cllr Mrs McKinlay (Chair)
Cllr Kerlake (Vice-Chair)
Cllr Barrett
Cllr Faragher

Cllr Hossack
Cllr Kendall
Cllr Mynott
Cllr Parker

Apologies

Cllr McCheyne

Substitute Present

Cllr Ms Rowlands

Also Present

Cllr Hirst
Cllr Mrs Pound
Cllr Mrs Murphy
Cllr Aspinell

Officers Present

John Chance
Philip Ruck
Daniel Toohey
Claire Mayhew
Steve Summers
Phil Drane
Lorne Spicer
Mark Stanbury
David Wellings
Anne Knight

Finance Director (Section 151 Officer)
Chief Executive
Monitoring Officer
Governance and Member Support Officer
Group Manager In House Services
Planning Policy Team Leader
Business Development and PR Manager
Environmental Health Manager
Corporate Health and Safety Advisor
Economic Development Manager

271. Apologies for Absence

Apologies were received by Cllr McCheyne and Cllr Ms Rowlands was present as a substitute.

272. Minutes of the Previous Meeting

The minutes of the Policy, Finance and Resources Committee meeting held on 29 November 2016 were approved as a true record.

273. Introduction of a motorcycle ban in marked bays in Council owned car parks

The purpose of the report was to request that Members agreed to:

- a) The introduction of a motorcycle ban (in marked bays) in all the Council's car parks.
- b) Limit free parking by vehicles displaying a blue badge to 3 hours.

The Car Park order had allowed motorcycles and vehicles displaying a blue badge to park for at no charge for unlimited periods.

Cllr Ms Rowlands **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was **RESOLVED**

- 1. To amend the existing parking order to limit free parking for solo motorcycles in marked bays in all car parks for 3 hours, where motorcycles are parked in spaces not dedicated to motorcycles.**
- 2. To amend the parking order to allow unlimited free parking for solo motor cycles in marked motorcycle bays.**
- 3. To amend the parking order to limit free parking by blue badge holders to 3 hours in all car parks.**
- 4. To make the disabled car park in William Hunter Way a maximum of 3 hours free parking*.**
- 5. That all the changes agreed in the recommendation should be introduced as part of the next planned changes to the parking order.**

***Otherwise it would be necessary to install a P&D machine in this car park.**

Reason for recommendation

To free up space in a busy shoppers car park.

To address a matter that was believed to get worse as Crossrail comes to an end.

To reduce the misuse of blue badges and free up parking across the Borough for all blue badge holders.

274. Brentwood Economic Statement 2017

The report presented a Brentwood Economic Statement based on the recent findings of the Enterprising Essex: Opportunities and Challenges report undertaken by the Essex Economic Commission.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendation in the report, subject to an amendment and a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

- 1. That Members note the Economic Statement (Appendix A of the report) and agree that the Brentwood ED Strategy is updated, taking into account the findings of the Statement and informing the 2017/18 ED Work Plan and agree to bring back to the Policy, Finance and Resource Committee.**

Reason for recommendation

To note the Brentwood Economic Statement and agree that the ED Strategy is updated, taking into account the findings of the Statement and informing the 2017/18 ED Work Plan.

275. Health and Safety Policy

The Health and Safety Policy (Appendix A of the report) had been revised as required under the Health and Safety at Work etc Act 1974 and, was reflective of the current organisational and management structures within the Authority. The Health and Safety policy had been passed to Corporate Leadership Board and all Health and Safety Committee members for comment and review in accordance with its conditions.

A revised appendix to this report was tabled at the meeting.

Cllr Faragher **MOVED** and Cllr Kerslake **SECONDED** the recommendation in the report and a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

- 1. That the revised Health and Safety Policy (January 2017) be approved.**

Reason for recommendation

A review and revision of the Council's Health and Safety Policy was required to ensure that it reflected the organisation arrangements, structure and health and safety management system. The timely revision and endorsement enabled the council to continue its commitment to develop the health and safety culture and management system of the organisation and fulfil its legal duty.

(For clarity the revised appendix is attached)

276. Asset Review Update

An amended version of the report was tabled. The Chair adjourned the meeting for 5 mins so that members could read the report before debating on this item.

The purpose of this paper is to update Members on proposals for using council assets to generate income from 2018 onwards and to provide details of the status of the Council's Asset Register.

Members will be aware of the financial pressures that Local Government is under and it is clear that to maximise the returns available from the Council's assets, that an ongoing review of assets, is essential, to inform the Council's clear action plan.

Cllr Mrs McKinlay **MOVED** and Cllr Kerslake **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY** that:

- 1. That the PF&R committee agrees to continue to review and update the asset register.**
- 2. That PF&R agrees to continue the work on the five key asset projects identified in 3.3. and will bring business cases forward as appropriate.**
- 3. That the PF&R committee acts as the programme board for consideration of these projects and any that arise as the result of the review of the Asset Register.**

Reason for recommendation

To ensure the Council's use of assets reflects the needs of the borough and the council and that there is a substantial income generation plan based upon the assets of the Council.

(For clarity the revised report is attached).

(Cllr Ms Rowlands declared a non-pecuniary interest under the Council's Code of Conduct by the virtue of her partner owes property that the Council has a leaseholder interest in)

277. Local Development Plan Update

Brentwood Borough Council was committed to producing a new Local Development Plan for the Borough. A number of external factors on both a national and local scale had implications for the plan making process and ensuring a “sound” plan could be adopted swiftly.

The Council’s Local Development Plan Member Working Group steered the plan making process and considered issues before they were taken to the relevant committee. The group was well placed to consider external factors and advised on potential implications.

After a full discussion, Cllr Mrs McKinlay **MOVED** and Cllr Parker **SECONDED** the recommendations in the report and a vote was taken by a show of hands and it was **RESOLVED UNANIMOUSLY**:

- 1. To note the external factors discussed in the report.**
- 2. That the Local Development Plan Members Working Group considers the external factors and reports back with proposals to Planning and Licensing Committee at a future date.**

Reason for recommendation

The Local Development Plan would set out the Council’s vision, objectives, strategy and planning policies for the Borough. It was necessary to undertake further public consultation as part of the plan making process in order to thoroughly test proposals and consider the views of all stakeholders. Together with these aims the national context needed to be considered, which was constantly changing and was expected to have an impact on the numbers to be delivered. Given the importance of adopting a new Local Development Plan, and the need for the Plan to be considered “sound” before it could be adopted, it was necessary to minimise risk wherever possible.

Dialogue with the Department for Communities and Local Government was taking place regarding issues highlighted in the report. The Council was in a position to more clearly understand implications for the plan making process, but also await clarification on other things as set out in the report, particularly the process to be followed for Dunton Hills Garden Village and the publication of the Housing White Paper. An optimum time to reflect on how the issues could be considered to ensure a thorough Plan was submitted to Government.

The Council’s Local Development Plan Members Working Group was an informal cross-party group that helped to steer the plan making process and met regularly. The Group was in place to consider issues before they were taken to the relevant committee. Given the variety of external factors impacting on the plan making process it would be helpful for the Group to review the issues and propose a way forward.

278. Urgent Business

There were no items of urgent business.

The meeting ended at 20:58

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY AT WORK, ETC. ACT 1974

This document is the corporate Health and Safety policy for all responsibilities, premises and activities of Brentwood Borough Council. In accordance with the Health and Safety at Work, etc Act 1974, The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996. It is divided into:-

- Policy Statement - What we will do
- Organisation and Responsibilities - Who will do it
- Arrangements - How we will do it

Department areas may make their local arrangements in accordance with their own specific responsibilities and activities. All other health and safety Standards and Procedures are subsidiary to and should refer to this document.

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SECTION 1: Corporate Policy Statement

SECTION 2: Corporate Organisation and Responsibilities

SECTION 3: Arrangements via Health and Safety Standards and Procedures

SECTION 4: Staff Consultation

SECTION 5: Training and Information

SECTION 6: Procurement

SECTION 7: Monitoring, Auditing and Review

SECTION 8: Non Compliance

HSS/Corporate/Version 002

January 2017

Health and Safety at Work, etc. Act 1974

1.0 Policy Statement

Brentwood Borough Council recognises that people are its most important asset and accepts its responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees.

It also recognises that the successful management of health and safety makes a positive contribution towards the achievement of corporate aims and objectives. It supports effective service delivery to the community in addition to meeting our statutory responsibilities as an employer.

By controlling health and safety the Council will also be contributing to the National Health and Safety initiative; '**Helping Great Britain work well; A new health and safety system strategy**' as publicised by the Health and Safety Executive (HSE). The initiative has six strategic schemes: -

- **Acting together:** Promoting broader ownership of health and safety in Great Britain
- **Tackling ill health:** Highlighting and tackling the costs of work-related ill health
- **Managing risk well:** Simplifying risk management and helping business to grow
- **Supporting small employers:** Giving SMEs simple advice so they know what they have to do
- **Keeping pace with change:** Anticipating and tackling new health and safety challenges
- **Sharing our success:** Promoting the benefits of Great Britain's world-class health and safety system

Health and safety is not a responsibility assigned to any particular individual or part of an organisation, but must be an integral part of everyone's role. Issues must be broadly owned and all employees engaged to collectively share the risk. This policy explains all health and safety roles and responsibilities from the top to bottom of this organisation and seeks to ensure that the health and safety of all employees is protected.

In relation to this Policy: -

The Council will ensure that the health and safety management framework: -

- Is integrated into the culture of the Council;
- minimises risks to employees and others;
- ensures that best practice is considered when reviewing and updating management of working practices; and
- measures and monitors Health and Safety performance

The Council will ensure, *so far as is reasonably practicable:* -

- safe plant and systems of work;
- safe handling, storage and transport of chemical and work equipment;
- The provision of appropriate Personal Protective Equipment (PPE);
- the provision of all necessary information, instruction, training and supervision;
- safe access and egress to all places of work under the Councils control;
- a safe working environment with appropriate welfare facilities including first aid provision;
- that staff representatives are consulted on health and safety arrangements; and,
- that regular risk assessments are undertaken and are available to employees to read

Council employees will, as a condition of their employment: -

- take reasonable care for themselves and others;
- cooperate and follow health and safety training and instructions;
- not interfere with or misuse anything provided for safety and
- report shortcomings in safety arrangements and immediately report serious danger

This policy will be reviewed annually and amended where appropriate. Consultation with staff will take place through the described process on any changes made and on completion these amendments will be brought to the attention of all employees.

All health and safety tools and documents will be made freely available including the Health and Safety Committee meeting minutes on the Council's Intranet Microsite.

Signed

Dated: January 2017

Phil Ruck
Chief Executive

2.0 Corporate Organisation and Responsibility

Group / Individuals	Role/Responsibilities
Elected Members	<ul style="list-style-type: none"> • Ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities • Take into account statutory Health and Safety duties and best practices when making decisions as appropriate. • Approve Health and Safety Policy. • Monitor progress against Health and Safety action plans. • Attend awareness training.
Chief Executive	<ul style="list-style-type: none"> • Has ultimate responsibility for health and safety within the Council and is responsible for ensuring, through the Finance Director and Responsible Service Managers that adequate organisation and arrangements exist for effective implementation of the Council's policy on health and safety and for compliance with Standards. • To attend appropriate training. • Promote high standards across the Council, through national and corporate standards. • Plan, direct, control and monitor all health and safety matters. • Support and encourage Health and Safety initiatives and lead by personal example.
Finance Director (Section 151 Officer)	To deputise for the Chief Executive in all matters concerning compliance with this Policy
Responsible Service Managers (comprising Corporate Leadership Board - CLB): Finance Legal Housing Street Scene and Community Corporate, Democratic and Electoral Planning and Environmental Health Projects and Programmes ICT	<ul style="list-style-type: none"> • Manage health and safety within their Department areas. • To allocate sufficient resources to ensure compliance with all applicable health and safety law. • To undertake robust and proactive health and safety management within business decisions. • Ensure line managers are aware and trained to manage and control all identified risks. • To ensure risk assessments are carried out, implemented and reviewed for all significant risks. • To ensure that appropriate records are kept of all staff training, risk assessments and safe systems of work and that these are properly recorded on corporate health and

	<p>safety systems.</p> <ul style="list-style-type: none"> • Ensure the implementation of all relevant Health and Safety Policies, Standards and Procedures • To attend appropriate training. • To ensure that health and safety training is provided to all appropriate employees. • To appoint Health and Safety Coordinators to represent each Department Area and their manager to deputise in their absence and ensure they have sufficient time to carry out their function
<p>Senior Managers: (Line Managers) (comprising the Senior Management Team - SMT)</p> <p>Finance Manager Street Scene Manager Housing Manager Planning and Environmental Health Managers Council Tax and Housing Benefits Manager Asset Manager Civil Enforcement Manager Customer Contact Centre Manager Electoral Manager Community Manager Corporate Projects Manager</p>	<ul style="list-style-type: none"> • Manage health and safety on a day to day basis. • To ensure that all accident/incident or near-miss that would cause harm, including vehicle incidents, is reported via the Council's Health and Safety on - line Incident Report Form. • Ensure that relevant local safety procedures are produced. • Implement relevant Health and Safety Policies, Standards and Procedures. • Manage and control all identified risks. • Undertake and document risk assessments for all key Department areas. • To ensure that appropriate records are kept of all staff inductions, training, risk assessments and safe systems of work and that these are properly recorded on corporate health and safety systems. • Undertake workplace health and safety inspections at appropriate intervals. • Ensure the identification and delivery of Health and Safety training for all relevant employees • To attend appropriate training. • To ensure Health and Safety Coordinators have sufficient time to carry out their function. • To ensure that all new staff receive timely health and safety induction. • Ensure that all employees' relevant training is kept up to date. • Record all H & S training on the H&S Matrix and with HR for staff's individual training records.
<p>Environmental Health Manager (Managing Corporate Health and Safety)</p>	<ul style="list-style-type: none"> • Provide a strategic and management framework for health and safety. • Manages the Corporate Health and

	<p>Safety Adviser</p> <ul style="list-style-type: none"> • Ensure the provision of advice and assistance on Health and Safety throughout the Council. • Ensure the identification, interpretation, and communication of all new legislation. • Ensure the production of core Corporate Health and Safety Standards and Procedures. • Ensure that Health and Safety matters are communicated effectively to Responsible Service Managers and all relevant employees. • Monitor all relevant incidents are reported as necessary under The Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).
<p>Corporate Health and Safety Adviser</p>	<ul style="list-style-type: none"> • Advises assists and monitors management of Health and Safety throughout the Council. • Produces core Corporate Health and Safety Standards and Procedures. • Assists in the Identification of principle Health and Safety training for all employees and ensures delivery. • Assists in the provision of management tools and guidance. • Monitors that all relevant incidents are reported as necessary under RIDDOR • Ensures that Health and Safety matters are communicated effectively to all Responsible Service Managers and the Corporate Leadership Board (CLB) via appropriate reports, • Provides quarterly reports of the condition of Corporate Health and Safety to CLB. • Co-ordinates, organises, supports and facilitates the Health and Safety Committee •
<p>Staff Health and Safety Committee</p>	<ul style="list-style-type: none"> • Communicates and monitors Health and Safety management action plan & other key issues. • Development/review and coordination of corporate Health & Safety Policy and strategy. • Attend appropriate training. • Consult with and respond to all representations of the recognised trade union. • Support consultation of appropriate Health and Safety documents

<p>Health and Safety Coordinators</p>	<ul style="list-style-type: none"> • Represent the interests of all employees within their Department areas on health, safety and / or welfare issues • Act as an advocate for health and safety, and promote the use of all relevant sources of information, advice and guidance currently available on the Intranet Health and Safety Microsite • Attend and support the quarterly Health and Safety Committee meetings and report back to their Department areas at Team meetings. • Liaise directly, where appropriate, with the Corporate Health and Safety Adviser for support and guidance on health, safety and / or welfare issues • Receive information from the Corporate Health and Safety Adviser and cascade this on to the group of employees in their Department area • To be consulted on health and safety issues and provide appropriate advice and assistance. • Support the process of health and safety risk assessments, safe systems of work, Procedures, inspections and audits throughout the Council, • Highlight potential hazards and in the workplace and to direct (where applicable) the measures necessary to prevent recurrence. • Attend appropriate training, as required, to enable them to carry out their health and safety duties and responsibilities in full. • Assist with the H&S induction of new staff.
<p>All Employees</p>	<ul style="list-style-type: none"> • Cooperate with the Council in all matters relating to Health & Safety. • To ensure that so far as is reasonably practicable, their work area and activities are safe from harm. • To report to their Line Manager any accident/incident or near miss that has/would cause harm, including vehicle incidents. • To assist with and be responsible for the identification of Health & Safety related risks and training within the working environment and, communicate these to their Line Manager. • To attend appropriate health and safety training and to advise Line

	<p>Manager when training expires.</p> <ul style="list-style-type: none">• Carry out risk assessments (where appropriate).• Use equipment and machinery only when appropriately trained.• Comply with any relevant safety controls in place.
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3.0 Arrangements

3.1 Health and Safety Standards and Procedures

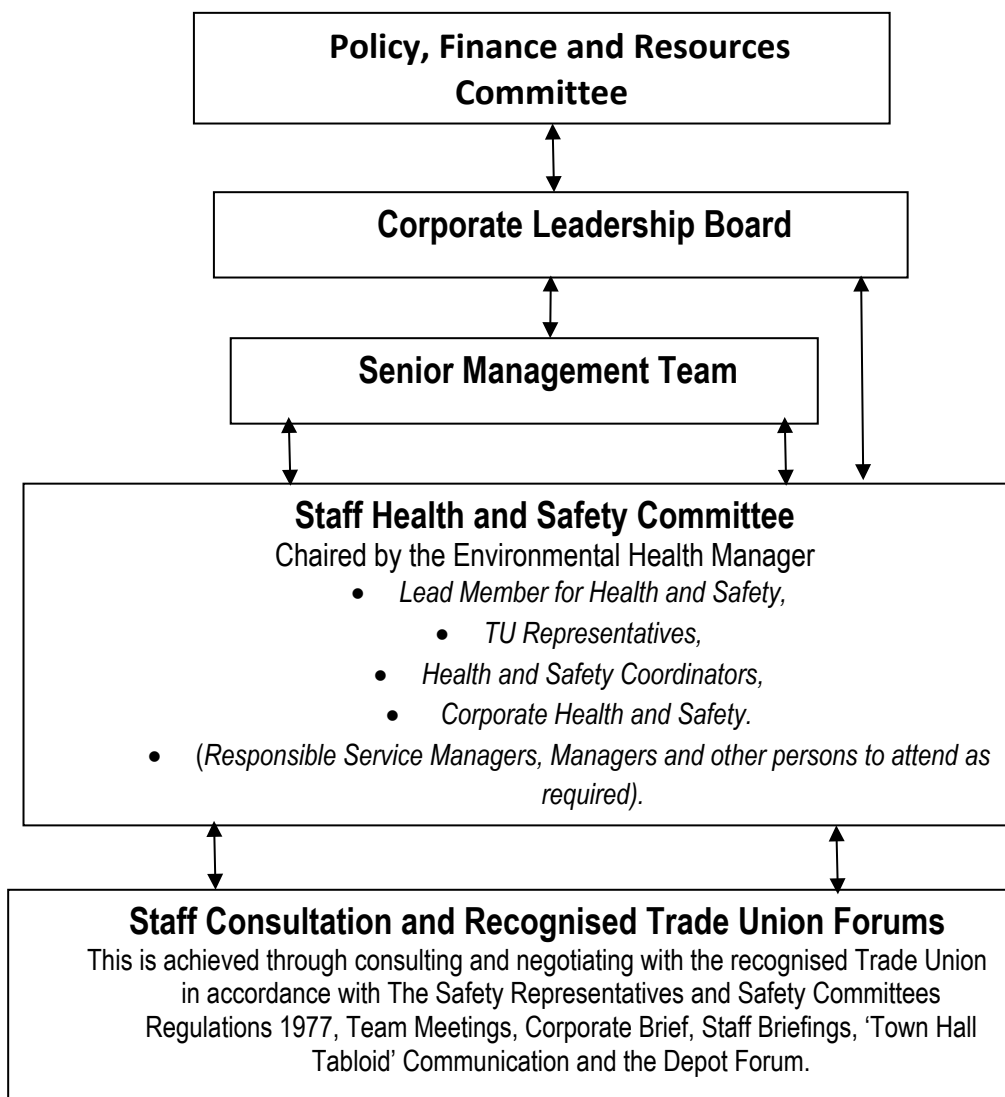
- 3.2 This Corporate Health and Safety Policy is supported with a set of Health and Safety Standards and Procedures which detail specific arrangements for managing health and safety at Brentwood Borough Council. These Standards detail how the Council will comply with its legal obligations as set down by the Health and Safety at Work etc Act and the subordinate health and safety regulations. These Standards and Procedures will be reviewed on a regular programme and are available on the Council's Intranet within the Health and Safety Microsite.
- 3.3 The Council's Health and Safety Standards are an integral part of the health and safety management system and all employees should be aware of them through their Line Manager and Health and Safety Induction to the Council. These Health and Safety Standards, Procedures and Risk Assessments are located on the Council's Intranet Health and Safety Microsite, and will assist in ensuring a safe workplace through the delivery of the Council's services.
- 3.4 All Managers have access to the Council's Health and Safety Handbook for Managers to enable a clear understanding of their health and safety responsibilities, as well as guidance on various matters that are applicable to their Department Area.
- 3.5 The Corporate Health and Safety Advisor will provide advice and support to managers and employees to enable a clear understanding of how to maintain safe working practices and comply with the Council's legal obligations, through the Council's Health and Safety Standards, Procedures and all respective legislation requirements. The Corporate Health and Safety Helpdesk email and telephone number are communicated to all employees to facilitate proactive advice and assistance to be given where required.

4.0 Staff Consultation

- 4.1. There is a need for effective consultation on Health and Safety matters to positively promote communication and co-operation between management, staff and the recognised trade union, to aid in the development of a health and safety culture. Good communication will also enable effective monitoring measures to ensure health and safety at work.
- 4.2 The Health and Safety Policy will be reviewed annually and amended where appropriate. The staff consultation for this will be undertaken by the Corporate Leadership Board (CLB) and the members of the Health and Safety Committee. On completion and ratification of the revised Health and Safety policy by The Policy, Finance and Resource Committee, these amendments will be brought to the attention of all employees.
- 4.3. Health and Safety is not a separate issue but an integral part of the management process. When problems arise in a specific area they will be resolved within the usual line management procedures. This is the normal way of dealing with management issues and is effective in the vast majority of cases. However, it is recognised that for some health and safety or broader cross cutting issues there also needs to be a more general mechanism for communication and consultation with staff and the recognised trade union to facilitate any emerging or unresolved issues.
- 4.4 The management of health and safety is a line management responsibility but is supported by a framework of committees and specialist corporate health and safety advice.

4.5 Committee Structure

The diagram below shows the relationship, so far as health and safety matters are concerned, between the Staff Health and Safety Committee and other Health and Safety meetings. The flow of information can be two way.



4.5 Staff Health and Safety Committee

The Staff Health and Safety Committee will be chaired by the Environmental Health Manager and will meet on a quarterly basis (more frequently should the need arise). The committee will consist of the Lead Member for Health and Safety, Health and Safety Coordinators, representatives of the trade union and Corporate Health and Safety. Responsible Service Managers, Managers or other persons are invited to attend as required. Health and safety performance will be reported regularly to Members.

4.6 Terms of Reference

The Staff Health and Safety Committee have an overview of the management of Health and Safety within the Council, and are in a position to consider the Health and Safety issues raised by Staff Consultation and the Recognised Trade Union Forum.

4.7 The Staff Health and Safety Committee will adopt the following objectives:-

- Regularly review the measures taken to ensure that Health, Safety and Welfare is being managed effectively;
- Fulfill the requirements of The Safety Representatives and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996;
- Monitor progress toward meeting safety policy aims;
- Promote co-operation between all Departments within the Council on matters of Safety, Health and Welfare at work;
- Consider any health and safety issues brought to its attention by any of the Recognised Trade Union Forums, Staff Consultation or Depot Forums;
- Compile and submit an annual report on Health and Safety to the Members Portal;
- Consider reports, information, and new legislation from the Health and Safety Executive;
- Monitor and review annually the Corporate Health and Safety policy;

4.8 Staff Consultation and Feedback Forums

All Department Areas and employees will have access and be able to feedback views and opinions from the respective consultation and communication forums. These Forums consist of Recognised Trade Union consultation, Team Meetings, Corporate Brief, Staff Briefings, 'Town Hall Tabloid' Communications and the Depot Forum. Each Department will be adequately represented by a manager and/or Health and Safety coordinator. In order to ensure that issues/initiatives are progressed to conclusion and continuous improvement is achieved; issues that cannot be resolved from these forums should be passed to the Health and Safety Committee for consideration. Where matters are not resolved satisfactorily, they should be passed to the Corporate Leadership Board (CLB) for consideration and appropriate action.

4.9 Corporate Leadership Board (CLB)

Matters should be referred to CLB where there are significant implications for changes in policy or other financial implications

4.10 Other Levels

Health and safety should be discussed at all levels within the organisation, in particular at team meetings so that issues may be discussed and resolved at the lowest level possible level and staff may be kept abreast of developments such as the review of risk assessments or any other developments affecting the workplace.

Health and Safety Coordinators and Safety Representatives will be a key part of the cascade of safety information and the delivery of safety within the workplace in order to meet the Council's obligations.

5.0 Training and Information

- 5.1. Brentwood Borough Council, in pursuance of the stated objectives of its Health and Safety Policy Statement, recognises that safety training and information should be a continuous process, integrated with other training and communication, developed through job/task and training needs analysis.
- 5.2. To ensure adequate health and safety competence, capability and compliance for all persons employed by Brentwood Borough Council, Health and Safety Induction training will be provided for all employees as soon as practicable, but at least within **2** weeks of starting work with the Council. This will also apply to employee's changing role or Department Area, seconded employees, as well as temporary and agency employees, contractors and volunteers. This will be recorded using the Health and Safety Standard number 18 on the Council's Intranet Microsite.
- 5.3 All Repair and Maintenance contractors will be given adequate health and safety site information and induction, relevant to the activity being undertaken, when working within/on Council premises. Council workplaces will use the 5C's Contractors Management System folder to ensure the contractor(s) signs in the 5C's folder on arrival and appropriate induction and management of contractors are provided. Further details are on the Council's Intranet Health and Safety Microsite, Main Menu No. 16, 5C's Contractor Management System. All other Repair and Maintenance work undertaken on Council premises including domestic premises should be arranged to ensure that contractors are provided with all appropriate information and induction to enable safe working.
- 5.4 Promotion and maintenance of a positive culture relies upon:-
 - Training of Members and Senior Managers in their health and safety responsibilities and general Health and Safety awareness to achieve competency in Health and Safety management, including the principles of risk assessment, accident prevention and current legislation.
 - Training of managers and other employees to achieve appropriate competencies in hazard identification, risk assessment and control.
 - Training of trainers for competency in safety training and/or the use of appropriate external training organisations or individuals and monitoring and evaluation of training effectiveness.
- 5.5 Copies of any Health and Safety training records should be placed on the Health and Safety Training Matrix, contained in the guidance on the Health and Safety Microsite Main Menu No.13, Health and Safety Training.

6.0 Procurement

- 6.1 The Council expects that any business seeking to quote, tender or provide services will operate and comply with appropriate health and safety legislation and systems as defined in law. Failure to provide sufficient assurance that the business actively promotes and manages health and safety, may rule out the business from being selected.
- 6.2 Managers, budget holders and officers, must ensure due consideration to Health and Safety of the employee and end user when hiring or purchasing work related equipment, machinery and substances to reduce the risk as low as is reasonably practicable, to prevent ill health and injury, claims and prosecution of the Council.
- 6.3 Hiring or purchase of such equipment, machinery or substances shall be subject to the Council's risk assessment procedure to ensure significant risk is managed and recorded.

- 6.3 Appropriate induction, training and supervision shall be given by competent persons when using hired or new equipment, machinery or substances to ensure compliance with Health and Safety law and Council procedures.

7.0 Monitoring, Auditing and Review

- 7.1. Monitoring is necessary for three reasons:-
- To proactively evaluate the appropriate Health and Safety systems
 - To assess whether the policy is being effectively pursued and
 - To ascertain the extent to which it is having the desired effect.
- 7.2. Essential areas of interest to monitor are: accident and safety records; incident (near misses, dangerous occurrences and the Cautionary Contacts Register) records; the standards of compliance with legal requirements and Approved Codes of Practice; the extent of compliance in the organisation and the success in following corporate policy arrangements, Standards and Procedures; and the management and arrangements of contractors that the Council commissions.
- 7.3. In addition to identifying what has been achieved, monitoring should identify what is wrong and why it is wrong. It should identify deviations from agreed standards and in the event of failure analyse the events that led to that failure in order that their causes may be better understood and remedial action taken.
- 7.4 Managers and supervisors should constantly monitor the implementation of those sections of the Health and Safety Policy and safety Standards, Procedures or risk assessments for which they have responsibility. They should take appropriate corrective action, when it is noted that the Policy or safety Standards, Procedures and risk assessments are not being effectively implemented.
- 7.5 In addition to providing advice the Corporate Health and Safety advisor will also carry out a programme of internal audits of the safety function within the various Department areas of the Council.
- 7.6 Responsible Service Managers /Managers shall review the Health and Safety Policy, Standards and Procedures on a regular basis and, when matters are referred for consideration. Any changes to the Health and Safety Policy should only be made after consultation with the relevant Health and Safety Committee, the Recognised Trade Union and CLB.
- 7.7. Any changes to the Health and Safety Policy and safety Standards or Procedures must be brought to the attention of those affected by the changes by giving them a copy of the changes.

8.0 Non Compliance

- 8.1 The action taken for noncompliance with the Health and Safety Policy will depend on the degree of the seriousness of the consequences and, the reason for the non-compliance.
- 8.2 The action taken may include:-
- Verbally advising the person failing to implement the policy or procedure;
 - Formally advising the person referring to those contents of the policy, Standard or Procedure not being effectively implemented, to the Head of Department for review and disciplinary action where appropriate.

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31 January 2017

Policy Finance and Resources Committee

Asset Review and Associated Income Generation

Report of: Philip Ruck – Chief Executive

Wards Affected: All

This report is: Public

1. Executive Summary

- 1.1 The purpose of this paper is to update Members on proposals for using council assets to generate income from 2018 onwards and to provide details of the status of the Council's Asset Register.
- 1.2 Members will be aware of the financial pressures that Local Government is under and it is clear that to maximise the returns available from the Council's assets, that an ongoing review of assets, is essential, to inform the Council's clear action plan.

2. Recommendation(s). That the committee agrees to the following:

- 2.1 That the PF&R committee agrees to continue to review and update the asset register.
- 2.2 That PF&R agrees to continue the work on the five key asset projects identified in 3.3. and will bring business cases forward as appropriate.
- 2.3 That the PF&R committee acts as the programme board for consideration of these projects and any that arise as the result of the review of the Asset Register.

3. Introduction and Background

- 3.1 With the forecast reduction in income from central government, it is clear that Councils need to generate income to replace such losses. With plans soon to be in place to manage and contain income and expenditure for 2017/18, it is recognised that a longer lasting solution needs to be found to replace the income shortfall. Thus the Council has embarked upon a strategy of utilising the Council's property portfolio, to generate income, with more significant returns expected from 2018/19 onwards.
- 3.2 A further challenge alongside the fall in government income relates to uncertainty around the New Homes Bonus, It was announced in mid-December (2016) that the reduction in the New Homes Bonus for Brentwood alone was @£0.5 million. This information was not available to Councils prior to its announcement and has a major impact on Brentwood's finances. We do not know if there will be additional such announcements in future years.
- 3.3 Over the past 18 months, significant work has taken place to review leases related to Council assets. This has delivered an increase in income to the Council and where appropriate, the Council has agreed more commercial arrangements. The Council will be increasing the focus on key assets in order to decide the best use for their future in both services provided and financial terms.

Projects are already underway to deliver both a refreshed Town Centre and William Hunter Way car park and a community hub at The Town Hall. These projects will continue to be reported back to members as they progress.

The future of 1&2 Seven Arches Road and the Council Depot in Warley Drive are currently being considered, whilst the Leisure Review is looking at service provision within the Borough along with recommendations for the Brentwood Centre. Business cases with proposals and details of investment will be brought back to the relevant committee in due course.

These five projects are key assets that will contribute to delivering a thriving borough and a modern Council, whilst also securing additional income to help fund council services for residents.

- 3.4 The projects mentioned in 3.3 above, are not exclusive and more will develop as the asset register is reviewed and as current projects

progress. However, it is essential that capacity to deliver is considered alongside new ideas. As such, it will be necessary to prioritise work and projects accordingly.

4. Asset Register

4.1 The updated asset register will have many attributes. It will also be reconciled and referenced to Deed packets.

4.2 Alongside the revised Asset Register will be the Landlord and Tenant list. This will clearly show

- a) Address of the property
- b) Whether it is a Rent Review or Lease Renewal
- c) The date of the Rent Review or Lease Renewal
- d) The tenant name
- e) The Passing Rent
- f) The tenancy main details
- g) The rental increase
- h) The projected increase/decrease

This will enable officers to continue to ensure that assets are monitored very closely in order to achieve the best for the Borough.

4.3 Both of the reports are currently available as examples as Appendix 1 and Appendix 2. Due to the sensitive nature of this information they not available as public documents

5. Reasons for Recommendation

To ensure the Council's use of assets reflects the needs of the borough and the council and that there is a substantial income generation plan based upon the assets of the Council

6. Consultation

6.1 None required

7. References to Corporate Plan

8. Implications

Financial Implications

Name & Title: John Chance, Finance Director

Tel & Email: 01277 312 542 / John.chance@brentwood.gov.uk

- 8.1 The Asset Working Programme seeks to ensure the Council is making the most efficient use of its resources.

Legal Implications

Name & Title: Daniel Toohey, Monitoring Officer

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- 8.2 The Council has broad responsibilities to manage its property assets and the development of an assets register will assist it in the pursuit of same.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

- 9.1 None

10. Appendices to this report

Both of the Appendices are not Public Documents

Appendix 1 Asset Listing (draft)

Appendix 2 Tenancy Schedule

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