

South Northamptonshire Council and Cherwell District Council

Joint Commissioning Committee

30 March 2017

Health and Safety Operational Review

Report of Commercial Director

This report is public

Purpose of report

This report presents the final outcome of the Health and Safety service review and is part of the Joint Business Case for the Property and Investment Service which was agreed by Cherwell District and South Northamptonshire Councils (hereafter “Cherwell” or “CDC” and “South Northamptonshire” or “SNC” respectively) in July 2016.

The report recommends the transfer of the Corporate Health and Safety Manager into the Joint Property and Investment Service as a shared post and in doing so seeks the the Joint Commissioning Committee’s agreement for the all elements of the proposal.

The proposal is part of the wider transformation programme across the two Councils.

1.0 Recommendations

The meeting is recommended:

- 1.1 To endorse the outcome of the Health and Safety operational review and approve the transfer of the Corporate Health and Safety Manager into the Joint Property and Investment Service as a shared post.
- 1.2 To note that the Health and Safety review follows on from the Joint Business Case for the Property and Investment Service which was approved by all committees in July 2016.
- 1.3 To note that there are no immediate staffing implications from the proposal as the current postholder is retiring and that the new shared post will be advertised should the recommendations be approved.

2.0 Background

- 2.1 This paper sets out recommendations relating to the Health and Safety Manager role following the current manager's request to retire in April 2017. The Health and Safety role is a CDC post however in 2011 the SNC members and the Joint Management team agreed to share costs and for the role to cover all Health and Safety matters across both SNC and CDC.
- 2.2 The manager maintains the Corporate Health and Safety policies and monitors compliance, whilst providing a Health and Safety advisory services to managers and stake holders.
- 2.3 The retirement of the current post-holder provides an opportunity to review and reconfigure the role to meet the requirements of the Councils moving forward.
- 2.4 This review has sought views from the Head of Environmental Services, Property and Investment Service Manager, Facilities Manager, HR & OD Manager and the current Health and Safety Manager.

3.0 Introduction

- 3.1 Joint Management Team on 7 March 2017 approved the recommendation for the Joint Health and Safety Service.
- 3.2 The Health and Safety review is part of the Joint Business Case for the Property and Investment Service which was approved by all committees in July 2016.

4.0 Report Details

- 4.1 This proposal recommends that the Health and Safety role is replaced with a Joint Health and Safety Manager role which would report into the Property and Investment Manager.
- 4.2 The revised role has been evaluated at CDC grade 9 and SNC grade 4 and would result in an annual cost saving of £13,250.
- 4.3 It is also proposed that the Health and Safety Manager assumes line management responsibility for the Health and Safety Supervisor role currently based at the depots. However the postholder would remain based at the depots.
- 4.4 The costs for this role are shared equally between CDC (50%) and SNC (50%).
- 4.5 This proposal have been developed to deliver the following benefits –
 - Single point of contact for all Health and Safety issues and guidelines.
 - Control and compliance of all Health and Safety legislation and industry specific guidance (e.g. WISH).
 - Updating and recording risk registers and committee reports.
 - Maintaining safety legislation approved codes of practice, official guidance and relevant standards.

5.0 Conclusion and Reasons for Recommendations

- 5.1 The recommendation is to transfer of the Corporate Health and Safety Manager into the Joint Property and Investment Service as a shared post.
- 5.2 This report sets out the rationale for formalising the current shared working arrangements in Health and Safety through the creation of a shared post.

6.0 HR Implications

- 6.1 As the post holder is retiring there are limited HR implications. The new post would need to be recruited too, should this proposal be approved. There is a proposed change of line manager for the Health and Safety supervisor and the Health and Safety manager.
- 6.2 Until the new post is filled, an interim arrangement has been agreed for the current Health and Safety Supervisor based at the depots to act up and take on some of the Health and Safety Manager responsibilities.

Comments checked by:

Angela Chisholm, HR Business Partner, 01295 22 7984

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7.0 Financial Implications

- 7.1 The Health and Safety costs will be shared equally between SNC and CDC. The role has been evaluated at CDC grade 9 and SNC grade 4 and would result in an annual cost saving of £13,250.

Savings*		
CDC	SNC	TOTAL
(£6,641)	(£6,641)	(£13,250)

* Based on 17/18 staffing estimates. Figures rounded to the nearest £250.

- 7.2 There are no implementation costs associated with this proposal.

Comments checked by:

Sanjay Sharma, Interim Group Accountant, 01295 221564

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8.0 Legal Implications

- 8.1 The Property and Investment Service is an existing shared service, as approved by the Councils in July 2016. The Corporate Health and Safety Manager would become a shared post within this team if the proposal is approved. As the proposed staffing change relates to an existing shared service (i.e. the Property and Investment Service) both the staffing and non-staffing aspects of this proposal are delegated to the Joint Commissioning Committee.

8.2 As with all two way shared services this proposal, if implemented, will be covered by the section 113 agreement (as varied) entered into between the two Councils.

Comments checked by:

Kevin Lane, Head of Law and Governance, 0300 0030107

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9.0 Alternative Options

9.1 Alternative options have been considered as set out in the table below:

Outsource service	Outsourcing is a viable option for the service area, however not all outsourcing projects are successful and there are huge risks involved given how Health and Safety legislation plays such a vital role in the reputation management of the two Councils.
Provide service in partnership with another council (a wider shared service)	A feasible option if additional partners presented/were interested. At the current stage there are no immediate options.
Commercialise service	There is potential to generate income through this service however additional resource will need to be considered. If the proposal is introduced the service manager would be required develop a plan to generate income.

10.0 Timescales - Consultation

10.1 Due to the current postholder retiring there is no need for a formal consultation period and the proposal can be implemented immediately. There will be a requirement for informal consultation with the Health and Safety supervisor on the change of line management.

10.2 The changes to this service were endorsed by the Joint Management Team on 7 March 2017.

11.0 Implementation

11.1 It is proposed that implementation of the proposal would commence after the agreement of JCC on 30 March 2017 meeting with the shared post of Corporate Health and Safety Manager advertised.

11.2 An interim solution for the current Health and Safety Supervisor to oversee the manager role has been implemented until the manager role is filled.

12.0 Risks

- 12.1 The proposal represents a risk to the organisation in terms of operational delivery if the interim arrangements are continued for a considerable length of time.
- 12.2 The manager role is critical to the organisation in ensuring the Councils comply with current health and safety legislation and approved codes of practice and ensuring employees are aware of their responsibilities.

Comments checked by:

Claire Taylor, Business Transformation Manager, 0300 0030113

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13.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Cherwell: Sound budgets and customer focused council

South Northamptonshire: Serve the Residents and Business

Lead Councillors

Councillor Stephen Clarke, Portfolio Holder for Economic Development, Regeneration and Housing

Councillor Lynn Pratt, Lead Member for Estates and the Economy.

Document Information

Appendix No	Title
1	Joint Health and Safety – Draft Operational Review
Background Papers	
None	
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