



# Cherwell District and South Northamptonshire Councils

## Operational Review:

## Health and Safety

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## Executive Summary and Recommendations

This paper sets out recommendations 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.

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.

The Corporate Health and Safety function plays a key role across the organisations in ensuring a robust health and safety management system is in place across the Councils. As well as leading on Health and Safety matters the role also makes sure that the Council's comply with Health and Safety legislation, regulation and good practice guidelines.

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.

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.

Following the review it is recommended that:

1. The current Health and Safety Managers role should be replaced with a Joint Health and Safety Manager role. The current job description will be updated and re-evaluated as part of this process.
2. The service and costs should be shared across the two councils on the same basis as the current arrangements.
3. The Health & Safety Supervisor role based at the depot, would report into the Health and Safety Manager for line management purposes, but would continue to be based at the depot. This will provide additional resilience, support and provide contingency to cover holidays and annual leave.
4. That the Health and Safety function is transferred into the Property and Investment Service this year, while retaining a strong relationship with HR. The Health and Safety Manager will be reporting into the Asset Manager within the Property and Investment Service department.
5. The proposal would result in an annual cost saving of between £10,500 and £13,250.
6. That the Health and Safety supervisor will take on additional responsibilities on an interim basis until the new post is recruited to.

## 1. Background

- 1.1 The Health and Safety Manager role has been carried out by the same individual for a number of years. This role is carried out by 1 FTE and there isn't any contingency when this individual is on leave or if sickness absence is taken.
- 1.2 This is a CDC post however in 2011 it was agreed that the role would also cover Health and Safety issue at SNC.
- 1.3 The costs for this role are shared equally between CDC (50%) and SNC (50%).
- 1.4 There is currently a Health and Safety Supervisor based at the depot that reports into the Environmental Services team and leads on Health and Safety issues at the depots. This role works closely with the Corporate Health and Safety Manager, however both are isolated single posts which offer limited resilience. This Health and Safety Supervisor role is crucial to the effective and safe operation at the depots and should remain based there, however there is an opportunity to strengthen links to the corporate Health and Safety function through this review.

## 2. Proposal

- 2.1 This proposal recommends that the Health and Safety role is replaced with a Joint Health and Safety Manager role which would eventually report into the Property and Investment Manager at an agreed date.
- 2.2 The role has been evaluated at CDC grade 9 and SNC grade 4 and would result in an annual cost saving of between £10,500 and £13,250.
- 2.3 That the Health and Safety Manager assumes line management responsibility for the Health and Safety Supervisor role currently based at the depot.
- 2.4 The costs for this role are shared equally between CDC (50%) and SNC (50%).
- 2.5 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 (eg WISH).
  - Updating and recording risk registers and committee reports.
  - Maintaining safety legislation approved codes of practice, official guidance and relevant standards.

### 3. HR and Financial Implications

- 3.1 As the post holder is retiring there are limited HR implications. The new post would need to be recruited to 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.
- 3.2 The Health and Safety costs will be shared 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 between £10,500 and £13,250.

	%	Current	Future	Savings
<b>CDC costs</b>	50%	31,187	24,546	6,641
<b>SNC costs</b>	50%	31,187	24,546	6,641
<b>Total</b>		<b>62,374</b>	<b>49,092</b>	<b>13,282</b>

### 4. Alternative Options

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

<b>Outsource service</b>	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.
<b>Provide service in partnership with another council (a wider shared service)</b>	A feasible option if additional partners presented/were interested. At the current stage there are no immediate options.
<b>Commercialise service</b>	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.

## **5. Timescales - Consultation**

- 5.1 Due to the short timeframe we would need to consult with the Health and Safety supervisor and the current Health and Safety Manager
- 5.2 The changes to this service would need to go JMT in March 2017 for agreement.

## **6. Implementation**

- 6.1 It is proposed that implementation of the new joint service would commence after the agreement of JMT in the March 2017 meeting and once the position is fulfilled.
- 6.2 An interim solution for the current Health and Safety Supervisor to oversee the manager role can be implemented until the manager role is filled.

## **7. Risks**

- 7.1 The proposal represents a risk to the organisation in terms of operational delivery however this risk is increased if the business cannot fulfil the manager role in the long term.
- 7.2 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.
- 7.3 Working closely with all managers/directors and heads of service in controlling and documenting all assessments as required by legislation is vital to the running and operation of the business.