

Decision under Delegated Powers

Officer Making the Decision

Head of Strategic Support

Recommendation

That the Council enters into a six month temporary agreement for the provision of a corporate health and safety service with Leicestershire County Council.

Reason

To ensure that a corporate health and safety service can continue to be provided following the Corporate Health & Safety Officer leaving the Council's service and to allow time for an evaluation of options for the service moving forwards.

Authority for Decision

The Constitution gives general delegated authority to Heads of Service for all operational management matters for those functions and service areas for which he or she has responsibility. The corporate health and safety service falls within the operational responsibilities of the Head of Strategic Support.

Decision and Date

Background

The Corporate Health & Safety Officer left the Council's employment on 31st December 2017.

In order to continue to provide the required level of service, and also to evaluate the suitability of a shared service or out-sourcing as a potential future delivery model, an option has been identified to enter into a 6 month agreement with Leicestershire County Council's Health, Safety & Well-being service, on the basis set out in the appended proposal.

It is anticipated that the arrangement will offer greater resilience, as well as access to a wider pool of specialist health and safety advice if required.

Discussions have been held with the Council's Procurement Manager, and it's been agreed that a formal procurement process will need to be followed for any arrangement beyond the initial 6 months.

Comments from HR

Not applicable.

Financial Implications

The agreed arrangement will be at cost of £40,000 per annum, or £3,333 per month pro-rata, being £20,000 for the 6 month period from February 2018 to July 2018.

The available budget for the now vacant Corporate Health & Safety Officer post (L225) is:

February to March 2018:	£6,250
April to July 2018:	£12,866
TOTAL:	£19,116

The difference of £884 will be funded from the agency staff budget in C100 A0153.

Risk Management

No specific risks have been identified with this decision.

Key Decision: No

Background Papers: None

Charnwood Borough Council
Health, Safety and Wellbeing Advisor Provision
Proposal

This proposal is for the provision of a health, safety and wellbeing advisor to be based at the offices of Charnwood Borough Council for four days a week to provide the following services:

1. Health, Safety and Wellbeing advice to managers and staff based throughout Charnwood Borough Council.
2. To work autonomously as Charnwood Borough Council's 'competent person' for health and safety within the context of the contract along with assistance from LCC's Health, Safety and Wellbeing Team.
3. To prepare, in liaison with Charnwood Borough Council staff, guidance and good practice for inclusion in health and safety documentation, together with other necessary information for dissemination to departments within the Council.
4. To assist in the development, updating and facilitating of procedures to meet health and safety requirements at all locations.
5. To undertake a programme of health, safety and wellbeing inspection's / audit's and develop a full report on the findings.
6. Assist in the development of action plans with the responsible manager and monitor their progress as allocated by the Senior Health, Safety and Wellbeing Advisor and Charnwood Borough Council directors.
7. Assist in the monitoring of the health and safety policies, practices and systems within Charnwood Borough Council and advise the Directors of any areas requiring change.
8. To assist managers to ensure that all accidents are properly reported and investigated with a view to recommending action to prevent recurrence supported by a detailed report, as and where appropriate.
9. To assist in the development of risk assessments.
10. To attend Corporate Health & Safety Committee meetings as appropriate.
11. To assist with the maintenance of the Council's corporate warning register.
12. To assist with the plans for the Loughborough November fair, and other events as required.

The proposal is for six months only and can be renewed or extended by mutual agreement.

Charnwood Borough Council to provide IT support and equipment to facilitate access to the authority's computer network.

The contract will give Charnwood Borough Council manager's access to the LCC Health, Safety and Wellbeing helpline for the month of January 2018.

If site visits are required for the period of January 2018 these can be arranged and will be charged at our standard rate of £250 per day or any part thereof.

The charge for this service is £40,000 per annum charged on a pro-rata basis.

Please note that this proposal excludes the Housing and Housing repair services who are believed to have their own arrangements.