

AUDIT & GOVERNANCE COMMITTEE



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| Report subject | Governance of Corporate Health & Safety and Fire Safety |
| Meeting date | 23 January 2020 |
| Service Director | Kelly Ansell, Director - Communities |
| Status | Public |
| Executive Summary | <p>Following approval of the BCP Council Health & Safety and Fire Safety policies by BCP Council Programme Board on 28th February 2019, new governance arrangements have been implemented. The first meeting of the Health & Safety and Fire Safety Board took place on 14th November 2019.</p> <p>This report details progress made on the delivery of health & safety and fire safety governance arrangements for BCP Council and highlights:</p> <ul style="list-style-type: none"> • New governance arrangements (meetings and actions) that have been agreed that are being rolled out in 2020 • Development of an action plan with tracking at each board meeting. • BCP Council individual Health and Safety and Fire Safety policies have been agreed. A plan for the alignment of key supporting policies and procedures is due to commence. • The Corporate Health and Safety Team and Fire Safety Team are located in the Communities Directorate. Restructure of Tiers 4 and 5 are complete, resulting in one BCP Health and Safety Manager and one BCP Fire Safety manager reporting to the Head of Regulatory. • A comprehensive targeted training programme for both Health and Safety and Fire Safety is being designed, ahead of required implementation within 2020. |
| Recommendation(s) | <p>It is RECOMMENDED that:</p> <ol style="list-style-type: none"> 1. Health & Safety and Fire Safety on-going governance arrangements be reported to Audit and Governance Committee annually. 2. Audit and Governance Committee notes the progress achieved in setting up the Health and Safety and Fire Safety governance arrangements. |

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| Reason for recommendation(s) | Annual reporting to Audit & Governance Committee will provide reassurance that Health & Safety and Fire Safety Governance arrangements are being implemented to an acceptable standard. | |
| Portfolio Holder(s): | Cllr Vikki Slade, Leader of the Council | |
| Corporate Director | Kate Ryan | |
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| Contributions | Margareta Flicos, Health and Safety Manager Phillip Lawrence, Fire Safety Manager Peter Haikin, Head of Regulatory Services Kelly Ansell, Director - Communities | |
| Wards | None specific | |
| Classification | For recommendation | |

Background

1. On 28th February 2019 BCP Council Programme Board approved the BCP Council Health, Safety and Welfare Policy and the Fire Safety Policy, both of which came into effect on 1st April 2019. The policies define various roles and responsibilities, and propose a governance model that places the Health & Safety and Fire Safety Board at the centre of strategic oversight and performance monitoring.
2. The first BCP Board meeting took place on 14th November 2019, where draft governance arrangements were approved.

Governance arrangements

3. Appendix 1 displays the now adopted Health & Safety and Fire Safety Governance framework, which includes a diagrammatic representation of the governance structures.
4. The framework sets out the relationship between the Audit & Governance Committee, Corporate Management Board, the Health & Safety and Fire Safety Board, and senior managers in directing the leadership of health & safety and fire safety across BCP Council.
5. The Health & Safety and Fire Safety Board, which will meet quarterly, provides for strategic oversight and performance monitoring. Its purpose is to ensure compliance with regards to the health and safety and fire safety through the effective application of suitable policy, procedures, measures and training. The Board comprises:
 - Chief Executive or Corporate Director Environment & Community
 - Director of Communities
 - Service Directors (or their delegated representatives)

- Head of Audit and Management Assurance
- Health & Safety Manager
- Fire Safety Manager
- Insurance Manager
- Union representative

The Board is accountable to the Corporate Management Board.

6. Workplace Health & Safety and Fire Safety management meetings will be quarterly and will be at Service Directorate level. Membership will include Service Directors, employee and union representatives, and service managers. The purpose is to address health & safety and fire safety issues relevant to the workplace, and develop action plans to ensure compliance with legislative and policy obligations. They are accountable through Service Directors to the Corporate Health & Safety and Fire Safety Board.
7. The Health & Safety and Fire Safety Forum will meet quarterly, and will comprise H&S coordinators or leads, Corporate Health & Safety and Fire Safety team representatives, and Union representatives. This is a forum for consultation with all employees in accordance with statutory requirements. The meetings provide an opportunity for staff to share best practice and issues at workplace and operational level, and provide a channel for communication between employees and the Board.
8. The next stage in the implementation of governance arrangements is for Service Directors, with assistance from the Health & Safety and Fire Safety teams, to schedule and run quarterly workplace meetings and identify suitable and appropriate coordinators or leads. Quarterly Forum meetings will be scheduled and chaired by the Health & Safety and Fire Safety teams. These meetings will start in April 2020, after Health and Safety coordinators have been nominated by the Service Directorates.

Progress reporting to the Board

9. A performance report will be provided to each Board meeting, providing information on such matters as the audit programme, policy & governance implementation, staff training & communications, risk assessments, and accidents & incidents.
10. At the meeting in November 2019, the Board agreed to the development of an Action Plan which outlined development of governance, policy and corporate work-planning. This will be monitored at each Board meeting. Priorities are to establish effective Service Directorate meetings in all Service Directorates, set up and implement a comprehensive Communications plan and ensure that BCP wide H&S and Fire Safety systems, such as the accident reporting system and the Cautionary Contact List, are implemented and can be easily accessed by all staff.
11. A Risk Register for Health & Safety and Fire Safety will also be reviewed at the quarterly Board meetings.

Legacy arrangements

12. Although, as explained in paragraph 1, BCP Council has a Council Health, Safety and Welfare Policy and a Fire Safety Policy which applies across all parts of the Council, legacy arrangements remain in place which sit under these policies.
13. Health & Safety and Fire safety corporate procedures and reporting systems which were in place for the three legacy Councils are generally retained and will remain in place until such time as they are reviewed and new BCP Council corporate procedures created.

Operational updates

14. The Health and Safety and Fire Safety team members are in regular contact with operational service areas. Resources are allocated to specific high-risk areas to develop a good insight into day to day practice. The knowledge gained of the service continues to result in improved and specific support and advice offered by the corporate teams. Advice is given to all Service Directorates and schools on many different aspects, including risk assessments.
15. A number of policies have been selected as a priority for development as BCP Council policies. A full programme to review and create Corporate BCP policies/procedures to replace the legacy versions is being developed.
16. The Health and Safety and Fire Safety teams continue their contribution to the major events Safety Advisory Group (SAG) meetings including the SAG for Bournemouth Air Festival 2019 which took place in August. Both Health and Safety and Fire Safety teams to provide pragmatic and risk assessed advice to event coordinators and maintain key liaison with external partner agencies.
17. A Premises Fire Risk Assessment Re-Inspection Programme is currently being revised, considering the larger number of properties now under total BCP Council control.

Staffing and team structure

18. The Corporate Health & Safety team and Fire Safety team are located within the Communities Directorate, under the Head of Regulatory Services.

Fire Safety

19. Currently the Fire Safety team for BCP Council is primarily made up of the legacy Bournemouth Borough Council's Fire Safety team, which includes one full time Fire Safety Manager, one full time and one part-time (3 days per week) Fire Safety Advisors. There is a vacancy within the Christchurch geographic to be filled and a review of service delivery options to incorporate previous arrangements of Fire Safety within the Poole geographic is underway. There is an overall requirement for an increase in resource to accommodate the required advisory support service for the now wider, overall BCP Council geographic.

Health and Safety

20. The Corporate H&S team comprises two H&S practitioners in based in Poole, three H&S practitioners (one vacant) and a Corporate H&S manager based in Bournemouth and a H&S practitioner post in Christchurch (vacant since April).
21. Recruitment has commenced for a direct replacement of one of the vacant H&S practitioner posts and a H&S business and training support officer to replace the other vacant H&S practitioner post.
22. Recruitment to the vacant posts is under way.

Summary of financial implications

23. The 2019-20 budget for Health and Safety is £262,600 and for Fire Safety it is £120,600.
24. There are no financial implications arising from the recommendations of this report.
25. There are potential financial risks associated with inadequate or non-compliant Health and Safety or Fire Safety practices that could lead to financial penalties and losses. The governance arrangements outlined in this report will help to mitigate these.
26. A sum of £112k (one off sum) has been allocated for the delivery of Health & Safety and Fire Safety priorities, of which £100k is remaining. £12 K was spent on Fire Safety training equipment.

Summary of legal implications

27. There are no legal implications arising from the recommendations of this report.
28. The Council is legally obliged to have adequate Health and Safety and Fire Safety arrangements in place, and the new governance arrangements help to demonstrate compliance with these obligations.

Summary of human resource implications

29. There are no human resource implications arising from the recommendations of this report.

30. Summary of environmental impact

31. There is no environmental impact arising from the recommendations of this report.

Summary of public health implications

32. There are no public health implications arising from the recommendations of this report.

Summary of equality implications

33. There are no equality implications arising from the recommendations of this report.

Summary of risk assessment

34. Failure to report annually would leave the Committee unaware of continuing governance arrangements, which increases the risk of on-going governance falling below acceptable standards.

35. More frequent reporting is not considered necessary, albeit there should remain the option for exception reporting if relevant officers or members are concerned that governance arrangements may have been compromised.

Background papers:

36. [BCP Health, Safety and Welfare Policy, 1st April 2019](#)

37. [BCP Fire Safety Policy, 1st April 2019](#)

Appendices

Appendix 1: BCP Health & Safety and Fire Safety Governance framework