

ABERDEEN CITY COUNCIL

COMMITTEE	Audit, Risk and Scrutiny
DATE	20 November 2014
DIRECTOR	Ewan Sutherland (Acting)
TITLE OF REPORT	Corporate Health and Safety Committee Reporting Arrangements
REPORT NUMBER	CG/14/136
CHECKLIST COMPLETED	Yes

1. PURPOSE OF REPORT

To advise members of the reporting process between the Corporate Health and Safety Committee and the Audit, Risk and Scrutiny Committee and to seek approval of the revised Constitution for the Corporate Health and Safety Committee.

2. RECOMMENDATION(S)

The Committee are requested to:

- (i) approve the amended Constitution for the Corporate Health and Safety Committee; and
- (ii) note the content of the report.

3. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

4. OTHER IMPLICATIONS

The process for reporting health and safety performance for the organisation will be amended which will have an impact on the health, safety and wellbeing team.

The effective management of health and safety ensures compliance with legislation and is consistent with the vision to make Aberdeen a healthier and safer place in which to live and work. It assists in maintaining employees who are healthier, happier and better motivated essential to the sustainability of high quality services. It also assists in maximising attendance, reducing injuries and days lost to ill health absence.

Reactive monitoring (such as the review of accidents and incidents and identification of trends) identifies remedial actions to prevent reoccurrence. The analysis of accident statistics assists in the identification of areas of risk. This enables Directorates to appropriately budget for remedial action and to plan and programme for continuous improvement. The collection and review of workplace health and safety data enables the organisation to benchmark its performance against set targets and others in its sector. Accident reduction and ill health caused by work has direct and indirect financial and moral benefit to the organisation. Performance also influences our corporate social responsibility.

Accident performance is judged against targets set by the Corporate Health and Safety Committee.

Failure to comply with the legislation could result in enforcement action from the HSE, potentially leading to prosecution, fines, imprisonment and disqualification.

It is essential for elected members to ensure that the strategic decisions consider the health and safety impact at an operational level and reflect the Council's health and safety commitment (as per Health and Safety Policy). There is a collective responsibility for providing leadership and direction, which means that all elected members have a responsibility for ensuring health and safety within the authority. Elected members along with the Corporate Management Team must ensure that health and safety is integral to the decision making process at a strategic and operational level while ensuring that adequate resources are available to discharge the Council's health and safety commitment.

5. BACKGROUND/MAIN ISSUES

The Council at its meeting on 20 August 2014 agreed a new Committee structure which included the realignment of Sub Committees and Working Groups. The Corporate Health and Safety Committee (CHSC) was designated as a Sub Committee of the Audit, Risk and Scrutiny Committee.

The current constitution for the CHSC had not been revised for a number of years and so required to be significantly amended to bring the objectives into line with the Corporate Health and Safety Policy. The amended version as attached shows tracked changes to illustrate the improvements which are required to ensure that the CHSC will operate in line with the Corporate Health and Safety Policy and to give additional assurance to the Council that all Health and Safety aspects are being monitored and improved.

Reports to Corporate Health and Safety Committee

Future reports to the Corporate Health and Safety Committee will cover each of the components listed below. The framework based on HSG 65 Successful Health and Safety Management, has been developed for the testing of organisations compliance with legislative requirements. This is built around system (controls, competence, co-operation, and communication), performance (planning, implementing and measuring), compliance and improvement plan.

Health and Safety Management system and reporting

Plan	Do	Check	Act
System	Performance	Compliance	Improvement Plan
Controls	Risk Profile	Measure and Review Performance	Lessons Learned
Co-operation	Organise, planning and implementing system components	Proactive and reactive data	Consultation and Involvement
Communication			
Competence			

This will provide assurance to the Audit, Risk and Scrutiny Committee that health and safety activities and controls are being monitored and appropriate measures taken for improvement. The minutes from the Corporate Health and Safety Committee will be submitted to the Audit, Risk and Scrutiny Committee at every meeting.

Responses from Trade Union representatives requested clarification as to who from the Trade Unions were able to attend the Corporate Health and Safety Committee. The Constitution at section 3.2 has been amended to provide clarification over the membership and attendance of Trade Union officials.

6. IMPACT

Successful implementation and delivery of a robust health and safety management system cannot be achieved by one off interventions. A holistic approach to all processes undertaken in terms of inputs and outputs is required. A sustained and systemic approach covering the Plan, Do, Check and Act are the core elements of managing for health and safety which the Corporate Health and Safety Committee will oversee.

To improve a proactive positive health and safety culture effort is required from all levels within the organisation to visibly display, enforce positive core behaviours and challenge unsafe behaviour in a timely way.

7. MANAGEMENT OF RISK

The management of Health, Safety and Wellbeing across the organisation will be associated to specific risks and these have been

identified and are contained within the Risk Register for Health and Safety.

Without an effective monitoring and reporting process of Health and Safety statistics and information, the Council may fail to comply with Health and Safety Executive Initiatives, the Health and Safety Policy or incur penalty notices, prosecution against the organisation or fees for intervention.

8. BACKGROUND PAPERS

Corporate Health and Safety Committee Constitution
Corporate Health and Safety Policy

9. REPORT AUTHOR DETAILS

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