



Belfast City Council

Report to:	Strategic Policy and Resources Committee
Subject:	Review of Corporate Health and Safety Management Arrangements
Date:	19 September 2007
Reporting Officer:	Mr Trevor Salmon, Director of Corporate Services, extension 6083
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Relevant Background Information

At its meeting on 22 August 2008 the Strategic Policy & Resources Committee agreed to the recommendations (attached for ease of reference) concerning the establishment of a post of Senior Corporate Health & Safety Manager; subject to a further report being received at this meeting on the associated costs.

The purpose of this report is to inform the committee of those associated costs.

Key Issues

Members may recall that this post was considered necessary in order to

- address the implications of the Corporate Manslaughter Act, 2007;
- implement the majority of the recommendations from the corporate review of health & safety arrangements undertaken by Audit, Governance and Risk Services;
- realign the work of the Insurance unit and the Workplace Health Unit

The new post has been evaluated by Business Improvement at salary grade PO7 (see attached job description at appendix 2) which represents an annual salary cost of £ 40,101 (bottom point) to £42,686 (top point).

The old post of Workplace Health Manager is currently vacant and the recommendations from the last report included the deletion of this post.

Resource Implications

The salary for the new post of Corporate Health & Safety Manager is £42,686 at the top point of a four-point scale (based on 07/08 salary scales). New appointees would commence at the bottom point of the scale which is £40,101. The postholder would move to the top point through normal annual incremental progression which would take three years, subject to satisfactory service.

It should be noted that the old post of Workplace Health Manager was graded at salary scale PO6 but was in receipt of an honorarium payment which lifted the grade to the top point of

PO7. Therefore there are no additional financial implications from the appointment of the new post. There is a short-term saving in that the old post was paid at the top point of PO7.

Recommendations

That the committee notes the costs relating to the establishment of the proposed new post of Corporate Health & Safety Manager.

Documents attached

Appendix 1: Recommendations relating to the Corporate Health & Safety Manager from the meeting of the Strategic Policy & Resources Committee held on 22 August 2008.

Appendix 2: Job description for the proposed new post of Corporate Health & Safety Manager

Recommendations

Committee is requested:

- **To note the legislative change incorporated in the Corporate Manslaughter Act 2007 and the key issues arising from the review of Corporate Health and Safety arrangements.**
- **To establish a post of Senior Corporate Health and Safety Manager (grade to be determined through job evaluation).**
- **To delete the post of Workplace Health Manager (post recently vacated).**
- **To realign the work of the Insurance Unit and the Workplace Health Unit in line with the recommendations of the review of Corporate Health and Safety arrangements.**

Key to Abbreviations

AGRS	Audit, Governance and Risk Services
COMT	Chief Officers Management Team
HSG65	Successful Health and Safety Management, Author: Health and Safety Executive, Series Code HSG, Series Number 65

During discussion in the matter, the Director of Corporate Services indicated that there was a need for the Council to establish such a post in order to co-ordinate all the different aspects of Health and Safety Management and provide a single point of accountability for those matters.

After discussion, the Committee adopted the recommendations, subject to a further report on the overall costs associated with the establishment of the post being submitted to the Committee for consideration at its meeting on 19th September.

Job description

Reference Number:

Date:

9 Sept 2008

Department: Corporate Services

Post Number: 3130100 was 068

Section:

Job Title: Corporate Health & Safety Manager

Grade: PO7

Main purpose of job

To be responsible to the Director of Corporate Services for the development and implementation of a corporate health and safety strategy and for providing a comprehensive service on all health and safety and insurance matters relating to the organisation.

To develop, maintain, and implement a corporate management information system for health & safety issues across the council

To interpret the legislation as it applies and to ensure that the council complies with all statutory requirements affecting health and safety and recommend action on technical matters as required.

To provide directors, heads of service and managers with an up-to-date health and safety service and advise on policy implications and developments within health and safety and insurance as they apply to the council's employees, members of the public and others who may in any way be affected by the council's activities.

To provide advice and guidance to client departments in respect of health and safety legislation and safe working practices.

To ensure that there is an appropriate mechanism in place to allow effective dissemination of new and amended legislation or practices in relation to health & safety regulations and guidance throughout the council.

To be responsible for the management and supervision of the existing Workplace Health Unit & Insurance Unit in line with all relevant corporate human resource policies.

Summary of responsibilities and personal duties

1. To be responsible for the development, implementation, delivery of a corporate health & safety strategy in line with relevant legislation and the statutory duty of care.
2. To lead, advise and co-ordinate the management and provision of a comprehensive assurance framework in relation to health & safety policies and strategies across the council.
3. To continually review the councils existing health & safety policy and ensure operational compliance.
4. To lead and direct the council's corporate health & safety and insurance steering group(s) to ensure that an effective mechanism is in place to deliver health & safety activities across the council.
5. To continually review the council's health & safety and insurance performance and audit the respective management information system to ensure clear dissemination of information throughout the council.
6. To manage a planned programme of regular inspections of council premises to advise on fire and general health and safety matters, in liaison with other internal or external inspecting and regulatory bodies.
7. To use delegated authority as appropriate which may include stopping any work activities, where there is a serious and imminent risk of injury and set appropriate health & safety management standards to ensure compliance with all relevant legislation.
8. To promote best practice throughout all departments in line with the corporate health & safety strategy.
9. To liaise with Audit, Governance and Risk Service to provide comprehensive corporate risk management advice and working with council insurance providers and solicitors ensuring the full and accurate progress of any workforce or personal injury claims resulting from accident or injury.
10. To ensure detailed accident investigations and reports are carried out in accordance with relevant health & safety legislation and regulations.
11. To advise on the interpretation and application of legislation and regulations relating to health and safety at work fire prevention and fire safety as they apply to the employees, functions and buildings of the council and to members of the public using them.
12. To prepare drafts and periodically review council health and safety policies making recommendations to the Director of Corporate Services as necessary.
13. To monitor and investigate accidents and review ill health statistics to establish underlying causes, identify trends and recommend action where necessary.
14. To ensure the council keeps appropriate records and statistics as necessary; and to comply with statutory requirements in relation to health & safety matters.
15. To maintain liaison with appropriate relevant outside bodies in relation to council policies.

16. To provide such information as Legal Services Department may request with regard to litigation and to attend court for consultation and as a witness if and when required.
17. To participate in consultations with trade unions representing the council's workforce regarding health and safety issues.
18. To ensure the timely development of annual objectives and work programmes and consequential expenditure estimates.
19. To be responsible for the management and supervision of staff in the Workplace Health and Insurance units, workload allocation and implementation of all corporate human resource policies including the disciplinary and grievance procedure.
20. To monitor and manage such budgets as are allocated for the discharge of the division's functions in accordance with the council's policies, financial regulations and standing orders, to ensure that the division's objectives are met within the budget.
21. To participate as directed in the council's selection interview procedure.
22. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the city council.
23. To undertake such other relevant duties as may from time to time be required.