



*Please reply to:*

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Date: 23 May 2024

## **Notice of meeting**

### **Corporate Policy and Resources Committee**

**Date:** Monday, 3 June 2024

**Time:** 7.00 pm

**Place:** Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

#### **To the members of the Corporate Policy and Resources Committee**

Please note that membership of this Committee is due to be approved by Council on 23 May 2024. A revised summons will be issued in due course.

Councillors:

J.R. Sexton (Chair)

C. Bateson (Vice-Chair)

M.M. Attewell

M. Beecher

J.R. Boughtflower

J. Button

J.T.F. Doran

S.M. Doran

M. Gibson

K.M. Grant

K. Howkins

M.J. Lee

L. E. Nichols

O. Rybinski

K.E. Rutherford

H.R.D. Williams

Substitute Members: Councillors S.N. Beatty, M. Bing Dong, M. Buck, R. Chandler, S.A. Dunn, A. Gale and N. Islam

*Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.*

**Spelthorne Borough Council, Council Offices, Knowle Green**

**Staines-upon-Thames TW18 1XB**

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# Agenda

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**1. Apologies and Substitutes**

To receive apologies for absence and notification of substitutions.

**2. Minutes**

**7 - 14**

To confirm the minutes of the meeting held on 15 April and continued on 23 April 2024 as a correct record.

**3. Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

**4. Questions from members of the Public**

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda no questions were received.

**5. Terms of Reference**

**15 - 18**

To note the Terms of Reference for this Committee, as approved by Council.

**6. Minutes of Former Committees**

**19 - 40**

Following the approval of the changes to the structure of the Committee System and the dissolution of the Administrative Committee, Economic Development Committee, Neighbourhood Services and Enforcement Committee, and Development Sub-Committee it has been decided that this Committee is most appropriate to approve the final minutes of those Committees.

Members are asked to confirm the following minutes as a correct record:

1. The minutes of the Administrative Committee, 8 February 2024
2. The minutes of the Economic Development Committee, 11 January 2024
3. The public and confidential minutes of the Neighbourhood Services and Enforcement Committee, 21 March 2024
4. The public and confidential minutes of the Development Sub-Committee, 20 May 2024 (to follow)

Members are reminded that under Standing Order 10.1 the only part of

the minutes that can be discussed are their accuracy.

- |            |  |                  |
|------------|--|------------------|
| <b>7.</b>  | <b>Spelthorne's Corporate Health and Safety Policy (2024-2026)</b>   | <b>41 - 94</b>   |
|            | To consider adoption of the Corporate Health and Safety Policy, and to authorise the Chief Executive to agree minor variations to the adopted health and safety policy.  |                  |
| <b>8.</b>  | <b>2023-24 Revenue carry forward to 2024-25</b>  | <b>95 - 100</b>  |
|            | To consider requests of £30,983 of 2023-24 revenue expenditure to be carried forward to 2024-25.   |                  |
| <b>9.</b>  | <b>Revenue Outturn Report 2023-2024</b>  | <b>To Follow</b> |
|            | Report to follow.  |                  |
| <b>10.</b> | <b>Capital Outturn Report 2023-2024</b>  | <b>To Follow</b> |
|            | Report to follow.  |                  |
| <b>11.</b> | <b>Appointments to Outside Bodies 2024-25</b>  | <b>101 - 104</b> |
|            | To consider the nominations to outside bodies for the 2023-24 municipal year, as proposed by group leaders.  |                  |
| <b>12.</b> | <b>Membership of the Commercial Assets Sub-Committee</b>   | <b>105 - 112</b> |
|            | To consider the membership of the Commercial Assets Sub-Committee.   |                  |
| <b>13.</b> | <b>Financial Reporting Working Group</b>   | <b>113 - 118</b> |
|            | To consider the re-establishment of a member working group focused on financial reporting, the Terms of Reference for the working group, and the membership of the working group.  |                  |
| <b>14.</b> | <b>Forward Plan</b>  | <b>119 - 124</b> |
|            | To consider the Forward Plan for committee business.   |                  |
| <b>15.</b> | <b>Exclusion of Public &amp; Press (Exempt Business)</b>   |                  |
|            | To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006. |                  |
| <b>16.</b> | <b>Annual Investment Strategy 2024/25</b>  | <b>125 - 158</b> |

To note the content of the Asset Investment Strategy which sets out the priorities and key focuses for proactive management of the Council's Investment and Regeneration Portfolio during 2024/25.

This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council.

**17. Local Authority Housing Fund Acquisitions**

**159 - 746**

To consider recommending to Council the approval of acquisitions through the Local Authority Housing Fund.

Exemption Reason: This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council.

**18. Council Medium Term Financial Support of Knowle Green Estates (KGE)**

**To Follow**

The report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant or developer, who could then know the position of the Council

**19. Urgent Actions**

**747 - 754**

To note those urgent actions which have been taken by the Chief Executive in consultation with the Leader since the last Corporate Policy and Resources meeting on 15 April 2024.

**20. Corporate Policy and Resources Chair's Updates**

**Verbal  
Report**

To receive any updates from the Chair of the Committee.

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**Minutes of the Corporate Policy and Resources Committee  
15 April 2024 & Carry Over Meeting 23 April 2024**

**Present:**

Councillor J.R. Sexton (Chair)  
Councillor C. Bateson (Vice-Chair)

Councillors:

M.M. Attewell	M. Gibson	L. E. Nichols
M. Beecher	K.M. Grant	K.E. Rutherford
J.R. Boughtflower	K. Howkins	H.R.D. Williams
J.T.F. Doran	M.J. Lee	

**35/24 Apologies and Substitutes**

**15 April 2024 Meeting:**

Apologies were received from Cllrs Button, S Doran and Rybinski.

Cllr Beatty was present as a substitute for Cllr Button and Cllr Buck was present as a substitute for Cllr S Doran.

**23 April Carry Over Meeting:**

**Present:**

Councillor J.R. Sexton (Chair)  
Councillor C. Bateson (Vice-Chair)

Councillors:

M. Beecher	K. Howkins	K.E. Rutherford
J.R. Boughtflower	M.J. Lee	
M. Gibson	L.E. Nichols	

Apologies were received from Cllrs Attewell, Button, J Doran, S Doran, Grant, Rybinski & Williams.

Cllr Beatty was present as a substitute for Cllr Button

**36/24 Minutes**

The minutes of the meeting held on 19 February 2024 were agreed as a correct record of proceedings.

**37/24 Disclosures of Interest**

Cllrs Attewell and Sexton advised that they were also Surrey County Councillors.

Cllr Nichols advised that he was a Director on the Knowle Green Estates Board.

**38/24 Questions from members of the Public**

There were none.

**39/24 Unreasonably persistent, vexatious or abusive Complaints Policy**

The Committee considered a report that sought approval to adopt an Unreasonably Persistent, Vexatious or Abusive Complaints Policy.

Committee requested that the third recommendation in the proposed policy be amended to include the Chair of the Corporate policy & Resources Committee.

The Chair asked the Committee to submit any proposed amendments to the Group Head of Commissioning & Transformation by the end of the working day Friday 19 April 2024.

Committee **resolved** to:

1. Agree the Council adopting an Unreasonably Persistent, Vexatious or Abusive Complaints Policy as outlined in the report,
2. Delegate to the Monitoring Officer to make any consequential changes to the Complaints Policy arising from the adoption of this policy; and
3. Delegate to the Monitoring Officer, in consultation with the Chief Executive and the Chair of the Corporate Policy & Resources Committee, to implement any future changes and updates to the Council's complaints policy and procedure, including the Unreasonably Persistent, Vexatious or Abusive Complaints Policy.



#### **40/24 Calendar of Meetings 2024/25**

The Committee considered a report that outlined the proposed Calendar of Meetings for 2024/25.

The Committee **resolved** to recommend to Council that they approve the report and either Appendix 1 or 2 dependant on whether the proposed new committee structure was approved or not.

#### **41/24 Biodiversity Net Gain Sites**

The Committee considered a report that sought approval of the creation of Habitat Banks on identified Spelthorne Borough land for the purpose of Biodiversity Net Gain.

The Committee were advised that the land identified was due to their potential to offer units to developer. They would also suit enhancement to address the fact that they, at present, do not have a good level of biodiversity. Reassurance was given that any land identified would continue to remain under the ownership of the Council and that any enhancement works would need to be agreed.

The Committee **resolved** to approve the creation of Habitat Banks on identified Spelthorne Borough land, for the purpose of Biodiversity Net Gain.

#### **42/24 Debt Write Offs**

The Committee considered a report that sought approval for the write-off of outstanding sundry debts.

The Committee were advised that £373,834 of the total amount to be written off related to Housing Benefits overpayments but that this sum was offset by the Housing Benefit Bad Debt Provision.

Lack of adequate resources were cited as one of the reasons that some of these historic debts were on the write-offs list but last year a proper level of resource was put in place to recover ongoing debts. The Committee were advised that there were only certain types of recovery that could be used and that no debt would be recommended for write-off until they had all been exhausted.

The Committee queried whether there were any Key Performance Indicators (KPIs) in respect of debt recovery. The Group Head of Commissioning and Transformation advised that currently individual departments within the Council had their own KPIs but work was to commence on unifying these across the Council. The committee requested that a robust debt recovery procedure be produced and implemented across the Council.

Reports would be brought to the committee on a regular basis that would provide up to date figures in respect of outstanding balances that were subject to debt recovery. The report would outline both the amounts and the measures taken to recover the outstanding balances.

The Chair asked for a timeline to reflect the update on the Council wide KIPs for debt recovery and the implementation of a revised recovery measures procedure. The Group Head of Commissioning and Transformation advised that she would provide this at the next meeting of this committee.

The Committee **resolved** to:

Approve the Sundry Debt Write Offs set out in the report, amounting to £383,095 of which £373,834 relates to Housing Benefits overpayments (offset by Housing Benefit Bad Debt Provision on balance sheet of £2,79,952 at 31 March 2023).

#### **43/24 Woodthorpe Road Recreation Playground Refurbishment**

The Committee considered a report that sought approval to:

1. Authorise the Group Head of Neighbourhood Services to commence a tender for the procurement of play area equipment,
2. Delegate authority to the Group Head of Neighbourhood Services and Chair of Environment and Sustainability Committee to appoint the chosen supplier/s; and
3. Authorise the Group Head of Corporate Governance to enter into a contract with the selected supplier.

The Committee **resolved** to approve the recommendations as outlined above.

#### **44/24 Houses of Multiple Occupancy Report**

Committee considered a report on Houses in Multiple Occupation (HMOs) within the Borough that sought agreement as to whether an Article 4 Direction should be served on HMOs which are permitted development throughout the Borough, part of the Borough or leave it to a future review.

This matter had been discussed in 2018 and 2020 and on both occasions it was agreed that further evidence would be needed before a decision could be made as to whether HMOs having a causing a negative impact within the Borough.

The Committee felt that the Officers' recommendation to continue to monitor the situation for another year was based on the figures within the report but members felt that they were not a true reflection of the number of issues

surrounding HMOs. Some members had been contacted by residents who were not willing to put in an official complaint for fear of retaliation and those cases were not included within the report statistics. The Chair put forward that the Committee should agree to Option 3 within the report and this was approved by the Committee. An additional recommendation was approved that would mean a report would be brought back to this Committee within a year to review any additional evidence.

Committee **resolved** that:

1. The Council introduces an Article 4 Direction across the wards of Ashford North & Stanwell South, Staines and Stanwell North (the wards with the highest number of complaints and applications) withdrawing the permitted development right to convert a dwelling house (C3) to a House in Multiple Occupation (C4) coming into effect after 1 year of its introduction; and
2. This decision would be reviewed at this committee within a year to consider any further evidence and to decide whether to extend the Article 4 Direction to other wards.

#### **45/24 Update to Community Assets Policy**

The Committee were advised that this report was only intended to update the current policy and that a complete review would be undertaken later in the year.

Concerns were raised about the potential development on Green Belt sites and requested that a list be provided of those parks within the Borough that were not in the Green Belt.

Councillor Boughtflower requested a name vote.

<b>For</b>	Councillors Bateson, Beatty, Beecher, Buck, J Doran, Grant, Gibson, Nichols, Rutherford Sexton & Williams - <b>11</b>
<b>Against</b>	Councillors Attewell, Boughtflower, Howkins & Lee - <b>4</b>
<b>Abstain</b>	<b>0</b>

Committee **resolved** to:

1. Agree the Council Administration's proposal to allow the consideration of new community development in the Council's recreation grounds and green open spaces; and
2. Approve changes to wording within the Community Lettings Policy dated November 2022. Within Section 5 to replace the wording "New development on recreation grounds or other green open spaces will not be considered" with the following:

“New community development on recreation grounds or other green open spaces will only be considered when it is appropriate to do so and there is no net adverse impact to the Biodiversity of the location. If it can be demonstrated by the person/organisation making the application, in consultation with the Councillors, that there is benefit to the wider community, the matter will be considered in more detail. All applications being progressed will be subject to a viability assessment and due diligence, as set out in Appendix 6 and taken to the Council’s Corporate Policy and Resources Committee.

**46/24 Audited Financial Statements for Knowle Green Estates (KGE) for the year end 31 March 2023**

Committee were advised that The Board of Directors of Knowle Green Estates Ltd approved the accounts for the year ended 31 March 2023 on 18 October 2023 following a meeting with the External Auditors.

The Auditors provided an unqualified audit report and the accounts had been filed at Companies House and with His Majesty’s Revenue & Customs (HMRC) where there is no Corporation Tax to pay.

The Committee **resolved** to note the audited financial statements for Knowle Green Estates (KGE) for the year end 31 March 2023.

**47/24 Spelthorne Direct Services Accounts for Year End 31 March 2023**

This item was presented by the Chief Accountant in the absence of the Chief Finance Officer. The Chief Accountant declared an interest as he was on the Board of Directors of Spelthorne Direct Services Ltd.

The Committee were advised that the Board of Directors of Spelthorne Direct Services Ltd approved the account for the year ended 31 March 2023 on 14 December 2023.

The Auditors provided an unqualified audit report and the accounts had been filed at Companies House and with His Majesty’s Revenue & Customs (HMRC), where there is no Corporation Tax to pay.

The Committee **resolved** to note the report.

**48/24 Increase in Operational Boundary and Authorised Limit for External Debt**

Committee considered an addendum report to the 2024-25 Treasury Management Strategy, Operational Boundary and Authorised Limit for External Debt.

The Committee **resolved** to:

1. Note that on 01 April the approved Operational Boundary for external debt was breached,
2. Recommend to Council that the approved Operational Boundary for external debt be increased from £1,067m to £1,170m; and
3. Recommend to Council that the approved Authorised Limit for external debt be increased from £1,167m to £1,270m.

**It was proposed by Councillor Bateson**

**Seconded by Councillor Beecher**

and **resolved** by the Committee to suspend Standing Order 38.3 to allow the meeting to continue to 10.30pm.

#### **49/24 LGA Corporate Peer Challenge - Progress Review**

Committee considered a progress report from the Local Government Association (LGA) following the Corporate Peer Challenge undertaken them on 15-17 November 2022 and the detailed report that was received February 2023.

The report outlined the progress that had been made in addressing the 12 recommendations from the LGA

The Committee **resolved** to note the Local Government Association Corporate Peer Challenge Progress Report.

#### **50/24 Corporate Risk Management**

The Committee considered a report on the Corporate Risk Register.

Following changes to the internal audit arrangements the Committee asked which officer would now be responsible for the Corporate Risk Register.

The Group Head of Corporate Governance advised that this decision had not yet been taken but arrangements would be finalised by the end of May 2024 and reported back to the committee.

The Committee **resolved** to note the report.

#### **51/24 Forward Plan**

The Committee **resolved** to note the contents of the Forward Plan for this Committee but asked that the following item be added:

Knowle Green Estates Strategy.

**52/24 Exclusion of Public & Press (Exempt Business)**

It was proposed by Councillor Bateson, seconded by Councillor Gibson and resolved that the public and press be excluded during consideration of the following item, in accordance with paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalising acceptable contract terms.

**53/24 Extension of Funding under Round 1 and 2 of the Local Authority Housing Fund**

The Committee considered a report on an Extension of Funding under Round 1 and 2 of the Local Authority Housing Fund.

Committee **resolved** to approve the recommendations as outlined in the report.

**54/24 Local Authority Housing Fund Round 3**

**This item was considered at the meeting held on 23 April 2024.**

Committee considered a report on the Local Authority Housing Fund Round 3.

The Committee **resolved** to approve the recommendations as outlined in the report.

**55/24 Urgent Actions**

The Committee **resolved** to note the update on the urgent action.

**56/24 Corporate Policy and Resources Chair's Updates**

There were none.

The meeting ended at 18:41.

**CORPORATE POLICY & RESOURCES COMMITTEE****Membership**

At least 15 members reflecting political balance, comprising the Chairs and Vice-Chairs of the Strategic Committees and with the Leader and Deputy Leader appointed as Chair and Vice-Chair of this Committee.

**Functions**

The Corporate Policy and Resources Committee exercises any function not delegated to another Committee, an officer or reserved to Council. In particular, it makes recommendations concerning the Council's budget to Council. The Committee will also carry out those statutory and non-statutory functions falling within its area of responsibility as set out below. Working within the Budget and Policy framework previously approved by Council, it will set strategic priorities for the services within the Committee's remit.

Where a function does not clearly fall within the remit of a Strategic Committee, this Committee shall direct which Committee shall deal with the function, or deal with the matter itself.

The Committee will recommend to Council new, or changes in previously approved, policies that fall within the Policy Framework as set out in Article 4 as well as making joint arrangements or delegating decision making to Chief Officers. However, this does not prevent that Committee from choosing to exercise the function itself.

Areas of responsibility include:

- Appointments to Outside Bodies
- Armed Forces Covenant
- Building Control
- Business and Financial Planning
- Compulsory Purchase Orders
- Contracts and Commissioning
- Council Insurance, Health and Safety
- Corporate Communications
- Corporate Complaints
- Customer Services
- Debt and Treasury Management
- Democratic Services
- Electoral Services
- Financial Services
- Human Resources
- Investment and Regeneration Assets
- Land Charges
- Legal Services
- ICT and Digital transformation
- Oversight of major (where the cost of the project as a whole exceeds £1 million) programmes and projects within the Capital programme.
- Performance Management

- Procurement
- Project Management
- Reserves Strategy
- Revenues and Benefits
- Risk Management
- Strategic Partnerships

And specifically:

- To make recommendations as appropriate on matters reserved to Council for decision including:
  - the Council's draft annual budget, including the capital and revenue budgets, prudential controls and council tax
  - the use of reserves
  - the Council's Community and Corporate Plans
  - the Council's Policy Framework
- To consider periodic budgetary monitoring and variation reports and make any recommendations to the Council as necessary.
- To be responsible for decision making in respect of the Council's fees and charges and consider recommendations from the other Strategic Committees on fees and charges for services falling within their remit.
- To act as the Council's shareholder representative on the Knowle Green Estates Board.
- To be responsible for decisions to proceed with asset acquisitions relating directly to Regeneration purposes only.
- To be responsible for decisions to proceed with freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
- To receive quarterly reports on the Investment Sinking Fund Reserves and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
- To be responsible for the oversight of major programmes and projects within the Capital Programme where the cost of the project as a whole exceeds £1 million.
- To be responsible for decision making in respect of the Council's services and activities other than those specifically delegated to other Committees or officers.
- To be responsible for decision making where there is a conflict in respect of matters that cross the remits of two or more Strategic Committees.
- To be responsible for decisions to adopt new policies or make changes to previously approved policies, falling outside the Policy Framework, where there are significant budgetary implications.
- To be responsible for decisions on Community Infrastructure Levy (CIL) funds allocation on those proposals related to major infrastructure projects where significantly large sums of monies (approximately £1million or more) are being committed or on schemes which carry a degree of complexity as recommended by the CIL Task Group.



### **Part 3 section (b)**

- To consider the Annual report from the Local Government and Social Care Ombudsman and any maladministration findings of the body.
- To make a Compulsory Purchase Order and decide on the level of costs arising up to £1 million.
- To make appointments to outside bodies and charities where the appointment is not reserved to Council for decision.
- To be consulted by other committees on any issues raised relating to the performance and provision of services.

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**Minutes of the Administrative Committee  
8 February 2024**

**Present:**

Councillor L. E. Nichols (Vice-Chair)

**Councillors:**

M. Arnold	J.T.F. Doran	B. Weerasinghe
E. Baldock	A. Gale	
J.P. Caplin	J.A. Turner	

**Substitutions:** Councillor D. Clarke

**Apologies:** Councillors S. Bhadye, L.H. Brennan and R.V. Geach

**In Attendance:** Councillors M. Beecher and C. Bateson

**1/24 Apologies for absence**

Apologies were received from Councillors Bhadye, Brennan and Geach.

**2/24 Minutes**

The minutes of the meeting held on 12 October 2023 were agreed as a correct record.

**3/24 Disclosures of interest**

There were none.

**4/24 Appointment of Charity Trustees - Laleham Village Hall and Recreation Ground**

The Committee considered nominations for representative trustees to Laleham Charities Village Hall and Recreation Ground. The charity was advised the term for two of their current trustees was expiring and were encouraged to advertise vacancies. The Charity supplied the Council with the names of the trustees they intended to re-appoint which included Colin Squire OBE, and Matthew Calvert who had previously served as trustees and met the criteria set out in the charity scheme.

The Committee **resolved** to appoint Colin Squire OBE and Matthew Calvert as representative trustees to Laleham Village Hall and Recreation Ground for a period of four years.

The final version of the report was not attached to the agenda. As such, this report is accessible as part of the minutes document.

#### **5/24 Draft Proposed Fees and Charges for 2024-25 for this Committee**

The Committee considered the Fees and Charges under the Administrative Committee's remit as part of the annual budget process. The Chief Accountant advised Committee members that following instruction from Corporate Policy and Resources Committee on 22 January 2024, any discretionary fees over £25 would be rounded upwards to the nearest pound, which was reflected within the report for this Committee.

The Committee queried a section in the summary of the report which stated this Committee will be asked to review and approve the proposed Fees and charges from all the other committees. The Chief Accountant confirmed this was an error which should instead be included in the report for Corporate Policy and Resources Committee.

The Committee also queried a figure on land charges which had increased but were not creating extra income. The Chief Accountant confirmed these figures were produced in October 2023 and would fluctuate in ever changing economic conditions. The Committee also sought clarification on the service 'CON29R' and what this delivered. The Chief Accountant confirmed he would check this with the relevant budget manager and send a written note to Committee members.

The Committee **resolved** to:

- 1) Approve the proposed Fees and Charges for 2024-25 for this Committee
- 2) Recommend to Corporate Policy and Resources Committee that they approve the proposed Fees and Charges for 2024-25

#### **6/24 Revenue Growth Bids, Capital Growth Bids and Savings Plans 2024-25**

The Committee considered the revenue growth bids, capital growth bids and savings plans under the Committee's remit for 2024-25. The Chief Accountant noted that as part of producing a balanced budget, the Fees and Charges raised from services provided are an important element of the Council's budget, accounting for approximately 22.5% of its total annual income.

The Chief Accountant highlighted a minor presentational issue on Appendix F, Detailed Budget by Cost Centre which listed previous Mayors accounts and were due to be removed.

The Committee **resolved** to:

1. Approve the proposed Revenue Growth Bids, Capital Growth Bids and Savings Plans for 2024-25 for this Committee
2. Recommend to Corporate Policy and Resources Committee that they approve the proposed Revenue Growth Bids, Capital Growth Bids and Savings Plans for 2024-25.

#### **7/24 Update on Projects**

The Committee considered an update on current projects activity and the status of ongoing development related to the project management site. The Control and Systems Manager explained that the report attached to the agenda was initially circulated as part of the Members Briefing Pack on 12 December 2023 following which feedback was received and had been addressed accordingly. A main step in actioning feedback was through contacting owners of live projects on the dashboard and seeking relevant updates and clarification.

The successful completion of a number of projects were highlighted, including the launch of the new user portal, launch of an improved communication platform, FOI system and the procurement of waste and street cleansing vehicles. There had also been challenges encountered in some of the ongoing projects, specifically 3<sup>rd</sup> party delays

The Committee **resolved** to note the update.

#### **8/24 Summary of Reported Issues**

The Committee considered a verbal update on the new Councillor eform. The Control and Systems Manager reported that this platform had been in place for some months now and a total of 190 reports had been submitted via the eform. Constant improvements were being implemented to the system following review and feedback which included increased functionality, accuracy and reporting capabilities.

The Control and Systems Manager shared a brief demonstration of reporting metrics associated with the eform which helped enable transparency in

recording which Councillors were submitting forms and to differentiate the forms by subject and ward.

The Committee **resolved** to the verbal update and demonstration.

**9/24 Forward Plan**

The Committee considered the forward plan for Committee business.

The Committee **resolved** to note the forward plan with no suggestions for future business.

**Meeting ended at 19:49.**

**10/24 Actions arising from the meeting**

The following actions arose from the meeting:

The Chief Accountant confirmed he would seek a response from the relevant service manager on whether there was a link between the new Community Engagement Officer and Surrey's Community Officer.

The Chief Accountant confirmed he would seek clarification on the Con29R service and what this provided by the relevant service manager.

The Chief Accountant confirmed he would provide clarification on the late growth bid related to internal audit arrangements.

**Minutes of the Economic Development Committee  
11 January 2024**

**Present:**

Councillor H.R.D. Williams (Chair)

Councillors:

M. Bing Dong

R.V. Geach

S. Gyawali

J. Button

D.L. Geraci

A. Mathur

**Apologies:** Councillors J.R. Boughtflower

**In Attendance:** Councillors C. Bateson, M. Beecher and P.N. Woodward

**1/24 Minutes**

19:02 - Councillor Gyawali arrived at the meeting.

The minutes of the meeting held on 28 September 2023 were agreed as a correct record.

**2/24 Disclosures of interests**

There were none.

**3/24 Questions from members of the Public**

There were none.

**4/24 Fees and Charges (as part of the Budget Process)**

The Committee considered the Fees and Charges under the Economic Development Committee's remit as part of the annual budget process. All Fees and Charges presented for review by the Committee were discretionary and were adjusted in accordance with direction from the Corporate Policy and Resources Committee that they should rise by approximately 5%.

The Committee **resolved** to:

1. Approve the proposed Fees and Charges for 2024-25 for this Committee.
2. Recommend to Corporate Policy & Resources Committee that they approve the proposed Fees and Charges for 2024-25.

#### **5/24 Service Plans (as part of the Budget Process)**

The Committee considered the Service Plans under the Committee's remit for 2024-25. The Service Plans set out the proposed revenue growth bids and savings plan for the next financial year.

The Chief Accountant advised the Committee that the growth bid set out in the report was fully funded and would have no impact on the overall Council budget.

The Committee noted expenditure on salaries had decreased from last year and requested clarification on the reasons for this. The Committee were advised that this may be due to temporary contracts not being renewed, but confirmation would be provided outside the meeting. The Committee also noted the costs related to the business incubator had increased significantly, and were advised that this was mostly in part to an increase in utility bills.

A committee member raised that they felt more work could be done to engage international businesses to operate in Spelthorne. The Group Head – Place, Protection Prosperity advised that it could not be considered during this point in the budget process, but agreed to provide further information for the Committee in future.

The Committee **resolved** to:

1. Approve the proposed Revenue Growth Bids and Savings Plan for 2024-25 for this Committee
2. Recommend to Corporate Policy and Resources Committee that they approve the proposed Revenue Growth Bids and Savings Plan for 2024-25

#### **6/24 Detailed Budget Report by Cost Centre**

After publication of the agenda, this item was included as Appendix D in item 6 on the agenda and as it was considered under that item, did not require separate consideration.

#### **7/24 Net Expenditure Budget for the Economic Development Committee**

After publication of the agenda, this item was included as Appendix C in item 6 on the agenda and as it was considered under that item, did not require separate consideration.



## **8/24 Forward Plan**

The Committee considered the forward plan for future Committee business.

The Committee requested further information be provided on the Heathrow and Air Space Modernisation item, and the Group Head – Place, Protection and Prosperity agreed to provide further information to the Committee.

The Committee agreed to note the forward plan subject to the inclusion of the additional item raised at the meeting.

Meeting ended at 19:38

## **9/24 Actions Arising from Meeting**

The following actions arose from the meeting:

The Group Head – Place, Protection, Prosperity, agreed to produce a report regarding international business engagement in the borough.

The Group Head – Place, Protection, Prosperity agreed to provide the Committee with further information regarding specific budget items.

The Group Head – Place, Protection, Prosperity agreed to provide the Committee with further information regarding Heathrow's future plans.

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**Minutes of the Neighbourhood Services and Enforcement Committee  
21 March 2024**

**Present:**

Councillor J.T.F. Doran (Chair)  
Councillor K.E. Rutherford (Vice-Chair)

**Councillors:**

M. Bing Dong	T. Burrell	J.R. Sexton
J.R. Boughtflower	J.P. Caplin	
L.H. Brennan	N. Islam	

**In Attendance:** Councillor C. Bateson

**10/24 Apologies and Substitutes**

There were no apologies.

**11/24 Minutes**

The minutes of the meeting held on 18 January 2024 were agreed as a correct record.

**12/24 Disclosures of Interest**

There were none.

**13/24 Questions from members of the Public**

There were none.

**14/24 Audited Financial Statements for Spelthorne Direct Services Ltd (SDS) for the year end 31 March 2023**

To accommodate officer availability it was agreed that this item would be heard after item seven.

The Deputy Chief Executive presented the report on the Audited Financial Statements for SDS for year end 31 March 2023 and highlighted that it was an unqualified audit report and that SDS was making a profit. The Deputy

Chief Executive advised that the report had been presented to the Audit Committee on 19 March 2024.

The Committee queried why the turnover had increased from £198,598 in 2022 to £373,587 in 2023 and was informed that this was reflective of the increased business being conducted, as the company has grown the level of resourcing has similarly increased.

The Committee **resolved** to note the report, and particularly the unqualified audit report.

#### **15/24 Exclusion of Public and Press (Exempt Business)**

It was proposed by Councillor Sexton, seconded by Councillor Rutherford and resolved to exclude the public and press be excluded for the following agenda item only, in accordance with paragraph 3 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalizing acceptable contract terms

#### **16/24 Environmental Health Out of Hours Noise Service Provision**

The Senior Environmental Health Manager presented the report on the Environmental Health Out-of-Hours (OOH) Services and highlighted the options set out in the report.

The Committee **resolved** to:

1. Note the contents of the report.
2. Decide that the council should continue to provide a reactive out-of-hours noise service.
3. Accept and approve the funding for the provision of the out-of-hours reactive noise service for the next three financial years (2024-25, 2025-26, 2026-27).
4. Give approval for the Group Head Corporate Governance to complete the legal documentation on the tender and contract, and for the Deputy Chief Executive (Chief Finance Officer) to enter into the contract with the winning service provider.

#### **17/24 Group Training Licenses in Parks**

The Leisure Development Manager presented the report on the new procedure for fitness training licence applications and highlighted that a pilot programme had been trialled and it was time to formalise the process.

The Committee queried whether a group of friends meeting regularly to work out would be charged for using the park and were informed that they would not, that the scheme was for instances where a professional trainer was charging a fee for participation in group training activities.

The Committee asked whether the process would seek to ensure trainers were appropriately insured and were advised that as part of the registration process evidence of a risk assessment would need to be provided along with proof of public liability insurance. The Committee suggested that personal trainers could be required to carry proof of insurance and qualification when carrying out activities in the parks.

The Committee expressed concern about the fees and felt that use of parks should remain free. The Committee further stated that any fee charged to the personal trainer would be passed on to residents and could deter residents from accessing fitness activities.

It was proposed by Councillor Sexton, seconded by Councillor Caplin and **resolved** that the report be reviewed and for officers to re-look at the charges to make it a nominal fee to ensure we can safeguard residents.

#### **18/24 Local Planning Enforcement Policy Updates**

The Planning Development Manager and the Planning Enforcement Team Leader presented the report on the updated Local Planning Enforcement Policy which was adopted in March 2022. The Committee's attention was drawn to the changes to the policy and the enforcement actions available. The Planning Development Manager highlighted that the Levelling Up and Regeneration Act had changed the time limits within which enforcement action could be taken and advised that this would be publicised in the Summer Bulletin.

The Committee queried what residents should do if they observe construction happening without planning permission and were advised that this should be reported to the Enforcement Team who can then investigate and if required take appropriate action.

Councillor Boughtflower left the meeting for part of the discussion on this item and as such did not vote.

The Committee **resolved** to adopt the updated Local Planning Enforcement Policy

#### **19/24 Food and Health and Safety Service Plans for 2024/26**

The Principal Environmental Health Officer presented the report on the Food and Health and Safety Service Plans for 2024/26 and informed the Committee that the plans set out the aims and objectives of each service as well as providing a review of the work carried out in the previous period.

The Committee enquired as to what types of premises were covered by the Food Safety Service Plans and were advised that there were 840 food premises registered which covered everything from large scale restaurants to home-baking business. The Committee were informed that there was a free registration process for businesses after which a risk assessment would be carried out.

The Committee asked how cases of food poisoning linked to a business were investigated. The Principle Environmental Health Officer advised that residents should report any suspected cases and a sample pot would be sent out to the effected individual. It was advised that information on this should be included in the Summer Bulletin.

The Committee **resolved** to adopt the proposed service plans for 2024/2026

### **20/24 Misuse of Public Land Public Space Protection Order (PSPO)**

The Law Enforcement Officer presented the report on the proposed Public Space Protection Order (PSPO) relating to the misuse of public land, specifically tackling antisocial behaviour associated with the use of tents and barbeques, as well as antisocial behaviour exhibited by taxi and private hire drivers in communities close to Heathrow.

The Committee queried whether there was a specific reporting portal set up that residents could use and were advised that once the PSPO was approved one would be created.

The Committee asked for clarification around children using a tent for shade from the Sun. The Law Enforcement Officer advised that discretion would be used when deciding whether any action was required but children sheltering from the Sun would be listed as an exemption in the PSPO documentation.

The Committee **resolved** to:

1. Make a Public Space Protection (PSPO) relating to misuse of public land in accordance with section 59 of the Anti-social Behaviour, Crime and Policing Act 2015.
2. Adopt the Fixed Penalty Notices for breaches of the misuse of public land PSPO which currently stand at £100.
3. Delegate authority to the Group Head Neighbourhood Service to issue Fixed Penalty Notices for breached of the PSPO misuse of public land.

### **21/24 Road Channel Sweeping**

The Group Head Neighbourhood Services presented the report on Road Channel Sweeping looking at ways to overcome some of the issues that prevented effective channel sweeping. The report highlighted a number of options that had been trialled and would continue to be tested over the next 12 months. The Group Head Neighbourhood Services advised that where

parking suspension signs had been put up, these had either been ignored, or in some case, removed completely. The Committee were informed that to date the most successful option had been community led, working with a Residents Association.

The Committee asked whether it would be possible for residents to be provided with a schedule, similar to the one provided for bin collection and were advised that this was not possible as in cases of sickness or vehicle breakdown the schedule would change which would lead to complaints. The Group Head Neighbourhood Services advised the Committee that she was very open to working with Residents Associations and would be willing to attend meetings with them to find a workable solution.

The Committee requested that when parking suspensions were arranged to facilitate road sweeping that Councillors (including Surrey County Councillors) were informed so that they could share that information with residents via WhatsApp groups and social media. It was further requested that if an e-mail was sent to Councillors that the subject line clearly stated which Ward the road closure would be in.

The Committee **resolved** to note the report.

#### **22/24 Creation of new dog fouling posters for parks and open spaces**

The Group Head Neighbourhood Services gave an update on the production of new dog fouling posters and advised that various options were being considered with a view to having something finalised in the coming weeks.

The Committee queried how many fines had been given out for dog fouling and were advised that there had been very few as it was difficult to prove unless directly observed. The Group Head Neighbourhood Services advised that residents should report any instances, which would now be easier due to the inclusion of QR codes on signage and posters, however the aim of the campaign was not to catch people but rather to achieve compliance.

The Committee **resolved** to note the update.

#### **23/24 Blue Badge Parking - For Discussion**

The Chair allowed Councillor Sexton to speak for three minutes on an issue related to Blue Badge Parking.

Councillor Sexton advised that Staines Health Centre had raised concern that there were only two blue badge parking bays at the Centre which were often used by people who did not hold an appropriate badge.

The Group Head Neighbourhood Services advised that Blue Badge holders were allowed to park on single and double-yellow lines where it was safe to

do so. The Group Head further advised that she would speak with Staines Health Centre about the matter.

#### **24/24 Community Toilet Scheme - For Discussion**

The Chair allowed Councillor Bing Dong to speak for three minutes on a request for a report on a Community Toilet Scheme to be presented at a future Committee meeting.

Councillor Bing Dong informed the Committee that residents in Sunbury complained that there were no easily accessible toilets in the Ward. Councillor Bing Dong cited a similar scheme that was run in Richmond, where premises that took part were paid up to £1000 to allow residents to use onsite toilets free of charge.

The Chair advised that if a scheme were to be introduced it would likely need to include all wards which would lead to significant costs, depending on how many premises were involved, and the need for someone to administer the scheme.

The Committee queried whether some public toilets could be reinstated and were advised that to put these in place would involve a significant cost of around £100,000 per year.

The Group Head Neighbourhood Services advised that if a decision was made to move forward with a Community Toilet Scheme, the Committee would need to be very direct as to what they would want in a report and to be aware that a decision would need to be made on how it was funded.

The Committee **resolved** to add a report identifying potential locations which could benefit from the Community Toilet Scheme to the Forward Plan.

#### **25/24 Forward Plan**

The Committee **noted** the forward plan.

**Meeting ended at 21:48**

#### **26/24 Actions arising from Meeting**

The following action arose from the meeting:

The Group Head Neighbourhood Services agreed that when parking suspensions were arranged to facilitate road sweeping that Councillors (including Surrey County Councillors) were informed so that they could share that information with residents via WhatsApp groups and social media. It was further agreed that if an e-mail was sent to Councillors that the subject line clearly stated which Ward the road closure would be in.



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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# Corporate Policy and Resources Committee

**Date of meeting : 03/06/2024**

<b>Title</b>	Spelthorne’s Corporate Health and Safety Policy (2024-2026)
<b>Purpose of the report</b>	To make a recommendation to Policy and Resources
<b>Report Author</b>	Karine Codd, Principal Health, Safety, and Insurance Officer
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a committee decision.
<b>Recommendations</b>	Committee is asked to: <ul style="list-style-type: none"> <li>• To adopt the corporate Health and Safety Policy</li> <li>• To authorise the Chief Executive to agree minor variations to the adopted health and safety policy.</li> </ul>
<b>Reason for Recommendation</b>	Members are asked to endorse the Council’s Health and Safety Policy to safeguard the health, safety and welfare of staff, its members, contractors , volunteers, visitors, and members of the public.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>• Review of the current Health and Safety Policy</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure we comply with statutory regulations</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>• To adopt the revised Policy</li> </ul>	<ul style="list-style-type: none"> <li>• To review and update the current policy and present to the relevant parties for approval.</li> </ul>

1.1 This report seeks the formal adoption of the Council’s Health and Safety Policy (2024-2026).

## 2. Key issues

2.1 Spelthorne Borough Council is committed to ensuring the health, safety, and welfare of its employees and of others who may be affected by our activities. We will take all reasonably practicable steps to achieve this commitment, to

comply with our statutory obligations and to promote a positive health and safety culture throughout our organisation.

2.2 Where the organisation has five or more employees the organisation must write down within a policy how health and safety will be managed within the organisation.

2.3 The overall Health and Safety Policy is supplemented by specific policies and procedures where applicable. Our health and safety documentation includes risk assessments, monitoring checklists, instructions, and written procedures as necessary.

Our documentation is based on legal requirements, guidance from enforcing authorities and established industry standards.

2.4 The Council has set down how it will manage and control any such risks in its health and safety policy (**Appendix 1**).

The policy (**Appendix 1**) has been re-formatted to include a front page with index and slight changes in the content. The number of changes throughout the policy have been made to reflect some changes in the way we deliver and monitor health and safety.

2.5 This has also allowed us to compact this policy from 25 pages to 19 pages.

2.6 The Health and Safety Policy has been circulated to Management Team and Group Heads. Responsibility for health and safety also extends to Members, it is therefore appropriate that they should formally adopt the policy recommended to them by Officers.

### **3. Options analysis and proposal**

3.1 **Option one** (the recommended option) – Members endorse the Council’s Health and Safety Policy (2024-2026) (**Appendix 1**).

3.1.1 As a public and member led organisation, members are signing up to the Council’s commitment to safeguard the health, safety and welfare of staff, members, and the public.

3.1.2 Further, to agree that the Chief Executive approves any minor variations required to be made to the adopted Health and Safety Policy without its referral back to Committee.

3.2 **Option two** – Members ask for amendments to the policy.

3.3 **Option three** – Members do not adopt the policy.

### **4. Financial management comments**

There are no financial implications outside the existing budget.

### **5. Risk management comments**

5.1 A health and safety policy is the general approach to health and safety and explains how the employer will manage health and safety in our business. It clearly says who does what, when and how.

### **6. Procurement comments**

6.1 N/A

### **7. Legal comments**

7.1 Legal Team ([G.legal@spelthorne.gov.uk](mailto:G.legal@spelthorne.gov.uk)) had no immediate comments.

**8. Other considerations**

8.1 N/A

**9. Equality and Diversity**

9.1 The implementation of controls to protect health, safety and welfare by their nature considers people's specific needs and diversities.

**10. Sustainability/Climate Change Implications**

10.1 The implementation of the policy has no impact on sustainability or climate change issues.

**11. Timetable for implementation.**

11.1 Immediate – Spelthorne's Health and Safety Policy has already been consulted internally across the organisation.

**12. Contact**

12.1 Karine Codd, Principal Health, Safety, and Insurance Officer  
(01784 446270); [k.codd@spelthorne.gov.uk](mailto:k.codd@spelthorne.gov.uk)

**Background papers:** There are none.

**Appendices:**

Appendix 1 – Corporate Health and Safety Policy (2024-2026.)

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Spelthorne Borough Council & Companies  
Operated by Spelthorne Borough Council

**Corporate Health and Safety Policy**

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## Overview

<b>Corporate Health and Safety Policy</b>			
<b>Applicable to</b>	All Spelthorne councillors, staff and others working on Spelthorne Council property and/or business, including volunteers, agency workers and contractors. All Spelthorne subsidiary companies and activities.		
	All Spelthorne councillors, staff and others working on Knowle Green Estates Ltd, Spelthorne Direct Services Ltd property and/or business, including volunteers, agency workers, contractors, and non-executive directors.		
<b>Implemented by</b>	Leader of the Council, Corporate Policy, and Resources Committee, Chief Executive, Deputy Chief Executives, Directors, and Officers of Council-owned businesses.		
<b>Delivered by</b>	Group Heads, Managers in charge of services, Managers and Team Leaders. Directors and Officers of Council-owned businesses.		
<b>Monitored by</b>	Group Heads, Managers in charge of services. Directors and Officers of Council-owned businesses. Health, Safety, and Insurance Services.		
<b>Compiled by</b>	Health, Safety, and Insurance Services		
<b>Summary of Legislation and Guides</b>	<ul style="list-style-type: none"> <li>• The Health and Safety at Work Act 1974</li> <li>• The Management of Health and Safety at Work Regulations 1999</li> <li>• Successful Health and Safety Management HSG65</li> <li>• Regulatory (Fire Safety) Order 2005</li> <li>• Many regulation and guidance documents have been produced by the HSE (Health and Safety Executive) to guide and inform on compliance.</li> </ul>		
<b>Policy Date</b>	June 2024	<b>Review Date</b>	June 2026



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## **Section 1 – Health and Safety Statement of Intent**

The Council is committed to ensuring the health, safety, and welfare of its employees and of others who may be affected by our activities. We will take all reasonably practicable steps to achieve this commitment, to comply with our statutory obligations and to promote a positive health and safety culture throughout our organisation.

Health and safety is an integral part of our activities and whilst the Chief Executive takes overall responsibility, Deputy Chief Executives, Group Heads and their management team, Directors, and Officers of Council-owned business and employees share the responsibility for implementing this policy.

By their inherent nature, some hazards present a higher risk for the Council, and therefore require more detailed examination for the implementation of appropriate control procedures. These include but are not limited to:

- a) Fire and fire risk to our building and accommodation provision.
- b) Electrical installations and electrical testing
- c) Gas safety and certification
- d) Vehicle and driving risks.
- e) Equipment provision
- f) Training and monitoring
- g) Violence and abuse towards staff and councillors
- h) Public safety on our estates
- i) Housing provision
- j) Asbestos
- k) Legionella
- l) Confined spaces
- m) Vicarious liability
- n) First Aid provision
- o) Control of contractors
- p) Airborne viruses

The Council will provide and maintain a healthy and safe working environment with the objective of minimising the risk of injury or ill-health. The Council will pay particular attention to:

- a) Undertaking risk assessments to review the health and safety of its activities and premises and implementing safe systems of work as a result.
- b) Maintaining the workplace in a safe condition, including safe access, and providing adequate facilities and arrangements for welfare at work.
- c) The provision of suitable vehicles and equipment which are properly maintained with suitable safety devices installed, where applicable.
- d) The provision of such information, instructions, training, and supervision as is necessary

- to ensure the health and safety at work of our employees and other persons.
- e) Maintaining arrangements for emergency response including fire and medical emergencies.
  - f) Investigating all incidences of injury and work-related ill-health.
  - g) Consulting with its employees (and councillors and volunteers) on health and safety matters.
  - h) Ensuring that the Council has access to health and safety advice.

The Council recognises its duty to protect the health and safety of all visitors to premises owned and managed by the Council, including contractors and temporary workers, as well as any members of the public who might be affected by the Council's work operations. The Council will take steps to check the competence of any contractor before their services are engaged and will ensure that all third parties are provided with appropriate information prior to entering Council premises in relation to work activities.

This policy will be drawn to the attention of all employees as part of their induction. It is the duty of each employee to take reasonable care of their own and other people's health, safety, and welfare, to familiarise themselves with and implement council procedures and to report any shortcomings in the arrangements.

This Health and Safety Policy Statement and the Organisation and Arrangements documents which support it, will be reviewed every two years or sooner where there have been changes in the organisation, legislations and regulations or the activities undertaken.

Signed: ..... Date: .....

Daniel C Mouawad - Chief Executive

Signed: ..... Date: .....

Joanne Sexton - Leader of the Council

## **Section 2 – Organisation and Responsibilities**

Under the Management of Health and Safety at Work Regulations 1999, all organisations have a legal duty to put in place suitable arrangements to manage health and safety in the workplace.

### **Chief Executive / Deputy Chief Executives**

**The Chief Executive** is responsible for the health, safety, and wellbeing of all those who work or visit the Council. The Chief Executive will ensure that responsibilities are met and that adequate resources are made available to enable delivery of the Policy.

**The Deputy Chief Executives** are responsible to the Chief Executive for the implementation of the Health and Safety Policy and include ensuring:

- a) implementation and compliance with the Policy and arrangements within their areas of control.
- b) Monitoring of health and safety performance within their areas of control.
- c) Proper arrangements for providing health and safety information and training for staff and, where necessary, contractors.

**The Leader / Committee and Other Elected Members** provide the Council with leadership, direction and strategy and allocate budgets to enable services to be delivered. Through their decisions, the council leader, lead members and other elected members can significantly influence how health and safety are managed across the Council. Members and the Corporate Policy and Resources Committee will:

- a) ensure that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.
- b) Monitor, via reports, the overall health and safety performance of the Council.
- c) Ensure they consider the health and safety implications of significant corporate decisions.
- d) Take reasonable steps to understand the health and safety issues in the service.

### **Directors and Officers of Subsidiary Businesses**

The Boards of subsidiary companies are responsible for the implementation of the Health and Safety Policy and to demonstrate (not just declare) to the Council that all their legal health and safety responsibilities are fulfilled.

The Boards of subsidiary companies will report directly to the Corporate Policy and Resources Committee as the shareholder representative in respect of health and safety issues which fall within their areas of responsibility.

General health and safety responsibilities of the Boards of subsidiary companies include ensuring:

- a) Implementation and compliance with the Policy and arrangements within their areas of control.
- b) Provision of adequate resources for this purpose.
- c) Co-ordination, co-operation, control, and monitoring in respect of suppliers and contractors.
- d) Monitoring of health and safety performance within their areas of control.
- e) Accountability for the acts and omissions of their subordinates.
- f) Proper arrangements for the provision of health and safety information and training for staff and, where necessary, contractors.

## **Management**

**Group Heads and their management teams** will provide positive and active leadership with effective safety arrangements within their services. They will ensure:

- a. Provision of an update quarterly to CRMG (Corporate Risk Management Group) on the corporate health and safety risk register.
- b. Understanding of their responsibilities and any obligations under safety legislation or relevant standards.
- c. Suitable risk assessments are completed by competent individuals covering the significant hazards within their service and that suitable control measures are put in place.
- d. Staff are suitably informed and others who may be affected by the findings of risk assessments.
- e. Adequate resources are provided to allow those with delegated responsibilities to discharge their duties effectively.
- f. Procedures are in place within the areas under their control to implement the requirements of this corporate policy, relevant legislative requirements, and best practice.
- g. Clear responsibilities for health and safety management are identified, including where a site is occupied by more than one department or organisation and suitable arrangements are in place to enable co-operation and co-ordination.
- h. Consideration of risk and the suitability of health and safety arrangements is an integral part of the management of any service or contracts provided by third parties.
- i. Procurement processes are in place to allow safety to be fully factored in the purchase of goods or services and to confirm contractors or individuals carrying out maintenance, testing or other such work are competent or suitable to do so.
- j. Those with contract management responsibilities, are competent to carry out this role.
- k. Sufficient controls are in place to monitor health and safety compliance for all buildings for which they are responsible.
- l. Undertake investigation of accident and incidents and submit report under RIDDOR when necessary.

## **Corporate Health and Safety and Safety Representatives**

The Corporate Health and Safety Team is responsible for maintaining their knowledge of health and safety matters. They will:

- a) Provide competent advice and guidance for managers and staff.
- b) Monitor, audit, and inspect organisational activities, management, and facilities.
- c) Support with the investigation of accidents and incidents.
- d) Review the management system on a rolling program.
- e) Escalate and intervene as necessary to protect staff and the Public including direct reporting to the Chief Executive, as appropriate.
  
- f) Formally escalate any significant health and safety concerns to the appropriate service in the first instance, then to the Chief Executive when they believe that any actions to deal with any material health and safety risks are not being addressed.
- g) Have the delegated authority to suspend activities and services where there is a risk of severe injury or ill health or reputational damage to staff or others.

The Safety Representatives will be the focal point for information from the Corporate Health, Safety, and Insurance Team.

They will attend the monthly Safety Service Review Meeting representing their service area or provide a substitute representative when they are unable to attend.

Additionally, they will attend a quarterly meeting where all representatives will meet to reflect on the needs of all services within the Council.

Occasionally, additional meetings will be required to discuss any urgent or serious issues that may arise.

## **Human Resources and Recruitment**

Human Resources and Recruitment's role is to mediate between the need of management and the concerns of employees. Human Resources play a key role in looking after the health and safety of staff.

## **Employees/Volunteers**

All employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. They must comply with their employers' reasonable health and safety measures in accordance with the training and instruction given.

Employees are required to inform their manager immediately if they have reason to believe that there is any serious or imminent danger to any person or any inadequacy in the safety arrangements which might affect them.

Employees must inform managers immediately of any work-associated ill-health, accident, incident, near miss or assault.

Employees are required to:

- a) Co-operate with the Employer and follow any instructions given to them around health and safety.
- b) Behave in a professional manner, follow health and safety rules, and not act in a way which would deliberately endanger others.
- c) Familiarise themselves with the Health and Safety Policy, risk assessments and any other instructions relating to their work and comply with the requirements set out.

- d) Report unsafe working practices, shortcomings in safety procedures, accidents, and near-misses to their manager.
- e) Stop work and liaise with their manager if a procedure appears unsafe.
- f) Know the emergency procedures for the location at which they are working.
- g) Use vehicles, equipment, materials, or substances in accordance with information, instruction and training provided.
- h) Make proper use of safety devices and guards and only carry out such maintenance, repair, or adjustment to work equipment as they are authorised to do so.
- i) Ensure that equipment and materials are stored safely when not in use.
- j) Keep their work area clean and tidy, avoid the creation of tripping hazards and clean up any spillages immediately.
- k) Wear personal protective equipment as instructed, store it to avoid damage, keep it cleaned and maintained and report loss or damage.
- l) Dispose of waste materials in the manner instructed so that they do not create a hazard to other workers.
- m) Not work under the influence of alcohol or drugs.

### **Contractors**

Contractors are responsible for following guidance, policies, processes, or procedures as provided by the Council to ensure their own health and safety and that of others who may be affected by their actions or omissions. Contractors are those paid to complete work on behalf of the Council, including agency staff and consultants.

All contractors must treat the Council's arrangements and procedures as minimum standards to adhere to, follow appropriate industry guidance, and best practice. Failure to comply could influence the awarding of future contracts by the Council.

### **Union Safety Representative**

To comply with the Safety Representatives and Safety Committees Regulations 1977, each union must notify their council of the appointment of any employee as a safety representative. The main responsibilities of a safety representative are:

- a) to act on behalf of employees whose health and safety they represent and to make recommendations to the appropriate senior manager.
- b) To attend Corporate Risk Management Group meetings and make representations where their members raise concerns about health and safety.
- c) To be consulted on policy and process which affects employees.

### **Visitors**

Visitors must follow any instructions provided to safeguard their own and others health and safety.

Visitors are people invited onto to Council property for a purpose other than completing paid work on behalf of the Council.

### **Section 3 – Arrangements**

The Council defines Health and Safety as prevention of fatality, injury or poor health to its employees, councillors, volunteers, contractors, visitors, and the public, caused by occupational accidents, incidents, or hazards.

As an organisation, Spelthorne Borough Council aims to employ best practice solutions when applying policies, procedures, and controls to ensure, as far as is reasonably practicable, the safety and health of employees, councillors, volunteers, contractors, visitors, and members of the public.

The Policy will form the cornerstone of the Council's Safety Management System, in specifying health and safety objectives, detailing the steps that need to be taken to meet these objectives,

making arrangements to deal with risks, and outlining the mechanisms to be used to monitor the effectiveness of the systems in place.

### **General Health and Safety Arrangements**

The following section deals with the various arrangements of how the aims of the policy will be implemented and thus comply with the requirements of all relevant legislation. This will be achieved by:

- a) Maintaining a robust safety management system.
- b) Identifying and managing all identifiable risks.
- c) Informing employees (and others) of the identified risks.
- d) Undertaking appropriate instruction, training, and supervision.
- e) Consulting with employees on health and safety matters.
- f) Safeguarding the environment from the effects of council activities.
- g) Monitoring the effectiveness of the council's arrangements and, where appropriate, implementing improvements.

### **Underpinning Policies**

The Health and Safety Policy is underpinned by other related policies covering specific issues including:

- a) Breastfeeding Policy.
- b) Driving at Work.
- c) Drug and Alcohol Misuse at Work.
- d) Lone Working.
- e) Smoking at Work.
- f) Stress Management.
- g) Whistle blowing.
- h) Violence at Work.

This list is not exhaustive.

### **Consultation**

We recognise that the involvement of staff in their own health and safety arrangements is essential to the success of this policy. We therefore consult with staff by means of safety briefings and health and safety monthly service review meetings or any other means suitable for the type of information.

### **Information**

Providing information relating to health and safety is an important element of Spelthorne's Health and Safety Management System.

Government agencies and lead bodies in industry, health and the environment produce legislation (Acts), regulations (Regs), approved codes of practice (ACOP) and guidelines for the many aspects of occupational health and safety. These documents are regularly reviewed, and any necessary changes made.

The Health, Safety and Insurance Team will work to interpret the legislation and other related documents, ensuring that the provisions and requirements that apply to the Council are incorporated into the Safety Management System.

Policies and procedures relating to health and safety law will be developed by the Health, Safety, and Insurance Team and by service areas directly and as appropriate. These will be maintained and circulated to all managers and employees.

The Health, Safety and Insurance Team will develop and maintain a register to hold a repository of all health and safety related policies and procedures.

The Health, Safety and Insurance Team will provide information relating to matters affecting the safety, health, and welfare of employees by the following means as appropriate:

- a) Health and Safety Policy (this document).
- b) Other policies.
- c) Procedures and guidelines.
- d) Statutory notices.
- e) Safety information area (on SpelNet).
- f) Safety posters.

and communicated through the following outlets:

- a) Team meetings.
- b) Group email.
- c) Presentations.
- d) Training sessions.

## **Training**

The Council is committed to providing such information, instruction and training as may be necessary to enable all employees to carry out their duties, as far as is reasonably practicable, without risk to either their own health and safety, or that of others who may be affected by their activities.

All new staff and existing employees transferring between posts/changing the nature of their employment shall be given adequate and suitable training to enable them to carry out their duties safely and without risk.

All new staff and existing employees are required to attend corporate safety induction training which will include general awareness of health and safety and this policy. Site-specific training in relation to jobs and/or services will be part of the local induction programme and is a group head/manager in charge of service responsibility.

## **Risk Assessment**

Under the Management of Health and Safety at Work Regulations 1999, the employer must ensure that risk assessments are undertaken for all tasks and activities under their control, including any out of hours services and tasks that occur infrequently. The significant findings of the risk assessment shall be recorded.



Each assessment must be 'suitable and sufficient', i.e. it should show that:

- a) A proper check was made.
- b) All those who might be affected were considered.
- c) All the obvious significant risks have been dealt with by undertaking corrective actions to reduce or eliminate the problem or hazards.
- d) The precautions are reasonable, and the remaining risks is low.
- e) The workers (or their representatives) were involved in the process.

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work. The person undertaking the assessment is not expected to anticipate unforeseeable risks.

Each assessment must be reviewed regularly. Council policy is that they should be reviewed annually, however, risk assessments must also be reviewed under the following circumstances:

- a) Following an accident or near miss.
- b) When the work takes place in a new location.
- c) When the work task in question has been significantly altered.
- d) Following physical changes to the environment, e.g. building layout or when the type or use of work equipment is changed.
- e) Following specific changes in legislation, or considered best practice, in the field to which the assessment applies.
- f) Following change of plant and machinery.

### **Safe Systems of Work**

Safe systems of work shall be formulated following the identification of hazardous work activity (including the introduction of new equipment, processes, or substances), to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees and any other persons who may be affected. Wherever possible, managers should endeavour to adopt best practice solutions for hazard control, including major hazards and training/instruction in emergency procedures.

Managers at all levels shall ensure, as far as is reasonably practicable, that places of work are maintained in a condition that is safe and without risks to the health of employees.

Heads of Service/Senior Managers must commit sufficient resources to facilitate the implementation of adequate control measures identified in their risk assessments. If sufficient resource is not available at service level, then a case must be escalated up to the Chief Executive and Deputy Chief Executive so that authority is obtained to:

- a) Take short-term remedial actions and/or
- b) initiate longer-term corrective actions to reduce or eliminate the problem or hazard.

Particular attention shall be given to the definition and control of council services provided by partner organisations and council works carried out by, or with, outside contractors.

### **Safety Management**

The Council will ensure that it meets all obligations imposed by current legislation including, but not exhaustively:

- a) By means of risk assessment.
- b) Safety tours/inspections.
- c) The provision of suitable information and training.

- d) Accident/incident reporting.
- e) Take out and maintain a compulsory insurance policy, known as Employers' Liability Insurance, which covers employees against accidents and ill health.
- f) Adapt work to employee especially with respect to the design of workplaces.
- g) Establish procedures to be followed in the event of serious and imminent danger to persons working in Council owned and managed premises.

The health and safety performance of Spelthorne Borough Council will be monitored to ensure a system for continuous improvement.

Monitoring will be through a mixture of proactive means and reactive methods (analysis of accident reports).

We will actively monitor health and safety performance by:

- a) Regular workplace inspections/risk assessments developed and carried out at a local level within service areas, with central monitoring of performance.
- b) DSE self-assessments for new employees and regular re-assessment for all DSE users.

### **Incident reporting and investigation**

All incidents leading to accidents, near-misses, injuries, diseases, dangerous occurrences, and cases of ill-health arising from work activities must be reported in accordance with statutory requirements and the Council's Incident Reporting Procedure.

Managers are responsible for investigating and submitting a report into the circumstances of all incidents with the objective of determining the immediate, underlying and root causes, and to implement measures to prevent recurrence.

The Safety Management System is to be used for reporting and all sections must be completed and submitted to the Health, Safety and Insurance Team within three working days of the accident occurring. Where the report cannot be completed within the three-day period, the Health, Safety and Insurance Team must be notified of the incident by email or telephone.

An incident is defined as an unplanned event, happening or occurrence which leads to one or more of the following:

- a) Accident is defined as an unplanned, unexpected, or undesirable event, causing damage, injury, or loss.
- b) Near miss is defined as an unplanned event or series of events that could, under slightly different circumstances, have resulted in harm to people, damage to property or interruption to services provided by Spelthorne.
- c) A dangerous occurrence, when used in this policy, relates exclusively to the definition of a dangerous occurrence contained in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).

Occasionally more serious incidents occur. The Council has a responsibility to ensure that certain incidents are reported to the Health & Safety Executive in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The responsibility to report these accidents to the Health & Safety Executive lies with the group heads/managers. The responsibility to report these accidents to the Health, Safety and Insurance Team lies with the group head/manager in charge of the service responsible for the work area in connection with the incident. Further information on reporting procedures is given in the 'Guide to Accident Reporting and Investigation' (SpelNet) Health and Safety Area).

Vehicle incidents are to be reported to the Transport Manager in the first instance and then to the Health, Safety, and Insurance Team. The details of accidents involving council-controlled vehicles (leased cars/'grey' fleet) are to be entered onto the Safety Management System by the Transport Manager or any members of staff.

### **Employees at Special Risk**

From time to time, some workers may be at increased risk of injury or ill-health resulting from work activities, e.g. those with medical conditions or permanent or temporary disability, those taking medication, young people and those who are pregnant.

The Council therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. Risk assessments will then be reviewed accordingly, and action taken as necessary to control the risks.

### **Managing the Safety of Contractors**

It is council policy to maintain a high standard of safety in all the work it undertakes, including control of third-party contractors carrying out work on the Council's behalf.

The term 'contractor' includes consultants, sub-contractors and any other service providers carrying out internal or external works.

Contractors must conduct their activities so that conditions and methods of work are safe for their employees, sub-contractors, Spelthorne Borough Council employees and any other persons who may be affected by the work, for example other contractors and members of the public. The Council must take steps to ensure that the contractor observes all appropriate safety precautions. The work methodology must comply with current health and safety legislation.

### **Occupational Health**

All employees are encouraged to report any health concerns which they feel are associated with or made worse by work. Such reports will be treated confidentially, and occupational health assistance will be sought as needed.

The Human Resources Department offers an information and advisory service to all. These services are accessible to staff via direct contact, information is widely available on notice boards and SpeINet.

These arrangements are in place to improve awareness throughout the workforce of the need to promote and maintain safety, as well as to ensure the physical and mental wellbeing of all employees.

### **Aggression in the Workplace**

The Council recognises that exposure to violence is not an acceptable part of an employee's job. Therefore, the Council will not tolerate the behaviour of those few individuals who may become abusive or violent. Appropriate action will be taken to protect and ensure the safety of employees.

We define aggression as "any incident in which an employee/volunteer is abused, threatened, or assaulted by another person in circumstances relating to their work". This definition includes verbal as well as physical violence, aggression, verbal, or written abuse, sexual or racial abuse and intentional damage to personal property.

In giving this commitment, the Council is aware that this requires proper monitoring and training in the management of aggression and counselling for those who are at risk from violence. To

provide a framework for preventing violence towards employees whilst at work, the Council has adopted a “Violence at Work” Policy.

Risk Assessments should also identify the training needs of employees. Recognition is given to the need for training and support for employees and so training on conflict management and personal safety are provided within the Continuous Development Programme of training. Further support/training may be given on a service-specific basis.

An employee must report any aggressive incident to their line manager and report it through the accident/incident form on the employee page of SpelNet.

### **First Aid**

The Council (in accordance with hybrid working) will fully meet the obligations for the provision of First Aid at Work. (Health and Safety at Work (First Aid) Regulations 1981).

The Health, Safety, and Insurance Team will ensure that there are sufficient trained and authorised first aiders available during operational hours at Council’s owned premises.

Group heads and service managers work with the Health, Safety, and Insurance Team to achieve this by encouraging and nominating staff to be trained as First Aiders.

### **Fire Safety**

Proper systems to ensure fire safety and established fire precautions are provided for all council-owned and managed properties. All requirements of current legislation will be satisfied, at all properties which will be subject to regular risk assessment.

All occupied premises will be subject to regular review of planned emergency evacuations, or in accordance with the property specific risk assessment.

Information, instruction, and training in fire precautions will be provided for all Spelthorne employees, commencing with induction training for all newly appointed employees.

All work activity and processes that have the potential to cause fire will be risk-assessed and the required control measures implemented.

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE), including Respiratory Protective Equipment (RPE), and Safety Appliances/Equipment will be issued to, and worn/used by employees involved in activities where a known hazard exists, and the level of risk cannot be controlled in any other way, or where there is a statutory requirement to do so. This includes the wearing of PPE provisions required to ensure hygiene measures associated with coronavirus as directed by Senior Management Team.

Managers/supervisors responsible for undertaking such activities will make a written, detailed risk assessment of each work process, specifying PPE/RPE and safety equipment requirements.

Where a risk assessment has indicated a need for PPE/RPE or safety equipment, the specification for that equipment must be kept under regular review to ensure an appropriate level of protection is always achieved.

Managers/supervisors must ensure that employees are given suitable and adequate information, instruction, and training in the correct use of PPE/RPE and safety equipment, including the care and maintenance of such equipment.

Records of training, issue, and maintenance of PPE/RPE and safety equipment must be held on site by the manager/supervisor responsible, where it may easily be produced for inspection or safety audit.

Managers must set a good example to employees by not only ensuring that all staff under their control comply with PPE/RPE requirements, but that they themselves also conform to good, safe working practices.

PPE and RPE should only be used either as a back-up to other control measures, or as a last resort, where other control measures cannot be practically implemented. (Elimination, reduction, or substitution of process by engineering control methods should always be considered as the primary methods of controlling hazards in the workplace, before considering the use of PPE/RPE)

Used PPE must be discarded in accordance with the manufacturer's guidance.

In all cases where PPE and safety equipment has been provided, the expectation is that it must be used. Non-usage will be subject to Spelthorne Borough Council's disciplinary procedures.

### **Procurement**

All employees involved in purchasing any article for use at work at any site/area must ensure, so far as is reasonably practicable, that the article is designed and constructed so that it will be always safe and without risks to health, when being set, used, cleaned, or maintained by a person at work. The requirements of the Supply of Machinery (Safety) Regulations 2008 and Provision and Use of Work Equipment Regulations 1998 and any other regulations must be met.

All employees involved in purchasing any substance for use at work at any site/area must ensure, so far as is reasonably practicable, that the substance will be always safe and without risks to health, when being used, handled, processed, stored, or transported by a person at work. To this end, all employees involved in the procurement or purchase of known hazardous substances for use at work, must ensure that the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 are satisfied. This is to include the undertaking of a COSHH Risk Assessment and provision of the Materials Safety Data Sheet (MSDS).

### **Plant and Equipment**

All plant and equipment must be recorded on the equipment inventory for each service area. Plant and equipment shall be inspected and tested in accordance with laid-down statutory schedules and maintained to the required standards. Machinery, plant and equipment shall be effectively guarded to prevent exposure to dangerous or moving parts.

Where there is a requirement to use hired plant or equipment, arrangements shall be made by the employee responsible for organising the hire, to ensure that all statutory requirements and inspections are carried out by the owner. Proof of such arrangements shall be requested on hiring and appropriate records kept.

Portable electrical appliances for use at work on any site/area for which the Council owes duty of care and responsibility must be registered and identified on the Master Electrical Appliances Inventory. Portable electrical appliances are subject to regular inspection and testing in accordance with laid-down statutory and council schedules and maintained to the required standards. This includes newly purchased electrical equipment.

All privately-owned portable electrical appliances that are brought on to a site/area for which the Council owes a duty of care and responsibility, and which are connected to a mains electricity supply, shall also be recorded on the Inventory, and be subject to regular inspection and test. However, the maintenance of such items is the duty of the owner.

If any such portable electrical appliances are found to be unsafe/unserviceable upon inspection and test, the owner will be instructed to remove them from site until they have been repaired/rendered safe and serviceable, and subject to re-test.

### **Risk Management Group/Safety Representatives**

The requirements of this Health and Safety Policy and Safety Management System cannot be achieved solely by managers.

The Corporate Risk Management Group (CRMG) meets 4 times per year and has a membership representing each group/service area.

The purpose of the CRMG is to be the steering group for all the Council's high risk areas.

Safety Representatives from the various services of the Council meet monthly and quarterly and are the main conduit for strategic information from the CRMG into the operational delivery group.

### **Audit**

The Health, Safety and Insurance Team has devised an internal audit reviewing system of all services areas. Where issues are identified, these will be addressed at service level.

Audit outcomes will be reported for discussion to the Corporate Risk Management Group, and to Management Team.

### **Manual Handling Policy**

It is the aim of the Council to reduce injuries in connection with manual handling to the lowest level possible and to provide a safe working environment. This will be achieved by a programme to reduce the need for employees to undertake manual handling operations especially as and when modern technology and information are introduced. Where manual handling cannot be eliminated group heads and service managers will ensure that the manual handling risk is assessed.

Where manual handling still exists, all staff concerned will receive the appropriate information, instruction, and training on safe handling techniques. Training needs will be reviewed annually (during risk assessment reviews and at staff annual appraisals), with a basic requirement for all staff to attend regular refresher training every three years.

This policy can only work with the co-operation of staff. It is therefore a requirement that staff must co-operate with safe working practices, to know their lifting limitations and to keep themselves physically fit for manual handling operations when it is unavoidable.

Staff must report immediately any health problem or change in health status which could give rise to an increased risk of injury if they engage in manual handling operation.

## **Environment**

Workplace Environment - The Council will ensure that adequate facilities for employees are provided in every workplace. This will include provision of a reasonable temperature in all indoor workplaces, suitable lighting, adequate ventilation, sufficient sanitary conveniences, and adequate workspace. A suitable standard of cleanliness will also be maintained.

Environmental Protection - The Council will ensure, as far as is reasonably practicable, that no banned substances are released into air, water, or land to pollute or damage the surrounding environment, at any site for which the Council owes a duty of care and responsibility.

## **Good Housekeeping**

Group Heads will ensure that good housekeeping arrangements are in place to maintain safe and healthy workplace conditions.

The cleaning specification for Knowle Green is detailed on SpeINet along with the management system for monitoring the quality of cleaning achieved. All staff have an active role to play in ensuring good housekeeping/cleanliness.

The maintenance of good housekeeping policies and procedures is a prerequisite in the prevention of workplace accidents and occupational ill-health. Main hazards can be eliminated by attention to detail, including environmental hygiene, tidiness of work sections, desks, benches, and storage.

Good housekeeping is especially important in catering operations such as kitchens and food preparation areas where cleanliness and hygiene are essential. Wet and slippery floors and work surfaces pose a particular hazard to catering staff.

In general office accommodation, good housekeeping can reduce slips, trips and falls and contact accidents. It can also considerably reduce fire risks by ensuring correct storage of paper and other stationery items.

## **Record Keeping**

Record keeping (compliance checking) is an essential requisite of a successful safety management system. Accident records, inspection/audit records, health records and training records can provide vital information to Management when seeking to measure successful performance or identify areas of concern.

Records of all risk assessments made should be kept. The Health, Safety, and Insurance Team will maintain a central register of risk assessments. Service areas shall have available for all staff copies of all current risk assessments, safe systems of work, specific procedures and instructions relating to their area. All risk assessments should identify any significant hazards, the persons who may be affected and the steps taken to control the risks.

Current legislation requires records of all accidents, incidents, dangerous occurrences, and cases of occupational ill-health to be kept for at least three years and, also, to make extracts of such records available to the enforcing authority, if required.

The maintenance of employee training records is necessary to establish competency, authorisation, and certification of employees to carry out specified duties, tasks and functions

within the organisation. Section 2 of the Health & Safety at Work Act 1974 requires employers to document details of all training given and received.

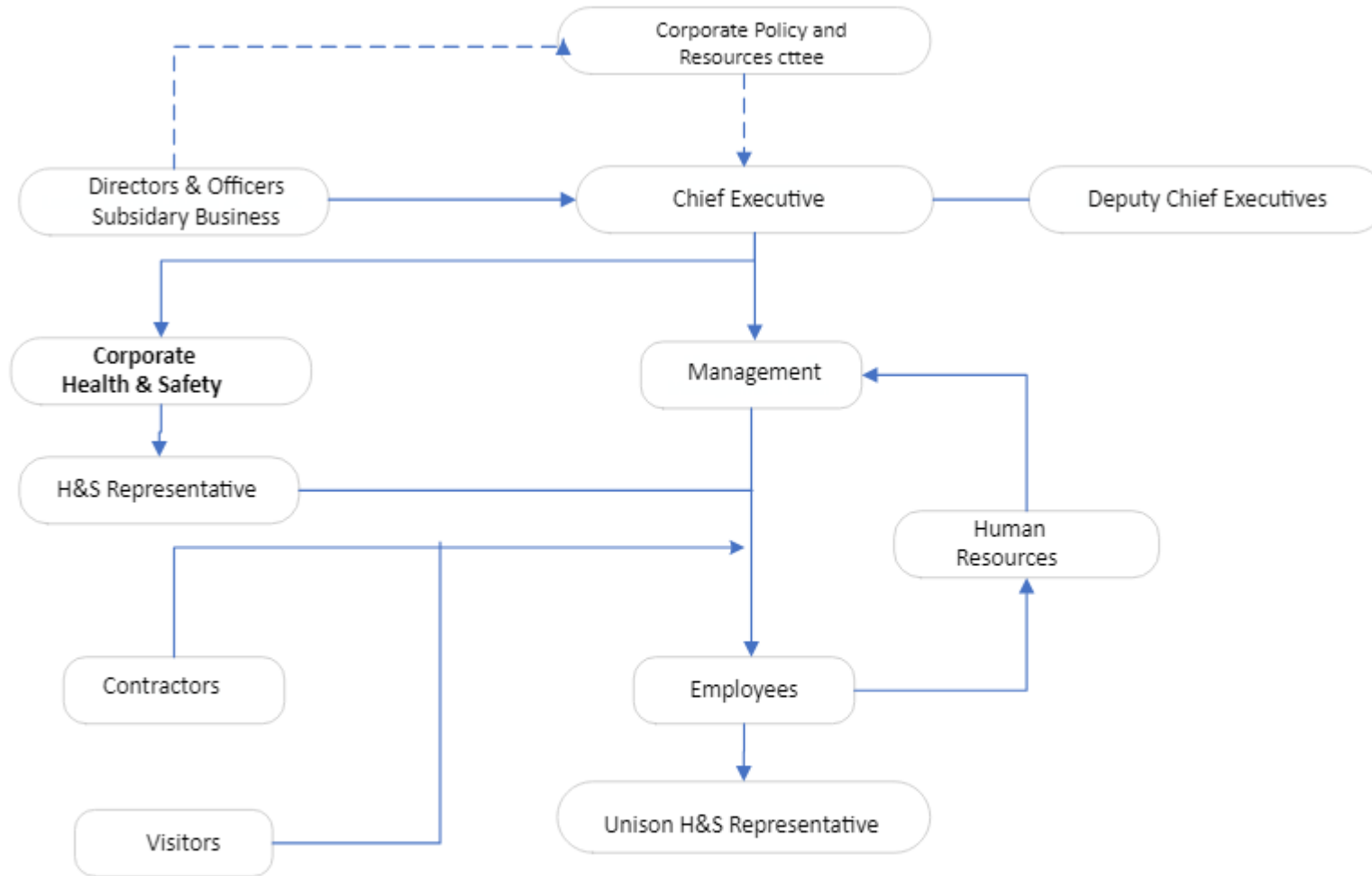
### **Review of Policy**

This Policy will be reviewed at least every two years, or sooner if legislation or other changes require this.

The Policy Statement of Intent, contained on the first page, shall be signed, and dated by the Chief Executive and the Leader thereby indicating top level commitment to the management of safety and health within Spelthorne Borough Council.



## Appendix 1 – Current Health and Safety reporting structure





**Spelthorne Borough Council  
&  
Companies Operated by Spelthorne Borough Council**

**Health and Safety Policy Statement (2024-2026)**

This policy statement demonstrates our ongoing and determined commitment to health and safety at work throughout our organisation. It sets out how we manage health and safety within our workplace and the steps, arrangements, and systems we have in place to make sure we comply with legislation.

The Council aims to:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees (and councillors and volunteers) on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction, and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill-health.
- Maintain safe and healthy working conditions.
- Provide safe and healthy accommodation.

This policy will be reviewed **every two years and amended when necessary.**

.....  
**Daniel Mouawad**  
Chief Executive

.....  
**Cllr Joanne Sexton**  
Leader of the Council

**Date: April 2024**

**Next Review: April 2026, or earlier if required.**

<b>Health and Safety Policy</b>			
<b>Applicable to</b>	All Spelthorne councillors, staff and others working on Spelthorne Council property and or business, including volunteers, agency workers, contractors. All Spelthorne subsidiary companies and activities.		
	All Spelthorne councillors, staff and others working on Knowle Green Estates Ltd, Spelthorne Direct Services Ltd property and/or business, including volunteers, agency workers, contractors, and non-executive directors.		
<b>Implemented by</b>	Leader of the Council, Corporate Policy and Resources Committee, Chief Executive, Deputy Chief Executives, Directors, and Officers of Council-owned businesses.		
<b>Delivered by</b>	Group Heads, Managers in charge of services, Managers and Team leaders. Directors and Officers of Council-owned businesses.		
<b>Monitored by</b>	Group Heads, Managers in charge of services. Directors and Officers of Council-owned businesses. <b>Health, Safety, and Insurance Services</b>		
<b>Compiled by</b>	Health, Safety, and Insurance Services		
<b>Summary of Legislation and Guides</b>	<ul style="list-style-type: none"> <li>• The Health and Safety at Work Act 1974</li> <li>• The Management of Health and Safety at Work Regulations 1999</li> <li>• Successful Health and Safety Management HSG65</li> <li>• <b>Regulatory (Fire Safety) Order 2005</b></li> <li>• Many regulation and guidance documents have been produced by the HSE to guide and inform on compliance.</li> </ul>		
<b>Policy Date</b>	<b>April 2024</b>	<b>Review Date</b>	<b>April 2026</b>

## Safety Culture

The Council understands the need for an inclusive safety culture with the whole organisation and will actively focus on developing this using the established methods identified by the Health and Safety Executive (HSE), Institute of Occupational Safety and Health (IOSH) and the Institute of Directors (IOD).

### Areas of serious risk

By their inherent nature, some hazards present a higher risk for the Council, and therefore require more detailed examination for the implementation of appropriate control procedures. These include but are not limited to:

- a) Fire and fire risk to our buildings and accommodation provision
- b) Electrical installations and electrical testing
- c) Gas safety and certification
- d) Vehicle and driving risks

- e) Equipment provision
- f) Training and monitoring
- g) Violence and abuse towards staff and councillors
- h) Public safety on our estates
- i) Housing provision
- j) Asbestos
- k) Legionella
- l) Confined spaces
- m) Vicarious liability
- n) First Aid
- o) Control of Contractors

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## 1.0 ORGANISATION AND RESPONSIBILITIES

1.1 **The Leader of the Council and the Corporate Policy and Resources Committee** fully endorse and have adopted the Health and Safety Policy.

1.2 The **Chief Executive** has ultimate responsibility for all matters relating to employee safety and occupational health. **The Chief Executive will ensure that responsibilities are met and that adequate resources are made available to enable delivery of the Policy.**

### 1.3 Deputy Chief Executives

1.3.1 The Deputy Chief Executives are responsible to the Chief Executive for the implementation of the Health and Safety Policy and **the Safety Progress Plan.**

1.3.2 The Deputy Chief Executives will report directly to the Chief Executive in respect of health and safety issues which fall within their areas of responsibility.

1.3.3 The general health and safety responsibilities of the Deputy Chief Executive include ensuring: -

- a) Implementation and compliance with the policy and arrangements within their areas of control.
- b) Provision of adequate resources for this purpose.
- c) Co-ordination, co-operation, control, and monitoring in respect of suppliers and contractors.
- d) Monitoring of health and safety performance within their areas of control.
- e) Accountability for the acts and omissions of their subordinates.
- f) Proper arrangements for the provision of health and safety information and training for staff and, where necessary, contractors.

### 1.4 Group Heads/Senior Managers in charge of services

1.4.1 All Group Heads/Senior Managers in charge of services are responsible to their Deputy Chief Executive or Chief Executive for the implementation of the Health and Safety Policy and the **Safety Service Review Plan** for their respective areas.

1.4.2 As part of this general role they will ensure that: -

- a) All personnel under their control are competent to perform their duties and are provided with adequate information, instruction, training, and supervision as is necessary to ensure their health and safety.
- b) Responsibilities for health and safety are properly defined, understood, **communicated**, and carried out at all levels.
- c) Policy and arrangements are implemented in their areas of control.
- d) All personnel under their control act in compliance with all relevant health and safety legislation.
- e) Suitable and sufficient risk assessments of work activities are carried out and the results of such assessments are acted upon where necessary.

- f) The Council's procedures are adhered to for the reporting and recording of all accidents, dangerous occurrences, and near misses that may occur from time to time.
- g) Appoint one or more safety representatives to the **Safety Service Review Group** and ensure that they have the resources and authority to undertake their role. This will be the Deputy Group Head or similar, but circumstances will dictate this appointment. Safety representatives will be responsible for attending the monthly and quarterly **Safety Service Review Meeting**.  
  
Ensure that safety representatives attend the monthly and **quarterly Safety Service Review Meeting**. ~~and have updated the annual plan prior to the meeting.~~
- h) Work with other service areas where responsibilities overlap to **provide an effective harmonious** health and safety culture. ~~and health outcome.~~

## 1.5 Deputy Group Heads/Safety ~~Committee~~ Representatives

- 1.5.1 All deputy group heads, and safety **Committee** representatives are responsible to their Group Head/Service Manager, and Deputy Chief Executive/Chief Executive for the implementation of the Health and Safety Policy, and plan for their respective group/service areas.
- 1.5.2 As part of this general role they will ensure that: -
  - a) Adequate training, support and guidance is given to managers and team leaders to enable them to effectively manage the health and safety of staff and the processes they are responsible for.
  - b) They will be the focal point for the dissemination of information from the Corporate Health, Safety, and Insurance Team.
  - c) They will attend the monthly **Safety Service Review meeting** ~~the monthly Safety Committee Group meetings~~ representing their service area; or will provide a substitute representative on the occasions they are unable to attend. **Once this process is fully established and with the approval of the Health, Safety, and Insurance Team the representative will be given the opportunity to provide the relevant information without the need to attend in person.**
  - d) They will take the lead in implementing the **Safety Service Review Plan** ~~annual Health and Safety Action plan~~ and make regular (monthly) updates on progress ready for the monthly safety representatives meeting.
  - e) **The Deputy Group Heads will undertake a safety review of their group/service with their nominated Safety representative.** ~~audit on their group/service or as required on other service areas.~~
  - f) The Council's procedures for reporting, recording, and investigating all incidents, accidents, dangerous occurrences and near misses are followed, including accident investigation.

## 1.6 Managers/Team Leaders/Supervisors



- 1.6.1 All managers, team leaders and supervisors have a responsibility for managing the health and safety of those areas under their control. General responsibilities will include ensuring, where reasonably practicable, the following: -
- a) Members of staff receive adequate information, instruction, training and supervision for health and safety.
  - b) Work areas are maintained in a safe condition.
  - c) Suitable and sufficient risk assessments of work activities are carried out and the results acted upon where necessary.
  - d) Safe systems of work are established for work activities and always followed by staff.
  - e) Equipment used by staff is maintained in a safe condition.
  - f) Where necessary, employees are provided with suitable personal protective equipment for **use in accordance with the manufacturer's guidance**. ~~make proper use of it.~~
  - g) The Council's procedures for the reporting and recording of all accidents, dangerous occurrences and near misses **must be** followed.
  - h) Provision is made for the supervision of work activities carried out in their area of control. This is particularly important for new or inexperienced members of staff. Adequate safety induction training must be given to new or inexperienced members of staff before they are allowed to start work.
  - i) Management procedures are in place for checking that risk assessments, safe systems of work and training is being monitored, checked, and reviewed.

## 1.7 **Employees**

- 1.7.1 Every employee and volunteer are responsible to their line manager for the efficient performance of their duties. The Health and Safety at Work Act 1974 requires that all employees must take reasonable care of their own safety and that of others who could be affected by their actions and omissions whilst at work. ~~In particular~~

Employees are required to: -

- a) Co-operate with Management to ensure that safe and healthy working practices and workplaces are maintained.
- b) Report promptly to their line manager any hazardous situation or defect.
- c) Make full and proper use of any personal protective or other safety equipment/facilities provided.
- d) Follow any instructions and training given in respect of any activity involving risks to health and safety.
- e) Always Act responsibly whilst at work.
- f) Co-operate with the Council to implement and observe all statutory requirements.

g) Not to misuse or interfere with anything provided in the interests of health and safety.

1.7.2 **Employees should be informed regarding all health and safety matters. Communication can be through emails, safety briefings and other forms of communication appropriate for the information.** ~~Communicating health and safety messages is the responsibility of Group Heads, managers in charge of services, Deputy Group Heads, safety representatives, service/area management teams, and the Health & Safety Team.~~

1.7.3 Spelthorne Council understands that to be effective in the management of health and safety everyone has a part to play in the delivery of this policy.

1.7.4 Failure to comply with this health and safety policy will be formally investigated and, where appropriate, disciplinary action will result.

## 1.8 **Directors and Officers of Subsidiary Companies**

1.8.1 The Boards of subsidiary companies are responsible for the implementation of the health and safety policy and **the Safety Service Review Plan** ~~annual safety plan~~ and for demonstrating this to the Council as the shareholder.

1.8.2 The Boards of subsidiary companies will report directly to the Corporate Policy and Resources Committee as the shareholder representative in respect of health and safety issues which fall within their areas of responsibility.

1.8.3 General health and safety responsibilities of the Boards of subsidiary companies include ensuring: -

a) Implementation and compliance with the policy and arrangements within their areas of control.

b) Provision of adequate resources for this purpose.

c) Co-ordination, co-operation, control, and monitoring in respect of suppliers and contractors.

d) Monitoring of health and safety performance within their areas of control.

e) Accountability for the acts and omissions of their subordinates.

f) Proper arrangements for the provision of health and safety information and training for staff and, where necessary, contractors.

## 1.9 **Responsibilities of Everyone**

1.9.1 Everyone who is involved with Spelthorne Borough Council, elected members, officers, volunteers, contractors, and suppliers have a general duty to look after themselves and others and report any safety concerns to their manager or the Principal Health, Safety, and Insurance Officer.

## 1.10 **Pandemic Planning**

~~1.10.1 The Council is aware of the major changes that have taken place since March 2020, and the effect that COVID-19 has had on the elected members, staff, volunteers and others through the differing working conditions, workplaces~~

~~and working environments. The Council understands that there will not be a return to pre Covid-19 normal working for some time and when conditions normalise there will still be changes to the way the Council operates and delivers its services.~~

~~1.10.2 Due regard will be given to individuals, teams, and services to ensure that lessons are learned, and best practice is employed through the creation of risk assessments that focus on the mental health and wellbeing of the workforce to ensure that any ill health or mental health effects are managed to the best of our abilities. Risk assessment will include the requirement that all staff working on a remote/hybrid basis undertake an annual assessment of their remote working set up.~~

~~1.10.3 The lessons learned during the current COVID-19 situation will be used to develop future pandemic planning.~~

# HIERARCHY OF HEALTH AND SAFETY RESPONSIBILITIES

## **Corporate Policy and Resources Committee**

*Responsible for the strategic direction of the Council*

## **Chief Executive**

*Responsible for the overall implementation of the Policy and service delivery*

## **Deputy Chief Executives**

*Responsible for matters they can directly control.*

## **Boards and their Directors**

*Responsible for matters they can directly control.*

## **Group Heads/Deputy Group Head /Senior Managers in Charge of Services**

~~*Responsible for matters they can directly control*~~

*Responsible for managing and promoting the overall Safety Management System for the service, and for matters they can directly control.*

## ~~**Deputy Group Heads, Managers, and Safety Representatives**~~

~~*Responsible for managing and promoting the overall Safety Management System for the service, and for matters they can directly control*~~

## **Managers**

*Responsible for matters they can directly control.*

## **Team Leaders/Supervisors**

*Responsible for matters they can directly control.*

## **Trade Union Safety Representatives**

*Responsible for matters they can directly control*

## **Monthly Service Review Representatives**

*Managing and promoting the Monthly Service Review requirements within their service*

## **All Staff, Volunteers, and Councillors**

*Responsible for themselves and others*

## **Health, Safety, and Insurance Team**

*Responsible for providing advice and guidance to all*

## **Human Resources /Recruitment**

*Responsible for providing advice and guidance to all*

## 2.0 Occupational Health and Safety

- 2.1 The Council is committed to promoting the health and wellbeing of its employees. This commitment is to both the physical and mental health of our employees.
- 2.2 The ~~Human Resources Health & Safety~~ Team offers an information and advisory service to all group heads and service management teams. An occupational health service is provided by ~~our current provider~~ ~~he Ashford and St. Peter's NHS Trust~~ and other aspects of staff health such as counselling and mental health support through other providers. These services are accessible to staff via direct contact, information is widely available on notice boards, SpelNet or through Human Resources and the Health, Safety, and Insurance Team.
- 2.3 The Council has the benefit of Care First. This is an Employee Assistance Programme (EAP) which provides confidential information, advice, and counselling for Spelthorne employees. Care First counsellors are available 24 hours a day, seven days a week, 365 days a year, to provide confidential support with work related or personal issues. In addition, information specialists are available Monday to Friday (8am - 8pm) and can provide advice on practical information, for example debt and consumer issues. The service is available to employees on temporary or permanent contracts.
- 2.4 These arrangements are in place to improve awareness throughout the workforce of the need to promote and maintain safety, as well as to ensure the physical and mental wellbeing of all employees.
- 2.5 The principles outlined in this policy cannot be achieved solely by management. An essential requirement is the support and co-operation of all employees. All staff are invited to raise any concerns on safety and health matters, or suggestions for improvements, with their line manager, safety representative or UNISON Safety Officer.
- 2.6 ~~Section two of this policy sets out general arrangements for the health, safety and welfare of all employees, councillors, volunteers, contractors, visitors, and any others who might be affected by work or activities on any site for which the Council is responsible.???~~

## 3.0 General Arrangements

- 3.1 The Council defines Health and Safety as avoidance of ~~fatality~~ ~~death~~, injury, or poor health to its employees, councillors, volunteers, contractors, visitors, and the public, caused by occupational accidents, incidents, or hazards.
- 3.2 As an organisation, Spelthorne aims to employ best practice solutions when applying policies, procedures, and controls to ensure, as far as is reasonably practicable, the safety and health of employees, councillors, volunteers, contractors, visitors, and members of the public.
- 3.3 This section of the policy deals with the practical arrangements by which the Policy will be implemented.

- 3.4 The Policy will form the cornerstone of the Council's Safety Management System, in specifying health and safety objectives, detailing the steps that need to be taken to meet these objectives, making arrangements to deal with risks, and outlining the mechanisms to be used to monitor the effectiveness of the systems in place.

#### **4.0 Information**

- 4.1 Providing health and safety information is an essential element of Spelthorne's Health and Safety Policy.
- 4.2 Government agencies and lead bodies in industry, health and the environment produce legislation (Acts), regulations (Regs), approved codes of practice (ACOP) and guidelines for the many aspects of occupational health and safety. These documents are regularly reviewed, and any necessary changes made.
- 4.3 The Health, Safety and Insurance Team will interpret the legislation and other related documents, ensuring that the provisions and requirements that apply to the Council are incorporated into the Safety Management System.
- 4.4 Policies and procedures relating to health and safety law will be developed by the Health Safety and Insurance team and by Service Areas directly and as appropriate. These will be maintained and circulated to all managers and employees. The Health, Safety and Insurance Team **will develop and maintain a register** ~~hold a repository~~ of all health and safety related policies and procedures.
- 4.5 The Health, Safety and Insurance Team will provide information relating to matters affecting the safety, health, and welfare of employees by the following means as appropriate:
- a) Safety Policy (this document)
  - b) **Safety Service Review Plan** ~~Safety Plan~~
  - c) Specific policies (dependent on risk exposure)
  - d) Procedures for dealing with specific hazards
  - e) Statutory notices
  - f) Safety information area (on SpelNet)
  - g) ~~Safety representatives shared area~~
  - h) Staying Safe in Spelthorne (staff handbook)-**Currently under review**
  - i) Safety signs
  - j) Safety posters
  - k) SpelNet notices and targeted information
  - l) Specific targeted information/training sessions and management briefings.

#### **5.0 Training**

- 5.1 The Council is committed to providing such information, instruction and training as may be necessary to enable all employees to carry out their duties,

as far as is reasonably practicable, without risk to either their own health and safety, or that of others who may be affected by their activities.

- 5.2 All new staff and existing employees transferring between posts/changing the nature of their employment shall be given adequate and suitable training to enable them to carry out their duties safely and without risk.
- 5.3 All new staff are required to attend corporate safety induction training which will include general awareness of health and safety and this policy. Site-specific training in relation to jobs and/or services will be part of the local induction programme and is a group head/manager in charge of service responsibility.

## **6.0 Safe systems of work and safe places of work**

- 6.1 Managers and team leaders shall carry out risk assessments which:
  - a) Identify all foreseeable hazards and risks associated with each work task.
  - b) Identify preventative and protective steps necessary for controlling risks.
  - c) Formulate controls that are effective.
  - d) Monitor the effectiveness of these controls and implement corrective action where required.
- 6.2 In accordance with 'The Managers Guide to Risk Assessment' (SpelNet) ~~health and safety area~~, all risk assessments must be subject to regular review. This shall be undertaken:
  - a) Every two years for low-risk activities unless there has been a change to the activities.
  - b) Annually for medium and high-risk activities.
  - c) Following an accident/incident, or near miss.
  - d) Following a change in process.
  - e) Following the introduction of a new process.
  - f) **Following change in regulations and legislations.**
- 6.3 Managers and others with responsibility for producing risk assessments are to ensure that all the required control measures including information, instruction, training, and inspection and that records are maintained.
- 6.4 A record of all risk assessments will be held locally in paper format and centrally by the Health and Safety Team. All risk assessments will be made available for staff to view electronically on **the Health and Safety Management System.** ~~on the EVOTIX (was SHE) Health and Safety Management System.~~
- 6.5 Safe systems of work for all hazardous work activity that has been identified by risk assessment (including introducing **new or altered environment**, plant, equipment, processes or substances), shall be formulated, using specialist advice as necessary, to ensure, as far as is reasonably practicable, the health and safety of all employees and other persons who may be affected.

Wherever possible, managers should adopt best practice solutions for the control of hazards. These shall include identifying major hazards and providing instruction and training in emergency procedures.

- 6.6 Managers at all levels shall ensure, as far as is reasonably practicable, that places of work are maintained in a condition that is safe and without risk to the health of employees.
- 6.7 If financial, human, or material resources are unavailable at departmental level to affect the resolution of a problem or hazard, a case must be made to the next level of management in the organisation until a level is reached where authority exists to:
- a) take short-term remedial actions, and/or
  - b) initiate longer-term corrective actions to reduce or eliminate the problem or hazard.
- 6.8 The following activities require special attention, most of which are the subject of specific legislation:
- a) Fire precautions
  - b) Installation, use and control of electrical apparatus, equipment, and cabling
  - c) Use and control of substances hazardous to health
  - d) Manual handling
  - e) Asbestos-containing materials/structures
  - f) Work in an area where noise and/or vibration hazard exists
  - g) Working time and rest breaks
  - h) Working alone during and outside of usual office hours, and hybrid working (which includes working remotely and from home)
  - i) Working with plant and machinery
  - j) Driving for or at work
  - k) Managing contractors
- 6.9 Particular attention shall be given to the definition and control of activities which may implicate Spelthorne in joint liability in respect of its relationship with contractors and others involved in on-site work.

## **7.0 Procurement**

- 7.1 All employees involved in purchasing any article for use at work at any site/area must ensure, so far as is reasonably practicable, that the article is designed and constructed so that it will be safe and without risks to health at all times, when being set, used, cleaned or maintained by a person at work. The requirements of the **Supply of Machinery (Safety) Regulations 2008 and Provision and Use of Work Equipment Regulations 1998 and any other regulations must be met.**



7.2 All employees involved in purchasing any substance for use at work at any site/area must ensure, as far as is reasonably practicable, that the substance will be always safe and without risks to health, when being used, handled, processed, stored, or transported by a person at work. To this end, all employees involved in the procurement or purchase of known hazardous substances for use at work, must ensure that the requirements of the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** are satisfied. This is to include the undertaking of a COSHH Risk Assessment and provision of the Materials Safety Data Sheet (MSDS).

## **8.0 Plant and Equipment**

8.1 All plant and equipment must be recorded on the equipment inventory for each service area. Plant and equipment shall be inspected and tested in accordance with laid-down statutory schedules and maintained to the required standards. Machinery, plant, and equipment shall be effectively guarded to prevent exposure to dangerous or moving parts.

8.2 Where there is a requirement to use hired plant or equipment, arrangements shall be made by the employee responsible for organising the hire, to ensure that all statutory requirements and inspections are carried out by the owner. Proof of such arrangements shall be requested on hiring and appropriate records kept.

8.3 Portable electrical appliances for use at work on any site/area for which the Council owes a duty of care and responsibility must be registered and identified on the Master Electrical Appliances Inventory. Portable electrical appliances are subject to regular inspection and testing in accordance with laid-down statutory and Council schedules and maintained to the required standards. This includes newly purchased electrical equipment.

8.4 All privately-owned portable electrical appliances that are brought on to a site/area for which the Council owes a duty of care and responsibility, and which are connected to a mains electricity supply, shall also be recorded, and be subject to regular inspection and test. However, the maintenance of such items is the duty of the owner.

8.5 If any such portable electrical appliances are found to be unsafe/unserviceable upon inspection and test, the owner will be instructed to remove them from site until they have been repaired/rendered safe and serviceable, and subject to re-test.

## **9.0 Personal Protective Equipment, Respiratory Protective Equipment, and Safety Appliances/Equipment**

9.1 Personal Protective Equipment (PPE), including Respiratory Protective Equipment (RPE), and Safety Appliances/Equipment will be issued to, and worn/used by employees involved in activities where a known hazard exists, and the level of risk cannot be controlled in any other way, or where there is a statutory requirement to do so. ~~This includes the wearing of PPE provisions required to ensure hygiene measures associated with coronavirus as directed by Senior Management Team.~~

- 9.2 Managers/supervisors responsible for undertaking such activities will make a written, detailed risk assessment of each work process, specifying PPE/RPE and safety equipment requirements.
  - 9.3 Where a risk assessment has indicated a need for PPE/RPE or safety equipment, the specification for that equipment must be kept under regular review to ensure an appropriate level of protection is always achieved.
  - 9.4 Managers/supervisors must ensure that employees are given suitable and adequate information, instruction, and training in the correct use of PPE/RPE and safety equipment, including the care and maintenance of such equipment.
  - 9.5 Records of training, issue, and maintenance of PPE/RPE and safety equipment must be held on site by the manager/supervisor responsible, where it may easily be produced for inspection or safety audit.
  - 9.6 Managers must set a good example to employees by not only ensuring that all staff under their control comply with PPE/RPE requirements, but that they themselves also conform to good, safe working practices.
  - 9.7 PPE and RPE should only be used either as a back-up to other control measures, or as a last resort, where other control measures cannot be practically implemented. (Elimination, reduction, or substitution of process by engineering control methods should always be considered as the primary methods of controlling hazards in the workplace, before considering the use of PPE/RPE)
  - 9.8 **Used PPE must be discarded in accordance with the manufacturer's guidance.**
  - 9.9 In all cases where PPE and safety equipment has been provided, the expectation is that it **must** ~~shall~~ be used. Non-usage will be subject to Spelthorne's disciplinary procedures.
- 10.0 Incident reporting and investigation**
- 10.1 All incidents leading to accidents, near-misses, injuries, diseases, dangerous occurrences, and cases of ill-health arising from work activities must be reported in accordance with statutory requirements and the Council's Incident Reporting Procedure.
  - 10.2 Managers are responsible for investigating and submitting a report into the circumstances of all incidents with the objective of determining the immediate, underlying and root causes, and to implement measures to prevent recurrence.
  - 10.3 The ~~EVOTIX (was SHE)~~ Safety Management System is to be used for reporting and all sections must be completed and submitted to the **Health, Safety, and Insurance Team** within three working days of the accident occurring. Where the report cannot be completed within the three-day period, the **Health, Safety and Insurance Team** ~~Health and Safety Team~~ must be notified of the incident by email or telephone.
  - 10.4 An **incident** is defined as an unplanned event, happening or occurrence which leads to one or more of the following:

- a) **Accident** is defined as an unplanned, unexpected, or undesirable event, causing damage, injury, or loss.
  - b) **Near miss** is defined as an unplanned event or series of events that could, under slightly different circumstances, have resulted in harm to people, damage to property or interruption to services provided by Spelthorne.
  - c) A **dangerous occurrence**, when used in this policy, relates exclusively to the definition of a dangerous occurrence contained in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR).
- 10.5 Occasionally more serious incidents occur. The Council has a responsibility to ensure that certain incidents are reported to the Health & Safety Executive in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 10.6 The responsibility to report these accidents to the Health & Safety Executive lies with the Group Heads / Managers. The responsibility to report these accidents to the Health, Safety and Insurance Team lies with the group head/manager in charge of the service responsible for the work area in connection with the incident. Further information on reporting procedures is given in the 'Guide to Accident Reporting and Investigation' (SpelNet) ~~Health and Safety Area~~.
- 10.7 Vehicle incidents are to be reported to the Transport Manager in the first instance and then to the Health, Safety, and Insurance Team. The details of accidents involving Council-controlled vehicles (leased cars/'grey' fleet) are to be entered onto the EVOTIX ~~(was SHE)~~ the Safety Management System by the Transport Manager or **any members of staff** ~~nominated officers, and the Health, Safety, and Insurance Team for other areas.~~
- 11.0 Risk Management Group/Safety Representatives**
- 11.1 The requirements of this Health and Safety Policy and Safety Management System cannot be achieved solely by managers.
- 11.2 The Corporate Risk Management Group (CRMG) meets 4 times per year and has a membership representing each group/service area, as detailed in **Appendix 2**. The purpose of the CRMG is to be the steering group for all the Council's high-risk areas.
- 11.3 Safety representatives from the various services of the Council meet monthly and quarterly and are the main conduit for strategic information from the CRMG into the operational delivery group. **Service area representatives for the monthly and quarterly Safety Service Reviews Committee are detailed in Appendix 3.**
- 12.0 First Aid at Work**
- 12.1 The Council **(in accordance with hybrid working)** will fully meet the obligations for the provision of First Aid at Work. (Health and Safety at Work (First Aid) Regulations 1981).

- 12.2 The Health, Safety, and Insurance Team will ensure that there are sufficient trained and always authorised first aiders available **including hybrid working when employees are at work, including and flexible working patterns.**
- 12.3 Group Heads and Service Managers will work with the Health, Safety, and Insurance Team to achieve this by encouraging and nominating staff to stand as First Aiders. Nominations for staff to act as first aiders and receive training should be forwarded to the Health, Safety, and Insurance Team.
- 12.4 **The Health, Safety, and Insurance Team will ensure that First Aid training courses for nominated first aiders are included in the annual training programme.**
- 12.5 The Council **has engaged** the services of Occupational Health providers and Mental Health First Aiders to assist in the health and wellbeing of staff.

### **13.0 Safety Management System**

- 13.1 The Safety Management System (SMS) developed by the Council will ensure that all obligations imposed by current legislation are met, and will be driven by the following core documents:
  - a) **Corporate Risk Register - This is maintained by Audit and is presented to the Audit Committee. This document identifies the critical risks that can affect the Council.**
  - b) Group/Service Risk Register - This is maintained by each group/service and is presented to the CRMG. This document identifies the critical risks that affect the group/service.
- 13.2 The level of risk identified in the above documents will decide the depth of the management controls required. Typical management controls include:
  - a) Risk Assessment
  - b) COSHH Assessment
  - c) Safety Tours of Inspection (Physical Conditions Inspection)
  - d) ~~Safety Risk Management Committee??~~
  - e) Safety Information for Employees
  - f) Safety Training Needs Programme
  - g) Accident, Incident, Dangerous Occurrence, Ill-Health Reporting, and Investigation
- 13.2 The health and safety performance of the Council will be monitored to ensure continuous improvement.
- 13.3 Monitoring will be by a system of active and reactive methods.
- 13.4 The Council will actively monitor health and safety performance by:
  - a) Annual vehicle and driving documentation check ('grey' fleet)
  - b) Annual office/workplace safety inspection
  - c) Annual risk assessment review
  - d) Annual Display Screen Equipment (DSE) assessment

- e) Annual safety equipment checks
- f) Annual lone worker training (departmental)
- g) Annual contractor documentation review
- h) Annual violence and aggression training (departmental)
- i) Annual fire risk assessment review
- j) Annual induction refresher (departmental)
- k) Recording of group/service-specific training (manual handling etc)
- l) Annual service audit of the **Safety Review Plan** ~~12 Month Safety Plan\*~~
- m) Annual hybrid (remote & home) working assessment.

All the above records and checks will be entered on the **EVOTIX** ~~(was SHE)~~ Safety Management System as they are undertaken.

- 13.5 The Council will reactively monitor health and safety performance by:
- a) Reporting of all accidents/incidents and near misses, along with local investigation of all accidents.
  - b) Reporting of all accidents to the **Corporate Risk Management** Group and Management Team.
  - c) Annual report and review of accidents and incidents to establish trends, areas for improvement and develop training needs.

#### **14.0 Audit**

- 14.1 Spelthorne will implement a programme for reviewing its health and safety performance, through a system of independent audit of its safety management functions and implement corrective actions where required. Audit outcomes will be reported for discussion to the Senior Environmental Health Manager, the Corporate Risk Management Group, and to Management Team.
- 14.2 ~~In February each year, all group/service areas will either undertake a self-audit or have an audit undertaken, the results of this will be taken to the next CRMG meeting and will be used to direct The Annual Safety Action Plan for the coming year.~~

#### **15.0 Manual Handling Policy**

- 15.1 It is the aim of the Council to reduce injuries in connection with manual handling to the lowest level possible and to provide a safe working environment. This will be achieved by a programme to reduce the need for employees to undertake manual handling operations especially as and when recent technology and information are introduced. Where manual handling cannot be eliminated Group Heads and service managers will ensure that the manual handling risk is assessed.
- 15.2 Where manual handling still exists, all staff concerned will receive the appropriate information, instruction, and training on safe handling techniques. Training needs will be reviewed annually (during risk assessment reviews and at staff annual appraisals), with a basic requirement for all staff to attend **regular** refresher training. ~~every two years.~~

- 15.3 This policy can only work with the co-operation of staff. It is therefore a requirement that staff must co-operate with safe working practices, to know their lifting limitations and to keep themselves physically fit for manual handling operations when it is unavoidable.

Staff must report immediately any health problem or change in health status which could give rise to an increased risk of injury when manual handling.

#### **16.0 Control of contractors on Council/subsidiary company property and/or carrying out work under the Council's instruction**

- 16.1 The Council and its subsidiary companies has a duty to ensure the health and safety of workers and others on premises they enter to carry out contract work.
- 16.2 In turn, contractors and their employees have a duty to ensure that they carry out their work in a manner that is both safe to themselves and others who may be affected by their work.
- 16.3 The Council/subsidiary companies and their contractors both have a legal duty to share whatever information is necessary to ensure that the Council/subsidiary companies and their contractors can comply with all health and safety requirements that may be impacted by the contract.
- 16.4 It is the responsibility of Group Heads and service managers contracting out work to use due diligence in assessing the contractor's competence to carry out the work being contracted. All contractors will be subject to appraisal for their health and safety performance prior to appointment. As a minimum, the following should be sought at the relevant stage of contract tender/award.
- a) **Contract Tender Stage** – a general policy statement should be obtained with a clear declaration of intent to ensure the health, safety and welfare of employees and others.
- b) **Contract Award Stage**
- Contractor to complete the contractor appraisal questionnaire.
  - A detailed safety policy giving detailed organisation and arrangements.
  - Work method statements (essential for high-risk work activities).
  - Information on any hazards (risk assessments) associated with the work to be undertaken (may relate to plant, equipment and materials utilised).
  - The name of the individual responsible for the health and safety of the works being contracted.
  - Records of any relevant health and safety training.
- c) **Control on site**
- It is the responsibility of the contracting group head to ensure that the contractor is kept fully informed of any significant hazards that may be present. Where information must be made available prior to work commencing so that adequate risk assessments and safe systems of work are in place prior to work commencing.
  - A signing in and out system must be in place and a Spelthorne employee identified as the point of contact.

d) **Sub-contractors**

Sub-contractors are commonly used to supplement the skills of the main contractor and it is the responsibility of the main contractor to enforce statutory and contract compliance by sub-contractors. Spelthorne Borough Council reserves the right to monitor the performance of sub-contractors and intervene if standards are not achieved.

- 16.4 All contractors must comply with the Council's Health and Safety Policy and any associated codes of safe working practice.
- 16.5 A copy of the Council's Health and Safety Policy will be provided to all potential contractors.
- 16.6 It is the responsibility of the main contractor to inform any sub-contractors of the local site arrangements for health and safety.

**17.0 Corporate Procurement Instructions**

The guidance given in 16 above will be included in corporate procurement instructions.

**18.0 Fire safety**

- 18.1 Proper systems to ensure fire safety and establish fire precautions are provided for all Council-owned and managed property. All requirements of current legislation will be satisfied, with all property subject to regular risk assessment.
- 18.2 All occupied premises will be subject to a minimum of six-monthly, planned emergency evacuations, or in accordance with the property specific risk assessment.
- 18.3 Information, instruction and training in fire precautions will be provided for all Spelthorne employees, commencing with induction training for all newly appointed employees.
- 18.4 All work activity and processes that have the potential to cause fire will be fire risk- assessed and the required control measures implemented.
- 18.5 ~~The Health, Safety, and Insurance Team will carry out an~~ **A fire risk assessment will be undertaken to determine the number of fire wardens** needed within each Council occupied and managed building (and would include for example the Depot, the Nursery, day centres) every two years, or sooner if required (for example if significant changes are made to working systems/patterns).
- 18.6 Assessments to determine the number of fire wardens for subsidiary company occupied and managed buildings will be carried out in accordance with contracts associated with the management of the buildings.

**19.0 Environment**

- 19.1 **Workplace Environment.** The Council will ensure that adequate facilities for employees are provided in every workplace. This will include provision of a reasonable temperature, suitable lighting, adequate ventilation, sufficient

sanitary conveniences, and adequate workspace. A suitable standard of cleanliness will also be maintained.

- 19.2 **Environmental Protection.** The Council will ensure, as far as is reasonably practicable, that no banned substances are released into air, water, or land to pollute or damage the surrounding environment, at any site for which the Council owes a duty of care and responsibility.

## **20.0 Good Housekeeping**

- 20.1 Group Heads will ensure that good housekeeping arrangements are in place to maintain safe and healthy workplace conditions.
- 20.2 The cleaning specification for Knowle Green is detailed on SpelNet along with the management system for monitoring the quality of cleaning achieved. All staff have an active role to play in ensuring good housekeeping/cleanliness.
- 20.3 The maintenance of good housekeeping policies and procedures is a prerequisite in the prevention of workplace accidents and occupational ill-health. Main hazards can be eliminated by attention to detail, including environmental hygiene, tidiness of work sections, desks, benches, and storage.
- 20.4 Good housekeeping is especially important in catering operations such as kitchens and food preparation areas where cleanliness and hygiene are essential. Wet and slippery floors and work surfaces pose a particular hazard to catering staff.
- 20.5 In general office accommodation, good housekeeping can reduce slips, trips and falls and contact accidents. It can also considerably reduce fire risks by ensuring correct storage of paper and other stationery items.

## **21.0 Management of Violence Policy**

- 21.1 The Council is committed to minimising the risk to its employees from acts of violence. We define violence as “Any incident in which an employee is abused, threatened or assaulted by a person/people in circumstances relating to their work and such that they feel offended or at risk.” In giving this commitment, the Council is aware that this requires proper monitoring and training in the management of aggression and counselling for those who are at risk from violence. To provide a framework for preventing violence towards staff whilst at work, the Council has adopted a **Violence at Work Policy**.  
(Under review)
- 22.2 Group Heads and senior managers will therefore arrange for risk assessments to be carried out to identify the level of risk of violence to staff under their control, and of the measures necessary to control it.
- 22.3 Risk assessments should also identify the training needs of individual members of staff. Recognition is given to the need for training and support for staff and so training on conflict management and personal safety are provided on an annual corporate basis. Further support/training may be given on a service-specific basis.
- 22.4 **A violent incident must be recorded on the Safety Management System and were deemed necessary reported on the Staff Safety Register.**~~reported to the~~



~~Health, Safety, and Insurance Team so that it can be registered on the Staff Safety Register. Guidance on the Staff Safety Register incident register can be found on SpelNet under Working at Spelthorne, Staff Safety Register. Corporate, Publications and Guidelines, then Policies and Guidelines.~~

## **23.0 Record Keeping**

- 23.1 Record keeping (compliance checking) is an essential requisite of a successful safety management system. Accident records, inspection/audit records, health records and training records can provide vital information to Management when seeking to measure successful performance or identify areas of concern.
- 23.2 Records of all risk assessments made should be kept. A central register of risk assessments will be maintained by the Health, Safety, and Insurance Team. Service areas shall have available for all staff copies of all current risk assessments, safe systems of work, specific procedures and instructions relating to their area. All risk assessments should identify any significant hazards, the persons who may be affected and the steps taken to control the risks.
- 23.3 Current legislation requires records of all accidents, incidents, dangerous occurrences, and cases of occupational ill-health to be kept for at least three years and, also, to make extracts of such records available to the enforcing authority, if required.
- 23.4 The maintenance of employee training records is necessary to establish competency, authorisation, and certification of employees to carry out specified duties, tasks, and functions within the organisation. Section 2 of the Health & Safety at Work Act 1974 requires employers to document details of all training given and received.

## **24.0 Review of Policy**

- 24.1 This Policy will be reviewed at least every two years, or sooner if legislation or other changes require this.
- 24.2 ~~The Policy Statement of Intent, contained on the first page, shall be signed, and dated by the Chair of Corporate Policy and Resources Committee, Chief Executive, Board Directors, Deputy Chief Executives, and Group Heads/Managers in charge of services, thereby indicating top level commitment to the programme for the management of safety and health within Spelthorne.?? Not as per page 1?~~

## Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

The responsibility to report these accidents to the Health & Safety Executive lies with the Group Heads / Manager in charge of services responsible for the work in connection with the accident/incident and a copy of the RIDDOR report should be forwarded to Health, Safety, and Insurance Team.

It is not just injuries to employees which are reportable but also injuries to the self-employed, trainees, visitors, or passers-by - in fact, anyone who is injured because of the work activities.

A report must be made where:

- \* there is a death due to work activities.
- \* There is an accident at work causing major injury.
- \* As a result of an accident to a person who is NOT at work who suffers injury resulting in that person being taken directly to hospital.
- \* There is a statutory dangerous occurrence  
(detailed definitions available from Health and Safety Team).
- \* An accident at work causes an employee incapacity for seven consecutive days or more.

Further guidance on reporting injuries, diseases and dangerous occurrences is given in the 'Guide to Accident Reporting and Investigation' (SpelNet).

## Corporate Risk Management Group Membership

### Core Group (with areas of interest noted)

- Risk Representative, Deputy Chief Executive (Chair)
- Group Head of Commissioning and Transformation
- ~~Deputy Group Head of Commissioning and Transformation (Safety Representative)~~
- Group Head of Neighbourhood Services
- Deputy Group Head of Neighbourhood Services (Safety Representative)
- Group Head of Community Wellbeing
- ~~Deputy Group Head of Community Wellbeing (Safety Representative)??~~
- Deputy Group Head of Customer Services (Safety Representative)
- ~~Group Head of Regeneration and Growth Place, Protection and Prosperity~~
- Planning Development Management (Safety Representative)
- Head of Corporate Governance (Safety Representative)
- Senior Environmental Health Manager (Safety Representative)
- Family Support Manager (Safety Representative)
- Building Control Manager (Safety Representative)
- Finance Manager (Safety Representative)
- Audit Manager (Safety Representative)
- Human Resources Manager
- All Officers of the Health, Safety, and Insurance Team
- Unison Health and Safety Officer
- ~~Unison Health and Safety Representative from Neighbourhood Services~~
- ~~Staff (non-Union) representative~~

Other officers or specialists with relevant interest, as required.

### Meeting Attendance

~~All members are required to attend the December AGM meetings, other meetings are to be attended by the safety representatives.??~~ If CRMG representatives are unable to attend they must send a substitute to attend on their behalf.

## Monthly Safety Service Review and Quarterly Safety Service Review Representatives.

Below is a list of services in attendance:

### ~~Safety Committee Representatives Membership~~

<b>Communication &amp; Customer Experience</b>
Communication + CX
<b>Corporate Governance</b>
Legal
Audit
Procurement
Elections
Committees
<b>Commissioning &amp; Transformation</b>
HR
ICT
Project / Climate Change / GDPR
Customer Service
<b>Neighbourhood Services</b>
Refuse Collection / Street Cleansing
Grounds Maintenance – Parks & Open Spaces
Grounds Maintenance – Parks & Gardens
Grounds Maintenance – Park Patrol / Cemeteries
Parking Services
Law Enforcement Officer / Community Safety
Spelride
Office /Admin
<b>Place, Protection and Prosperity</b>
Building Control
Planning Dev/ Strategic planning
Economic Dev
Environmental Health
Land Charges
<b>Family Support</b>
<b>Community Wellbeing</b>
Housing Benefits
Housing Options
Independent Living
Leisure
<b>Finance</b>

<b>Asset Management)</b>
Facilities Management
Building Service Team
Investment Municipal / Development / Residential

~~• Communication & Customer Experience~~

- ~~Legal Commissioning and Transformation~~
- ~~Neighbourhood Services (Safety Representative)~~
- ~~Community Wellbeing (Safety Representative)~~
- ~~Customer Services (Safety Representative)~~
- ~~Planning Development Management (Safety Representative)~~
- ~~Asset Management (Safety Representative)~~
- ~~Corporate Governance~~
- ~~Environmental Health (Safety Representative)~~
- ~~Family Support Manager (Safety Representative)~~
- ~~Building Control (Safety Representative)~~
- ~~Finance (Safety Representative)~~
- ~~Audit Manager (Safety Representative)~~
- ~~Human Resources (Safety Representative)~~
- ~~ICT (Safety Representative)~~
- ~~KGEL Safety Representative~~
- ~~SDSL Safety Representative~~
- ~~Health & Safety Admin Assistant (Neighbourhood Services)~~
- ~~UNISON Health and Safety Officer~~
- ~~Principal Health, Safety, and Insurance Officer (H&S at Work and Insurance)~~
- ~~Health, Safety, and Insurance Officer (H&S at Work and Insurance)~~
- ~~Health and Safety Officer (Health and Safety)~~

**Meeting Attendance:**

All Members are to attend the monthly and quarterly meeting. If Safety Committee Representatives are unable to attend, they must send a substitute to attend on their behalf.

## Health and Safety at Spelthorne Public Events

### 1. Introduction

As a local authority, Spelthorne Borough Council regularly organises events attended by the Public. The health and safety of both staff and the Public are a priority for the Council. As such, health and safety will be considered at all stages in the planning of such events.

Group Heads/Service Managers organising events have responsibility for organising the health and safety of the event prior to and during the event.

Advice will be provided by the Council's Health, Safety, and Insurance Team.

The Group Head of Neighbourhood Services will act as the Chairperson of the Spelthorne Safety Advisory Group (SAG). The SAG will consist of Blue Light organisations, Community Safety, Environmental Health, other Council services as appropriate, and event organisers.

In the development and running of events, event organisers will consult with Surrey Fire and Rescue Service, and the Police where necessary.

### 2. Contractors

Events organised by the Council will often involve the participation of contractors. Section 17.0 of the Safety Policy will apply.

Contractors may also take the form of voluntary groups, etc. who wish to fund raise at Council events. Risk assessments will be requested for all activities run by voluntary groups as part of the main event.

Information will be provided to voluntary groups, as with contractors, on issues relating to health, safety, and insurance.

The Group Heads/Service Managers organising the event will satisfy themselves that the risks arising out of event activities are reduced to as low as is reasonably practicable and standards of best practice have been employed.

### 3. Risk Assessments

As part of the planning for any event, the Group Heads/Service Managers will ensure that risk assessments (including insurance certification, compliance certification, maintenance records and site plan) are **provided for review** ~~carried out~~ for the event and risk assessments requested from contractors and participants. Any significant hazards identified will be brought to the attention of all contractors and participants, as necessary.

### 4. Training/Provision of Information

All staff required to undertake duties outside of their normal job description, e.g., stewarding, will receive information, instruction, and training for those additional duties, prior to the event.

## 5. Accidents

Any accident/incident and investigation must be recorded on the Safety Management System. ~~and The Council's accident/incident report form should be completed for any incident occurring involving a member of staff. Accidents shall be reported for members of the public when the accident is because of the event, i.e. in connection with work.~~

## 6. First Aid

The need for First Aid provisions shall be considered for all events in accordance with the Health and Safety at Work (First Aid) Regulations 1981. The risk assessments carried out will assist in determining medical and First Aid needs at events.



# Corporate Policy & Resources Committee



3 June 2023

<b>Title</b>	<b>2023-24 Revenue carry forwards to 2024-25</b>
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Paul Taylor Chief Accountant
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Corporate Priority</b>	Community Addressing Housing Need Resilience Environment Services
<b>Recommendations</b>	<b>The Committee is asked to agree and approve the attached requests for £30,983 of 2023-24 revenue expenditure to be carried forward to 2024-25, as set out in appendix A.</b>
<b>Reason for Recommendation</b>	To comply with the Council's current financial regulations and to enable the identified projects & initiatives to complete.

## 1. Summary Report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>In accordance with the Council's Financial Regulations, at the end of each financial year when there has been a surplus for the year, Budget Managers can request that any underspends in their area are carried forward into the following year's budget.</li> <li>The carry forwards must be fully spent by 30 June 2024.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the planned spend for 2023-24 is carried forward to 2024-25 and the objectives delivered, rather than being lost to the General fund in 2023-24.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Note the carry forward requests.</li> </ul>	<ul style="list-style-type: none"> <li>To agree and approve the £30,983 of 2023-24 revenue expenditure to be</li> </ul>

<ul style="list-style-type: none"> <li>Review the carry forward requests and ensure that the Committee is content with the requests.</li> </ul>	<p>carried forward to 2024-25, as set out in appendix A.</p> <ul style="list-style-type: none"> <li>Instruct the Finance Team to amend the 2024-25 Budget to reflect the approved carry forward requests.</li> </ul>
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## 2. Key issues

2.1 The Committee is asked to approve the £30,983 2023-24 carry forward requests listed in appendix A.

## 3. Options analysis and proposal

3.1 This is an annual process and is being submitted to the Committee for approval, as the Revenue Outturn for 2023-24, to be agreed after this report, has generated a surplus.

3.2 There are no other options to discuss in respect of the projects listed in appendix A, as each request needs to be evaluated and approved, or not by the Committee.

## 4. Financial implications

4.1 In aggregate, this means that £30,983 of 2023-24 revenue expenditure will be moved into the Council's Revenue Carry Forward reserves as at 31 March 2024 and will be released 2024-25, to maintain a balanced budget.

## 5. Options

5.1 There are a number of alternative options for the committee consider.

5.2 It could agree not to approve all or some of the requests for carry forward, and whilst that would be a savings, some projects will remain incomplete, or reduced funding will be available for distribution to our vulnerable and at-risk residents, and it would not make a difference to some of the smaller value projects.

5.3 It could agree to stop the already approved projects at Roundwood and Charter, although Roundwood is fully funded, and restart them at a later date once reapproved, however, this would seriously impact on the level of rental voids, put more pressure on revenue cashflow and will have wasted a great deal of officer time, spent on getting the contracts to their current stage. On these grounds officers do not recommend this option.

## 6. Procurement

6.1 None

## 7. Legal

7.1 None.

## 8. Risks

8.1 There are no other significant risks based on the amounts of money, £30,983 involved.

## 9. Equality and Diversity

9.1 None

**10. Sustainability/Climate Change Implications**

10.1 None.

**11. Timetable for implementation**

11.1 All 2023-24 revenue expenditure carried forward, will be spent by 30 June 2024.

**Background papers:** 2023-24 Revenue Outturn Report, which is also being discussed at tonight's committee meeting and Council's financial regulations in respect of revenue carry forwards.

**Appendices:**

**Appendix A – list of 2023-24 revenue expenditure items to be carried forward in to 2024-25.**

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# Corporate Policy and Resources Committee



3 June 2024

<b>Title</b>	Appointments to Outside Bodies 2024-25
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Karen Wyeth, Principal Committee Manager
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <p>Agree the nominations to outside bodies for the 2024-25 municipal year, as proposed by group leaders.</p>
<b>Reason for Recommendation</b>	To ensure that the Council maintains appropriate representation on bodies that it nominates representatives to.

## 1. Summary of the report

- 1.1 This report seeks the Corporate Policy and Resource Committee's agreement on appointments to outside bodies, for the 2024-25 municipal year, as proposed by group leaders.
- 1.2 The nominations provided by group leaders at the time of publication are attached at Appendix A.

## 2. Key issues

- 2.1 The responsibility for nominating to outside bodies (with the exception of the South West Middlesex Crematorium Board and the Surrey Police and Crime Panel which are reserved to Council) was moved into the remit of the Corporate Policy and Resources Committee following approval of the change of committee structure in April 2024. This responsibility previously fell to the Administrative Committee which has now been dissolved.

## 3. Options analysis and proposal

- 3.1 The nominations, as proposed by group leaders at the time of agenda publication, are attached. Failure to agree these nominations will result in delays to the Council taking up its representation on various outside bodies.

## 4. Financial implications

- 4.1 There are none.
- 5. Risk considerations**
- 5.1 See section 3 of this report.
- 6. Procurement considerations**
- 6.1 There are none.
- 7. Legal considerations**
- 7.1 There are none.
- 8. Other considerations**
- 8.1 There are none.
- 9. Equality and Diversity**
- 9.1 There are no considerations.
- 10. Sustainability/Climate Change Implications**
- 10.1 There are none.
- 11. Timetable for implementation**
- 11.1 The nominations will be effective on the passing of a resolution by the Corporate Policy and Resources Committee.
- 12. Contact**
- 12.1 Committee Services; [committeeservices@spelthorne.gov.uk](mailto:committeeservices@spelthorne.gov.uk)

**Background papers: There are none.**

**Appendices:**

**Appendix A – Nominations from Group Leaders**



ORGANISATION	GROUP LEADER NOMINATION 2024-25	ROLE	NO. ROLES
A2Dominion Customer Insight Panel	Sue Doran	Representative	1
Ashford and St Peters Hospitals NHS Foundation Trust	Sue Doran	Representative	1
Citizens Advice Runnymede and Spelthorne	Malcolm Beecher	Representative	1
Heathrow Noise and Airspace Community Forum	Sean Beatty	Representative	1
Heathrow Local Community Forum	Sean Beatty	Representative	2
		Representative	
Heathrow Community Engagement Board	Sean Beatty Suraj Gyawali	Representative	1
Local Authority Aircraft Noise Council		Representative	1
Management Committee of Mediation North Surrey	Chris Bateson	Representative	1
Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee	Mary Bing Dong	Representative	1
Runnymede and Spelthorne SHMA – Joint Member Liaison Group	Lawrence Nichols	Representative	2
		Representative	
South East Employers	Sandra Dunn	Representative	1
		Deputy	1
Spelthorne Mental Health Association Management Committee	Kathy Grant	Representative	1
Spelthorne Safer, Stronger Partnership Board	Sean Beatty	Representative	1
Strategic Aviation Special Interest Group	Sean Beatty Mary Bing Dong	Representative	1
		Deputy	1
Surrey Environment Partnership	Tony Burrell Lawrence Nichols	Representative	1
Surrey Museums Consultative Committee	Michelle Gibson	Representative	1
		Deputy	1
Surrey Traveller Community Relations Forum		Representative	1
Sustainability and Transformation Plan Stakeholder Reference Group		Representative	1
Thames Landscape Strategy Partnership Executive Review Board	John Turner	Representative	1

No nomination

More nominations than positions



# Corporate Policy and Resources Committee



3 June 2024

<b>Title</b>	Membership of the Commercial Assets Sub-Committee
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Coralie Holman, Group Head of Assets
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	Not applicable
<b>Corporate Priority</b>	Community Resilience Services
<b>Recommendations</b>	<b>Committee is asked to:</b>  Agree the proposed members of the Commercial Assets Sub-Committee.
<b>Reason for Recommendation</b>	The Commercial Assets Sub-Committee will meet to consider commercial (including regeneration) assets. The Sub-Committee membership needs to be agreed before they can meet.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>The Corporate Policy and Resources Committee agreed to establish the Commercial Assets Sub-Committee in July 2023.</li> </ul>	<ul style="list-style-type: none"> <li>As the parent Committee, the Corporate Policy and Resources Committee needs to agree membership of the Commercial Assets Sub-Committee so they can meet for decision-making.</li> </ul>
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> <li>Group Leaders have provided names of members they wish to sit on the Commercial Assets Sub-Committee. This needs to be</li> </ul>	<ul style="list-style-type: none"> <li>Once members of the Sub-Committee are agreed, the first meeting of the sub-Committee can be scheduled.</li> </ul>

approved by the Committee for the Sub-Committee to meet.	
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1.1 This report seeks to have the Committee agree the proposed members of the Commercial Assets Sub-Committee. The Sub-Committee will have a minimum membership of at least four members reflecting political balance, with at least 1 member from each political party. An independent member will also be appointed to the Sub-Committee, and recruitment of that member is currently in progress.

1.2 The Sub-Committee's Terms of Reference, as agreed by Council as part of the Committee re-structure, are set out at Appendix B.

## **2. Key issues**

2.1 The proposed members of the Sub-Committee as put forward by group leaders at the time of agenda publication is set out at Appendix A.

2.2 The Terms of Reference for the Sub-Committee are set out at Appendix B.

## **3. Options analysis and proposal**

3.1 Option 1 (Preferred): To agree the proposed members of the Commercial Assets Sub-Committee.

3.2 Option 2: Do not agree the members.

## **4. Financial management comments**

4.1 None directly.

## **5. Risk management comments**

5.1 Not applicable.

## **6. Procurement comments**

6.1 Not applicable.

## **7. Legal comments**

7.1 Not applicable.

## **8. Other considerations**

8.1 Not applicable.

## **9. Equality and Diversity**

9.1 Not applicable.

## **10. Sustainability/Climate Change Implications**

10.1 Not applicable.

## **11. Timetable for implementation**

11.1 Once membership of the Sub-Committee is agreed, dates for meetings can be scheduled.

## **12. Contact**

12.1 Coralie Holman, Group Head – Assets, [c.holman@spelthorne.gov.uk](mailto:c.holman@spelthorne.gov.uk)

**Background papers: There are none.**

**Appendices:**

**Appendix A: Proposed Members of the Commercial Assets Sub-Committee**

**Appendix B: Terms of Reference – Commercial Assets Sub-Committee**

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## Appendix A

The following members have been proposed to sit on the Commercial Assets Sub-Committee by group leaders at the time of agenda publication:

	Commercial Assets Sub-Committee
	6 Seats (Proportional)
Seat 1	Saliagopoulos (C)
Seat 2	Islam (C)
Seat 3	Nichols (LD)
Seat 4	Gale (G)
Seat 5	Williams (ISG)
Seat 6	Beatty (L)
Seat 7	Ind. Person

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## COMMERCIAL ASSETS SUB-COMMITTEE

### Objective

Within the overall policies and strategies set by the Council, to provide leadership, decision making and accountability for the management of the Council's Investment properties and commercial assets within the Council's regeneration programme.

### Membership

A minimum of 4 Members reflecting political balance, with at least 1 member from each political party. An independent member will also be appointed.

### Functions

1. Acquisitions relating directly to Regeneration purposes only (acquiring assets for alternative purposes is not covered via the Objectives of this Sub-Committee)
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to possible new strategic property acquisitions for regeneration purposes only.
  - (b) Following (a) above, to give an initial steer on whether to investigate further those potential acquisitions.
  - (c) Following (b) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with acquisitions in accordance with relevant Council procedure rules.
  
2. Disposals
  - (a) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential freehold (or long leasehold) disposal of investment assets and/or commercial assets within the regeneration programme.
  - (b) To receive recommendations from officers (where officer/member delegation financial limits are exceeded) as to the potential joint venture initiative involving investments assets and/or commercial assets within the regeneration programme.
  - (c) Following (a) or (b) above to give an initial steer on whether to investigate further those potential disposals or joint venture initiatives.
  - (d) Following (c) above and any subsequent reports from officers, to make recommendations to the Corporate Policy & Resources Committee to proceed with the particular freehold (or long leasehold) disposal or joint venture initiative in accordance with the relevant Council procedure rules.
  - (e) To receive recommendations from officers and approve (or otherwise) any proposals for the granting of a new or reversionary lease at an aggregated rent over the term which exceeds officer delegation levels.

3. Management of Investment Assets and Commercial Assets within the Regeneration Programme
- (a) To approve leasehold disposals (lettings) in investment assets (where officer/member delegation financial limits are exceeded.)
  - (b) To approve the change of use of investment assets including recommendations to the Corporate Policy and Resources Committee regarding alternative use or classification of the asset.
  - (c) To receive monthly update reports on the management of the investment assets in accordance with the adopted Asset Management Strategy, including rental income, potential letting opportunities, pending break option and lease expiries over the next 12-month period, significant assignments and any other estate management issues based on officer recommendations.
  - (d) To approve the exercise of a break option under the terms of lease of land or property where officer/member delegation financial limits are exceeded.
  - (e) To approve or agree to the surrender of a lease of land or property where officer/member delegation financial limits are exceeded.
  - (f) To approve new lettings where the rental income per annum (net of VAT) exceeds £100k.
  - (g) To approve lease renewals where the rent in the first year of the new lease is less than 50% of the passing rent of the previous lease, or where the financial impact exceeds £250k.
  - (h) To receive monthly arrears reports on each individual asset/tenant within the investment portfolio by rent quarters.
  - (i) To be notified of any potential arrears and issues being faced by individual tenants (including taking decisions on tenant requests to change from quarterly to monthly payments or rent deferral requests) where the rental income exceeds £100,000pa and to be advised of steps being taken by officers to mitigate that risk.
  - (j) To receive quarterly reports on the Investment Sinking Funds and to be notified of any change of adverse impact and mitigation measures which are being taken to address.
  - (k) To receive notification of and authorize any non-budgeted capital expenditure or any capital expenditure over £50,000. on the investment portfolio.
  - (l) To approve, the settlement of rent reviews, lease renewals or lease re-structuring negotiations in respect of the Investment assets where officer/member delegation financial limits are exceeded.
  - (m) To review, advise on and approve formal reporting of the investment portfolio to CPRC and/or full council to include Asset Investment Strategies, Business Plans, Key Performance Indicators, Risk Registers, and half yearly update reports.
  - (n) To agree the scope of the annual reporting on the Council's investment and regeneration portfolios with the Assets Team.

4. Frequency

Monthly day time meetings. Where meetings are not necessary for lack of business they will be cancelled.

# Corporate Policy and Resources Committee



3<sup>rd</sup> June 2024

<b>Title</b>	Financial Reporting Working Group
<b>Purpose of the report</b>	To make a decision
<b>Report Author</b>	Terry Collier, Chief Finance Officer
<b>Ward(s) Affected</b>	All Wards
<b>Exempt</b>	No
<b>Exemption Reason</b>	N/A
<b>Corporate Priority</b>	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
<b>Recommendations</b>	<p><b>Committee is asked to:</b></p> <ol style="list-style-type: none"> <li>1. Approve the re-establishment of a Member Working Group focused on Financial Reporting.</li> <li>2. Agree the Terms of Reference for the Working Group</li> <li>3. Agree the membership of the Working Group</li> </ol>
<b>Reason for Recommendation</b>	Following on from the Peer Reviews, Councillors have indicated that they would like to work with officers to help them to understand how reports could be made more useful for Councillors.

## 1. Summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> <li>• The Member Financial Reporting Group was established during 2023-24 and had cross Group representation.</li> <li>• Following on from past Peer Reviews both Councillors and Officers are keen to continue to improve the clarity and usefulness of financial reports.</li> </ul>	<ul style="list-style-type: none"> <li>• We want to focus on how we can continue to improve the clarity and understandability of financial reports, to assist councillors to engage with those reports and better understand them</li> </ul>
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> <li>Following the 2024 Annual Council re-establish the Working Group to continue, for the Working Group to make further recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>To re-establish the Group</li> <li>One members of the Group identified, officers will confirm the date and time of the next meeting of the Group.</li> </ul>
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1.1 This report seeks to have the Committee’s approval to re-establish a Members’ Working Group to focus on Financial Reporting, to work with the Finance Officers to help them identify how reports can be made easier to understand for councillors, more visual and ensure key points are effectively summarised. Some of the outputs may then feed into the officer Centros project looking to apply the enhanced functionality of the upgraded financial platform. Previously the Working Group generated the proposal, which has now been adopted, of implementing the “four square” summary at the start of reports going to Committee

**2. Key issues**

2.1 Both the LGA Finance Peer review in 2020 and the LGA Corporate Peer Challenge Review in 2022 identified the importance of focusing on ensuring councillors understand financial reports and that the reports are presented in ways which aid the understanding of councillors.

**3. Options analysis and proposal**

3.1 Option 1 (Preferred): To set up a working group made up from Members of Corporate Policy and Resources Committee. The Working Group to consist of at least three councillors. To agree a Terms of Reference- see Appendix 1 for a suggested Terms of Reference.

3.2 Option 2: Do not set up a working group.

**4. Financial management comments**

4.1 None directly. Resourcing impact will be finding the time to have the discussions and then if any proposals require time in terms of implementation (amending system reports etc).

**5. Risk management comments**

5.1 Not applicable.

**6. Procurement comments**

6.1 Not applicable.

**7. Legal comments**

7.1 None.

**8. Other considerations**

8.1 None.

**9. Equality and Diversity**

9.1 All members of the Committee are invited to participate.

**10. Sustainability/Climate Change Implications**

10.1 Not applicable.

**11. Timetable for implementation**

11.1 The Working Group will commence as soon as practicable. It is suggested that initially the Working Group aims to meet up to three times before reporting back. Initial dates of Monday 10<sup>th</sup> or Monday 17<sup>th</sup> June have been pencilled in for the first meeting of the re-established Working Group

**12. Contact**

12.1 Terry Collier [t.collier@spelthorne.gov.uk](mailto:t.collier@spelthorne.gov.uk)

**Background papers: There are none.**

**Appendices:**

**Appendix A: Draft Terms of Reference**

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## APPENDIX A

### **Draft Terms of Reference for Members Working Group on Financial Reporting**

- 1.** The Working Group to consist of members of Corporate Policy and Resources Committee. Working Group to contain at least three Members.
- 2.** Working Group to liaise with Finance Officers, principally Chief Finance Officer and Chief Accountant, to make suggestions to Officers as to how financial reports could be made easier for councillors to understand, how to balance the need between appropriate detail and options analysis and conciseness, how to make reports more visual, and how to draw out and summarise key points.
- 3.** In considering proposals, the Group will be mindful of the requirements of any applicable Code of Practice of the Chartered Institute of Public Finance and Accountancy (for example Prudential Code, Treasury Management Code, Financial Management Code).
- 4.** Officers to implement more straight forward agreed suggestions which are agreed to be progressed as soon as practical. Changes requiring adjusting financial system reports (for example dashboard reporting) to be fed into the Centros officer improvement programme.

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## Spelthorne Borough Council Services Committees Forward Plan and Key Decisions

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to [CommitteeServices@spelthorne.gov.uk](mailto:CommitteeServices@spelthorne.gov.uk).

## Spelthorne Borough Council

### Service Committees Forward Plan and Key Decisions for 1 June 2024 to 10 February 2025

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 03 06 2024	2023-24 Revenue carry forward to 2024-25	Non-Key Decision	Confidential	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 03 06 2024	Capital Outturn Report 2023-2024	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 03 06 2024	Appointments to Outside Bodies 24-25	Non-Key Decision	Public	Karen Wyeth, Principal Committee Manager
Corporate Policy and Resources Committee 03 06 2024	Commercial Assets Sub-Committee	Non-Key Decision	Public	Coralie Holman, Group Head Assets
Corporate Policy and Resources Committee 03 06 2024	Financial Reporting Working Group	Non-Key Decision	Public	Terry Collier, Deputy Chief Executive
Corporate Policy and Resources Committee 03 06 2024	Strategic Priorities for 2024/2025	Non-Key Decision	Public	Karen Wyeth, Principal Committee Manager

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 03 06 2024	Terms of Reference To note the terms of reference following a change of committee structure	Non-Key Decision	Public	Karen Wyeth, Principal Committee Manager
Corporate Policy and Resources Committee 03 06 2024	Minutes of Former Committees	Non-Key Decision	Public	Karen Wyeth, Principal Committee Manager
Corporate Policy and Resources Committee 03 06 2024	Corporate Health and Safety Policy	Non-Key Decision	Public	Karine Codd, Principal Health, Safety and Insurance Officer
Corporate Policy and Resources Committee 03 06 2024	Revenue Outturn Report 2023-2024	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Council 18 07 2024	Vehicle Replacement Programme	Non-Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Corporate Policy and Resources Committee 08 07 2024	Hoarding Protocol	Non-Key Decision	Public	Stephen Mortimer-Cleevely, Strategic Lead, Independent Living
Corporate Policy and Resources Committee 08 07 2024	Productivity in Local Government	Non-Key Decision	Public	Daniel Mouawad, Chief Executive

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 08 07 2024	Lloyds Bank Contract	Non-Key Decision	Private	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 14 10 2024	Discretionary Rate Relief Policy	Key Decision It is significant in terms of its effect on communities living or working in an area comprising two or more wards	Public	
Corporate Policy and Resources Committee 14 10 2024	Fees & Charges	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 14 10 2024	Service Plans	Non-Key Decision	Public	Coralie Holman, Group Head Assets
Corporate Policy and Resources Committee 09 12 2024	Growth Bids, Capital Bids & Savings Plan	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 09 12 2024	Outline Budget Report	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 01 2025	Government Funding	Non-Key Decision	Public	Paul Taylor, Chief Accountant

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Corporate Policy and Resources Committee 20 01 2025	Interest Income	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 01 2025	Investments, Regeneration & Municipal Portfolios	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 20 01 2025	Movement on Reserves (Including Sinking Fund)	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 10 02 2025	Capital Programme	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 10 02 2025	Detailed Budget TMS	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 10 02 2025	MTFP	Non-Key Decision	Public	Paul Taylor, Chief Accountant
Corporate Policy and Resources Committee 10 02 2025	Reserves Strategy	Non-Key Decision	Public	Paul Taylor, Chief Accountant

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