
To: Finance, Resources and Customer Services Policy Board
On: 27 March 2019

Report By: Chief Executive

**Heading: Chief Executive's Service – Health & Safety Action Plan
2019/2020**

1. Summary

- 1.1 The Council's Health and Safety Policy requires each service to submit an annual Health and Safety action plan to the relevant Policy Board.
 - 1.2 The Chief Executive's Service action plan for 2019/2020 is attached as Appendix 1. It sets out the actions for the service outlining the service's commitment to continuous improvement in health and safety performance in accordance with the Corporate Health, Safety and Wellbeing Strategy 2019-2022.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:
 - i) approves the Chief Executive's Service health and safety action plan for 2019/20 at Appendix 1.
-

3. Background

- 3.1 The Chief Executive's Service comprises of three main service areas: policy and commissioning; communication marketing and events; economic development and regeneration including City Deal. The principle role, purpose and activities of each these service areas is detailed below:
 - **Policy and commissioning**
 - provision of policy support to senior officers and elected members;
 - manage the business of the corporate management team;

- lead the Council's corporate and community planning processes and associated performance management and reporting arrangements;
 - lead on the development and adoption of a strategic commissioning approach to the planning and development of services;
 - lead on the digital programme for Renfrewshire;
 - lead on the development and implementation of major policy focussed strategic programmes;
 - lead the Council's procurement arrangements to deliver best value and wider Council policy benefits;
 - strengthen collaborative relationships with key Council partner organisations;
 - provide a corporate data analytics and research service to support sound knowledge management and evidence-based decision making across the Council;
 - lead on the proactive monitoring of political, social, economic and technology developments and the development of recommendations and plans to respond to and influence these developments as appropriate; and
 - develop corporate policy and meet statutory requirements particularly in the areas of equalities, best value, consultation and supporting the process of public sector reform.
- **Marketing and communications:**
 - lead on the development and management of the Renfrewshire Brand;
 - lead on the development and implementation of the Council's marketing strategy;
 - lead on the provision of professional marketing, events management and graphical design services;
 - lead on the development and implementation of the Council's communication strategy; and
 - lead on the provision of internal and external communications, media and public relations services.
- **City Deal, economic development and regeneration:**
 - oversee the City Deal Project which will enable investment in the transport network, key development and regeneration sites and improved public transport;
 - tackle unemployment with programmes to help 16-24 year olds and vulnerable residents;
 - encourage the growth of more small and medium- sized enterprises; and
 - lead on the Invest in Renfrewshire programme.

3.2 The Chief Executive's Service Head of Policy and Commissioning is the lead officer for health and safety within the service and is supported by the Strategic Planning and Policy Development Manager. Health and safety remains a high profile issue within the service and is dealt with at a senior level with the annual report being reviewed by the senior management team annually.

3.3 The Chief Executive's Service has a proactive approach to health and safety. This is evidenced by the attainment of accreditation and certification to the British Standard Occupational Health and Safety Assessment Series (BS OHSAS 18001:2007) which measures the suitability and effectiveness of the

service's health and safety management system on an annual basis. The service has a working group which meets quarterly with the current focus being wellbeing and intervention.

- 3.4 The action plan 2019/2020 identifies areas for future and continued action which is included as appendix 1 to this report. The action plan is monitored on a six-monthly basis by the service's health and safety working group and an annual progress report will be presented to the Finance, Resources and Customer Services Policy Board in Spring 2020.
- 3.5 The preparation of this action plan has been supported by the corporate health and safety service.

Implications of the Report

1. **Financial** – none
2. **HR & Organisational Development** – none
3. **Community/Council Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** – none
7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** - The report supports and demonstrates the Council and the Chief Executive's service's commitment to ensuring effective health and safety management.
 9. **Procurement** - None.
 10. **Risk** - The report supports the overarching management of risk within Renfrewshire Council.
 11. **Privacy Impact** - None.
 12. **Cosla Policy position** – None
-

List of Background Papers

None

Author: Pamela McDonald, 0141 618 7383

Appendix 1

Chief Executive's Service Health and Safety Action Plan 2019 – 2020

Action Title	Due Date
Ensure managers include health and safety as part of the induction process for new staff	31-Mar-2020
Encourage staff to completed corporate risk management training (and other health and safety related modules) on iLearn and attend training courses as required. For example Personal Safety / Violence and Aggression, Mental Health First Aid, First Aid (General), Wellbeing, General risk assessment training, prevention of accidents as well as ensuring that there are sufficient Fire Wardens and staff are trained in fire prevention across the Chief Executive's service	31-Mar-2020
Ensure all staff are aware of the new Business World health and safety modules and that self-assessments should be carried out annually.	31-Mar-2020
Continue to review the Chief Executive's service health and safety procedures in line with current risks / incidents	31-Mar-2020
Continue to identify and contribute to initiatives to promote better health and wellbeing of staff including Healthy Working Lives campaigns	31-Mar-2020
Continue to record and monitor any workplace accidents involving staff in the Chief Executive's service	31-Mar-2020
Continue to monitor absences in relation to health and safety	31-Mar-2020
To ensure City Deal, economic development and regeneration teams are represented at the Chief Executive's health and safety working group and relevant actions embedded in this action plan	31-Oct-2019
Monitor and update the 5A High Street Health & Safety Action Plan	31-Mar-2020
Ensure that all events planned have an individual event manual which includes health & safety	31-Mar-2020