

Report of the HR Policy Committee

Chairman: Cllr Anna Groskop, Cabinet Member for HR, Health & Transformation

Division and Local Member: All

Lead Officer: Chris Squire, HR Director

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1. Summary/link to the County Plan

- 1.1.** Officers prepared a draft 2018 Health and Safety Policy Statement, attached as Appendix A, which the HR Policy Committee considered on 30 April 2018 and recommended to Full Council for its approval.

The only minor change to the Health and Safety Policy for 2018, since last signed by the Chief Executive and Leader of Council is the revised date.

- 1.2.** The HR Policy Committee forms a key part of the Council's constitutional arrangements which underpin the aims and delivery of the Somerset County Plan. The Committee exercises delegated authority from the Council in respect of the approval of the Council's HR policies.

2. Recommendations

2.1. The HR Policy Committee agreed to recommend the Council:

- **To approve the Chief Executive and Leader of Council to sign the Health and Safety Policy 2018 on Friday 15 June 2018.**

3. Background

- 3.1.** It is a statutory requirement for every employer that employees 5 or more employees to have a written H&S Policy to comply with Section 2 of the Health and Safety at Work Act 1974.
- 3.2.** To comply with Health and Safety at work Act 1974, Section 2 it is a legal requirement to have a written H&S Policy. Failure to have this written Policy could lead to enforcement action by the Health and Safety Executive.
- 3.3.** In the past this policy has been reviewed annually but has been taken direct to the CEO and Leader to agree and sign.
- 3.4.** It is a legal requirement for the Council to have in place a written H&S Policy which should be available:
- for all employees to read
 - as anyone within the enforcing authorities
 - sharing with contractors and partners.

4. Meetings of the Committee (for information)

4.1. 30 April 2018

In addition to approving the Health and Safety Policy for 2018 the Committee had the benefit of advance consideration of a proposed change to the Discretions Policy, which will be considered at our next meeting in September.

The Committee then benefitted from a wide ranging presentation from the Human Resources and Organisational Development Director during which he provided an overview of HR issues across the organisation and the Committee found his update to be very interesting and informative.

5 Consultation & Implications

- 5.1** This Policy was discussed at the Health Safety Welfare Steering Group and between the HR & OD Director and the Monitoring Officer within the Council's Governance Service. It was approved at the 30 April 2018 meeting of the HR Policy Committee.

6 Background papers

- 6.1** Agenda and papers for the HR Policy Committee meetings.
<http://www1.somerset.gov.uk/council/meetings/results.asp?ccode=37>

Note: For sight of individual background papers please contact the report author.