

Notice of Meeting

General Purposes Committee

Date: Monday 16 October 2023

Time: 5.30 pm

Venue: Conference Room 1, Beech Hurst, Weyhill Road, Andover,
Hampshire, SP10 3AJ

For further information or enquiries please contact:

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Legal and Democratic Service

Test Valley Borough Council,
Beech Hurst, Weyhill Road,
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The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

PUBLIC PARTICIPATION SCHEME

If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.

Membership of General Purposes Committee

MEMBER	WARD
Councillor K North (Chairman)	Andover Romans
Councillor S MacDonald (Vice-Chairman)	Mid Test
Councillor N Adams-King	Blackwater
Councillor K Brooks	Andover Romans
Councillor Z Brooks	Andover Millway
Councillor J Burnage	Romsey Cupernham
Councillor A Dowden	Valley Park
Councillor C Dowden	Valley Park
Councillor M Flood	Anna
Councillor P North	Bourne Valley
Councillor S Yalden	Ampfield and Braishfield

General Purposes Committee

Monday 16 October 2023

AGENDA

The order of these items may change as a result of members of the public wishing to speak

- 1 Apologies**
- 2 Public Participation**
- 3 Declarations of Interest**
- 4 Urgent Items**
- 5 Minutes of the previous meeting** **4 - 5**

To approve as a correct record the minutes of the meeting held on 4 September 2023.
- 6 Annual Health and Safety Performance Report 2022-2023** **6 - 14**

To approve the Annual Health and Safety Performance Report 2022 – 2023.

ITEM 5 Minutes of the **General Purposes Committee**
of the **Test Valley Borough Council**
held in The Annexe, Crosfield Hall, Broadwater Road, Romsey
on Monday, 4 September 2023 at 5.30 pm

Attendance:

Councillor K North
(Chairman)

Councillor S MacDonald
(Vice-Chairman)

Councillor N Adams-King
Councillor K Brooks
Councillor Z Brooks
Councillor J Burnage
Councillor A Dowden

Councillor C Dowden
Councillor M Flood
Councillor P North
Councillor S Yalden

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Apologies

There were no apologies for absence.

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Public Participation

There was no public participation.

163

Declarations of Interest

There were no declarations of interest.

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Urgent Items

There were no urgent items to consider.

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Minutes

The minutes of the General Purposes Committee held on 24 July 2023 were approved by Councillor K North and seconded by Councillor K Brooks. Upon being put to the vote the motion was carried.

Resolved:

That the minutes of the meeting held on 24 July 2023 be approved and signed as a correct record.

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Staff Pay Award 2023/4

Consideration was given to a report of the Chief Executive that recommended a full and final pay award for 2023/4 of 6% following negotiations with the trade unions in response to their pay claim for 2023/4.

A flat percentage increase was recommended which differed from the NJC (National Joint Council) pay offer which remains to be settled. It was noted that over the last 10 years staff pay awards within the Council had resulted in pay retaining pace with CPIH (Consumer Prices Index including owner occupiers' housing costs) inflation and for those on lower pay points, pay had increased at a higher rate than CPIH inflation over this period. The pay of local authority employees on national conditions of service had, in the main, fallen behind inflation over the same period.

The following recommendations were proposed by Councillor K North and seconded by Councillor K Brooks and unanimously agreed by the Committee.

Resolved:

- 1. That subject to full Council approval of the unbudgeted sum set out in paragraph 7 of the report, a full and final pay award for 2023/4 of 6% be made with effect from 1 April 2023 to all employees except the Chief Executive.**
- 2. That the pay award for the Chief Executive for 2023/4 is the same as that agreed nationally by ALACE (the Association of Local Authority Chief Executives and Senior Managers) for Chief Executives pay for 2023.**

(The meeting terminated at 6.05 pm)

ITEM 6 Annual Health and Safety Performance Report 2022 - 2023

Report of the Corporate Health and Safety Manager

Recommended:

That the Annual Health and Safety Report 2022-2023 be approved.

SUMMARY:

Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

This report covers the year 2022/23 and demonstrates the Council's compliance with its statutory responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Making public the Council's performance on health and safety, by publishing health and safety performance data;
- The ongoing effective implementation of the Council's health and safety policy, organisation and its associated arrangements;
- Monitor and measure health and safety performance, with a view to highlighting areas where the Council performs well and also areas for improvement;
- Openness and accountability in all the council services; and
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees, and contractors.

1 Introduction

- 1.1 The Council is required to fulfil its statutory obligations under the Health and Safety at Work Act 1974 and supplementary regulations.
- 1.2 In the guidance '*Leading Health and Safety at Work*', the Health and Safety Executive (HSE) state that a formal review of health and safety performance is an essential principle and that the production and subsequent publication of an annual report shows a commitment to transparency and accountability.

2 Background

- 2.1 As in previous years, an annual report has been prepared and circulated to senior management for comment. The report is then passed to elected members for approval before being made public.

3 Corporate Objectives and Priorities

- 3.1 In presenting the health and safety performance report to the General Purposes Committee, the Council is fulfilling its corporate objective under the Councils Health and Safety Policy Statement, and also adhering to HSE best practice guidance. The report ensures that the Council is fulfilling its obligations to staff and stakeholders and strengthens its commitment to health and safety.

4 Consultations/Communications

- 4.1 The nature of this report does not require formal consultation to take place, however, it will be communicated to stakeholders and afford them the opportunity to give any comment.

5 Options

- 5.1 The examination of potential options is not applicable in this circumstance. The primary purpose of the report is to present information. The HSE will expect a leading organisation such as Test Valley Borough Council to comply with its management guidance and would therefore publicise its performance.

6 Option Appraisal

- 6.1 As above, there is no scope for potential options. The report is for information purposes only.

7 Risk Management

- 7.1 An evaluation of the risks indicate that the existing controls in place mean that no significant risks have been identified at this time.

8 Resource Implications

- 8.1 There are no additional resource implications.

9 Legal Implications

- 9.1 Failure to produce and publish an annual report would not necessarily expose the Council to action being taken by the HSE, or others, but it would be viewed negatively should the HSE be looking into any other aspect of the council business and operation.

10 Equality Issues

- 10.1 This report is for information only. Therefore, an Equality Impact Assessment is not applicable.

11 Other Issues

- 11.1 Community Safety – None.
11.2 Environmental Health Issues – None.

11.3 Sustainability and Addressing a Changing Climate – None.

11.4 Property Issues – None.

11.5 Wards/Communities Affected – None.

12 Conclusion

12.1 The approval of the Annual Health and Safety Report 2022-2023 will fulfil the council's obligation to health and safety legislation and will reinforce its commitment to following HSE best practice guidance.

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
None			
<u>Confidentiality:</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1	File Ref:	N/A
(Portfolio: Leader) Councillor P North			
Officer:	Spencer Scott	Ext:	8377
Report to:	General Purposes	Date:	16 October 2023

**Test Valley Borough Council
Annual Health and Safety Performance Report
2022 – 2023**

1.0 Introduction

Test Valley Borough Council's Corporate Health and Safety Policy requires an annual report on health and safety performance and planning.

The Government's 'Revitalising Health and Safety' strategy document requires all public bodies to summarise their health and safety performance plans in annual reports, and that government (including local government) be exemplars of health and safety best practice.

This report summarises significant health and safety management activities over a twelve-month period April 2022 to March 2023, covering key achievements, council-wide statistics and developments for the year ahead.

The objectives of this report are to demonstrate Test Valley Borough Council's commitment to:

- Making public the Council's performance on health and safety, by publishing health and safety performance data;
- The ongoing effective implementation of the Council's health and safety policy, organisation and its associated arrangements;
- Monitor and measure health and safety performance, with a view to highlighting areas where the Council performs well and also areas for improvement;
- Openness and accountability in all of the Council services; and
- Our responsibility for ensuring a safe and healthy environment for service users, members of the public, employees and contractors.

The Council's continued ability to manage health and safety in a good and proportionate manner reduces the likelihood of non-routine inspections by the Health and Safety Executive (HSE).

2.0 Risk Exposure and Strategies for Control

Health and safety is part of the Council's Risk Management Strategy, focussing on the risks of injury and ill health potentially arising from the range of activities, which deliver the Council's services. The range of health and safety risks identified includes:

- Lone working
- Violence and aggression towards staff, from the public
- Transport and road risk
- Electrical safety
- Fire
- Manual handling

- The use of display screen equipment (DSE)
- Slips, trips and falls
- Work related ill health, including work-related stress
- The health and safety management of contractors
- Mental health.

The Council continues to develop and implement appropriate strategies and systems to identify and record foreseeable risks and reduce them to as low a level as is reasonably practicable. These strategies are subject to periodic review and appropriate remedial measures, or adjustments, are made as necessary.

2.1 **Monitoring**

Risks are controlled using both proactive and reactive monitoring of the Council's health and safety performance.

Reactive monitoring is triggered by events including injuries, ill health, reports of damage or complaints whereby action is taken to prevent a reoccurrence - see table 3 for a breakdown of incidents.

Proactive monitoring includes audits, risk assessment reviews, site inspections and appropriate health and safety training. A couple of key areas are detailed below.

Annual Health and Safety Questionnaire Findings:

The annual questionnaire was sent to Heads of Service, and all were returned.

In the box below are the list of actions highlighted in the service submissions:

Action	Service(s)	Comments
<u>Risk Assessments:</u>		
Generic office assessment under review Lone working procedures	Finance & Revenues	Completed Feb 23 Procedures are available, but due for review.
Lone working procedures	C&L	Under review due to smart phone app security concerns.
Task and generic risk assessments up to date	H&EH	Certain assessments under review across all business areas of H&EH.
Lone working – procedures documented	S&I	Process in place but need to have written policy.
<u>DSE assessments:</u>	Finance & Revenues	Majority complete, some agile workers to do.
	HR	Completed March 2023.
	H&EH	EH staff asked to review.

<u>Driving Safety</u> - licence checks, etc.	IT	Team managers reminded to review staff documents.
	HR	Completed March 2023.
	C&L	Management reviewing.

Workplace Inspections:

The Council's Health, Safety and Wellbeing Group members have been tasked with performing regular inspections of their respective working areas. Inspections of the operational depots at Portway and Bourne House are conducted on a monthly basis, by the Corporate Health and Safety Manager.

2.2 Corporate H&S Training

There were two new first aiders trained and 10 employees underwent their statutory 3-year refresher training.

An initial discussion was held with the Chief Executive to discuss the future of first aid provision within Beech Hurst, which will be followed up by the new Corporate Health & Safety Manager.

Manual handling and ladder awareness training was completed for 26 employees, across a number of services.

DSE assessor training was completed for a nominated individual from each service.

The Environmental Service and Property and Asset Management Service carry out their own specific health and safety training as required for their staff roles.

2.3 Financial Resources

The annual budget is used to fund council activities such as staff training in health and safety matters and to enable the Council's Corporate Health and Safety Manager to be trained and kept abreast of developments in health and safety law and safety management practice.

The expenditure of this budget for the last 3 years is given in the table below:

Table 1. Expenditure on Health and Safety

Purpose	2020/21	2021/22	2022/23
First aider training and equipment	£1836	£2932	£2713
Equipment	£2790	£739	£129
Other safety related training	-	£2243	£1516
Total	£4626	£5914	£4358

2.4 Accident/Incident Data

For the period 2022/23, there were a total of 70 incidents. Of this total, three accidents were reportable to the Health and Safety Executive (HSE), 15 were verbal abuse or intimidating behaviour incidents and 52 were non-reportable incidents these included 7 near misses.

Comparisons for the last 3 years are given in the table below:

Table 2. Overview of incidents

Type of incident	2020/21	2021/22	2022/23
Total number of non-reportable accidents	27	27	45
Total number of accidents reported to the HSE (RIDDOR)	3	3	3
Total number of verbal abuse / violent incidents	6	9	15
Total number of near miss incidents	4	4	7

2.4.1 The total number of incidents has increased by over one-third from the previous annual figures to 2022/23. The reason for this increase is due to the opening of Ganger Farm facilities with incidents being reported to members of the public (mainly related to sporting activities), and also a push on reporting incidents held within the Environmental Service in April 2022.

2.4.2 For the three reportable incidents that were notifiable to the HSE were all due to 'an accident that resulted in an employee being absent from work for more than 7 days', as a result of a minor injury.

Table 3. Overview of incidents by service

Service	Non-Reportable		Reportable		Aggressive / Violent		Near Misses	
	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23	2021/22	2022/23
Chief Executives (incl. HR)	0	0	0	0	0	0	0	0
Community & Leisure*	3	7	0	0	0	1	0	1
Environmental	19	30	3	3	1	3	3	4
Finance & Revenues (incl. CSU**)	0	0	0	0	4	6	0	0
Housing & Env. Health	3	0	0	0	1	0	0	0

IT	0	0	0	0	0	0	0	0
Legal & Democratic	0	1	0	0	0	0	0	0
Planning & Building	1	2	0	0	0	3	0	1
Planning Policy	0	0	0	0	0	0	0	0
Property & Asset Management***	1	5	0	0	3	2	1	1
Strategy & Innovation	0	0	0	0	0	0	0	0

* Includes incidents to the public at TVBC owned leisure facilities and at The Lights

** Includes incidents to the public whilst in the reception areas

*** Includes incidents to the public at TVBC owned properties e.g. the Guildhall and tenants within TVBC run buildings e.g. Beech Hurst

2.4.3 As would be expected, there are more accidents within the Environmental Service due to the size of the workforce and hazards and risks associated with the work that is undertaken: waste collection, grounds maintenance, street cleaning, and vehicle repairs.

2.4.4 All except one of the non-reportable accidents within the Community and Leisure Service was due to injuries to members of the public whilst part of a sporting or leisure activity, at either The Lights or Ganger Farm.

2.4.5 There were three aggressive incidents that resulted in the perpetrator being added to the Violent Marker List.

3.0 Wellbeing and Mental Health Overview

Actions over the previous year include:

- A range of online and face-to-face learning opportunities targeted at employees and managers, including;
 - Neurodiversity workshops (for employees and line managers)
 - Suicide first aid workshops
 - iAct (positive mental health) for managers' course
 - Financial wellbeing webinars
- A series of webinars have been offered through SuperWellness, a nutrition-based training provider, who also provide monthly campaign materials across a range of wellbeing topics. Webinar topics have included:
 - Boost your energy
 - Musculoskeletal detective
 - Winter wellness
 - Sleep - practical steps for a good nights' sleep.
- A new Mental Health First Aider has been trained and has joined the team of MHFA's who provide immediate support to staff in the workplace.

- Regular drop-in sessions have been held with a local counsellor and MHFA in Portway and Bourne House depots.
- MHFAs / HR attended the Environmental Service's 'Service Days' to promote the Wellbeing offer to all operational staff, including the Employee Assistance Programme (EAP), Employee Support Service and wellbeing web pages.
- Monthly wellbeing campaigns, focusing on a range of topics, including mental health and suicide prevention, women's / men's health, summer/ winter health and financial wellbeing. Our larger campaigns have included:
 - Mental Health Awareness Week - a series of events were held across the borough, including health walks and coffee mornings.
 - World Mental Health Day – a quiz was held, promoting tips looking after mental health.
- 'Wellbeing Wednesday' e-newsletters have been issued on a monthly basis since May 2023, containing the latest wellbeing news.
- A Menopause Lunch and Learn session was held with a local menopause coach.
- Five menopause self-help books have been purchased and are available for loan by all staff.
- A range of social events has also taken place to promote social connectivity, as well as offering benefits to physical and mental health. Events have included arts and craft sessions and weekly spin classes at the leisure centre.

4.0 Key Challenges for 2023/24

Focus for the current year includes:

- A review of first aid and fire warden provision within Beech Hurst.
- Making health and safety a more visible function, by attending corporate inductions for new starters and providing Q&A training sessions at service meetings.
- A further review of the Health and Safety SharePoint page and refresh of basic policies within the health and safety manual.
- Ensuring that health and safety remains a focus for all and that staff use the resources available to them.
- Making further use of the resources available through our insurers i.e. 3rd party audits and reviews, to ensure that the Council is reducing risk and working to 'best practice'.