

Committee:	Executive	Agenda Item No.:	11
Date:	16 th June 2008	Status	Open
Category	2. Decision within the functions of Executive 3. Part of the Budget and Policy Framework		
Subject:	Policy Outlining Procedures regarding External Contractors Working at Council Premises		
Report by:	Head of Regeneration		
Other Officers Involved	Property and Estates Manager		
Director	Director of Strategy		
Relevant Portfolio Holder	Regeneration		

RELEVANT CORPORATE AIMS

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment
 STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

The report / policy helps to deliver the corporate aims by :-
 Benefiting the environment in the form of procedures including controlling disposal of waste and substances hazardous to health (COSHH)
 Improving the supervision and management of contractors on sites to make them safer and more efficient.

VALUE FOR MONEY

Ensuring contracts are delivered in a safe and efficient manner.

THE REPORT

The principal of this policy is to ensure that it links in with the corporate Aims and Objectives with regard to external contractors working at Council Premises and to clarify procedures that should be followed. The policy is generic, ie applicable to all Council premises, but not specific for each individual site which may require an addendum attached to the policy. This will be the responsibility of the individual Head of Service to include for the premises under their control. The policy covers all issues including :-

Selection and Management of Contractors, Health and Safety Legislation, Construction (Design and Management) Regulations 1994 (CDM) and insurance.

ISSUES/OPTIONS FOR CONSIDERATION

There is a need to ensure that contractors are working in a safe manner across all Council buildings.

IMPLICATIONS

Financial: None

Legal: None

Human Resources: None

RECOMMENDATION

That Members approve the policy for inclusion in the Council's policy framework.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to improve the supervision and management of contractors on all sites in accordance with obligations under Health and Safety at Work and other legislation.

ATTACHMENTS: **Attached Policy referred to.**