



## Joint Health & Safety Service Outline Business Case

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Client:	Bassetlaw District Council Bolsover District Council Mansfield District Council
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## **1. Purpose of the Report**

To set out an outline business case to enable elected members and senior management to determine whether there is the potential for a shared Health and Safety service. Where it is agreed that the potential exists for a shared Health and Safety service, the recommendation will be to proceed with the production of a full business case for presentation to elected members and senior management in each Council.

This document comprises:-

- An overview relating to the current situation
- An outline of the project
- Benefits
- Recommendation

## **2. Overview of the Current Situation**

The current delivery arrangements for the Health and Safety function at each of the three Councils are set out below:

### **Bassetlaw District Council**

- 1 Principal Safety Officer and 1 Safety Officer to cover 506 employees.
- Housing and Leisure Centres are contracted to A1 Housing Bassetlaw and BPL respectively. Each has their own Safety Advisers.
- Bassetlaw do not operate a Highways Service.
- The Safety Officers provide the Council's Emergency Planning function. Costs of which are split 60 / 40 in favour of safety.
- The Safety Officers are based within the Environment & Leisure Service.

### **Bolsover District Council**

- 1 Principal Health and Safety Officer (position vacant) to cover 600 employees
- All functions are retained in house at Bolsover, including Housing and Leisure
- Bolsover do not operate a Highways Service
- The Health and Safety function does not provide the Council's Emergency Planning function.
- The Health & Safety Officer post is based within the Human Resources and Payroll service.

### **Mansfield District Council**

- 1 Health and Safety Team Leader (22.5 hours) (position vacant\*), 2 Health and Safety Advisors, qualified to NEBOSH Diploma level and 1 Fire Risk Officer, appointed as the competent person for the purposes of the Regulatory Reform (Fire Safety) Order 2005 to cover 1,000 employees
- All functions are retained in house at Mansfield including Housing and Leisure.

- Mansfield currently operate a Highways Service, but this is due to transfer to Nottinghamshire County Council on April 1<sup>st</sup> 2012
- The staff within this team also delivers the Council's Civil Contingency and Fire Safety responsibilities. Costs of which are split 70 / 30 in favour of safety.
- The Health and Safety function is managed by the Environmental Health Manager.

\* A recruitment exercise has been completed for this team leader post but a suitable person was not identified through this process. The post will not be advertised again until a review of options has been completed. This review would include the range of delivery options based upon the shared service model.

### **3. Project Outline**

#### **3.1 Objectives**

The aims and objectives of a shared service would be:

- To deliver a professional health and safety service to all three Councils, with the required level of professional health and safety advice at both a management and operational level.
- To achieve improved outcomes for each of the three Councils, including the efficient use of resources at a strategic level and the pooling and sharing of individual expertise within each of the three Councils.
- Any change in service delivery must produce either cashable savings delivered within an agreed timetable or defined service enhancements that service users in each Local Authority can understand and appreciate. Initial discussion indicates that a more resilient service can be delivered with savings on training and procurement.
- The collaboration will reflect local circumstances and priorities; accountability will be enhanced and not diminished through the process.

#### **3.2 Project Scope**

- The focus will be on the Health and Safety function. The inclusion of Emergency/Civil Contingency Planning will be outside the scope of this review as such an arrangement would be significantly restricted due to the differing Emergency Planning structures and relationships with the Counties of Derbyshire and Nottinghamshire.
- Initial discussions have identified the following areas which are worthy of greater review:
  - Provision of health and safety advice/monitoring
  - Accident/incident reporting,
  - Workplace Inspections
  - Audits

- Training
  - Procurement
  - Policy/procedural documentation alignment where this could lead to efficiencies in operation
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- The collaboration between the three Local Authorities will take a pragmatic approach examining which aspects of a particular service are best delivered at each level.

#### **4. Benefits**

Initial discussions have taken place to determine whether it is believed there is scope for undertaking a full business case in respect of a shared service for the provision of health and safety. It is believed that the following benefits would be achieved by working in partnership for the provision of Health and Safety services to the three Councils.

- Efficiencies in the provision of Strategic Health and Safety Management to all three Councils.
- More resilient structure providing competent staff at all times.
- The standardisation of management practices and acceptance of safety responsibilities across all three Councils.
- Greater knowledge base and abilities that will enable more training to be delivered in house and achieve cost savings.
- Development of shared learning and bespoke IT packages that will facilitate embedding the health and safety culture at each Local Authority.
- Improved career and succession planning.
- Consistent approach to the interpretation of Health and Safety legislation to provide assurance to each Local Authority senior management team.

#### **5. Recommendation**

To proceed to production of a full business case to determine the potential for a shared health and safety service.