

CHIEF EXECUTIVE'S OFFICE

HEAD OF HUMAN RESOURCES – S.REES

11th January 2016

MATTER FOR DECISION

Wards Affected: all wards

CREATION OF NEW POST TO ADMINSTRATE THE SAFETY ADVISORY GROUP

1. Purpose of Report

The purpose of this report is to seek Member approval to create a part-time Grade 3 administrator post to support the Council's Safety Advisory Group.

2. Background

- 2.1 The Safety Advisory Group (SAGs) is co-ordinated by the Council and made up of representatives from the emergency services including Police, Fire and Ambulance Services, the event organiser, and relevant officers of the Council including health and safety, environmental health and building control.
- 2.2 SAGs were recommended as a result of the Hillsborough Stadium Disaster and are now recognised as a fundamental core planning forum for safety event planning. SAGs provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning and management of an event and to encourage co-operation and co-ordination between all relevant parties.
- 2.3 The role of the SAG is separate from the operational management of the event. It is the event organiser / management team that will be ultimately responsible for the health and safety planning. The SAG is there in an advisory capacity, providing independent advice to event organisers, who retain legal responsibility for ensuring a safe event.

- 2.4 For a SAG to operate effectively it must have effective administrative support, ensuring co-ordination of meetings and participants, timely dissemination of information and importantly, record keeping.
- 2.6 Over the past 6 month period, there have been over 26 public and community events within the NPT area with over 30,000 participants and members of the public in attendance.
- 2.8 Where a claim is made against the Council as a result of an incident or accident at an event, there is a legal duty to provide related documentation to evidence the health and safety planning, so for example minutes of SAG demonstrating that the event was discussed with multi-agency partners, registration forms, management arrangements and planning and event de-briefs.

3. SAG at NPT

- 3.1 SAG is currently chaired by an Environmental Health Officer. No administrative support is in place.
- 3.2 In order to ensure that risks associated with event management across the NPT County Borough can be managed, it is important that SAGs continue to be properly discharged and robust administration is key to this.

4. Proposal

- 4.1 It is proposed that an administrative support post is created, employed for 3 days a week on a 0.6 FTE basis, and managed by the Council's Lead Health and Safety Officer. The job has been job evaluated at NPT Grade 3. If approved, it is intended that appointment will be made from within the pool of Council employees currently designated at risk of redundancy.

5. Financial impact

- 5.1 The annual cost of employing a part-time Grade 3 equate to £12,000 per annum including on costs. The costs of this post will be jointly funded by ELLL, Environment and HR, from within existing budget allocations. A financial appraisal is attached at Appendix 1.

6. Legal Impacts

- 6.1 In relation to potential breaches of the Health & Safety at Work Act (HSWA) (the relevant statutory provisions are offences under Section 33 of the HSWA), committed on or after the 12th March 2015, the maximum penalty in the magistrates' court is an unlimited fine or imprisonment for a term not exceeding 6 months, or both. In the Crown Court, the maximum penalty is an unlimited fine or imprisonment not exceeding two years, or both.

7. Risk Management

Due consideration has been given within this report for the need to maximise potential revenue through the continuation of SAG whilst minimising the potential risk of litigation through channelling appropriate resources into risk management.

8. Equality Impact Assessment

An Equality Impact Screening Assessment has been undertaken to assist the Council in discharging its Public Sector Equality Duty under the Equality Act 2010. After completing the assessment it has been determined that this proposal does not require an Equality Impact Assessment.

9. Consultation

There is no requirement under the Constitution for external consultation on this item.

10. Recommendation

It is recommended that Members APPROVE the creation of a part-time (0.6 FTE) Grade 3 Administrator post to support the Safety Advisory Group.

FOR DECISION

11. Officer contact

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Financial Appraisal

| <u>FUNDING STATEMENT</u> | <u>Full</u> |
|--|----------------------|
| <u>Costs</u> | <u>Year</u> |
| | <u>£</u> |
| Employee Costs (Financial Appraisal Statement) | |
| > Salary | 11,579 |
| > Additional cost at Maximum Salary | 1,140 |
| Accommodation Running Costs | |
| IT Annual Costs | |
| Other Running Costs (specify) | |
| | <hr/> |
| Total Recurring Costs | <u>12,719</u> |
| | |
| <u>Funding of Recurring Costs</u> | |
| <u>External Sources</u> | |
| Specific Grant: | |
| - staffing costs | |
| - other | |
| Funding from External Agencies | |
| Service Level Agreement | |
| Other (specify) | |
| <u>Internal Sources</u> | |
| HRA | |
| Existing Budget Allocation | 4,719 |
| Additional Guideline Allocation | 8,000 |
| Other (specify) | |
| | <hr/> |
| Total Costs | <u>12,719</u> |