



# Corporate Management Committee

Thursday, 22 June 2023 at 7.30 pm

Council Chamber - Civic Centre

## Members of the Committee

Councillors: T Gracey (Chairman), C Howorth (Vice-Chair), D Coen, M Cressey, L Gillham, R King, I Mullens, M Nuti, S Ringham, P Snow, D Whyte and M Willingale

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

## AGENDA

### Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mr G Lelliott, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425620). (Email: gary.elliott@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
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Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

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To confirm and sign, as a correct record, the minutes of the Corporate Management Committee held on 25 May 2023.	
To confirm and sign, as a correct record, the minutes of the Appointments Sub-Committee held on 26 April 2023.	
3. <b>Apologies for Absence</b>	
4. <b>Declarations of Interest</b>	
Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda.	
5. <b>Referrals from Committees</b>	
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c)     Referral from the Community Services Committee - Open Space Development Resource Capacity	To Follow
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6. <b>Employee wellbeing strategy and associated policies</b>	15 - 53
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9. <b>Appointment to the Surrey Police and Crime Panel</b>	
The Corporate Management Committee is invited to exercise its powers, as stated in paragraph 1.3 of the Committee Responsibilities section of the Constitution, to make this decision on behalf of the Council. The matter requires an urgent decision and cannot be delayed until the meeting of the Council on 20 July 2023 as the Surrey Police and Crime Panel is due to hold its annual meeting on 29 June 2023.	
Runnymede Borough Council is able to appoint one member to the Surrey Police and Crime Panel for a term of four years. Runnymede's representative between 2019 and 2023 was Councillor John Furey.	

Surrey Police and Crime Panel meetings are held at 10.30am at Surrey County Council's offices at Woodhatch Place in Reigate. Further details about these meetings can be found on the [Surrey County Council website](#).

**Recommendation:**

**To nominate a member of the Council as Runnymede Borough Council's representative on the Surrey Police and Crime Panel Joint Committee to serve until May 2027.**

10. **Standing Order 42 - Re-grading of the Corporate Head of Human Resources and Organisational Development post** 92 - 97

Urgent decision 1022 made in accordance with Standing Order 42 is attached for the Committee's information.

(For information)

11. **Exclusion of Press and Public**

**Part II**

Matters involving Exempt or Confidential Information in respect of which reports have not been made available for public inspection

12. **Referral from the Community Services Committee - Addlestone Day Centre Provision** To Follow

To consider the recommendation of the Community Services Committee held on 15 June 2023.

13. **Student FM Procurement Update** 98 - 102
14. **Update on Abbey Groves** 103 - 109
15. **Procurement of Occupational Health Services** 110 - 112

Runnymede Borough CouncilCorporate Management CommitteeThursday, 25 May 2023 at 7.30 pm

Members of the Committee present: Councillors T Gracey (Chairman), C Howorth (Vice-Chair), D Coen, M Cressey, L Gillham, A King (In place of S Ringham), R King, I Mullens, M Nuti, P Snow, D Whyte and M Willingale.

Members of the Committee absent: Councillors S Ringham.

In attendance: Councillors M Smith.

**1 Notification of Changes to Committee Membership**

Councillor A. King substituted for Councillor Ringham.

**2 Minutes**

The minutes of the meeting held on 20 April 2023 were agreed and signed as a correct record.

**3 Apologies for Absence**

There were no apologies for absence.

**4 Declarations of Interest**Agenda item 10 – Surplus Properties

Councillor Coen declared that he was a director of RBC Investments (Surrey) Limited and did not participate or vote during this item.

**5 Annual Governance Statement**

The Annual Governance Statement had been reviewed by the Standards and Audit Committee the previous night, and had been recommended for approval by the Corporate Management Committee. A summary of the changes that had been made since the document was last reviewed was provided, which aimed to make the document more digestible and transparent. An overview of the progress made against the previous year's actions was presented to the Committee. Some of these actions, such as those pertaining to risk reporting, had been incorporated into the proposed Governance Statement for 2023/24.

[Councillor Howorth arrived.]

The Committee discussed the proposed Governance Statement. It was felt that the document was comprehensive and the changes made to the structure were welcomed. The importance of risk monitoring was noted with particular regard to recent investigations carried out by the Chartered Institute of Public Finance and Accountancy (CIPFA) on behalf of the Department for Levelling Up, Housing and Communities (DLUHC). It was reported that CIPFA's report into Woking Borough Council's finances had been published earlier in the day. An update from DLUHC regarding CIPFA's review into Runnymede Borough Council's finances would continue to be pursued.

It was **resolved** that the Annual Governance Statement 2022/23 be approved.

[Councillor Howorth did not vote as he was not present for the entirety of the item.]

## 6 **Climate Change Action Plan**

The report outlined the Council's initial approach to engaging with residents (including young people), businesses and local community groups, with the eventual aim of changing people's behaviour and minimising their climate impact. The survey, which sought to generate a manageable level of useable data, had been created with the input of a third party consultant. In addition to the survey, a number of engagement activities were planned, many of which would be linked to the 'great big green week'. Further updates on the Council's climate change activities would be provided to the Committee at regular intervals.

The Committee welcomed the proposals set out in the report, and agreed that a significant amount of progress had been made. It was also pleased to note that further proposed activities would be considered by the Committee in due course.

Members reviewed the proposed questionnaire. A number of potential amendments were discussed. Suggestions included asking about people's diet and consumption of resources, and asking for their views on the biggest barriers that they faced when choosing whether to engage with climate change activities. Careful consideration would be given to the language used in introducing the survey, to ensure that it was relevant to a range of respondents.

There was discussion about how the consultation would take account of the views of harder to reach groups. The consultation would be conducted through a range of media – both online and physical – in order to generate a broad range of responses. It was noted that whilst the Council could consider making use of existing data that it held about residents, caution was required due to data protection requirements. The Council's relationships with local businesses and other organisations could also potentially provide an additional means of reaching individuals.

It was **resolved** that the following be approved:

- a) the research and engagement plan, as set out in the report, including the use of online surveys for residents, businesses and young people as shown in draft format at Appendix 1 of the report;
- b) a commencement date of 1 June 2023, for implementing the engagement plan, including launching the online surveys for a period of six weeks;
- c) the Chief Executive be granted delegated authority, in consultation with the Chairman and Vice Chairman of the Corporate Management Committee, to agree any further required minor changes to the online surveys as shown in Appendix 1 of the report, prior to the consultation commencement date of 1 June 2023.

## 7 **Appointment to Outside Bodies**

Applications to join outside bodies needed to be submitted in accordance with the new process, that was implemented in January 2022. As there were still a number of positions for which nominations had not been received, a further round of applications would be invited in time for the next Corporate Management Committee.

Members were reminded of the requirement to provide reports on the activities of the

body(ies) they were appointed to.

It was **resolved** that:

1. The following appointments be made, in accordance with the arrangements set out in the report:

<b>Organisation/type of representation</b>	<b>Appointees</b>
Armed Forces Champion	Councillor Walsh
Basingstoke Canal JMC	Councillor Ringham (deputy)
Chertsey Combined Charity	Mr D Cotty
Community Safety Partnership	Councillor Balkan Councillor Burton
Egham Chamber of Commerce	Councillor Balkan
Egham United Charity	Mr H Shah
Fairoaks Airfield JCC	Councillor Mann
Frank Muir Memorial Field	Councillor Gill Councillor Gillham Councillor Harnden
Mary Drew Almshouses	Councillor Prescott Mr H Meares
Noise and Airspace Community Forum	Councillor Howorth Mr P Conway (community representative)
Runnymede Access Liaison Group	Councillor Jenkins
Runnymede and Spelthorne Citizens' Advice	Councillor Mullens (member) Councillor Balkan (deputy)
Runnymede Open Awards Centre	Councillor Walsh
Thames Basin Health Special Protection Area Strategic Partnership Board	Councillor S Whyte
Thorpe Parochial Charities	Mrs J Gruncell Mr I Patenall

2. A further round of nominations be invited, where none had been received, for consideration at a future Corporate Management Committee.

## 8 Code of Corporate Governance

The Code of Corporate Governance had been reviewed by the Standards and Audit Committee the previous night, and was recommended for approval by the Corporate Management Committee, prior to its consideration by the Council on 20 July 2023.

The format of the Code of Corporate Governance had been updated to reflect the structure of the Governance Statement. The Code was reviewed on an annual basis, in order to ensure that it remained reflective of the current arrangements. A new process for reviewing the Code was included in the proposed document.

Following a question regarding webcasting, it was confirmed that the next opportunity to review this would be as part of the budget setting process for 2024/25. The proposed member training and development programme was welcomed. It was suggested that a skills audit to supplement the programme be considered.

It was **resolved** that the Local Code of Corporate Governance be recommended to the Council for approval.

## 9 Exclusion of Press and Public

By resolution of the Committee, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information as set out in Schedule 12A to Part 1 of the Act.

## 10 Surplus Properties

The Committee discussed the proposals set out in the report. It was noted that the properties would be returned to the Council in a lettable condition with refurbishment costs met from the housing revenue account. The Committee sought confirmation that the properties were no required for temporary homeless accommodation.

It was **resolved** that:

1. The disposal of 2 flats at the Literary Institute in Egham to RBC Investments Limited ('RBCI') by way of a lease of less than 7 years, subject to the agreement of the RBCI Board, be agreed.
2. The lease contain provisions for:
  - Agreeing the basis on which the units were to be rented i.e. at 'market' rate or 'social rent' rate.
  - A 10% letting management fee deduction from the rental income.
  - The balance of rental income to be passed to Runnymede Borough Council.
3. That the Chief Executive be delegated authority (in consultation with the chairman and vice-chairman of the Committee) to explore with RBCI the opportunities and consequences of offering the units at a reduced 'social rent' rate, with a view to determining whether this would be realistic and viable, and agree the relevant provision(s) for inclusion in the lease with RBCI.

## 11 Commercial Rent Arrears

The report updated the committee on commercial tenants whose rent accounts were in arrears. Such reports were normal in organisations who were landlords. It was noted that not all of the debts referred to in the report would become irrecoverable.

It was **resolved** that:

1. The potential write off in respect the bad debts detailed in section 2.1 of the report, be noted.



2. The proposed rent concession, as set out in section 2.2 of the report, be agreed.
3. The position on other debts and the actions being taken, as detailed in section 2.3 of the report, be noted.

## 12 **Potential Letting in Egham**

The Committee reviewed the proposed letting for the vacant M&Co unit in Egham. A concern was raised about local ward councillors not being consulted about potential tenants, although the Council's duty to secure best value meant that there was limited scope to influence the type of business that the unit could be let to.

It was **resolved** that:

1. The lease to the company detailed in the report, on the Heads of Terms outlined in Appendix A, be approved.
2. The Chief Executive (or Assistant Chief Executive in the Chief Executive's absence), in consultation with Corporate Head of Assets and Regeneration, be delegated authority to amend the terms of the lease if necessary, provided that this offer remains the highest ranked offer.

## 13 **Grounds Maintenance - Vehicles & Equipment**

It was **resolved** that:

1. A supplementary capital estimate, for the sum set out in the report, to facilitate remodelling of the fleet and equipment provided for the new in-house grounds maintenance service be approved.
2. It be noted that the additional cost would be partially offset by resale of two less efficient fleet vehicles, in accordance with the arrangements set out in the report.
3. A virement for the sum set out in the report, currently set aside in the general fund revenue estimates, for a contribution towards the running costs of a Surrey-wide Traveller site, be put towards the remaining costs of this scheme as a revenue contribution to capital.
4. A waiver of the contract standing orders, to facilitate direct purchase of vehicles and equipment due to urgency and potential risk to the provision of council services be agreed, in order to secure improved efficiency and service continuity.

## 14 **Procurement of Insurances**

It was **resolved** that:

- 1) The Council enter into a three-year agreement (with two possible 12 month extensions) with the insurers for the insurances tendered, as set out in the report.
- 2) The Council commence negotiations to secure either an extension of the existing cover for Leasehold and Right-to-Buy with the current insurance provider for up to 12 months or obtain such insurance from alternative insurance providers for up to 5 years by using its appointed insurance broker.
- 3) A supplementary estimate for the sum set out in the report (inclusive of taxes) to cover the increased costs of the insurance be agreed.

**15 Standing Order 42 - Mini Restructure within Environmental Services**

Concerns were raised about the timeliness of this matter being reported to the Corporate Management Committee. It was clarified that whilst the decision was initially proposed on 20 March 2023, the decision was not finalised in accordance with the Council's Standing Orders until 19 April 2023. As this was after the statutory agenda publication date of 12 April 2023, it was not possible to include it on the agenda for this meeting.

Additionally, it was questioned whether this decision needed to be made using the Council's urgency procedures, given that it was finalised the day prior to the Committee meeting.

The Chief Executive undertook to review the circumstances around this decision and to review the process for signing off decisions.

The decision pertaining to the restructure within Environmental Services, taken in accordance with Standing Order 42, was noted.

(The meeting ended at 9.37 pm.)

Chairman

Runnymede Borough Council

Appointments Sub-Committee

Wednesday, 26 April 2023 at 7.30 pm

Members of the Committee present: Councillors M Cressey, L Gillham, J Gracey, T Gracey, C Howorth, D Whyte and M Willingale.

687 **Election of Chairman**

Councillor T. Gracey was elected Chairman for the meeting.

688 **Apologies for Absence**

There were no apologies for absence.

689 **Declarations of Interest**

All members declared that they knew one of the candidates but had not discussed the matter with them.

690 **Exclusion of Press and Public**

By resolution of the Sub-Committee, the press and public were excluded from the remainder of the meeting during the consideration of the remaining matters under Section 100A (4) of the Local Government Act 1972 on the grounds that the discussion would be likely to involve the disclosure of exempt information as set out in Schedule 12A to Part 1 of the Act.

691 **Longlisting for role of Chief Executive**

It was **resolved** that the executive recruitment consultant be asked to interview the longlist of candidates agreed by the Appointments Sub-Committee, and report back to an appropriate meeting after the annual meeting of the Council on 17 May 2023.

Chairman

## **Referral from Housing Committee 7 June 2023**

### **Establishing a Housing Systems and Revenue Team**

At its meeting on 7 June 2023 Housing Committee considered a report on Establishing a Housing Systems and Revenue team, and was requested to recommend to Corporate Management Committee approval for:

#### **i. The business case for:**

**a. The purchase and implementation of the Anti-Social Behaviour and Customer Service Modules (as contained within the Housing Service Plan for 2023/4 and Capital Programme) to be funded from HRA Revenue Reserves**

**b. The establishment of a centralised Business System and Revenue function as contained within the Housing Service Plan for 2023/4**

#### **ii. The release of:**

**a. £50,000 provision set aside in the Capital Programme and Business Plan for this purpose.**

**b. £135,000 provision set aside in the HRA Revenue Budget and Business Plan for this purpose.**

[Committee Report – Establishing a Housing Systems and Revenue Team](#)

[Appendix – Establishing a Housing Systems and Revenue Team](#)

[Addendum – Establishing a Housing Systems and Revenue Team](#)

#### **Draft minutes from the meeting:**

The Head of Housing Services & Business Planning advised Committee that after many years of limited investment the Housing Department was coming to the end of phase 2 of an extensive upgrade of existing systems and implementation of new modules to provide the services required by tenants and the Regulator of Social Housing.

The Housing Service Area Plan for 2023 approved by committee in March 2023 included a growth item of £50,000 for these modules and officers were seeking permission to enter into a contract with the current provider NEC to implement these modules, which fell into five distinct areas: -

1. Housing Advice
2. Housing Allocations
3. Tenancy and Leaseholder management
4. Income Collection
5. Technical Services

The proposal would create a centralised team with increased capacity and generic roles that could support all the system modules and income streams.

Corporate Management Committee approval would be required due to the need for additional posts on the establishment using the £135,000 provision set aside in the HRA Revenue Budget and Business Plan for 2023/24.

A Member sought clarification on the impact of removing the Homelessness Officer from the staff structure, and was advised by the Head of Housing Services & Business Planning that this post had initially been created from the Homelessness Reduction Act but remained unfilled based on the caseloads of existing staff being manageable. However, this would be kept under review and a request would be made to Committee in future in the unlikely event there was a need to re-establish the role.

**Resolved that –**

**Housing Committee recommended to Corporate Management Committee:**

**i. The business case for:**

- a. The purchase and implementation of the Anti-Social Behaviour and Customer Service Modules (as contained within the Housing Service Plan for 2023/4 and Capital Programme) to be funded from HRA Revenue Reserves**
- b. The establishment of a centralised Business System and Revenue function as contained within the Housing Service Plan for 2023/4**

**ii. The release of:**

- a. £50,000 provision set aside in the Capital Programme and Business Plan for this purpose.**
- b. £135,000 provision set aside in the HRA Revenue Budget and Business Plan for this purpose.**

**Referral from Housing Committee 7 June 2023**

**Building Safety Act**

At its meeting on 7 June 2023 Housing Committee considered a report on the Building Safety Act 2022. Amongst the recommendations Housing Committee was requested to recommend to Corporate Management Committee approval for:

**An addition to the Housing staff structure – the appointment of a Compliance Surveyor and request that this would be presented to the Corporate Management Committee to agree the new post at its next meeting in June 2023.**

[Committee Report – Building Safety Act](#)

**Draft minutes from the meeting:**

The Housing Services Compliance Manager advised that the aim of the Act was primarily to improve building safety, particularly in high-rise buildings following the Grenfell Tower tragedy, setting a new standard for accountability, transparency and resident well-being.

Resident engagement was also emphasised in the Act, with building owners required to develop and implement a resident engagement strategy that sought resident feedback on safety related decisions. A draft strategy relating to Surrey Towers was currently out for consultation, whilst a building safety case report was also being prepared and would be presented to the next Housing Committee.

The Housing Services Compliance Manager added that an additional surveyor was being sought to ensure that building safety elements were adequately covered and addressed. This would require Housing Committee's recommendation to Corporate Management Committee for approval.

The Corporate Head of Housing confirmed that he was hopeful that a suitable candidate would be identified based on the requested salary band.

**Resolved that –**

- 1. Committee noted the additional obligations placed on landlords as a result of the Building Safety Act 2022 and Fire Safety (England) Regulations 2022**
- 2. Committee noted it would receive an update on the Housing Service's work to submit a Building Safety Case to the new regulator at the September 2023 meeting of the committee.**
- 3. Recommended an addition to the Housing staff structure – the appointment of a Compliance Surveyor – to the Corporate Management Committee to agree the new post at its next meeting in June 2023.**

## **AN EMPLOYEE WELLBEING STRATEGY AND ASSOCIATED POLICIES (CORPORATE HEAD OF HUMAN RESOURCES)**

### **Synopsis of report:**

**To consider a proposed Employee Wellbeing Strategy and two new associated policies – one on supporting employees during the menopause and a second on smoking.**

### **Recommended That**

- 1. the proposed Employee Well-being Strategy attached at appendix A is approved;**
- 2. the Menopause Policy at Appendix B is approved;.**
- 3. the revised Smoking Policy at Appendix C is approved**

## **1. Introduction – The Employee Well-being Strategy**

- 1.1 The importance of employee health and wellbeing has become more widely recognised over the past decade and has become a key topic in relation to people management in organisations. This has become particularly important since the pandemic. Consequently, in addition to the Council's legal duty to keep employees safe at work, the Council is striving to do more to promote and protect the health and wellbeing of employees.
- 1.2 The proposed strategy aims to develop and expand upon the Council's existing provision. Evidence shows that investing in employee wellbeing can lead to:
  - Reduced costs – absence, presenteeism
  - Reduced labour turnover
  - Attracting and retaining top talent
  - Supporting a positive and psychologically safe culture
  - High productivity
  - Increased employee engagement
  - Meeting legal and Health and Safety obligations

## **2. The Strategy**

- 2.1 **Demographics** - The strategy explores the demographics of the organisation and uses this information to inform the actions in the strategy. For example - 77% of female workforce are aged 40 or above, therefore proposals have been made to provide specific and relevant support, guidance, and training through the introduction of a Menopause Policy and training on the policy for managers.
- 2.2 **Sickness absence** – the strategy considers sickness absence data and uses this information to shape activities and proposals. The data shows that a significant amount of working time was lost to anxiety, stress, and depression, therefore this statistic has been considered when proposing increased training and support. For example, initiatives recommended to address this issue include increasing the number of mental health first aiders in the workplace and introducing training for managers on managing stress.
- 2.3 The Strategy has two main sections, the first is 'Promote'. This covers both existing actions and interventions and proposes new ones, all with the aim of promoting good physical and mental health. This includes:

- Cycle to work scheme
- Corporate Eye care voucher scheme
- Vaccinations
- Health checks for over 45's
- Agile working
- Health insurance
- Health promotion initiatives (including stress management, building positive relationships, lifestyles behaviours, mental health, menopause etc)
- Celebrating diversity
- Disability Confident Scheme
- Employee engagement
- Celebrating success
- Training

- 2.4 The strategy also discusses organisational culture and highlights both existing and new approaches which contribute to the Council being 'a place where our staff are committed and part of our journey' (Organisational Development Strategy 2022-2026). New guidance and training is suggested which aims to promote a positive work culture.
- 2.4 The second section of the strategy is entitled 'Provide and Protect'. This section focuses on ensuring that employees have a wide range of support when their physical or mental health is impacted. This includes:
- Actively working to reduce stigma around mental health
  - Mental Health First Aiders
  - Financial Wellbeing support
  - Departmental stress risk audits
  - Occupational Health
  - Free confidential counselling
  - Signposting to external support
- 2.5 Finally the document sets out the different groups who hold responsibility for fulfilling the actions within the strategy – the Council as an employer, Human Resources, Line Managers, Occupational Health, and employees themselves.
- 2.6 This Strategy has been reviewed and agreed by the HR Member Working Group and Corporate Leadership Team. Unison have also been consulted and were supportive. The group made some suggestions which have now been included in the final document.

### **3. Policy Framework Implications**

- 3.1 Creation and implementation of this strategy meets one of the aims of the Organisational Development Strategy 2022-2026.

### **4. Equality Implications**

- 4.1 An Equality Impact Assessment will be completed.

### **5. Legal Implications**

- 5.1 The Council has a legal duty of care to employees to ensure health at work (Health and Safety at Work etc Act 1974) – the actions in this strategy will help to promote and protect physical and mental health of its employees.

### **Background Papers**

None stated.



## **2. Introduction -The Proposed Menopause Policy**

- 2.1. The proposed Menopause Policy addresses an issue which has had a great deal of prominence in recent years in relation to the well-being of employees who are going through the menopause and explains what support and assistance can be given to employees to act as a sensitive and supportive employer. CLT, SLT and the HR Members Working Group have been consulted on this policy. It is attached at Appendix B. If this policy is agreed in principle, UNISON will be consulted.

## **3. Introduction – The Proposed Smoke free and Vape free Policy**

This proposed policy is a new version of the current Smoking Policy which was introduced when smoking in the workplace was made illegal. It covers a range of issues including smoking in vehicles and the locations where smoking is permitted. These locations are shown in the maps attached to the policy.

It has also been updated to include vaping because this type of smoking also includes some harmful chemicals. The purpose of this policy is to support employees' health and well-being and to ensure we are compliant with the law. This policy is attached at Appendix C. Both policies help to support the practical implementation of the Employee Well-being Strategy and reflect objectives on employee well-being in the OD Strategy. UNISON is supportive of this policy.

### **Policy Framework Implications**

- 3.1 Creation and implementation of both the above policies contributes towards the implementation of the Employee Well-being Strategy and health and safety responsibilities of the authority and meets some of the aims of the Organisational Development Strategy 2022-2026.

### **4. Resource implications**

- 4.1 There are no immediate financial implications of the Strategy. Any future developments requiring growth will be brought back to Members for consideration with an accompanying business case.

## **5. Equality Implications**

- 5.1 An Equality Impact Assessment will be completed for both policies.

### **6. Legal Implications**

- 6.1 The Council has a legal duty of care to employees to ensure health at work (Health and Safety at Work etc Act 1974) – the actions in these policies will help to promote and protect physical and mental health of its employees.

### **Background papers**

None

# Runnymede Borough Council Employee Wellbeing Strategy

June 2023

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## Introduction

Runnymede Borough Council (The Council) recognises the importance of promoting and protecting employee wellbeing.

The Council has a legal duty of care to employees to ensure and promote health at work – as set out in the Health and Safety at Work Act 1974. The Council is a diverse organisation, so it is essential that employees from all areas can access the appropriate level of support and resources when and if they need it.

The importance of employee health and wellbeing has become more widely recognised over the past decade. In particular, there is increasing concern about mental health, and the growing pressures people face working and living in today's world.

The workplace can be an effective place to improve the wellbeing of individuals, families and communities. It can offer financial security, social connections, and a sense of belonging, meaning and purpose. Our employees spend a significant amount of time at work, so we have a key role to play in the wellbeing of our workforce.

Employee wellbeing is important to business performance. A healthy workplace, that promotes a state of contentment, benefits both employees and the organisation.

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“Fostering employee wellbeing is good for people and the organisation.  
Promoting wellbeing can help prevent stress and create positive working  
environments where individuals and organisations can thrive”  
– CIPD: Wellbeing at Work 2020

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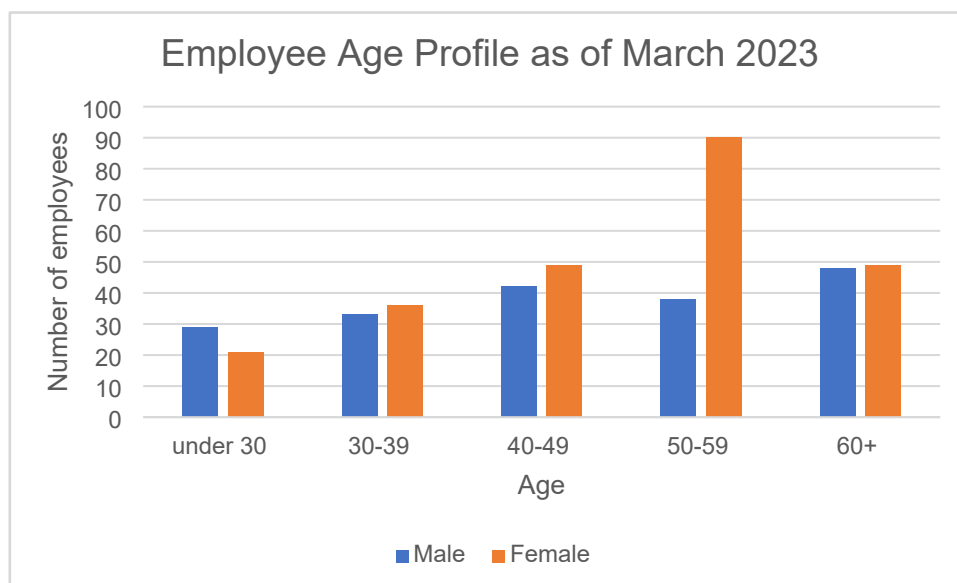
## Our Employee Data

The Council currently has approximately 435 employees and provides a diverse set of services across 11 areas.

The majority of the office workforce are designated as Agile Workers (working normally 3 days a week from a Council location and 2 days from home) with a percentage of workers being classed as Fixed Workers, (those who attend work in person for all of their working week. These include services such as Customer Services, Community Centres, CCTV).

Around 12% of the workforce are in operational roles, such as parks maintenance and refuse collection which involves manual work, driving HGV vehicles and using machinery.

## Demographics of the organisation



Regular view of the demographics of the organisation is essential when considering tailored and appropriate wellbeing support.

For example, the age and gender profile of the organisation shows that the biggest group of employees is women aged between 50-59. Data shows that 77% of female employees are aged 40 or above (i.e. 43% of the total workforce), therefore it is important that health and wellbeing initiatives particularly consider the different factors that impact on the health of this group. For example, information and guidance for managers on how to support a woman going through the menopause would be helpful.

## Sickness Absence summary

Days lost to sickness 2018/19 – 2021/22

	2018-2019	2019-2020	2020-2021	2021-2022
Total days lost to sickness	4014	3990	3278	3328.5
Average days sickness per employee ( <b>all sickness</b> )	11.2	11.3	8.88	8.92
Average days sickness per employee ( <b>short term only</b> )	5.46	5.91	3.99	3.87
Average days sickness per employee ( <b>long term only</b> )	5.74	5.39	4.89	5.05

As evidenced in the figures, the number of days lost to sickness has significantly reduced over recent years, which can largely be attributed to the widespread introduction of agile working at the Council, which was implemented during the Covid 19 pandemic. The ability to work from home provides an opportunity for employees to continue to work during some periods of recovery or whilst experiencing mild health issues, which would have previously resulted in an episode of absence from work.

### **In depth analysis of data from 1/1/2022 – 31/12/2022**

During 2022, 3786 working days were lost to sickness absence.

The Council lost the most time to absence due to:

- 1) fractures or injury (507 days) \*
- 2) anxiety, stress and depression (404.5 days)
- 3) Covid19 (285 days)

\* Approximately 55% of these days were lost in the Environmental Services service area in which a large majority of workers undertake manual/physical roles where likelihood of injury is naturally increased.

Whilst the most frequently occurring reasons for absence were:

- Covid-19 (82 occurrences)
- Gastro-intestinal problems (54 occurrences)
- Cold, cough and flu (47 occurrences)
- Headaches (36 occurrences)

Whilst the reasons for fractures and injuries may vary, we need to ensure safe working practices are followed in the workplace to minimise those which do occur at work rather than in an employee's personal time. Please refer to the Health and Safety Policy for further information about the Council's priorities and commitments to providing a safe environment for employees.

The second largest cause of absence is anxiety, stress and depression. These conditions can be caused from personal/domestic factors, work or a combination of both. This reinforces the need for an Employee Wellbeing Strategy to support both employees' physical and mental health.

## **Our approach**

As an employer, we intend to give higher priority to protecting the health and wellbeing of our employees by

- ensuring that employees work in a safe environment and,
- promoting a culture where they feel supported.

Equally, employees need to also recognise their own responsibility to effectively manage their own health and wellbeing.

It is important that the Council does not solely have a reactive approach when it comes to wellbeing at work. A more pro-active approach is required which promotes better health and truly supports employee wellbeing.

# Aims of the Employee Wellbeing Strategy

Investing in employee wellbeing can lead to:

- Reducing costs – absence, attrition, presenteeism whilst unwell etc
- Attracting and retaining top talent
- Supporting a positive and psychologically safe culture
- Higher productivity
- Increased employee engagement (satisfaction and loyalty)
- Meeting legal and Health and Safety obligations, whilst addressing risks

We understand that wellbeing is not a “one size fits all” approach, and the support needed for one person may differ considerably for the next person. We must therefore ensure our strategy is holistic and wide reaching.

To achieve our aim, the Wellbeing Strategy will have a two-strand approach:

Firstly, it will focus on the promotion and protection of health and wellbeing - **‘Promote.’** Secondly, it will focus on providing holistic support when health is impacted in some way– **‘Provide and Protect’.**

## Promote

To maximise the Council’s chance of a healthy, productive, and engaged workforce, it must act wherever possible to create an environment which promotes and protects good physical and mental health.

### Physical health and working environment

#### Cycle to Work Scheme

The Cycle to work scheme is a salary sacrifice initiative which encourages alternative commute/travel to improve health and fitness and reduce carbon emissions and environmental impact. The initiative also allows employees to make tax and national insurance savings on the cost of a new bike and safety accessories.

#### Corporate Eyecare Voucher Scheme

Employees who regularly use a computer at work are entitled to a free eye test every two years. They are provided with a voucher which can be used against the cost of glasses if they are needed solely for using a computer.

#### Vaccinations

The Council provides free flu vaccinations on an annual basis for all front-line employees (for those who do not receive a free vaccination with the NHS). Employees are also encouraged to have Covid vaccinations to reduce the impact of Covid on themselves and their colleagues.

## Health checks for over 45's

The Council would like to introduce annual health checks for this group in the future, subject to financial appraisal. It is hoped that these checks will review weight, blood pressure, cholesterol, lifestyle review, resting heart rate, personalised health advice.

## Agile Working

The Council updated the Agile Working Policy in early 2023. This allows those whose roles have been determined as agile the opportunity to work from home up to twice a week (three times a week where certain criteria are met, and the arrangement agreed by the Corporate Head).

Benefits resulting from adopting an agile working approach have included improved job satisfaction and morale, reduced absenteeism due to sickness, an improved work/life balance, reduced time spent commuting. The Council's intention is that with an added degree of flexibility, employees will be better equipped to respond to and manage the demands of everyday working life alongside any temporary additional demands they may face due to external factors.

## Health insurance

The Council provides both a subsidised health plan and dental plan for employees, subject to respective employment criteria.

## Health promotion initiatives

The Council will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting physical and mental health and wellbeing.

It is likely that Occupational health professionals and the HR team will have primary responsibility for leading these initiatives, but line managers and employees will be encouraged to participate.

The initiatives could focus on some of the following topics:

- stress management
- building positive relationships
- lifestyle behaviours, (for example in relation to alcohol, drugs and smoking)
- physical activity and fitness
- menopause and women's health
- men's health
- understanding mental health
- heart related health
- nutrition
- awareness sessions on certain chronic illnesses

This list is not exhaustive and initiatives focusing on new topics could be arranged in response to specific issues.

These initiatives could be run in a wide variety of ways. They could take the form of individual training or awareness sessions, lunchtime drop-in sessions, or written information or guidance. Relevant local businesses could be invited to partner with the Council and visit different locations to run information stands, events or promotions.



Below are examples of the type of sessions or groups that the Council has or intends to introduce:

- Yoga, exercise, and relaxation sessions
- Workplace massage
- Lunchtime walking groups and team challenges
- Healthy eating and recipes – information and demonstrations
- Lunchtime table tennis

## **Organisational Culture**

As discussed in the Council's Organisation Development Strategy (2022 – 2026), the Council aspires to be an 'employer of choice' and a place where our staff are committed, happy and 'part of our journey'.

Our approach to supporting and improving the wellbeing of our employees is key to achieving this, creating a psychological safe space where they feel valued, supported and listened to.

### **Policies, Procedures and Guidance**

Our policies and procedures support the wellbeing of our employees when they are at work, dealing with different stages of life or absent due to ill health.

We have and will continue to develop specific policies and guidance to address health issues, raise awareness and guide our managers on how to provide relevant and appropriate support including:

- Managing sickness absence policy and guidance
- Menopause policy and guidance,
- Managing cancer in the workplace,
- Supporting an employee through a bereavement

Our employees can take advantage of excellent family-friendly work-life balance policies and scheme which include (but are not limited to):

- Flexible Working Policy
- Carers' Policy and paid time off
- Maternity & Paternity leave and enhanced pay
- Adoption, Shared Parental and Parental bereavement leave and pay

### **Effective Management**

Within our strategies and practices our focus is on effective and supportive management.

Individual management style will vary from manager to manager, but it is expected that managers will nurture effective team working and healthy, productive relationships with employees that are based on mutual respect and trust.

The Council will continue to roll out its Management Development Programme through all levels of management. This will ensure that both new and existing managers are suitably skilled up and supported to lead and support their teams. In addition, stress management training will be provided for line managers to give them the skills they need to support their team during stressful periods.

## Celebrating diversity

The Council will recognise important issues and celebrate diversity wherever possible. This will help to create a more open and inclusive environment where everyone feels welcomed and accepted, and have a positive impact on employee wellbeing.

A calendar of national awareness days, weeks and months could be created for the organisation to acknowledge and celebrate diversity – for example: Pride month, World Mental Health Day, Race Equality Week, International Women’s Day, International Men’s Health Week etc. Acknowledgement and celebration of these events would include information sharing, activities and promotions and inviting guests to speak to the organisation on certain topics.

Additionally, the Council will look to increase understanding and awareness of different cultures and traditions. Managers will be provided with guidance and information to ensure that employees are treated with respect. For example –supporting employees during Ramadan.

## Disability Confident scheme

The Council is a ‘disability committed’ employer in this national scheme which supports and encourages employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people. More information about this scheme will be available in the new Recruitment Policy.

## Employee engagement

The Council has an employee suggestion scheme in place which enables employees to make anonymous suggestions on any part of working life. This helps to provide an employee voice and creates an opportunity to provide feedback. It is planned to run more employee surveys to gain feedback on specific topics.

## Celebrating success

As discussed in the Council’s Organisational Development Strategy, it is important that employees feel cared about and valued.

In addition to the existing employee of the month scheme, consideration will be given to whether this scheme could be expanded to a Team of the Month award or multiple awards at an employee ‘Oscars’ style ceremony.

## Training

The Council will continue to run in-house courses on topics which will provide managers with the skills they need to manage their team. These could include but are not limited to:

- Unconscious bias
- Emotional Intelligence
- Mental Health Awareness
- Stress awareness and management

Opportunities to attend training on key topics such as these will also be made available for all employees.

## Provide and Protect

This second strand of the strategy is focused on ensuring that employees have a wide range of support when their physical or mental health is impacted.

### Actively working to reduce stigma around mental health

The Council aims to create a culture where employees feel safe to have honest conversations about mental health. The Council would like employees to feel confident that sharing details of their health will not put their reputation or employment at risk.

To do this the Council will:

- expand the range of tools and resources available for managers to use to enable them to have productive and non-judgemental one to one conversations, where an employee feels safe to share changes in their mental health, particularly sharing any work related factors

Tools currently include:

- Wellness Action Plans – a document to help employees to identify what keeps them well and how their manager or colleagues can provide specific support if their mental health declines.
  - Individual Stress Risk Assessment – a risk assessment document which aims to aid in the identification of potential work pressures or demands which may be causing an individual to feel they are feeling stressed.
- provide training for both managers and employees which will increase knowledge and understanding of different mental health issues
  - Encourage openness and create opportunities for storytelling from employees who feel able to share their personal stories on their mental health challenges and journeys
  - Foster good communication in teams where employees feel able to share changes in their mental health

### Mental Health First Aiders

The Council has a small group of Mental Health First Aiders. These are individuals who are trained to be a point of contact for someone who is experiencing a mental health issue or emotional distress. The support they provide could range from having an initial conversation through to supporting an employee to get appropriate help. It is the ambition of the Council to increase the number of mental health first aiders so that there is at least one per service area.

### Financial Wellbeing support

It is recognised that in today's world, particularly amid a cost-of-living crisis, financial matters can significantly impact an individual's level of stress.

The Council will run financial webinars and information sessions. These will cover general advice and signposting in addition to more specific sessions e.g., retirement planning.

### **Departmental stress risk audits**

Templates and guidance will be provided to enable managers to analyse and address situations where multiple members of a team appear to be experiencing increased levels of workplace stress.

### **Occupational Health**

Occupational health professionals will play a critical part in developing return to work plans for employees returning after absences and provide advice and guidance on any short- or long-term adjustments to ensure that working environments are conducive to a successful return.

### **Free confidential counselling**

Employees can have five free confidential counselling sessions each year with a choice of independent counsellors.

### **Signposting**

The Council intends to increase the content on the staff intranet to create a portal of helpful links and resources. These pages will provide support and information for managers and individual employees to help themselves or gain external support through other organisations.

## **Responsibilities within the Employee Wellbeing Strategy**

### **The Council**

The organisation has a legal duty of care to employees to ensure health at work, as set out in the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The organisation will ensure that its policies and practices reflect this duty and review the operation of these documents at regular intervals.

### **Human Resources**

The Human Resources (HR) team work collaboratively across the organisation to provide specialist advice, guidance and support to managers.

The HR team will develop organisation-wide policies and procedures to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good physical and psychological health.

## **Line managers**

Line managers will put in place measures to minimise the risks to employee wellbeing, particularly from negative pressure at work. Managers must familiarise themselves with the Health and Safety Executive's stress management standards and use these to mitigate psychological risks in their teams. For example, managers should ensure that employees understand their role within the team and receive the necessary information and support from managers and team members to do their job. Managers must also familiarise themselves with the organisation's policies and tackling inappropriate behaviour in order to support employees, for example on bullying and harassment issues.

In particular, line managers must ensure that they take steps to reduce the risks to employee health and wellbeing by:

- ensuring that the right people are recruited to the right jobs and that a good match is obtained between individuals recruited and job descriptions/specifications;
- keeping employees in the team up to date with developments at work and how these might affect their job and workload;
- ensuring that employees know who to approach with problems concerning their role and how to pursue issues with senior management;
- making sure jobs are designed fairly and that work is allocated appropriately between teams; and
- ensuring that work stations are regularly assessed to ensure that they are appropriate and fit for purpose.

## **Occupational Health**

Occupational health professionals will provide a comprehensive service designed to help employees stay in work, or to return to work. This will include preparing medical assessments of individuals' fitness for work following referrals, liaising with GPs and working with individuals to help them to retain employment.

## **Employees**

Employees must take responsibility for managing their own health and wellbeing, by adopting good health behaviours (for example in relation to diet, alcohol consumption and smoking) and informing the organisation if they believe work or the work environment poses a risk to their health. Any health-related information disclosed by an employee during discussions with managers, the HR service or the occupational health service is treated in confidence.

## **Further information**

For more information, please view the 'Wellbeing advice' section of the Council's staff intranet. This section contains resources for managers, signposting to external resources, information on wellbeing initiatives. As actions are completed as part of the Employee Wellbeing Strategy Action Plan, this section will develop and grow.

[Wellbeing advice – Staff pages \(runnymede.gov.uk\)](http://runnymede.gov.uk)

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# Runnymede Borough Council Menopause Policy

June 2023

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## Introduction

Runnymede Borough Council is committed to providing an inclusive and supportive working environment for everyone.

The menopause is a natural part of life for women, as well as trans men and some non-binary, gender fluid or intersex people.

For some, it isn't always an easy transition. With the right support, the experience can be much better. Whilst not everyone suffers with symptoms, supporting those who do will improve their experience at work.

We want everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is not just an issue for women, all people should be aware too. The changing age of the UK's workforce means that between 75% and 80% of those going through the menopause are in work.

It is important that we equip managers with information so that they can understand and discuss menopausal symptoms if the employee concerned wishes to do so. This is especially important as good practice advises that often just talking or making simple changes to a working environment can make a world of difference to an individual's experience.

## Scope

This document applies to all employees of the Council. It sets out information and guidelines to help employees and managers understand the possible effects of menopause and to provide simple, positive and proactive ways to support employees during this time.

## Aims

This guidance provides managers with information on the potential effects and symptoms of menopause and what they can do to support their employees by;

- Fostering an environment in which colleagues can openly and comfortably start conversations or engage in discussions about menopause.
- Ensuring managers understand what menopause is, can confidently discuss the topic with their employee, and are clear on Runnymede Borough Council's guidance.
- Creating an environment where employees feel confident enough to raise issues about their symptoms and can request simple adjustments at work.
- Providing advice on simple adjustments.
- Outlining the employer's requirements for supporting employee.
- Providing advice on where managers and employees can get further information or support.

## Background information

All people managers should know what the menopause is, when it can happen and how it can affect their employees.

### What is it?

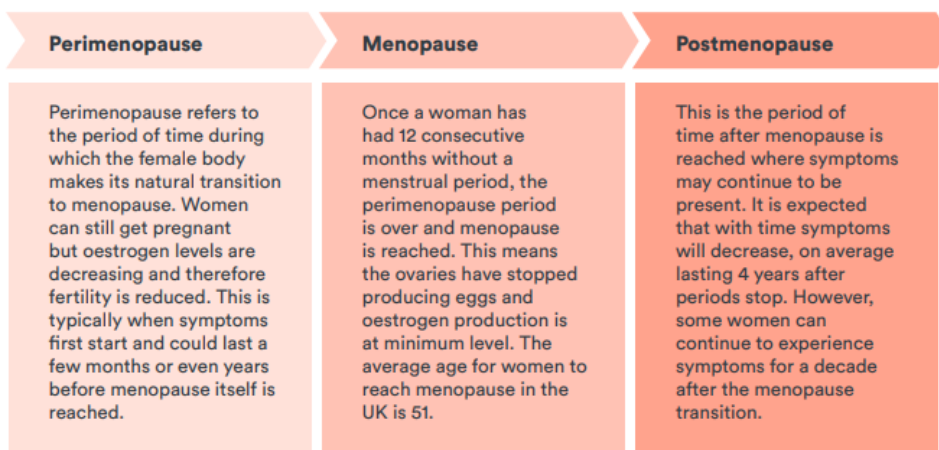
It's a natural stage of life when oestrogen levels decline, and periods stop. As menopausal symptoms are typically experienced for several years, it is best described as a 'transition' rather than a one-off event.

### When does it happen?

The menopause typically happens between age 45 and 55. The 'perimenopause' is the phase leading up to the menopause, when hormone balance starts to change.

For some people, this can start as early as their twenties or as late as their late fifties. The average age to undergo the menopause in the UK is 51, but around 1 in 100 experience it before the age of 40. This is known as 'premature menopause'.

### Stages of menopause



Often, there is no clear cause for the early onset of menopause, but it can be as a result of surgery (for example hysterectomy), illness or treatment (such as chemotherapy).

### What are the symptoms?

The menopause can cause a wide range of physical and psychological symptoms that can last for several years.

Many people experience symptoms, but not everyone does. It is important to note that not everyone will notice every symptom, or even need help or support. However, 75% of those going through menopause experience some symptoms, and 25% could be classed as severe. Experiencing any of the typical symptoms can pose a challenge for employees, dependent on severity, as they go about their daily lives, including at work.

Typical symptoms of the menopause can include:

Joint stiffness, aches and pains	Hot flushes	Night sweats	Low mood
Poor memory	Fatigue	Depression	Anxiety and panic attacks
Trouble concentrating	Change in sex drive	Urinary problems	Headaches
Irregular, heavy and/or painful periods	Sleep problems	Hair thinning or loss	Dry skin, mouth and eyes
Chills	Vaginal dryness	Weight gain	Heart palpitations
Taking longer to recover from illness	Exacerbation of existing conditions	Digestive problems	Dizzy spells

## What can employees do?

Employees can familiarise themselves by recognising what the menopause is and be aware that there is support to self-manage menopause as well as other areas of support both within the Council and externally.

## What can managers do?

Line Managers' support is crucial and can make a huge difference to employee experiencing symptoms. Supporting and creating a positive and open environment can help prevent the person from:

- losing confidence in their skills and abilities
- feeling like they need to take time off work and hide the reasons for it
- having increased mental health conditions such as stress, anxiety and depression
- leaving their job

They can ensure that anyone experiencing menopausal symptoms gets the same support and understanding as if they had any other health issue.

For example by:

- Familiarising themselves with this guidance and put it into practice within their work areas
- Being the first point of contact if someone needs to discuss their health concerns or needs a small adjustment to their work or immediate environment, to enable them to perform to their full potential.
- Being ready to listen and offer support.
- Using the guidance to signpost to other available support.
- Agreeing an Action Plan, reviewing support and adjustments periodically as symptoms can change over time.
- Managing absence and return to work.
- Timetabling regular and informal one to ones, this can provide a forum to discuss changes to someone's health situation.
- Acknowledging that this can be a sensitive and personal issue and that some employees do not want to discuss this with colleagues or managers. If appropriate, ask if they would prefer to discuss any issues with a female manager or a member of HR.
- Ensuring that they do not make assumptions about how the person is being affected
- Managers should also recognise that some employees will not want to discuss the menopause, or their experiences and they should be supported in this choice.
- Signpost to appropriate support, eg, own GP, information websites.
- Remembering symptoms may not be easily recognisable or treatable. Some employees may not get relief from symptoms quickly and it may take time to get the right balance of drugs where these are taken.

If support or adjustments are not working as well as expected, managers may also:

- Discuss with HR
- Discuss a referral to Occupational Health for further advice
- Speak to HR to organise a referral to Occupational Health
- Review Occupational Health advice, and implement any recommendations, where reasonably practical
- Update the action plan and continue to review.

## Managing performance positively

There should never be assumptions about someone's ability to perform to a high standard, but it should be recognised that people can experience a wide range of uncomfortable symptoms for many years as part of the menopause transition.

It's not surprising that they can pose a challenge for people as they go about their daily lives, including at work, where performance can be impacted. CIPD research (2019) found that three in five employees experiencing menopause transition believe their symptoms have a negative impact on them at work.

Addressing the stigma about the menopause means challenging negative and stereotypical attitudes by changing the culture, but policies and practices such as performance management also have an important role to play.

It's important to remember that performance management should, in essence, be a positive process and focus on the support needed to help everyone perform to the best of their ability, including taking on board any underlying health issues.

There could be occasions where performance may be affected and as a line manager, you may wish to raise your observations and concern with the employee. If the employee considers that menopausal symptoms may be contributing to the changes to their performance, the discussion needs to be a proactive exploration considering whether adjustments could be trialled to address the issues raised. A referral to Occupational Health could assist in providing more specific objective advice.

The Council is committed to supporting employees and will take a flexible and creative approach to enable employees to manage symptoms whilst working. Creating an open, inclusive, and supportive culture is important. This will enable employees to talk candidly about their experience to enable a proactive approach.

It is important that employees are given a reasonable amount of time to trial any adjustments.

The Council will ensure that all adjustments have been considered (and trialled if appropriate) before any performance management or capability processes are considered.

## Managing absence from work

As the menopause can be long term and affects everyone differently, managing absence from work should be handled sensitively.

When returning from a period of absence, line managers should routinely be arranging return to work discussions with all members of their team. Managers should aim to create an environment where the employee feels they can share the real reasons for their absence should this be the menopause. Managers should encourage an ongoing dialogue and be prepared to make changes to help employees continue to work and take into consideration any performance issues which might be due to menopause symptoms.

The Council's Sickness Management triggers (as stated in the [Sickness Management Policy](#)) would still be used to initiate an informal sickness discussion, as would happen with any other reasons for absence. However, managers should be considerate of the wide ranging and varying degrees of symptoms that employees may experience and show flexibility to enable employees to continue attending work and carrying out their duties. Consideration will be

taken when deciding to progress to the formal stages of the Sickness Management Policy. If unsure seek guidance from your HR Business Partner.

Flexibility should be offered wherever possible to enable employees to attend any medical appointments relating to the menopause. Employees can request to use flexi-time to attend GP appointments, or those with fixed hours roles should feel able to ask their manager for a degree of flexibility on break times if this will assist them in attending an appointment.

Employers must not discriminate against someone because of their menopause symptoms. There needs to be a balance between the discretion of the line manager in supporting the employee and the employee meeting the expectations of their job role and meeting service requirements.

## Simple but effective support

Simple cost-effective changes to the working environment or the opportunity to talk can make a big difference not only to members of employees, but also their colleagues.

### Consider some of the following:

- Look at the work environment identify any basic comfort changes – desk fans, window desks as hot desks, provision of cool drinking water, easy access to washing facilities.
- If possible identify a room(s) or work area that employees can use if they need to cool down, recover or rest, or make a telephone call to access personal or professional support.
- Ensure the [counselling details](#) are circulated and ensure employees know they provide support for a range of issues.
- Consider if a referral to OH would help (this would provide guidance on other adjustments or support).
- Consider if HR policies may help you provide support.
- Other ideas for support are provided in Appendix 1 (Managers Guidance) – page 11.
- There is a lot of information available to anyone who may be experiencing menopausal symptoms especially those that may be affecting their wellbeing and capacity at work (see page 9).

## Employees may find the following tips useful

- **Don't wait.** It is all too common for people to feel they must simply 'put up' with menopausal symptoms as a part of life, but if they are affecting you, there are things you can do, and support available. There is no need to wait until symptoms feel unbearable.
- Find out more about the menopause from available sources of information (see suggestions at the end of this guidance).
- Keep a diary of symptoms to share with your health professional.
- Read the [NICE guidelines](#). This stands for National Institute for Health and Care Excellence and these guidelines are what your doctor will use to determine the type of conversations to have with you and treatments to offer. There are guidelines for patients, which are really useful to read before you see your GP, so you know what to expect.
- See your GP for advice on available treatment or other options. Ask the Receptionist who the best health professional is at your surgery to discuss these matters.
- Discuss your practical needs with your line manager, or another manager you feel comfortable talking to.
- Request an appointment with the Council's OH provider to discuss bespoke support via HR.
- Avoid hot flush triggers (such as hot food and drinks) especially before presentations or meetings.
- Use technology where this is helpful, e.g. for reminders or note taking.
- Request a desk fan, a desk near a window or near air conditioning outlets.
- If you feel tired get some fresh air.
- Consider relaxation techniques such as mindfulness and other potentially helpful techniques such as cognitive behavioural therapy, as these can help reduce the impact of symptoms.
- Consider lifestyle changes such as, smoking cessation and exercise.

## Further sources of information and support (internal)

Human Resources (HR) has developed this guidance which can be used proactively to support employees who are going through the menopause, which may help to give some flexibility and to improve health and wellbeing.

Supporting information includes, for example:

- [Sickness Management Policy](#)
- [Flexible Working](#) process
- Discuss Occupational Health with your line manager and/or HR
- In addition HR can help managers wishing to interpret specific aspects of this guidance and advise with related absence levels.

## Further sources of information and support (external)

This information may provide further support to employees effected by menopausal symptoms:

- [Menopause Matters, menopausal symptoms, remedies, advice](#)
- [Charity for Women with POI | The Daisy Network](#)
- [Menopause - Women's Health Concern \(womens-health-concern.org\)](#)
- [Menopause Exchange for unbiased, independent information and advice \(menopause-exchange.co.uk\)](#)
- [Overview | Menopause: diagnosis and management | Guidance | NICE](#)
- [Let's talk menopause | CIPD Guidance](#)



## **Appendix 1 – Managers’ guidance for discussions and examples of support**

These guidelines are designed to support managers in discussions, and to find a tailored set of responses or assistance for their individual employee. In many cases discussions and solutions will be found quite informally, if simple measure suffice.

If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if an employee wishes to speak about a family member experiencing menopausal symptoms, please ensure that you:

- Allow adequate time to have the conversation;
- Find an appropriate room to preserve confidentiality;
- Encourage them to speak openly and honestly;
- Suggest ways in which they can be supported (see examples of support below)
- Agree actions, and how to implement them, summarise your discussion, so that all parties agree what has been discussed and the next steps, before the meeting ends). Ensure that this record is treated as confidential, and is stored securely.
- Agree if other members of the team should be informed, and by whom;
- Follow up where required.

### **Examples of support**

#### **Hot flushes**

- Request temperature control for the work area, such as a fan on the desk or moving near a window, or away from a heat source.
- Confirm there is easy access to drinking water (consider off site workers)
- Agree that the employee can adapt a prescribed uniform, such as by removing a jacket; if possible do not use nylon
- Where possible identify a room or work area for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe flush.

#### **Migraine**

- Have ease of access to fresh drinking water
- Offer a quiet area to recover
- OH referral for advice and support
- Noise reducing headphones may help

### **Poor or disturbed sleep, concentration or poor memory issues**

- OH referral for advice and support
- Review flexible working information (liaise with HR)
- Confirm actions in writing

### **Anxiety or stress symptoms**

- OH referral for advice and support
- Ensure employee has counselling details
- Use Individual Stress Risk Assessment form
- Consider a Wellness Action Plan

### **Heavy menstrual periods**

- Have access to toilet facilities
- Consider if storage space is needed for clothing changes

**For all information contained within this document contact:**

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**Runnymede Borough Council**

**Smoke-free and Vape-free Workplace  
Policy**

**May 2023**



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## Introduction

Smoking can cause fatal diseases such as pneumonia, emphysema and lung cancer and is a leading cause of preventable death in the UK. According to the Office for National Statistics, in 2019, 74,600 deaths were attributable to smoking in the United Kingdom.

In England, there were estimated to be 506,100 hospital admissions attributable to smoking in 2019 to 2020\*. Reducing the prevalence of cigarette smoking is therefore a main objective for the government. \*Statistics taken from NHS. [Statistics on Smoking, England 2020 - NDRS \(digital.nhs.uk\)](https://digital.nhs.uk/statistics/statistics-on-smoking-england-2020)

Following the introduction of the Health Act 2006, which banned smoking in workplaces and enclosed public places, the Council adopted a No Smoking Policy covering all enclosed or partially enclosed workplaces, including vehicles. This required the Council to introduce a number of smoking controls contained in this policy and revise the policy to include the use of Vapes and E-cigarettes.

### Definitions

<b>Smoking:</b> Use or carrying of any lit tobacco product, including cigarettes, pipes, cigars and shisha.	<b>Vaping:</b> Use of an electronic cigarette or similar device that produces a visible vapour.
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## Statement

Second-hand smoke is both a public and workplace health hazard. This policy seeks to guarantee the right of all to breathe air free of tobacco smoke and to comply with smoke-free legislation. This covers all types of burnt and smoked products including cigarettes, electronic cigarettes, cigars, tobacco and non-tobacco products in whatever format.

Smoking and vaping are prohibited in all parts of Runnymede Borough Council operational buildings or vehicles used for Council business (except sole use, privately owned) at any time, by any person regardless of their status or business with the Council.

Smoking and vaping are also not permitted within the direct vicinity of entrances and exits to Council buildings to ensure staff and visitors are not exposed to secondhand smoke or visible vapour when entering, leaving or occupying Council buildings.

### Policy Aims

The aims of this policy are to:

- ensure all employees and visitors to Council property have the right to work in or visit a smoke-free environment
- protect the health of our staff, contractors and visitors by minimising their exposure to second-hand tobacco smoke
- reduce the risk of fire by signposting and/or providing suitable facilities for smoking
- promote a safe and healthy working environment for Council employees and visitors

- minimise the litter resulting from smoking
- to meet our aim under the Employee Wellbeing Strategy to support employees' physical health
- to not infringe on personal lifestyle choices of employees in implementing this policy.

To assist with this the Council will aim to:

- Provide encouragement for smokers to reduce their use of tobacco
- Support smokers who wish to stop smoking and/or vaping
- Provide protection from passive smoking for non-smokers.

## **Fines and penalties**

Smoking is not permitted in any enclosed workplace, public building or on public transport in the UK.

Littering cigarette ends is illegal and carries a fixed penalty charge of up to £150, as an alternative to prosecution. If an offender is prosecuted and convicted in court, the fine could rise to £2,500.

Businesses can be fined up to £2,500 if they do not stop people smoking in the workplace or up to £1,000 if they do not display 'no smoking' signs.

## **Organisation**

### **Council responsibilities**

The Council must:

- display 'no smoking' signs in all workplaces and vehicles
- make sure people don't smoke and/or vape in enclosed work premises or Council vehicles
- Safeguard employees from secondhand smoke and communicate no smoking in the exits, entrances, partially enclosed areas or by open windows of the buildings. Employees can reference appendix A, which provides areas where smoking bins are provided within the Addlestone One development and appendix B showing the designation smoking areas at the Ford Road depot.

### **Employees' responsibilities**

All employees must:

- not smoke or vape in any Council vehicles
- not smoke and/or vape inside any Council occupied buildings
- employees who work from home must not smoke and/or vape during video and telephone calls. All video and telephone calls are deemed a professional setting and an employee must apply the same rules and standards as those which are applicable to any meetings held in the workplace
- only smoke and/or vape in designated outdoor smoking areas

- Have awareness of smoking and/or vaping in your privately-owned vehicle. If work colleagues are in the same vehicle you should consult with them on whether to proceed
- not smoke and/or vape in exits, entrances, partially enclosed areas and by open windows of a Council owned building resulting in colleagues suffering secondhand smoke. Reference appendix A for locations at Addlestone One development that provide smoking bins and appendix B showing the designation smoking areas at the Ford Road depot. Refer to specified signposting for your work location.

## **Arrangements**

### **Work areas, common areas and public areas**

Smoking is not permitted in any work area at any time (including outside normal Council office hours). This applies to all offices and work areas, Council run centres, halls and pavilions whether occupied by one person, or shared by two or more. Staff smoking rooms are not permitted by law.

Smoking is not permitted in any common or public area including meeting rooms, interview rooms and reception areas. Although permitted in Council owned open spaces, (for example, car parks, parks), smoking is not permitted in external areas where these are in or near entrances or exits or adjacent to/under open windows, to prevent smoke filtering back into buildings. An example of this is the Undercroft car park at the Civic Office, which is partially enclosed, is near an entrance and directly under the offices, therefore smoking is not permitted in this area.

Employees are expected to act professionally when carrying out duties of the Council. It is expected to show discretion when in the public's eye where employees take a cigarette/vaping break and the disposal of them.

### **Visits to non-council premises**

Council staff are entitled to work in a smoke-free environment, this includes visiting non-Council premises including private homes. If staff are asked to visit these types of premises, they may ask the occupier to refrain from smoking for the duration of the visit. It is the discretion of the employee whether they wish to continue with the visit or ask if an alternate date and venue could be arranged.

Furthermore, this practice of using an alternative venue may also apply if the property has a smoky environment.

When making arrangements to facilitate such appointments, employees may wish to consider transport options for those who may have difficulties in attending an alternative venue.

### **Smoking in vehicles**

By law, smoking is not allowed in any work vehicle that more than one person uses, e.g.:

- taxis
- buses
- vans
- goods vehicles



- company cars.

Smoking is not permitted in Council vehicles, that is any car, van, refuse freighter or other transport provided by the Council for the purpose of work.

This applies to both employees and members of the public that may be transported in those vehicles. This policy does not cover privately owned vehicles used on Council business. However, if in the case of the latter, the vehicle is to transport others then the vehicle should remain smoke-free so as not to impose secondary smoke upon passengers.

### **Employee smoking arrangements**

'Smoking break' facilities have been withdrawn. Staff may only smoke in non-prohibited locations, and normally in their own time or outside of their set working hours or core time so that it does not prevent them from satisfactorily carrying out their responsibilities and work duties.

Any time taken must be with the agreement of the member of staff's manager. Staff will be required to deduct this time from working hours through flexi-time and time sheets.

Where an employee is spending more time away from the office to smoke in designated areas than the manager considers reasonable, this may lead to disciplinary action.

In order to avoid the effects of smoke drift, a complete smoking ban applies at exits, entrances, partially enclosed spaces and by open windows of such premises and workplaces and to the entire car parks at the Civic Offices and Chertsey Depot. In all other Council premises and workplaces smoking will only be permitted provided it does not, in the opinion of the appropriate Corporate Head represent a health and safety risk or a nuisance to other people.

There are designated smoking areas and bins available in the Addlestone One development. Other Council buildings have their own designated smoking areas in the surrounding area. Employees are to be reminded that they must remain in the smoking areas whilst smoking in the grounds of Council buildings and dispose of any litter in the bin provided.

### **E-cigarettes, vapes and other smoking cessation inhalation devices**

Despite the increasing popularity of e-cigarettes, opinion is divided over whether they offer a healthy alternative to conventional smoking or whether, in fact, they are unsafe and poorly regulated. A report by the World Health Organisation (WHO) argued that more research is needed to address the potential health concerns of e-cigarettes but did warn in 2020 there is clear evidence that the aerosols of the majority of Electronic Nicotine Delivery Systems (ENDS) contain toxic chemicals, including nicotine and substances that can cause cancer.

In order to remain consistent and support compliance, the Council prohibits the use of e-cigarettes in no smoking areas. This applies to all cigarette-shaped, smoking cessation inhaling devices.

Research has shown that e-cigarettes are often used as an aid to stop smoking. Whilst recognising that an employer must also consider the effects on other members of staff, as the long-term effects of e-cigarettes are unknown having them in the workplace may create an unpleasant environment.

To ensure we maintain an enjoyable and comfortable working environment for all, the Council prohibits the use of all smoking devices on Council premises. Anyone wishing to smoke these items must do so in designated smoking areas, or alternatively off-site in their break. Whilst vaping, staff are requested to show consideration for others and not vape near exits, entrances and by open windows.

Following a growing number of incidents caused by faulty e-cigarette chargers, including explosions, staff are not permitted to charge e-cigarettes in Council premises. This remains consistent with the Council's current policy of not allowing personal electrical items to be brought in from home.

### **Visitors, contractors and temporary/agency staff**

All visitors, contractors, deliverers and temporary staff are expected to comply with this policy.

### **Non-compliance and enforcement of the policy**

Refusal or failure to comply with the provisions of the policy on smoking at work may lead to disciplinary action.

Not only is smoking in the workplace a disciplinary offence but it is also a criminal offence under the Health Act 2006. Employees (and contractors and visitors) can be fined up to £200 for smoking in a workplace.

### **Support for staff stopping smoking**

Provided below are links to external services who can support with stopping smoking.

- Clear advice on the best ways of stopping is provided at [NHS Live Well](#)
- Advice to help you give up smoking is also available from the NHS Smokefree National Helpline 0300 123 1044 or <http://www.nhs.uk/smokefree>
- [One You Surrey Stop Smoking Service](#) 01737 652 168, Website: <http://www.oneyousurrey.org.uk/> Email: [hello@oneyousurrey.org.uk](mailto:hello@oneyousurrey.org.uk)
- Your GP or practice nurse will be able to provide details of support available.

### **Legislation**

Relevant legislation includes:

- Health and Safety at Work, etc. Act 1974
  - The employer must ensure, so far as is reasonably practicable, the provision and maintenance of a safe working environment, that is without risks to health, and that has adequate facilities and arrangements for employees' welfare.
- The Health Act 2006
  - Smoking will not be allowed in any enclosed or partially enclosed public buildings or workplaces. The provision of any outdoor designated smoking areas must be located away from entrances and exits to prevent secondary smoke from re-entering the building. Outside smoking areas are provided at

the discretion of the employer but the employer is not legally obliged to provide an outside smoking area.

- Smoke-free (Premises and Enforcement) Regulations 2006
  - These Regulations, which apply only to England, specify the meanings of “enclosed” and “substantially enclosed” premises as follows:
    - Premises are enclosed if they have a ceiling or roof and, except for doors, windows and passageways, they are wholly enclosed either permanently or temporarily.
    - Premises are substantially enclosed if they have a ceiling or roof and less than half of their perimeter consists of openings in the walls, other than windows, doors or openings which can be shut.
- Management of Health and Safety at Work Regulations 1999
  - The employer must carry out a risk assessment on the effects of passive smoking where there is thought to be significant risk.
- Tobacco Advertising and Promotion Act 2002
- Smoke-free (Signs) Regulations 2012
- Smoke-free (Exemptions and Vehicles) Regulations 2007
- Smoke-free (Offences in Vehicles and Fixed Penalty Notices) Regulations 2007
- Smoke-free (Penalties and Discounted Amounts) Regulations 2006
- Smoke-free (Premises and Enforcement) Regulations 2006
- Food Hygiene (England) Regulations 2005
- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005

### **Review of the policy**

The policy will be reviewed every three years or sooner if there is a change to legislation. Unions and health and safety representatives will be consulted in the event of any resulting additions, or changes to this policy.

## Appendix A – Smoking location map, Addlestone One

The blue dots display the smoking points with bins around the Addlestone One development.



## Appendix B – Smoking location map, Ford Road depot



## PROPOSED NEW HEALTH AND SAFETY POLICY (HUMAN RESOURCES)

### Synopsis of report:

**The current health and safety policy has been reviewed and a new modern Health and Safety policy has been drafted in line with current best practice**

### Recommendation:

**That the proposed policy is adopted.**

## 1. Introduction

- 1.1 As an employer the Council has a legal duty for the health and safety of its workforce. It is important to keep such policies under review and ensure that they reflect current best practice. At present HR has commenced a review of all the key Health and Safety policies for the workforce to ensure that they meet current best practice, has set up a steering group of all the main officers involved in workforce health and safety to ensure they have their input into the drafts of these policies and that an annual health and safety workforce plan is developed to ensure that a planned approach is taken to working collaboratively on workforce health and safety across the organisation.
- 1.2 HR are also currently commissioning training to ensure that all the Corporate Heads and senior managers in service areas are refreshed on their responsibilities for safe systems of work and their H&S responsibilities for their staff. (N.B. Responsibility for health and safety in respect of buildings lies with Assets and Facilities under the corporate landlord model). This policy relates to workforce health and safety. In addition, refresher training on doing risk assessments is part of this year's training plan. The Health and Safety committee on which union H&S representatives sit is also being re-launched. An annual report on workforce H&S will be made to CLT. CLT and SLT have been consulted on this proposed policy and subject to Member approval, UNISON will be consulted on this new policy.

## 2. The Proposed Health and Safety Policy

- 2.1 The proposed policy covers all the main aspects of workforce Health and Safety including:-
  - A statement of intent
  - Descriptions of the responsibilities of all the different parties responsible for workforce health and safety
  - Risk assessments

- Safe systems of work
- Accident reporting and investigations
- First aid at work
- Manual handling
- Ensuring a safe working environment etc

3. This policy is attached at Appendix A. It has been considered by CLT, SLT and HR Member Working Group. It is recommended that this policy is approved in principle subject to consultations with UNISON.

#### **Policy Framework Implications**

3.1 Within the OD Strategy there is a section on improving workforce health and safety and having an annual plan to move it forward and ensure that H&S has the importance that it needs. Creation and implementation of this new policy and the H&S steering group meets several of the aims of the Organisational Development Strategy 2022-2026.

#### **4. Equality Implications**

4.1 An Equality Impact Assessment will be completed.

#### **5. Legal Implications**

5.1 The Council has a legal duty of care to employees to ensure health at work (Health and Safety at Work etc Act 1974)

#### **Background papers**

None stated

# Runnymede Borough Council

## Health and Safety Policy

June 2023





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# Section1 - Statement

## Introduction

Runnymede Borough Council regard the health, safety and welfare of its employees as being of prime importance, as well as the health, safety and welfare of its contractors, partners and members of the public who might be affected by its activities.

This Health and Safety Policy Statement sets out the Council's aims and objectives for the management of health and safety. It comprises a general Policy statement and details of the organisation and arrangements for implementing and monitoring the policy.

The Council recognises that successful implementation of the policy requires total commitment from Members, Management and all employees at every location.

All employees have a legal obligation under s.7 of the Health and Safety at Work etc. Act 1974 to take reasonable care for the health and safety of themselves and of other persons who might be affected by their acts or omissions at work.

Underpinning the authority of this policy are a series of specific policies aimed at identifying health and safety issues. These policies set the Council's standards for the control of risk and are further supported by guidance to assist those responsible to meet these standards.

### Health and Safety Statement of Intent

Runnymede Borough Council, as a caring employer, is committed to providing and maintaining a healthy and safe working environment for all its employees and any other people who may be affected by its activities.

The overall responsibility for ensuring the implementation of this policy lies with the Chief Executive. However, we rely on all of our employees and sub-contractors to play their part in implementing our health and safety policy and drawing to our attention areas in which we can improve.

The Council is committed to a Zero Harm philosophy for our People, our Community, and our Environment. We will actively engage in positive and proactive safety management and expect the same from all our employees, contractors, and suppliers across our organisation.

The Council is committed to provide and maintain places and systems of work which are, so far as is reasonably practicable, safe and without risk to health. As the employer, the Council will meet its responsibilities by ensuring adequate resources, including finance, equipment, human resources, expertise and training are provided and made available for the maintenance of a safe working environment.

To achieve this aim and to prevent accidents and cases of work-related ill health, the Council will:

- Ensure the health and safety at work of its employees, so far as is reasonably practicable
- Ensure that no person is exposed to risks to their health and safety by how which the Council's business is conducted

- Ensure that all places of work under the Council's control and all equipment and substances in use are at all times safe and without risk to health including access and egress
- Identify hazards (the potential harm), assess risks (the likelihood and severity of harm occurring) and provide adequate control of the health and safety risks arising from our work activity
- Ensure that systems of work are safe and without risks to health
- Ensure that all employees are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- Ensure that all employees are provided with the necessary training so that they are competent to do their work
- Consult with employee representatives on health and safety matters
- Make arrangements for co-operation and co-ordination with other employees where:
  - Employees share premises, facilities or activities with people working in other organisations
  - People from other organisations are working on Council-controlled activities
- Safeguard the environment from the effects of the Council's activities
- Monitor and review the effectiveness of the Council's arrangements and, where appropriate, implement improvements.

The Chief Executive has management accountability as the head of the organisation. Along with the Council's Corporate Leadership Team, they comprise the CLT and have overall responsibility for the Council's health and safety. The Chief Executive will chair the CLT. It will be this group's responsibility to promote, support and give consent for health and safety policies and practices to be endorsed by the various means within the Council's reporting structure.

They will ensure effective management of health and safety by:

- ensuring health and safety arrangements are adequately resourced
- ensuring that competent health and safety advice is always sought, and that Managers with health and safety responsibilities receive suitable and sufficient training, instruction and supervision which will enable them to carry out their duties to manage Health and Safety effectively. Day to day arrangements are delegated to the Senior Leadership Team comprising mainly of the Corporate Heads of the business centres.

### **Delegation of responsibility to managers and all employees**

Although the duties under health and safety law are placed on the Council as the employer, the responsibility for meeting several of those duties has been devolved to Corporate Heads and key employees.

This policy statement forms the basis from which the services will develop their own health and safety management systems and safe working procedures. Those systems and

procedures must be appropriate for the risks in their areas of operation. The Workforce Health and Safety Lead can help where necessary.

The Council will agree with its employees' adequate arrangements for joint consultation on measures for promoting safety, health and welfare at work, and will make and maintain satisfactory arrangements for the participation of their employees in the development and supervision of such measures.

Whilst the Council accepts the main responsibility for the implementation of this policy, individual employees (along with visiting contractors and members of the public) also have important roles in co-operating with those responsible for ensuring a healthy and safe working environment.

Individuals are required to abide by the requirements made under the authority of this policy.

This statement applies to all premises and activities within the control of the Council.

Paul Turrell

Chief Executive

June 2023

## Section 2 – Organisation

### Responsibilities and Accountability

Under the Management of Health and Safety at Work Regulations 1999, all organisations have a legal duty to put in place suitable arrangements to manage health and safety in the workplace. A systematic and practical approach is required, relying on effective leadership and management, a trained/skilled workforce and an environment where people are trusted and involved.

A written health and safety policy is required by an employer with five or more employees.
Assessments must be undertaken of all risks to employees, contractors, volunteers, customers, partners and any other people who are affected by the Council's activities. Each assessment must be carried out by a competent person and any significant findings must be recorded in writing.
Arrangements must be made to plan, organise, control, monitor and review all preventative and protective measures that arise from the risk assessments.
The Council must ensure that employees have access to competent health and safety advice, including registered occupational health consultants.
The Council must provide employees with information about the risks they face in the workplace and how they are protected.
Employees must be provided with instruction and training on how to deal with the risks.
Adequate and appropriate supervision must be provided.
Employees must be consulted about their risks at work and the current preventative and protective measures.

### The Council

The Council is the employer and is ultimately responsible for ensuring Health and Safety at work. The Health and Safety at Work Act (HASAWA) relates to the Council as a "Corporate Body", and they are liable for offences as defined in Section 37 of the HASAWA.

Responsibilities for provisions under the Act are delegated to the Chief Executive, Assistant Chief Executives, and Corporate Heads of Service, with adequate authority for them to carry out their duties.

The Council will ensure that it allocates sufficient financial and employee resources to enable the Chief Executive, Assistant Chief Executives, and Corporate Heads of Service to fulfil their obligations.

It is the responsibility of Members to have oversight of Health and Safety.

## The Council

- has a collective responsibility for ensuring the health and safety of Council employees and others who might be affected by the Council's activities
- Endorses the Health and Safety Policy Statement which commits the organisation to the principles of good health and safety management
- Ensures that suitable resources and strategic direction are available to discharge the Council's health and safety responsibilities.

## **Chief Executive and Strategic Leadership Team (SLT)**

The Chief Executive will provide strong and active leadership to ensure the implementation of the organisational arrangements described within. The Chief Executive will deliver an effective management system working alongside the CLT who are the most senior level of staff and meet weekly to discuss current issues or set direction for organisational change. Its members also sit on the Strategic Leadership Team.

SLT will ensure that:

- They have an understanding of health and safety legislation and its application to the Council's services and activities
- They include and discuss health and safety as an agenda topic item regularly at management meetings
- They are regularly briefed by Service Managers and team leaders/supervisors on health and safety matters within their areas of responsibility
- They actively promote a positive health and safety culture throughout the Council
- All levels of management set an effective example to others through positive action and compliance with the agreed procedures
- They appoint a health and safety committee member to be the Service Health and Safety Lead to oversee health and safety on behalf of CLT
- Risk assessments are undertaken for all work activities undertaken by SLT, Members and the Mayor
- Adequate resources are available to meet legal requirements
- Ensures an appointed person attends the Safety Committee as representative for the Service area.

The Strategic Leadership Team receives minutes of the Safety Committee. The Corporate Heads are responsible for recommending any agreed changes to the Safety Policy. The Strategic Leadership Team take day to day responsibility for risk-based decision making within their own service area and should seek professional guidance from the Workforce Health and Safety Lead, external consultant or the Council legal adviser where appropriate on matters such as local policy and procedures for health and safety.

## **Workforce Health and Safety Lead**

To act as the Council's Health and Safety adviser concerning workforce matters, commissioning external support from a Health and Safety consultant as needed. To identify and implement Health and Safety training and to interpret and advise the Council on safety legislation and review and update the Council's Health and Safety Policies. To instigate investigations and report on accidents or dangerous occurrences and complete statutory notifications to the HSE where required and monitor accident and absence trends relating to the health and safety of employees. As well as:

- Report regularly to SLT on health and safety matters
- Liaise with the Service Health and Safety Leads for complying with standards relevant to Council services, changes in legislation plus recommendations and reports produced both internally and externally.

## **Heads of Service/Senior Managers**

All Heads of Service/Senior Managers/Service Health and Safety Leads are responsible to SLT and accountable for all matters they control directly, including ensuring that:

- All employees under their control are competent to perform their duties and that they are provided with as much information, instruction, training and supervision as needed to carry out their roles safely
- Managers and employees are properly informed of the Health and Safety policy
- Responsibilities for health and safety are properly defined, understood and carried out at all levels
- This policy and arrangements are implemented in their areas of control
- The Council complies with all relevant health and safety legislation
- Health and safety is included in all relevant meetings
- Suitable and sufficient risk assessments of work activities are carried out, effective control measures are put in place and any actions resulting from such risk assessments are undertaken as necessary
- Managers and employees fully understand their responsibilities and adhere to the safe systems of work and procedures put in place as a result of a risk assessment
- The Council's procedures for the reporting and recording of all accidents, dangerous occurrences and near misses that may occur from time to time are followed
- They include and discuss health and safety as an agenda topic item at all management meetings
- They report to the Safety Committee concerns that they are not able to resolve
- They actively promote a positive health and safety culture
- They support the application of this policy and set an effective example to others through positive action and compliance with the agreed procedures.

## **Service Health and Safety Leads**

The purpose of the Service Health and Safety Leads is an appointed person to advise the Corporate Head, Heads of Service/ Senior Manager and line managers/supervisors/team leaders regarding the implications of this policy together with the requirements of current legislation on the activities undertaken by the Council. They will undertake suitable training.



The Service Health and Safety Lead in conjunction with if necessary a fellow competent colleague has the authority to stop any work activity being carried out by or for the Council where it is considered that it poses a risk of serious injury. In such circumstances, they should report it to the line manager or Head of Service/Senior Manager without delay once the work has been stopped, so that corrective measures can be initiated.

It is the responsibility of the Service Health and Safety Leads to ensure:

- That employees in the service area have read this policy
- That they consult and communicate with specific statutory enforcing bodies, safety organisations and other relevant bodies to ensure a high level of health, safety and welfare with their service area of the Council
- They provide advice regarding health, safety and welfare matters to all employees, managers, Heads of Service/Senior Managers and the Health and Safety Committee
- To seek guidance from a competent qualified Health & Safety colleague within the Council, if they require assistance and advice
- Ensure employee concerns and complaints regarding health, safety and welfare matters are investigated
- They liaise with the Workforce Health and Safety Lead regarding health, safety and welfare policy matters, accidents/near misses, reports and information to the Council
- They liaise with Heads of Service/Senior Managers and line managers/team leaders/supervisors over the range of their responsibilities concerning inspections, reports, recommendation, changes in legislation and advice received from other parties
- They support the application of this policy and set an effective example to others through positive action and compliance with the agreed procedure.
- To assist, in the absence of the Workforce Health and Safety Lead, in complying with the HSE with the prompt reporting of accidents or dangerous occurrences and complete statutory notifications.

### **Line Managers/Team Leaders/Supervisors**

Managers and Supervisors are responsible to their Senior Managers to ensure, in so far as is reasonably practicable, the health and safety of their employees, and the public, in their areas of work. They are expected to set an example in safe behaviour and maintain a constant and continuing interest in employee safety, by:

Acquiring the knowledge of health and safety regulations and codes of practice necessary to ensure the safety of their employees' workplaces.

Acquainting employees with these regulations and the codes of practice and giving guidance on safety matters and ensuring that employees act on the instructions and advice given.

All line managers, team leaders and supervisors have a responsibility for managing the health and safety of those areas under their control.

Line managers, team leaders and supervisors have the responsibility to ensure:

- That this policy is understood and fully and properly implemented within their area of responsibility
- They understand health and safety legislation relevant to the Council's activities, and, in particular, how it applies to their area of responsibility

- All new employees undertake an induction on their first day, and as a minimum are instructed in the fire evacuation procedure (including the location of the closest fire alarm call point, what the fire alarm sounds like, the location of the nearest fire exit and how to reach the assembly point), accident reporting procedure and how to summon first aid assistance
- Employees and volunteers receive adequate information, instruction, training and supervision to carry out their roles safely
- Work areas under their control are maintained in a safe condition
- Suitable and sufficient risk assessments of work activities are carried out and recorded for all tasks and activities in their teams, including any out of hours services and tasks that occur infrequently
- New services or activities are risk assessed prior to the work commencing
- The risks identified are eliminated where practicable or reduced as low as is reasonably practicable by putting effective control measures in place and any actions resulting from risk assessments are undertaken as necessary
- Additional risk assessments are undertaken for particularly vulnerable persons, such as children or young persons (whether employed or on work experience), trainees, lone workers and new and expectant mothers
- The findings of the risk assessments are shared with employees, so that employees understand the control measures that have been put in place to protect them
- Safe systems of work are established for work activities under their control and that employees abide by them at all times
- Equipment used by employees is maintained in a safe condition
- Where identified by a risk assessment is being required, suitable personal protective equipment is provided to employees as necessary, without charge, that they know why it is required, how to put it on, take it off, and store it correctly and that it is used properly
- Any substances which require a COSHH (Control of Substances Hazardous to Health Regulations 2002) assessment are identified and that a COSHH assessment has been undertaken before the substance is used
- Health and safety is a standing agenda items for all team meetings and use this as an opportunity to remind employees of their responsibilities, explain the findings of risk assessments and discuss safe systems of work and other related issues
- All employees, particularly when new and/or inexperienced, are supervised appropriately
- The Council's procedures for the reporting and recording of all accidents, dangerous occurrences and near misses that may occur from time to time are followed
- They do not unreasonably withhold permission for their employees to train and act as a Fire Warden and/or Fire Aider
- They take appropriate disciplinary action against any employee who fails to heed a safety warning and who jeopardises the health and safety of themselves and/or other people
- They suspend any activity which is considered to constitute an immediate danger, investigate the circumstances and only allow work to recommence once the appropriate remedial actions have been taken
- They report to their Head of Service/Senior Manager any health and safety concerns that they are not able to resolve
- They support the application of this policy and set an effective example to others by positive action and compliance with the agreed procedures
- They actively promote a positive health and safety culture throughout their area of responsibility

## **Fire Marshalls**

Fire Marshalls must ensure that, in the event of a fire alarm, everyone in their area of responsibility has left the building to a place of safety.

This may involve assisting those who require assistance, up to and including using an evacuation chair if trained to do so. If, for whatever reason, they are unable to ensure everyone can evacuate they must inform the emergency services on their arrival.

## **First Aiders**

First Aiders must provide first aid to students, employees, visitors, contractors, or members of the public if they require or request assistance.

First aiders are not required to treat people if they do not feel they are competent to do so. In these instances, they would be expected to inform either another first aider, or the emergency services.

## **All Employees**

All employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. They must comply with their employers' reasonable health and safety measures in accordance with the training and instruction given.

Employees are required to inform their manager immediately if they have reason to believe that there is any serious or imminent danger to any person or any inadequacy in the safety arrangements which might affect them.

Employees must inform managers immediately of any work-associated ill-health, accident, incident, near miss or assault. The appropriate reporting form or statement should be completed as soon as possible and returned to the Workforce Health and Safety Lead in accordance with the instructions given to the employee.

If employees have concerns, they have the right to express those concerns and, if necessary, refuse to work in an area where they believe they are placing themselves at risk, until a suitable and sufficient risk assessment is carried out, and if necessary, corrective action is taken to either remove the hazard, or reduce it to an acceptable level.

In particular, employees are required to:

- Take reasonable care for themselves and of other persons who may be affected by their acts or omissions at work
- Cooperate with the Council on matters of health and safety so that the Council complies with its legal duties
- Know the evacuation procedure for the location at which they are working
- Cooperate with management to ensure that safe and healthy working practices and workplace are maintained
- Report any unsafe working practices, workplace hazards, defects or any other health and safety concerns to their line manager immediately
- Stop work and liaise with their manager if a procedure appears unsafe to continue
- Use vehicles, equipment, materials and substances in accordance with information, instruction and training provided

- Use all Personal Protective Equipment (PPE) or clothing in a proper manner and for the purpose intended, store it to avoid damage, keep it clean, keep it maintained and report any loss or damage
- Not interfere with or misuse anything provided to safeguard health and safety, nor to remove it or destroy it without good reason
- Work in accordance with any health and safety instruction or training that has been given and never undertake any task for which they have not been authorised and for which they are not trained
- Attend and cooperate with health and safety training when it is being provided
- Report all accidents, near misses, Dangerous Occurrences and instances of work-related ill health to their line manager immediately
- Cooperate with Runnymede Borough Council in the implementation and observation of all statutory requirements placed upon the Council
- Familiarise themselves with this policy, the risk assessments applicable to their work and comply with the requirements set out.

Any employee who intentionally or recklessly disregards any aspect of this Policy, or misuses anything supplied in the interest of health and safety may be subject to formal investigation and disciplinary action.

No employee of the Council may carry out or authorise practices which place employees or other persons in danger or which are in direct breach of legal requirements.

## **Contractors**

Contractors are responsible for following guidance, policies, processes or procedures as provided by the Council to ensure their own health and safety and that of others who may be affected by their actions or omissions.

Contractors are those paid to complete work on behalf of the Council, including agency staff and consultants. All contractors must treat the Council's arrangements and procedures as minimum standards to adhere to and follow appropriate industry guidance and best practice at all times. Failure to comply could influence the awarding of future contracts by the Council.

## **Visitors**

Visitors must follow any instructions provided to safeguard their own and others health and safety.

Visitors are people invited onto to Council property for a purpose other than completing paid work on behalf of the Council.

## **Corporate Landlord Model**

Runnymede have created a Corporate Landlord model for all our buildings and sites used by employees, the public and within the private property division. This is managed by the Corporate Head of Assets and Regeneration who ultimately has responsibility for fire safety, building maintenance, compliance issues and everyday health and safety aspects of the premises.

The Corporate Landlord model centralises all estate related budgets, decision making and activities within a central team – the Asset and Regeneration team. The Service departments become tenants of the Corporate Landlord.

## **Union**

Safety Representatives (as defined by the Safety Committees and Safety Representatives Regulations) are appointed by the Trade Unions and the Unison safety representatives are recognised as a valuable resource for employee representation and are represented at all Runnymede safety committees and training events. The safety representatives can assist with or observe health and safety investigations, site audits, risk assessments, site safety meetings or disciplinary actions.

Unison will be consulted in good time on the introduction of new equipment or changes in working practice which may have implications for health and safety or employee welfare and wellbeing.

Unison may make representations to the Council on general matters affecting the health, safety, or welfare of employees at work. They may also investigate any direct complaints or whistle-blower information from union members or non-members.

## **The Safety Committee**

The Corporate Head of Human Resources/OD will chair the Safety Committee and arrange for meeting minutes to be taken and distributed. The Committee enables the management and employee representatives to discuss matters of Health and Safety policy, employee welfare and wellbeing initiatives and to raise any issues of concern, and review the actions taken/required following any reported accidents and incidents.

The Safety Committee aims to meet at least quarterly and reflect on the needs of all business units within the Council.

Occasionally, additional meetings will be required, or subgroups formed to discuss any urgent or serious issues that may arise. The safety committee will review and report on and investigate any suggested safety improvements or changes in operational procedures or guidance.

At each Safety Committee meeting the employees will be represented by Unison, their peers and management representatives from each business unit. Each Corporate Head must ensure proper representation for their employees with an allocated member or deputy.

## **The Safety Advisory Group**

The Safety Advisory Group will:

Consider and scrutinise the safety aspects of large public events in Runnymede to promote the health, safety, and welfare of all those involved. Runnymede Council will Chair the SAG, except when there could potentially be a conflict of interests, at which time another member will act as chair.

The SAG group is a separate entity for authorising, advising on and evaluating the potential risk from public and private events that operate within the Runnymede locality. The group have an operational Terms of Reference statement and are comprised of representatives from the

Borough Council, Surrey Police, Fire, Health Services and County Council. The group is co-ordinated by Runnymede Environmental Services unit.

## **Drivers**

It is the responsibility of all drivers to adhere to the Council safety policies and specific drivers' handbooks.

The Health and Safety at Work Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving whether this is in a leased, company or hired vehicle, or in the employee's own vehicle.

## **Section 3 – Arrangements**

### **Introduction**

This policy forms the foundation of the Council's approach to health and safety (as so far as it is reasonably practicable) by aiming to employ common sense solutions when applying policies, procedures and controls designed to protect health and safety across all Council premises and in connection with all activities under Council control.

The following section deals with the various arrangements of how the aims of the policy will be implemented and thus comply with the requirements of all relevant legislation. This will be achieved by:

- Identifying and managing all identifiable risks
- Informing employees (and others) of the identified risks
- Undertaking appropriate instruction, training and supervision
- Consulting with employees on health and safety matters
- Safeguarding the environment from the effects of Council activities
- Monitoring the effectiveness of the Council's arrangements and, where appropriate, implementing improvements

### **Underpinning policies**

The Health and Safety Policy is underpinned by other related policies covering specific issues, including:

- Alcohol at Work policy
- Safeguarding Policy for Children and Adults at Risk
- Sickness Management policy
- Aggression at Work
- Whistleblowing policy
- Bullying and Harassment policy
- Agile working policy
- Non-smoking policy
- Drivers policy
- Lone Working policy
- This list is not exhaustive

## **Consultation**

The Council will consult with employees regarding matters of health and safety by means of a standing item on the agenda of the Safety Committee.

## **Information**

The dissemination of timely and targeted information relating to health and safety is a crucial aspect of Runnymede Borough Council's health and safety management system. Government legislation, regulations, Approved Codes of Practice (ACOP) and industry guidelines are regularly reviewed, updated, or even removed, so it is any must be communicated to the people that need to know.

The Council's Workforce and Service Health and Safety Leads will work together to identify, review and interpret all relevant changes to statutory requirements, guidance and best practice and ensure that any necessary amendments to Council policy, procedures and working practice are communicated to the Safety Committee, and cascade through to Service areas and SLT/CLT.

General and/or specific information relating to matters affecting the health, safety and welfare of employees will be provided in the following formats (as appropriate):

- This policy
- Other policies
- Procedures and guidelines
- Statutory notices
- Safety signs
- Safety posters

... and communicated through the following outlets:

- Team meetings
- Group e-mail
- Presentations
- Training sessions (including e-learning)
- Service Health and Safety Leads.

## **Training**

The Council is committed to the provision of such information, instruction and training as may be necessary to enable all employees to carry out their duties, as far as is reasonably practicable, without risk to either their own health and safety, or that of others that may be affected by their activities.

## **Risk Assessment**

Under the Management of Health and Safety at Work Regulations 1999, the employer must ensure that risk assessments are undertaken for all tasks and activities under their control, including any out of hours services and tasks that occur infrequently. The significant findings of the risk assessment shall be recorded.

Each assessment must be 'suitable and sufficient', i.e. it should show that:

- A proper check was made
- All those who might be affected were considered
- All the obvious significant risks have been dealt with
- The precautions are reasonable, and the remaining risks is low
- The workers (or their representatives) were involved in the process

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work. The person undertaking the assessment is not expected to anticipate unforeseeable risks.

Line managers, team leaders and supervisors must undertake suitable sufficient risk assessments of work activities undertaken by their teams.

Heads of Service/Senior Managers are responsible for ensuring that all the risks in their particular area of work are assessed and formally recorded with, if available, the assistance of the Service Health and Safety Lead. The most appropriate person to undertake risk assessments is the Manager of the team as they are best placed to know what activities their employees undertake, what they do, how they do it, where they do it, what equipment they use etc. New services or activities shall be risk assessed prior to the work commencing. There is a risk assessment template on the Council employee pages.

Whilst it is the responsibility of the relevant manager to carry out the risk assessments relating to their area of control, the Service Health and Safety Leads are available for advice and support at any point throughout the risk assessment process.

Managers and others with responsibility for producing risk assessments are to ensure that all the required control measures, including information, instruction, training, inspection and recording, are undertaken and adequate records maintained.

Each assessment must be reviewed regularly. Council policy is that they should be reviewed annually, however, risk assessments must also be reviewed under the following circumstances:

- following an accident or near miss
- when the work takes place in a new location
- when the work task in question has been significantly altered
- following physical changes to the environment, e.g. building layout
- when the type, or use, of work equipment is changed
- following specific changes in legislation, or considered best practice, in the field to which the assessment applies.

The risks identified in the risk assessment shall be eliminated where practicable or reduced as low as is reasonably practicable by putting effective control measures in place. Consider the following in the order shown, as this is the safest and most effective:

**Elimination** - Redesign the job or substitute a substance so that the hazard is removed or eliminated.

**Substitution** - Replace the material or process with a less hazardous one.

**Engineering controls** - Use work equipment or other measures to prevent falls where you cannot avoid working at height.



Install or use additional machinery to control risks from dust or fumes.

Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.

**Administrative controls** - Identify and implement the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage.

**Personal Protective Equipment (PPE)** - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must Personal Protective Equipment (PPE) be used.

Workers must be trained in how to put on, wear, take off, clean and store each item of PPE. PPE must be provided at no charge to the employee. Employees must be informed how to obtain replacements for damaged or worn-out pieces of PPE.

PPE is the last resort as it fails to danger and only protects the person wearing it (if they are wearing it correctly) and not others in the vicinity.

Work activities to be risk assessed include:

- driving at work
- general work activities
- lone working
- manual handling
- noise
- public events
- slip, trips and falls
- use of Display Screen Equipment (DSE)
- use of electrical equipment
- use of machinery and plant
- use of substances hazardous to health (in the format of a COSHH assessment)
- work at height
- workplace transport
- volunteering projects
- working with children/vulnerable adults.

This list is not exhaustive and is merely a suggestion of activities to consider.

Additional risk assessments shall be undertaken for persons who are particularly vulnerable, such as children or young persons (whether employed or on work experience), trainees, lone workers and new or expectant mothers.

The findings of the risk assessments must be shared with employees, so that employees understand the risks of their work and the control measures that have been put in place to protect them.

Risk assessments should be reviewed when there are changes to legislation and whenever there are changes to the "4 P's":

- people
- plant/equipment
- place
- process/procedure

## **Safe systems of work**

Safe systems of work shall be formulated following the identification of hazardous work activity (including the introduction of new equipment, processes, or substances), to ensure, as far as is reasonably practicable, the health, safety and welfare of all employees and any other persons who may be affected. Wherever possible, managers should endeavour to adopt best practice solutions for hazard control, including major hazards and training/instruction in emergency procedures.

Managers at all levels shall ensure, as far as is reasonably practicable, that places of work are maintained in a condition that is safe and without risks to the health of employees.

Heads of Service/Senior Managers must commit sufficient resources to facilitate the implementation of adequate control measures identified in their risk assessments. If sufficient resource is not available at service level, then a case must be escalated up to the Safety committee so that authority is obtained to:

- a) take short-term remedial actions and/or
- b) initiate longer-term corrective actions to reduce or eliminate the problem or hazard.

Particular attention shall be given to the definition and control of Council services provided by partner organisations and Council works carried out by, or with, outside contractors.

## **Safety management**

The Council will ensure that it meets all obligations imposed by current legislation including, but not exhaustively:

- by means of risk assessment
- safety tours/inspections
- the provision of suitable information and training
- accident/incident reporting.

The health and safety performance of Runnymede Borough Council will be monitored to ensure a system for continuous improvement.

Monitoring will be through a mixture of proactive means and reactive methods (analysis of accident reports).

We will actively monitor health and safety performance by:

- a) Regular workplace inspections/risk assessments developed and carried out at a local level within Service areas, with central monitoring of performance.
- b) DSE self-assessments for new employees and regular re-assessment for all DSE users.

We will reactively monitor health and safety performance by the recording of all accidents, incidents, near misses, Dangerous Occurrences and cases of work-related ill health with analysis of all accidents and investigation into the most serious.

## **Accident reporting and investigation**

An 'incident' is defined as an event, happening, or occurrence which may, or may not, be accidental.

A 'near miss' is defined as an unplanned event, or series of events, that could, under slightly different circumstances, have resulted in harm to people, damage to property', or interruption to services provided by the Council.

The term 'Dangerous Occurrence', when stated in this policy, relates exclusively to the definition of a Dangerous Occurrence contained in RIDDOR.

Occasionally more serious accidents/incidents occur. The Council has a responsibility to ensure that certain accidents are reported to the Health & Safety Executive in accordance with the reporting requirements of the RIDDOR.

All accidents, incidents, injuries, diseases, Dangerous Occurrences and cases of ill health arising from work activities must be reported in accordance with statutory requirements.

In relation to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the Health and Safety Executive define an "accident" as a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

The responsibility to report these accidents to the Health & Safety Executive lies with the Workforce Health and Safety Lead. The responsibility to report these accidents to them lies with the Service Health and Safety Lead/Head of Service/Senior Manager responsible for the work in connection with the accident/incident.

Further information on reporting procedures is given on the Council's Employee page 'Reporting an accident or incident' where there is an accident report form, guidance and template for investigating an accident.

If an investigation is undertaken, the delegated officer must submit a report into the circumstances of the accident, incident, injury, disease, dangerous occupational occurrence, or case of occupational ill health, with the objective of determining any immediate and/or underlying causes. Measures designed to prevent recurrence must be included in the report for consideration.

## **Safeguarding Provisions**

The Safeguarding Policy for Children and Adults set out the Councils approach and legal duty to identify, and eliminate, the risk of those at harm of abuse.

The Council commits to working with other statutory and voluntary agencies to safeguard and promote the welfare of children and adults.

In its role as an employer the Council incorporates safeguarding measures in its recruitment procedure and provides mandatory safeguarding training for all employees as well as enhanced training dependant on the role. The Council also has a safeguarding responsibility as a licensing authority and for the services it commissions.

Runnymede Borough Council is committed to safer recruitment. New employees who are taking up a position which involves working closely with children or adults at risk (in a voluntary or paid capacity) will be required to acquire an Enhanced DBS Disclosure. Enhanced DBS Disclosures provide additional detail about unspent and spent convictions, cautions, reprimands, final warnings plus any additional information held by the police.

## **Aggression in the workplace**

The Council recognises that exposure to violence is not an acceptable part of an employee's job. Therefore, the Council will not tolerate the behaviour of those few individuals who may become abusive or violent. Appropriate action will be taken to protect and ensure the safety of employees.

We define aggression as "any incident in which an employee/volunteer is abused, threatened, or assaulted by another person in circumstances relating to their work". This definition includes verbal as well as physical violence, aggression, verbal or written abuse, sexual or racial abuse and intentional damage to personal property.

In giving this commitment, the Council is aware that this requires proper monitoring and training in the management of aggression and counselling for those who are at risk from violence. To provide a framework for preventing violence towards employee whilst at work, the Council has adopted a "Violence at Work" Policy.

Heads of Service/Senior Managers are responsible for undertaking risk assessments of all the activities within their area of responsibility. This includes an assessment of the risk of violence. Where a risk is identified, existing safeguards must be evaluated. Where required, further measures must be introduced to eliminate the risk or reduce it (so far as is reasonably practicable).

Risk Assessments should also identify the training needs of individual members of employees. Recognition is given to the need for training and support for employees and so training on conflict management and personal safety are provided within the Continuous Development Programme of training. Further support/training may be given on a service-specific basis.

An employee must report any aggressive incident to their line manager and report it through the accident/incident form on the employee page. A decision will then be made whether, or not, it is necessary to carry out a local investigation.

## **Audit**

Runnymede Borough Council will undertake periodic reviews of its Health and Safety performance based on its compliance with statutory requirements, best practice and its own health and safety policies and procedures.

Audit outcomes will be reported for discussion to the CLT or Senior Leadership Team and to the Safety Committee.

## **Environment**

<p><b>Workplace Environment:</b></p> <p>The Council will ensure that adequate facilities for employees are provided in every workplace. This will include provision of a reasonable temperature, suitable lighting, adequate ventilation, sufficient welfare facilities and adequate workspace. An appropriate standard of cleanliness will also be maintained.</p>	<p><b>Environmental Protection:</b></p> <p>The Council will ensure, as far as is reasonably practicable, that no banned substances are released into air, water or land to pollute or damage the surrounding environment, at any site for which the Council owes a duty of care and responsibility.</p>
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## **Fire safety**

Proper systems to ensure fire safety and establish fire precautions are provided for all Council-owned and managed property. The requirements of current legislation will be satisfied, with all property subject to regular, risk assessment.

All occupied premises will be subject to regular planned emergency evacuations.

Information, instruction and training in fire precautions will be provided for all Runnymede employees, beginning with induction training for all newly appointed employees.

All work activities and processes that have the potential to cause fire will be fire risk-assessed and the necessary control measures implemented.

## **First aid at work**

The Council will fully meet the obligations of current legislation regarding the provision of First Aid at Work (Health and Safety at Work (First Aid) Regulations 1981).

The Workforce and Service Health and Safety Leads will be responsible for ensuring that there are sufficient trained and authorised First Aiders available at all times when employees are at work, including flexible working patterns.

First Aid training courses for employees nominated as First Aiders for the Civic Centre will be procured corporately through the Health and Safety municipal budget by the Workforce Health and Safety Lead.

Managers and Team Leaders will be responsible for organising first aid training for their employees who require a suitable qualification to carry out their normal duties.

## **Good Housekeeping**

Heads of Service/Senior Manager will ensure that adequate housekeeping arrangements are in place to maintain a safe and healthy workplace.

The maintenance of good housekeeping policies and procedures is a prerequisite in the prevention of workplace accidents and occupational ill health. Main hazards can be eliminated by attention to detail, including environmental hygiene, tidiness of work sections, desks, benches and storage.

Good housekeeping is especially important in catering operations such as kitchens and food preparation areas where cleanliness and hygiene are essential. Wet and slippery floors and work surfaces pose a particular hazard to catering employees.

In general office accommodation, good housekeeping can reduce trips and falls and accidents. It can also considerably reduce risks by ensuring correct storage of paper and other stationery items.

The Corporate Landlord model ensures that good housekeeping is maintained in Council owned and run buildings.

## **Managing the safety of contractors**

It is Council policy to maintain a high standard of safety in all the work it undertakes, including control of third-party contractors carrying out work on the Council's behalf.

The term 'contractor' includes consultants, sub-contractors and any other service providers carrying out internal or external works.

Contractors must conduct their activities so that conditions and methods of work are safe for their employees, sub-contractors, Runnymede Borough Council employees and any other persons who may be affected by the work, for example other contractors and members of the public.

The Council must take steps to ensure that the contractor observes all appropriate safety precautions. The works must comply with current health and safety legislation.

The Council's Procurement Toolkit offers step-by-step guidance on the process of obtaining and evaluating this information and establishing the Contractors' competence in the area of health and safety.

## **Manual handling**

The Council aims to reduce injuries in connection with manual handling to the lowest level possible and to provide a safe working environment. This will be achieved by a programme to reduce the need for employees to undertake manual handling operations especially as and when new technology and information are introduced. Where manual handling cannot be eliminated Service Health and Safety Leads/Heads or Service/Senior Manager will ensure that the manual handling is subject to risk assessment.

Where manual handling exists, all employees concerned will receive the appropriate information, instruction and training on safe handling techniques.

This policy can only work with the co-operation of employees. It is therefore a requirement that employees must cooperate with safe working practices, to know their lifting limitations and to keep themselves physically fit for manual handling operations when it is unavoidable.

Employees must report immediately any health problem or change in health status which could give rise to an increased risk of injury when manual handling.

Managers are responsible for reporting training needs to the Workforce Health and Safety lead.

## **Occupational health**

The Council offers occupational health support with services including health surveillance in identified services and assessment, pre-placement screening, routine referrals and workplace assessments.

To support employees with their wellbeing the Council offers a confidential counselling service. Full details are on the 'Wellbeing Advice' page of the Employee pages.

Aspects of working practices that might be detrimental to the safety and health of employees might not always be identified directly by the employer. An essential requirement in the support of maintaining safety, therefore, is the cooperation of employees in reporting any concerns they may have regarding safety and health. In the first instance, the relevant line manager should be informed. If this is not possible, then a more senior manager or the Service Health and Safety Lead should be notified.

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment, including Respiratory Protective Equipment (RPE) and Safety Appliances/Equipment, will be issued to, and worn by, employees involved in activities where a known hazard exists and the level of risk cannot be controlled in any other way, or where there is a statutory requirement to do so. Such PPE/RPE will be provided with no charge to the employee.

Managers/Supervisors responsible for the undertaking of such activities will write a risk assessment of each work process, specifying PPE/RPE and Safety Equipment requirements.

Where the risk assessment has indicated a need for PPE/RPE or Safety Equipment, the specification for that equipment must be kept under regular review so that an appropriate level of protection is always maintained.

Managers/Supervisors must ensure that employees are given suitable and adequate information, instruction and training in the correct use of PPE/RPE and safety equipment, including in the care and maintenance of such equipment, how to store it correctly and how to obtain replacements.

Records of training and the issue and maintenance of PPE/RPE and Safety Equipment must be held on site by the Manager/Supervisor responsible for the undertaking, where it may easily be produced for inspection or safety audit.

The Council expects its employees to wear the PPE/RPE provided for them for their own protection. Failure to do so may constitute a disciplinary offence. Employees are expected to maintain their PPE/RPE such that it is kept in a serviceable condition and stored correctly. Employees must report any damaged or worn-out items and request replacements where necessary.

Managers must set a good example to employees by not only ensuring that all employees under their control comply with PPE/RPE requirements, but that they themselves also conform to good, safe working practices.

### **Purchasing items/substances for work use**

All employees responsible for purchasing any articles for use in Council work must ensure, as far as reasonably practicable, that the article is designed and constructed in such a way that it is suitable for the work that it is intended for and that it will be safe and without risks to health at all times, whether it is being used, cleaned, maintained, or stored.

All employees responsible for the purchase of any substance for use in Council work must ensure, so far as is reasonably practicable, that the substance is appropriate for its intended use and entirely safe when being used, handled, processed, stored or transported by a person at work. To this end, all employees involved in the procurement or purchase of known hazardous substances for use at work, must ensure that the requirements of the **Control of Substances Hazardous to Health (COSHH) Regulations 2002** are satisfied. This includes the provision of the Product Safety Data Sheets (SDS) and the undertaking of COSHH risk assessments.

## **Record keeping**

Adequate record keeping plays an essential part in maintaining a robust approach to standards of health and safety in the workplace. Accident records, inspection/audit records, health records and training records can provide vital information to management when seeking to measure successful performance, identify areas of concern, or aid in cases where an investigation is required.

Records of all risk assessments, safe systems of work, specific procedures and instructions relating to their service should be kept by each team, be accessible and stored electronically, with the appropriate review dates attached to them. Risk Assessment specific to individuals a copy should be placed with HR on their personnel file.

All risk assessments should identify any significant hazards, the persons who may be affected and the steps taken to control the risks present.

Current legislation requires records of all accidents, incidents, dangerous occurrences and cases of occupational ill health to be kept for a minimum of three years (records of accidents involving children must be kept until the date of their 21st birthday), and also, to make extracts of such records available to the enforcing authority if required.

The maintenance of employee training records is necessary to establish competency, authorisation and certification of employees to carry out specified duties, tasks and functions within the organisation.

## **Review of policy**

The Council will, in consultation with the Runnymede Safety Committee, monitor the effectiveness of this Policy and will review its provisions as circumstances require and at least once every two years or earlier if appropriate.

The Policy Statement of Intent, contained on the first page, shall be signed and dated by the Chief Executive, thereby indicating top level commitment to the programme for the management of safety and health within Runnymede Borough Council.



## Annual Appointments to Outside Bodies (Law and Governance – Carol Holehouse)

### Synopsis of Report:

This report updates the Committee on nominations received during the 2<sup>nd</sup> round of nominations for outside bodies due for renewal this year.

### Recommendations:

- i) **The Committee considers the further nominations received and makes appointments; and**
- ii) **a further nomination round be undertaken to invite nominations to outside bodies where no nominations have been received.**

## 1. Context and background of report

1.1 In accordance with the procedure for appointments to outside bodies agreed at the meeting of the Corporate Management Committee held on 20<sup>th</sup> January 2022 and adopted in the Council's Constitution nominations for such appointments are set out in this report. The report attached at Appendix 'A' lists all the appointments to outside bodies due for renewal and nominations received. Voting on appointments will be by a show of hands and no debate or new nominations are allowed at this stage.

1.2 There are still several outside bodies where no nominations have been received and it is proposed a further nomination round should be undertaken to invite nominations to those outside bodies and a report will be presented to the July meeting.

1.3 For the assistance of Members, Officers have been able to categorise the nature of each body listed for appointment in Appendix 'A' as follows:

- A:** These bodies are internal Council bodies or are formal joint Committees or joint working groups set up with other authorities. Members serve on them as Council Members and as far as liability is concerned are covered by the Council's insurances.
- B:** These bodies are independent of the Council but are advisory or consultative and appointees have a representative function rather than an executive one. The purpose of the appointment is to speak on behalf of Runnymede Borough Council. Appointees should not find themselves participating in any act which incurs legal liabilities.
- C:** These bodies are independent outside bodies, and the appointees are placed there to act as Trustees, members of the Management Committee, or some similar role. They are not there to act as Council representatives but to use their judgement in the best interests of the body if it is a Charity. In many cases, while acting on the outside body, appointees will be under a positive legal duty to act in its best interests rather than those of the Council. Council insurance does not

cover them, but **Members of the Council are currently covered by an indemnity** when appointed by the Council, which the Council has agreed to provide. Appointees who are not Members of the Council, however, are not covered by the Council's indemnity.

4. For each appointment in Appendix 'A', whether the person appointed must be, should preferably be, or need not be a Member of the Council, is denoted by the use of asterisks as follows:
  - 1) \* Denotes person MUST be a Member of the Council
  - 2) \*\* Denotes person appointed should preferably be a Member of the Council
  - 3) \*\*\* Denotes person appointed need not be a Member of the Council.

**(To resolve)**

**Background Papers**

None

**RUNNYMEDE BOROUGH COUNCIL**  
**REMAINING EXTERNAL APPOINTMENTS DUE TO BE MADE IN 2023**

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>AIR TRAINING CORPS (NO 398 SQUADRON) MANAGEMENT COMMITTEE</p> <p><b>*** C Management Committee function : A Member of the Council would be preferred, although not necessary.</b></p> <p><b>Number of meetings: Monthly</b> <b>Time: 7.30pm</b> <b>Venue: Pond Road, Egham</b></p>	<p>1 YEAR</p>	<p>None</p>	<p>1 Councillor Representative to be appointed</p>	<p>Cllr <b>M Harnden</b> has submitted a nomination form</p> <p>Cllr <b>R King</b> has submitted a nomination form</p> <p><b>Cllr R Davies</b> has submitted a nomination form</p>

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>CHERTSEY CHAMBER OF COMMERCE</p> <p><b>* B Representative function: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 10</b>  <b>Frequency: Every Month (except August and December)</b>  <b>Time: Noon</b>  <b>Venue: The Boat House Restaurant, Chertsey</b></p>	1 YEAR	None	2 Councillor representatives to be appointed	<p>Councillor J Mavi has submitted a nomination form</p> <p>Councillor D Clarke has submitted a nomination form</p>
<p>COMMUNITY SAFETY PARTNERSHIP</p> <p><b>* B Member Appointment</b></p> <p><b>Note:</b> It would be logical to suggest that the same person should also be the person whom the Council has appointed to be the representative on the Surrey Police and Crime Panel and possibly who will also serve on the Crime and Disorder Committee. Additionally, one Councillor representative must sit on the Community Services Committee</p> <p><b>Number of meetings per annum: 4</b>  <b>Frequency: Quarterly</b>  <b>Time: Daytime</b>  <b>Venue: On MS Teams</b></p>	1 YEAR	Cllr T Burton Cllr A Balkan	<p>1 further Councillor representative to be appointed</p> <p><b><u>Must be a Member of the Community Services Committee</u></b></p>	

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>EGHAM CHAMBER OF COMMERCE</p> <p><b>* C Management Committee role: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 10 Frequency: 3<sup>rd</sup> Wed. of Month (exc. August and December) Time: Daytime – Noon to 1pm Venue: High Street, Egham</b></p>	<p>1 YEAR</p>	<p>Councillor A Balkan (Member)</p>	<p>1 Councillor representative as <b>Deputy</b> to be appointed</p>	
<p>EGHAM UNITED CHARITY</p> <p><b>***C Community Representative, either Member or Non Member</b></p> <p><b>Number of meetings per annum: 10, 5/6 weekly Time: 7.30pm Venue: United Reform Church, Egham</b></p>	<p>4 YEARS</p>	<p>Mr H Shah (until 2027) Mrs D Brickell (until 2025) Mrs J Reynolds (until 2024)</p>	<p>1 representative to be appointed by the charity – no action required</p>	
<p>FAIROAKS AIRFIELD JCC</p> <p><b>* B Management Committee role: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 4 (Quarterly) Time: Daytime Venue: Sales Conference Room, Fairoaks</b></p>	<p>1 YEAR</p>	<p>Councillor C Mann (Member)</p>	<p>1 Councillor representative as <b>Deputy</b> to be appointed</p>	<p>Councillor Michael Cressey has submitted a nomination form for the Deputy role</p>

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>NOISE AND AIRSPACE COMMUNITY FORUM (NACF)</p> <p><b>*B Councillor Representative</b>  <b>***B Community Representative</b></p> <p><b>Number, frequency, time and venue of meetings not known</b></p>	<p>1 YEAR</p>	<p>Councillor C Howorth (Member)</p>	<p>1 Councillor representative as <b>Deputy</b> to be appointed</p>	
<p>PATROL- Parking and Traffic Regulations Outside London Adjudication Joint Committee and the Traffic Penalty Tribunal</p> <p><b>* B Member of the Council with Officer support will receive and vet papers and attend/advise as necessary</b></p> <p><b>Subject to any major unforeseen issues arising, there are no meetings to attend.</b></p>	<p>1 YEAR</p>	<p>None</p>	<p>1 Councillor representative to be appointed</p>	<p>Councillor Michael Cressey has submitted a nomination form</p> <p>Councillor R Davies has submitted a nomination form</p>

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>RUNNYMEDE ACCESS LIAISON GROUP (RALG)</p> <p><b>* B Consultative/Advisory role: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 6 (Bi-monthly)</b> <b>Time: Evenings</b> <b>Venue: Addlestone Community Centre</b></p>	1 YEAR	Councillor S Jenkins	2 further Councillor representatives to be appointed	<p>Councillor S Williams has submitted a nomination form</p> <p>Councillor M Harnden has submitted a nomination form</p>
<p>RUNNYMEDE OPEN AWARDS CENTRE – FORMALLY DUKE OF EDINBURGH'S AWARD</p> <p><b>*** B Advisory/consultative role. Need not be a Member of the Council</b></p>	1 YEAR	Councillor S Walsh (Member)	1 Councillor representative as <b>Deputy</b> to be appointed	

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>SOUTH EAST EMPLOYERS</p> <p><b>* B Representative role: Must be a Member of the Council</b></p> <p><b>Meetings: Every 2 weeks</b> <b>Venue: London or Winchester</b></p>	1 YEAR	None	2 Councillor representative to be appointed. One as <b><u>Member</u></b> and One as <b><u>Deputy</u></b>	<p>Cllr R King has submitted a nomination form for the Member role</p> <p>Cllr L Gillham has submitted a nomination form for the Deputy role</p>
<p>SOUTH EAST ENGLAND COUNCILS</p> <p><b>* B Representative role: Must be a Member of the Council</b></p> <p><b>Meetings: Quarterly</b> <b>Venue: Engineering Employers' Federation, Broadway House, Tothill Street, London, SW1H 9NQ</b></p> <p>Appointments to the SEEC Executive are made each year at the AGM, seats on the Executive are allocated based on political template.</p>	1 YEAR	None	<p>2 Councillor representative to be appointed. One as <b><u>Member</u></b> and One as <b><u>Deputy</u></b></p> <p><i>(Normally the Leader and Deputy Leader of the Council)</i></p>	



NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>STAINES SHOPMOBILITY</p> <p><b>* B Representative function: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 10-12</b>  <b>Frequency: Ad hoc – roughly every 5 weeks</b>  <b>Time: Daytime</b>  <b>Venue: Spelthorne Borough Council Offices</b></p>	1 YEAR	None	2 Councillor representatives to be appointed	Cllr M Harnden has submitted a nomination form
<p>SURREY MUSEUMS PARTNERSHIP</p> <p><b>* C Consultative/Trustee role: Must be a Member of the Council</b></p> <p><b>Number of meetings per annum: 3</b>  <b>Committee meetings, 1 or 2 Grant Allocations meetings in June and November</b>  <b>Frequency: Committee – February, July, October</b>  <b>Grant Allocation – June/November</b></p> <p><b>Time: Committee evenings</b>  <b>Grant Allocation daytime</b>  <b>Venue: Varies, but Surrey-wide</b></p>	1 YEAR	None	2 Councillor representative to be appointed. One as <b><u>Member</u></b> and One as <b><u>Deputy</u></b>	<p>Councillor M Harnden has submitted a nomination form for the Member role</p> <p>Councillor J Wilson has submitted a nomination form for the Deputy role</p>

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p><b>SUSTAINABILITY AND TRANSFORMATION PLAN STAKEHOLDER REFERENCE GROUP</b></p> <p><b>* C Consultative/Trustee role: Must be a Member of the Council</b></p>	<p>3 YEARS</p>	<p>Councillor T Burton (Member)</p>	<p>1 Councillor representative as <b>Deputy</b> to be appointed</p>	
<p>THAMES BASIN HEATH SPECIAL PROTECTION AREA STRATEGIC PARTNERSHIP BOARD</p> <p><b>* C Note: Member Representative MUST have Planning Committee experience</b></p> <p><b>Number of meetings per annum: Ad-hoc – (3 max.)</b>  <b>Frequency: As necessary</b>  <b>Time: Daytime</b>  <b>Venue: Throughout Surrey but predominantly at Surrey Heath</b></p>	<p>1 YEAR</p>	<p>Councillor S Whyte (Member)</p>	<p>1 Councillor representative as <b>Deputy</b> to be appointed</p> <p><b>Note:</b> must have planning experience</p>	

NAME OF ORGANISATION/TYPE OF REPRESENTATION	DURATION OF APPOINTMENT	CURRENT REPRESENTATIVE(S)	ACTION NEEDED	NOMINATIONS RECEIVED
<p>THORPE PAROCHIAL CHARITIES</p> <p><b>*** C Three representatives: One Thorpe Member and two representatives of Thorpe</b></p> <p><b>Number, frequency, time and venue of meetings not known</b></p>	<p>4 YEARS</p>	<p>Mr I Patenall Mrs J Gruncell</p>	<p>1 Thorpe Ward Councillor representative to be appointed</p>	<p>Councillor M Harnden has submitted a nomination form</p>
<p>VIRGINIA WATER COMMUNITY ASSOCIATION</p> <p><b>* B Council representative function</b></p> <p><b>Number of meetings per annum: AGM (1)</b> <b>Frequency: Annual</b> <b>Time: 8pm</b> <b>Venue: Virginia Water Community Centre</b></p>	<p>1 YEAR</p>	<p>None</p>	<p>2 Virginia Water Ward Councillors to be appointed</p>	

### Standing Order 42

#### Consultation with Appropriate Chairman and Vice-Chairman for Urgent Action to be Taken Under Standing Order 42

To (Chair & Vice Chair):	Chair <i>CLT T Grady</i> <i>CLT C Howorth</i>
Relevant Committee:	Corporate Management Committee
Date:	22.5.23
Report Author:	Paul Turrell, Chief Executive
Report Title:	<u>Regrading post of Corporate Head of HR &amp; OD</u>
SO42 Proforma Number:	1022

1.	<p><b>Synopsis of report</b> Due to the impending retirement of the existing postholder in the summer, market research has been undertaken on the market salary of the role and, as a consequence, there is a need to regrade the role from Corporate Head Two grade to Corporate Head One in order to pay the market rate and attract a suitable calibre of applicant.</p>
2.	<p><b>Reasons why this matter cannot wait for a Committee Decision.</b> (Please state if agreement of Chairman and Vice-Chairman required within 24 hours, and why)</p> <p>The need to advertise the role in order to avoid having a damaging gap in the leadership of the function or incur costs from an interim</p>
3.	<p><b>Recommendation(s)</b> To regrade the role from the grade of Corporate Head Two (£68,979 - £77,467) to Corporate Head One – (£77,467 - £84,897)</p>
4.	<p><b>Context of report</b></p> <ul style="list-style-type: none"> <li>The current grading of this role emanated from the Senior Management Review of 2019 which deleted Director roles and created enhanced Corporate Head roles which were either graded at Corporate Head One or Corporate Head Two. The Corporate Head of HR was graded at Corporate Head Two. Although on a range, these postholders were given a fixed point within the range with the potential for a one off 2% payment each year if performance met the required standards. The current postholder is on a fixed salary of £73,605. Market research identified that the market salary is currently £75-£85k with most Heads of HR being appointed on £80 -£85k therefore Corporate Head Two is not a competitive salary range to advertise upon.</li> </ul>
5.	<p><b>Report and, where applicable, options considered</b></p> <p>CLT considered a report on market research on the role, the jd and person spec and on this basis recommended that it would be wise to regrade the role.</p>
6.	<p><b>Policy framework implications</b></p> <ul style="list-style-type: none"> <li>The post of Corporate Head of HR &amp; OD is the author of and is in charge of the implementation of one of the key Corporate Plans – the OD Strategy. Implementing this strategy is a key area of strategic work for the organisation and its development.</li> </ul>

7. Financial and Resource implications (where practicable)

At present the costs of the current Corporate Head of HR & OD's role is £73,605 plus 28.5% oncosts(i.e.£20,977) giving a total of £94,582.

Regrading to a potential ultimate maximum of £84,897 would be £84,897 plus28.5% oncosts(i.e.£24,196) which results in a total cost for the role of £109,093. The difference in cost required at the maximum of the grade would be £14,511.

This is a key role in a small but important service area. There is not natural successor and so the post will need to be filled by an external applicant.

8. Legal implications

None

9. Equality implications

There is only one remaining Corporate Head post on Corporate Head Two which is the Head of Planning Policy and Economic Development which will be deleted when the current postholder leaves in June 2023 and whose duties will be added to those of the Corporate Head of Development who will be on enhanced Corporate Head One. If the post of Corporate Head of HR & OD is the only remaining post on Corporate Head Two it will not only mean that the role is unattractive in the market place in terms of pay to prospective candidates for the role but will illustrate that people management is not regarded as a key role in the Council.

10. Other implications (Environmental/Biodiversity/Sustainability must be addressed)

None

11. Background papers

CMC draft report

## REGRAIDING OF POST OF CORPORATE HEAD OF HR & OD

(Chief Executive)

### Synopsis of report:

To propose the regrading of the post of Corporate Head of HR & OD from Corporate Head Two grade (£68,979 - £77,467) to Corporate Head One (£77,467 - £84,897) to reflect market pay due to the need to advertise this role and be attractive in the market place as a result of the impending retirement of the current postholder

### Recommendation:

That this recommendation be approved.

## 1. Introduction

- 1.1 The current Corporate Head of HR & OD has given notice of her intention to retire. As a consequence of this, market research has been carried out on the current market rates of pay that are required to fill such a role. The post of Corporate Head of HR & OD is a key role in the organisation and is responsible for providing both strategic and operational direction to the HR service. The role covers providing a comprehensive HR service to the Council and its companies including recruitment, employee relations (covering the full range of casework- guiding managers on the handling of organisational reviews, change management, redundancies, TUPE, discipline, grievances and a wide range of other casework); industrial relations; policy development, the full range of OD work(including learning and development), and workforce health and safety and employee well-being.
- 1.2 Following the senior management review in 2019 when all Director roles were deleted, this role became one of 10 enhanced Corporate Heads. These roles were evaluated at either grade Corporate Head One or Corporate Head Two. This role was assessed as Corporate Head Two. The grade ranges of corporate heads are currently as follows:-

Corporate Head One - £77,467 -£84,897  
Corporate Head Two - £68,979 - £77,467


Since then however some Corporate Heads have been given higher salaries due to market pay factors, so some are on enhanced salaries above Corporate Head One going up to the mid -£90ks. Two Corporate Heads are on Corporate Head Two which following the deletion of the role of Corporate Head of Planning Policy and Economic Development reduces to only one – the role of Corporate Head of HR & OD.

12. Chief Officer(s) Decision

X  
Signature of authorised officer ..... 

I have been consulted and am in agreement with the above

Signature(s) and position(s) of  
other relevant Chief Officer, Corporate Heads or authorised representatives

 .....  
NB: this must include the Assistant Chief Executive or his authorised representative where the decision involves expenditure, loss of income, or future implications for budget or financial forecast.

13. Chief Executive's Decision

Signature of Chief Executive ... 

I have been consulted and am in agreement with the above

14. Chairman and Vice-Chairman Comments

I concur in the Chief Officer's decision

Signed 

Date 05/06/2023

Signed 

Date 12/06/2023

I have the following further comments:

The completed copy is to be returned by the Councillors to the Corporate Head of Law and Governance (Democratic Services) who will send a copy to the Chief Officer and report to the relevant Committee for information.

Draft Advert

CORPORATE HEAD OF HR & OD

£77467 - £84,897

Reporting to the Chief Executive, this key role provides strategic leadership and direction to the organisation on organisational development and people management, including taking a pro-active role on change management and service reviews. The successful candidate needs to be a skilled HR professional, with a strong knowledge of employment law and good HR practice as well as an experienced manager. He/she will lead a service responsible for both operational and strategic HR, Learning and Development, Employee relations, employee well-being and Health and Safety. They will possess a good working knowledge of the work of a generalist HR team including recruitment and selection, performance management, training and development, pay and conditions, and implementing organisational change. Working in a political environment, they will be capable of presenting reports to and liaising with Elected Members and management boards and preferably have experience of dealing with trade unions. Resilience, confidence, good interpersonal skills and a sense of humour are key skills in this role. Interested? If so please apply...



Jobs below Corporate Heads receive incremental progression within their scale(i.e. they are normally appointed to the minimum and receive an annual increment each year till they reach the maximum of the grade). Corporate Heads however were appointed on a fixed point within their salary range and normally do not get more than the cost of living percentage increase except at the Chief Executive's discretion, but after their annual appraisal they may receive a 2% one off performance related payment. The Corporate Head of HR is therefore on a fixed point of £73,605p.a.

## **2.0. Research on market pay for this role**

2.1. Research has been conducted on the level of pay required to be attractive in the current market place for a Head of HR & OD role in this area in the public sector. (Private sector Head of HR roles are normally paid at a higher level). In terms of public sector Heads of HR roles, there are some variations between the surveys. Hays HR salary guide suggests that pay ranges from £65k to £80k with most salaries being over £70k. Pay tends to be higher in London or on the verges of London. The most recent advert for a Head of HR in Surrey was for a utilities company and that was advertised at £75k. Ashley Kate which is a specialist agency for HR recommended that for a straight Head of HR the pay range is currently £65 - £85k but where OD and change management is involved the pay is normally higher and the range is normally £75k -£90k. For Heads of HR where employee relations expertise is required the salary ranges tend to be between £70k and £90k in the south of England and between £75k and £95k in London. The recommendation of their lead executive recruiter was that we should pitch our salary between £75 and £85k. Due to the cost of living crisis she said that most successful applicants at present expected to receive between £80k and £85k. The results of this market research therefore suggested we pitch the salary between £75k and £85k. CLT considered this market research and recommended that this post be regraded to Corporate Head One(i.e. £77,467 -£84,897) in order to attract the necessary calibre of recruit.

**(To resolve)**  
**Background papers**  
None stated

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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