

**Agenda Item No:** 8 **Report No:** 170/13  
**Report Title:** Joint Health and Safety Forum  
**Report To:** Employment Committee **Date:** 14 October 2013  
**Cabinet Member:**  
**Ward(s) Affected:** All  
**Report By:** Jill Yeates  
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#### **Purpose of Report:**

To report on the inauguration of the Joint Health and Safety Forum

#### **Officers Recommendation(s):**

1 To note the report

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#### **Reasons for Recommendations**

- 1 The Forum will be an active group within the Council promoting a health and safety-conscious culture and environment, and reporting to each Employment Committee meeting in line with the areas specified by the Council's Constitution, Section 5, 2.5 a, and g to m, as appropriate.

#### **Information**

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- 2.1 Unison had asked for the Forum, which had been set up and had two meetings in 2011, to be reconvened and play an active part in the culture and environment of health and safety in the Council. This had been agreed, but had not actually happened. A meeting at the end of August between Unison and the new HR and Safety Officer agreed that the Forum be set up as soon as possible.
- 2.2 The Forum held its inaugural meeting on 26 September. It was chaired by the Director of Planning and Environmental Services, advised by the HR and Safety Officer and had six Unison and six management

representatives. Unison represent all staff for the purposes of Health and Safety.

- 2.3** The Forum agreed the Terms of Reference which can be summarised as being proactive in the management of health, safety, welfare and wellbeing in the workplace through joint discussion and proactive involvement in all relevant issues.
- 2.4** It was agreed that the Forum will be part of the necessary safety culture change through bringing staff and management issues for discussion and agreement on action to be taken. It was also agreed that the Forum would provide written reports to the Employment Committee for further discussion.
- 2.5** The Forum also discussed how the Health and Safety Policy, emergency procedures, first aiders, the programme of inspections, safe systems of work and risk assessments, and hazard and near-miss reporting would be progressed.
- 2.6** The meeting on 26 September agreed that reports on the inauguration of the Forum, Wellbeing Statistics, Sickness Statistics and Accident Statistics would be provided to the Employment Committee meeting on 14 October.

### **Sustainability Implications**

- 3** I have not completed the Sustainability Implications Questionnaire as this Report is exempt from the requirement because it is a progress report/budget monitoring report/development control report (*or*)

### **Equality Screening**

- 4** Equality analysis is not required as this is an information only report with no key decisions attached.

### **Background Papers**

- 5** None

### **Appendices**

- 6** None