

**Key Decision - No**

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title:** Provisional Service Plan for Health and Safety Regulation 2017-18

**Meeting/Date:** Licensing and Protection Committee – 22 March 2017

**Executive Portfolio:** Executive Councillor for Housing and Regulatory Services - Cllr Ryan Fuller

**Report by:** Head of Community – Chris Stopford

**Ward(s) affected:** All

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**Executive Summary:**

Huntingdonshire District Council is a health and safety enforcing authority. The Health and Safety Executive (HSE) is the national regulator for health and safety and requires every local authority to outline how it will fulfil its duty “to make adequate arrangements for the enforcement of the relevant statutory provisions within its area”. This requirement is supported by the National Local Authority Enforcement Code and Local Authority Circular (LAC) 67/2

**Recommendation:**

**Members are requested to:-**

1. **Comment on and approve the ‘Provisional Service Plan for Health and Safety Regulation 2017-18’;**
2. **Consider whether a final Service Plan should be presented at their next meeting on 5 July 2017.**

## **1. PURPOSE OF THE REPORT**

- 1.1. The report formally presents the Provisional Service Plan 2017-18 to the members of the Licensing and Protection Committee. It invites their comments and their approval of the plan. This enables the Council to discharge its duty as an enforcing authority for health and safety regulation.

## **2. WHY IS THIS REPORT NECESSARY?**

- 2.1 Huntingdonshire District Council is a health and safety enforcing authority. The Health and Safety Executive (HSE) is the national regulator for health and safety and it requires every local authority to outline how it will fulfil its duty “to make adequate arrangements for the enforcement of the relevant statutory provisions within its area”. The requirement is supported by the National Local Authority Enforcement Code and the Local Authority Circular (LAC) 67/2.
- 2.2 The council’s role as a health and safety regulator is delivered by the Business Team of the Community Division and the purpose of the Service Plan is to explain how that service will be delivered. It also details the resources required to deliver the service, together with a review of the previous year’s performance.
- 2.3 The Business Team is a part of the recently restructured Community Division. The leadership and composition of the team will take shape over the next few weeks as the recruitment of staff to new and vacant posts is finalised.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 The service has considered the National Enforcement Code, the Corporate Plan 2016-18 and the predicted 2017-18 figures based upon work delivered since 1 April 2016.

## **4. KEY IMPACTS/RISKS**

- 4.1 A failure to produce an appropriate Service Plan could invite criticism from the HSE which, as the national regulator oversees local authorities. This in turn could result in contact from the HSE’s Local Authority Unit.

## **5. TIMETABLE FOR IMPLEMENTATION**

- 5.1 The Provisional Service Plan will be reviewed over the next few weeks as the leadership and composition of the Business Team is finalised. It is hoped that any new appointments will be in post by 1 June and a further report will be presented to the meeting on 5 July.
- 5.2 The Service Plan will be delivered alongside the Business Team’s other core functions of food safety and licensing.

## **6. LINK TO THE CORPORATE PLAN**

- 6.1 Service Plans support the Council’s Corporate Plan and contribute to the three strategic priorities therein.

## **7. LEGAL IMPLICATIONS**

- 7.1 The HSE has a key role as the national regulator in overseeing health and safety regulation undertaken by local authorities.

- 7.2 The HSE's National Local Enforcement Code recognises that service plans are an important part of the process to ensure that national priorities and standards are addressed and delivered locally.
- 7.3 This provisional plan replaces the 2016-17 Service Plan and a final version will be presented on 5 July. Service Plans must include a review of performance in order to consider any variances from meeting the requirements of the service plan and to identify areas for improvement.

## **8. RESOURCE IMPLICATIONS**

- 8.1 The overall budget for 2017-18 is 36% less than in 2016-17. This is largely attributable to a reduction in the proportion of staff resources allocated to health and safety. The ways in which internal recharges and overheads are calculated has also been reviewed since 2016-17 and there are no longer specific budgets for legal fees, laboratory services and subscriptions.
- 8.2 The budget is within the approved budget for 2017-18

## **9. OTHER IMPLICATIONS**

- 9.1 The HSE expects local authorities to carry out their regulatory activities in an effective, risk-based, proportionate and consistent way. The production, publication and delivery of the Service Plan will help to meet those expectations.

## **10. REASONS FOR THE RECOMMENDED DECISIONS**

- 10.1 Huntingdonshire District Council is required to produce and approve a Health and Safety Service Plan. The Provisional Service Plan will be reviewed and a final version may be presented to the next meeting on 5 July. Subject to successful recruitment to vacant posts, it is achievable within the aspirations of the Council and the approved resources.

## **LIST OF APPENDICES INCLUDED**

Appendix 1 – Provisional Service Plan for Health and Safety Regulation 2017-18

## **CONTACT OFFICERS**

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