



# AGENDA

## HEALTH AND SAFETY COMMITTEE

**Date: MONDAY, 11 JUNE 2018 at 6.00 pm**

**Committee Rooms 3**

**Civic Suite**

**London SE6 4RU**

**Enquiries to: Clare Weaser**

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**This meeting is an open meeting and all items on the agenda may audio recorded and/or filmed.**

### **COUNCILLORS**

Councillor Bernards

Councillor Gallagher

Councillor Howard

Councillor Kalu

Councillor Kelleher

Councillor Maslin

### **Unions**

Gary Cummins UNITE

Mark Fennell GMB

Kim Knappett NEU ATL SECTION

Eileen Walker UNISON

Lea Bonnell NUT

### **Directorate Representatives**

Genevieve Macklin, Head of Strategic Housing

Adam Bowls, Head of OD and H R

Petra Der Man, Principal Lawyer

Liz Dart, Head of Culture and Community Development

Kate Bond, CYP

### **Health & Safety Advisors**

David Austin, Head of Corporate Resources

Beatrice Aciro Health and Safety Advisor

**Members are summoned to attend this meeting**

Ian Thomas

Chief Executive

Laurence House

Catford

London SE6 4RU

Date: Thursday, 31 May 2018



INVESTOR IN PEOPLE

The public are welcome to attend our committee meetings, however occasionally committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

## ORDER OF BUSINESS – PART 1 AGENDA

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# Agenda Item 1

HEALTH AND SAFETY COMMITTEE		
Report Title	ELECTION OF CHAIR AND VICE CHAIR	
Key Decision		Item No. 1
Ward		
Contributors	CHIEF EXECUTIVE	
Class	Part 1	Date: 11 June 2018

## Recommendation

To appoint a Chair and Vice-Chair of the Committee for the municipal year 2018/19.

# Agenda Item 2

<b>HEALTH AND SAFETY COMMITTEE</b>			
<b>Report Title</b>	<b>MINUTES</b>		
<b>Key Decision</b>			<b>Item No. 2</b>
<b>Ward</b>			
<b>Contributors</b>	<b>CHIEF EXECUTIVE</b>		
<b>Class</b>	<b>Part 1</b>	<b>Date: 11 June 2018</b>	

## **Recommendation**

To agree the Minutes of the meeting of the Committee, which was open to the press and public, held on 29 January 2018 (copies previously circulated).

HEALTH AND SAFETY COMMITTEE			
<b>Report Title</b>	<b>DECLARATIONS OF INTEREST</b>		
<b>Key Decision</b>			<b>Item No. 3</b>
<b>Ward</b>			
<b>Contributors</b>	<b>CHIEF EXECUTIVE</b>		
<b>Class</b>	<b>Part 1</b>	<b>Date: 11 June 2018</b>	

## Declaration of interests

Members are asked to declare any personal interest they have in any item on the agenda.

### 1 Personal interests

There are three types of personal interest referred to in the Council's Member Code of Conduct :-

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests

### 2 Disclosable pecuniary interests are defined by regulation as:-

- (a) Employment, trade, profession or vocation of a relevant person\* for profit or gain
- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person\* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.
- (e) Licence to occupy land in the borough for one month or more.

- (f) Corporate tenancies – any tenancy, where to the member’s knowledge, the Council is landlord and the tenant is a firm in which the relevant person\* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:-
- (a) that body to the member’s knowledge has a place of business or land in the borough; and
  - (b) either
    - (i) the total nominal value of the securities exceeds £25,000 or 1/100 of the total issued share capital of that body; or
    - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person\* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

\*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

### **(3) Other registerable interests**

The Lewisham Member Code of Conduct requires members also to register the following interests:-

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes , or whose principal purposes include the influence of public opinion or policy, including any political party
- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25

### **(4) Non registerable interests**

Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members’ Interests (for example a matter concerning the closure of a school at which a Member’s child attends).

### **(5) Declaration and Impact of interest on member’s participation**

- (a) Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take no part in consideration of the matter and withdraw from the room before it is considered. They must not seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**
- (b) Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph (c) below applies.
- (c) Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- (d) If a non-registerable interest arises which affects the wellbeing of a member, their family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.
- (e) Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

## **(6) Sensitive information**

There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

## **(7) Exempt categories**

There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-

- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
- (b) School meals, school transport and travelling expenses; if you are a parent or guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor;
- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception)



<b>HEALTH AND SAFETY COMMITTEE</b>		
<b>Report Title</b>	<b>CORPORATE HEALTH AND SAFETY TEAM UPDATE</b>	
<b>Key decision</b>	<b>No</b>	<b>Item No 4</b>
<b>Ward</b>	<b>All</b>	
<b>Contributors</b>	<b>Head of Corporate Resources</b>	
<b>Class</b>	<b>Part 1</b>	<b>Date 11 June 2018</b>

## 1 PURPOSE

- 1.1 This report updates the Health and Safety (H&S) Committee on H&S matters in the last period in line with the terms of reference for the Committee. It reports on issues raised at the H&S Board, incidents statistics, and actions raised at the previous meeting.

## 2 EXECUTIVE SUMMARY

- 2.1 The H&S Board has met as planned, both officers and with the Unions. The review of the Town Hall Chambers and Laurence House works were undertaken and will be kept under review.
- 2.2 The H&S incidents reported on a rolling year basis to Marc 2018 are reported for Members to note. Overall there has been a fall of 115 incidents or -5% across the Directorates.

## 3 RECOMMENDATIONS

- 3.1 Members are asked to note the report.

## 4 H&S BOARD - NON EMPLOYEES

- 4.1 The H&S Board meeting took place 27 April, 2018 where representatives from the Councils main contractor Kier attended and updated the H&S Board on the current Planned Preventative Maintenance (PPM) of corporate buildings and their plan on how to make necessary improvements on accurate reporting of progress.
- 4.2 The next H&S Board will take place on 27 July, 2018. Any new matters other than the above, if brought and discussed will be highlighted at the following Committee meeting paper update.
- 4.3 At the H&S Committee which took place on 29 Jan. 2018 members requested clarity on the new lift company who has taken over the management of temple lifts. Clarity is being sought and an update will be provided on the day of the meeting, if additional information is received.
- 4.4 For this quarter, the following updates are provided:
- Accident/Incident Statistics.

## 5 INCIDENTS

- 5.1 The numbers of incidents in the last period are presented in the table below as part of a rolling twelve month view.
- 5.2 In addition to the summary in the table above, the graphical analysis at **Appendix A** provides a more detailed view of the types of incident by Directorate. Identified trends and anomalies are discussed at individual Directorate H&S Joint Consultative Committees (JCCs).

Directorate	Apr 2017 – Mar 2018	Apr 2016 – Mar 2017	Variation number	Variation %
Community services	<b>94</b>	137	(43)	- 31%
Customer services	<b>171</b>	170	1	1%
Children & Young People – Non Schools	<b>8</b>	44	(36)	- 82%
Children & Young People – Schools	<b>2,071</b>	2,110	(39)	- 2%
Resources & Regeneration	<b>20</b>	18	2	11%
<b>Total</b>	<b>2,364</b>	<b>2,479</b>	<b>(115)</b>	<b>- 5%</b>

- 5.3 In terms of the more serious cases reported in the last quarter (**January - March 2018**) there were **61 incidents** (compared with 92 for the same period in 2017) that required reporting to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. These are presented in the table below.

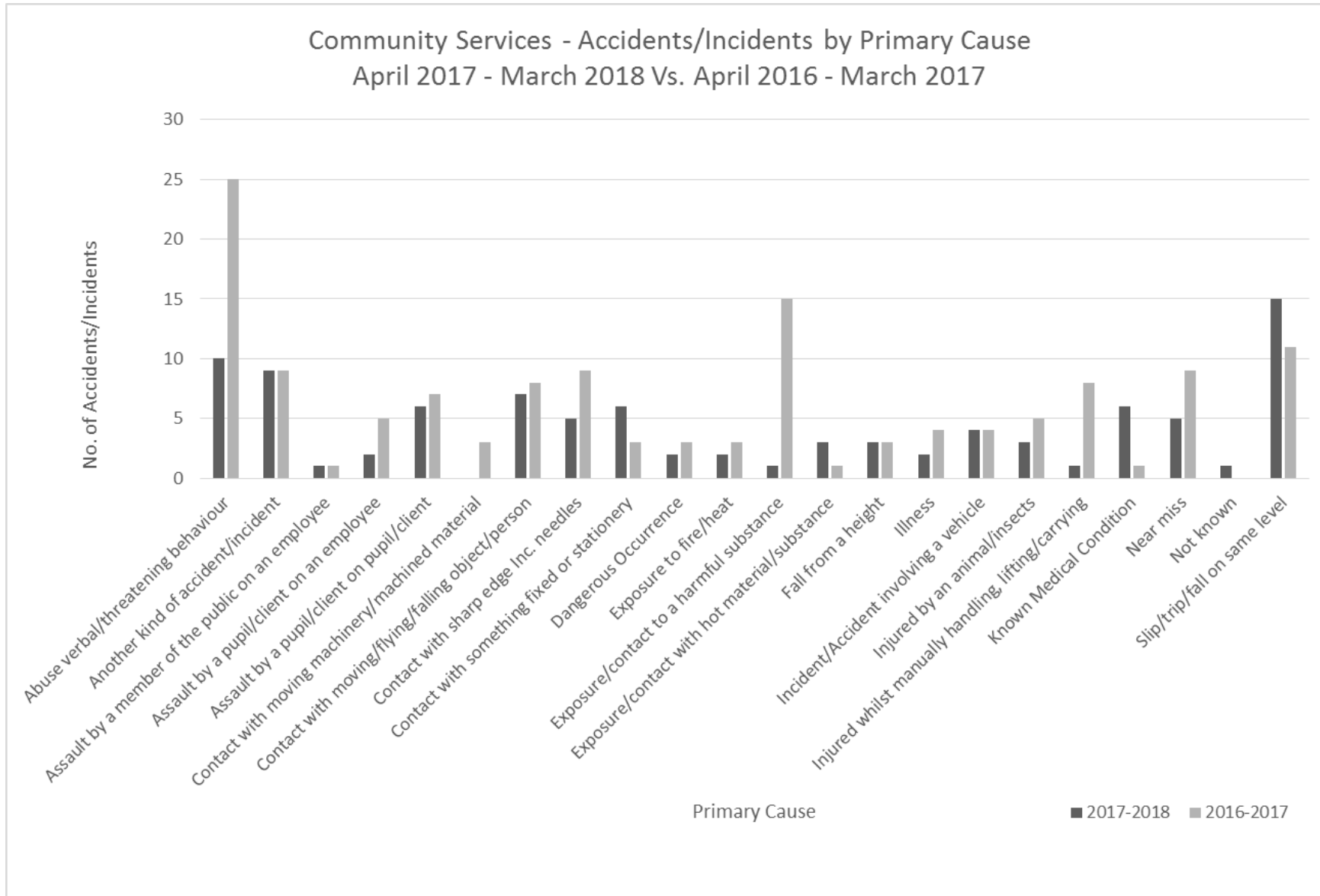
RIDDOR reporting	COM	CUS	C&YP non-Sch	C&YP Sch	R&R
Dangerous Occurrence				0	
Major Injury or Condition				11	
Member of Public taken to hospital	1			8	
Over seven day absence				3	
Pupil taken straight to hospital				38	
Prescribed Disease					
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>

For any further information on the content of this report please contact:

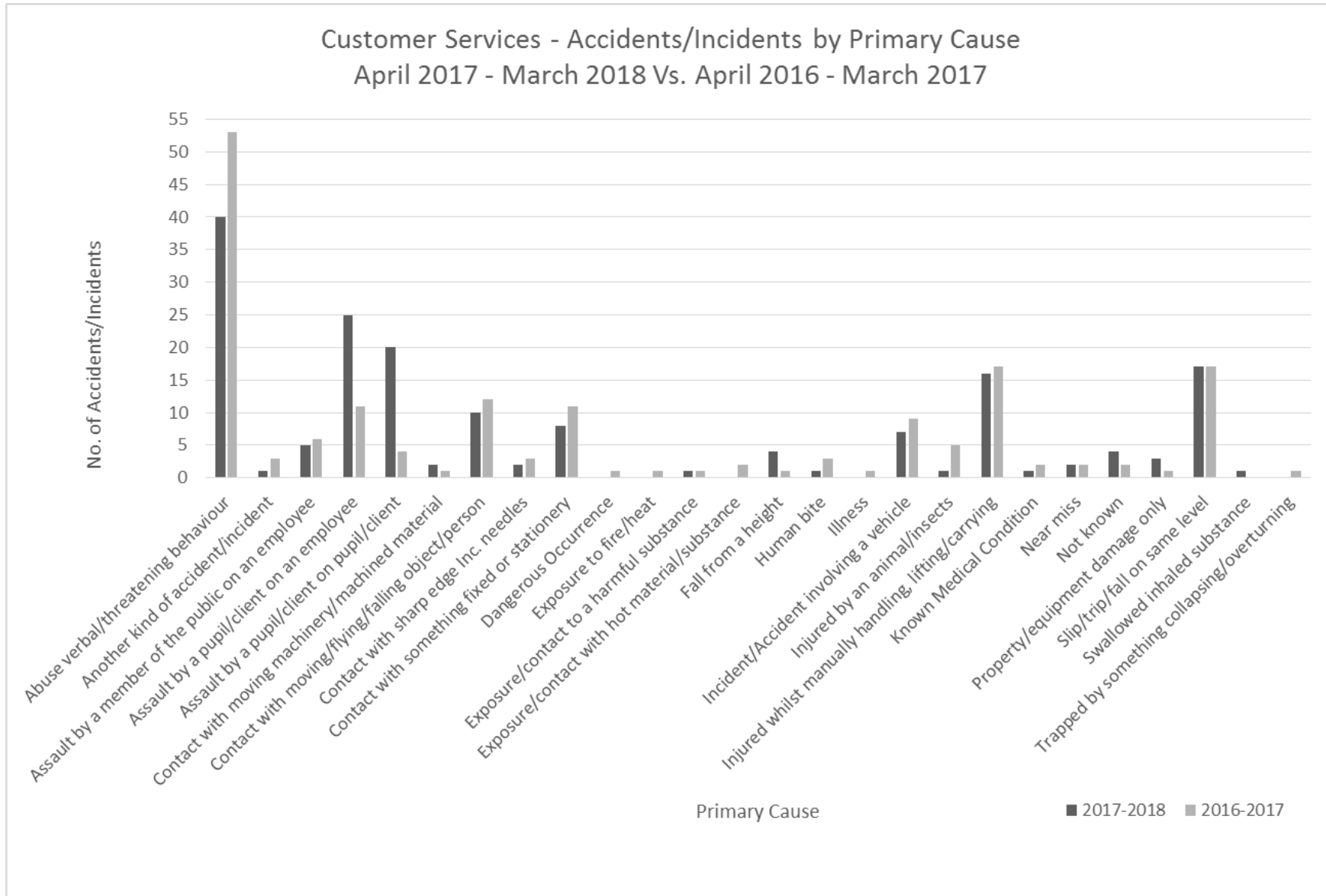
David Austin, Head of Corporate Resources on 020 8314 9114, or

Beatrice Aciro, Senior H&S Advisor on 020 8314 6481.

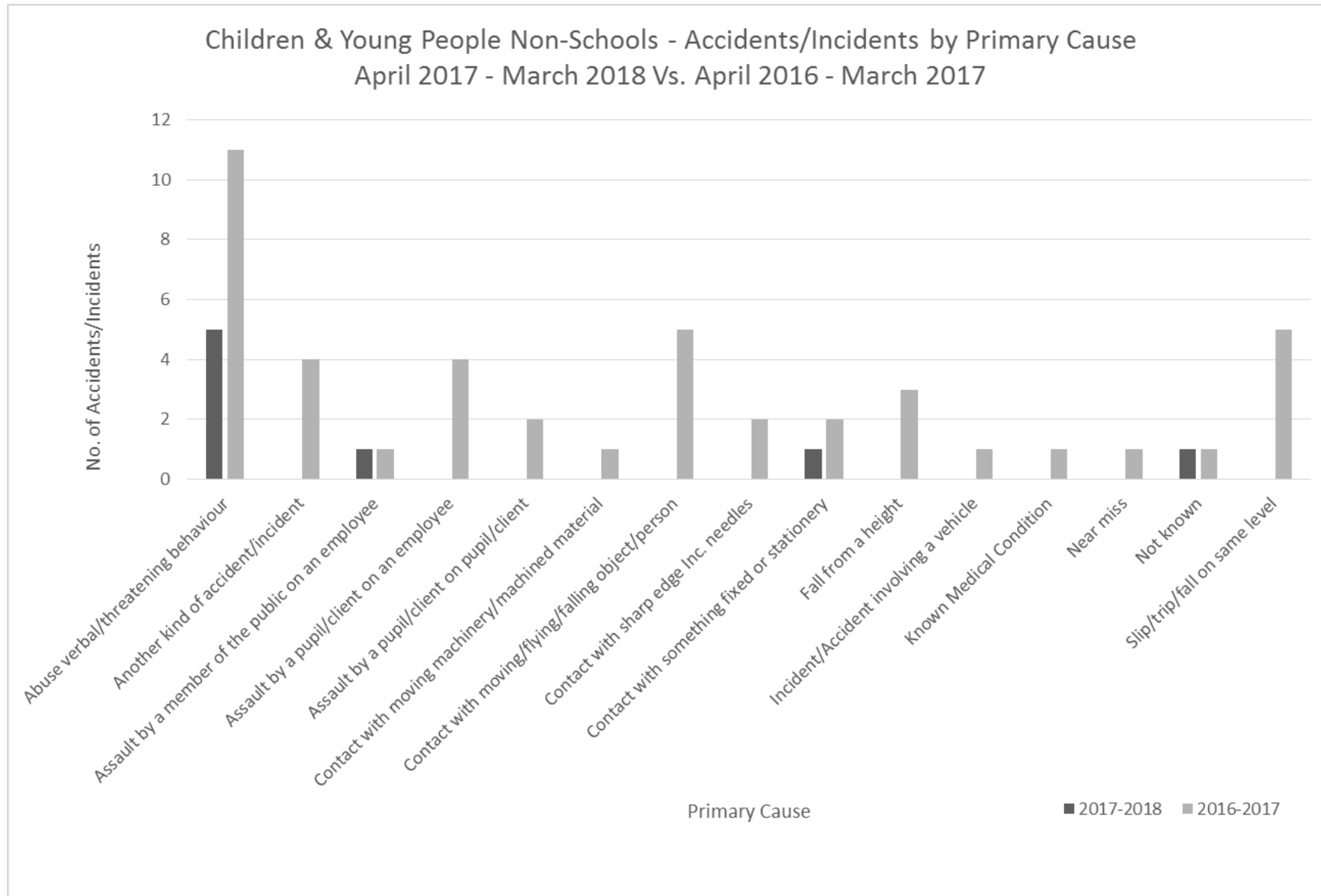
Appendix A – Rolling 12 month summary of reported H&S incidents by category by Directorate compared to prior year



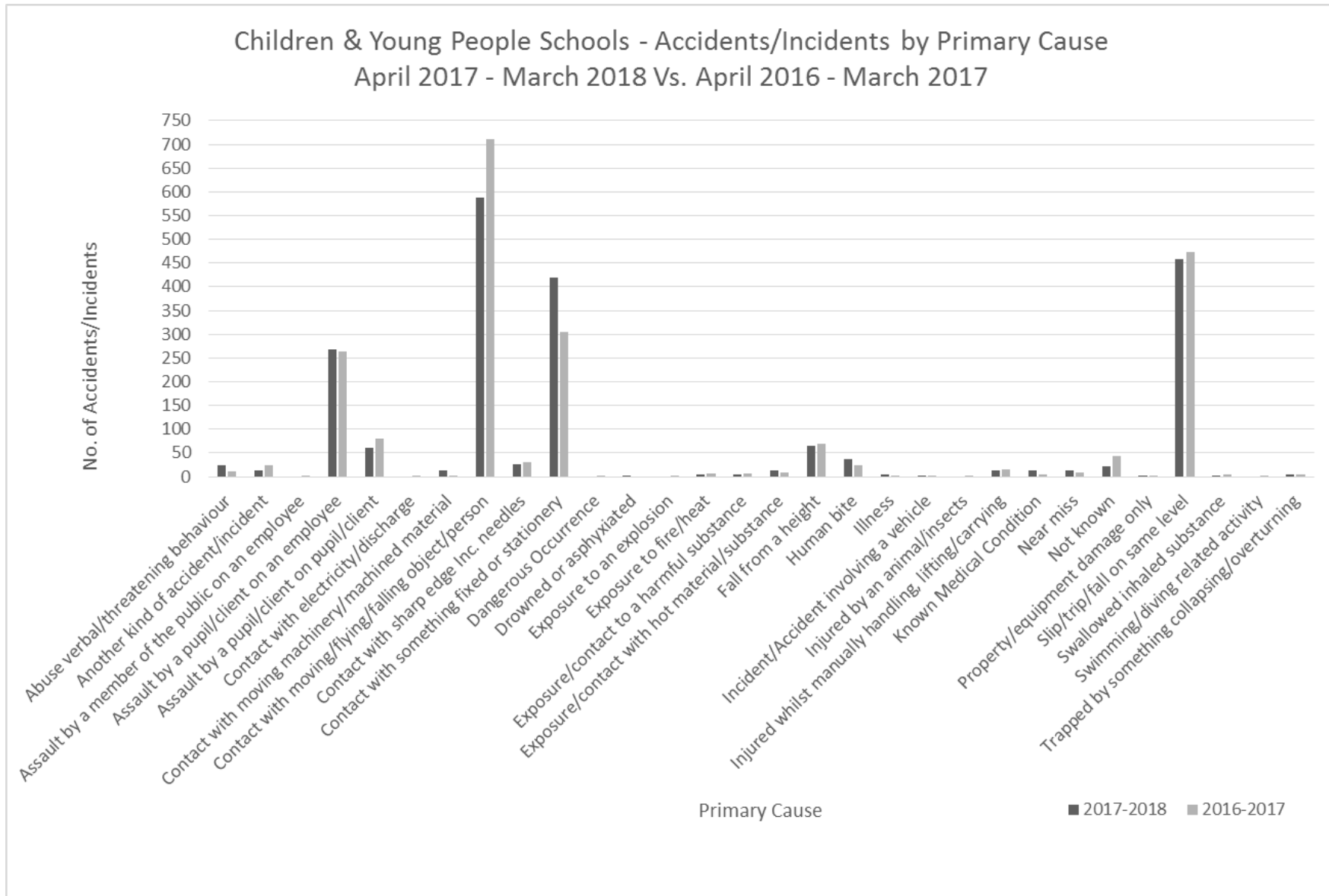
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