

**MEETING**

**GENERAL FUNCTIONS COMMITTEE**

**DATE AND TIME**

**WEDNESDAY 8<sup>TH</sup> NOVEMBER, 2017**

**AT 7.00 PM**

**VENUE**

**HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ**

**TO: MEMBERS OF GENERAL FUNCTIONS COMMITTEE (Quorum 3)**

Chairman: Councillor Joan Scannell BEM

Vice Chairman: Councillor Wendy Prentice

Richard Cornelius  
Alison Moore

Ammar Naqvi  
Barry Rawlings

Daniel Thomas BA (Hons)

**Substitute Members**

Geof Cooke  
David Longstaff

Tom Davey  
John Marshall

Adam Langleben  
Charlie O-Macauley

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions or comments must be submitted by 10AM on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is Friday, 3 November at 10am. Requests must be submitted to Andrew Charlwood 020 8359 2014 [andrew.charlwood@barnet.gov.uk](mailto:andrew.charlwood@barnet.gov.uk)

**You are requested to attend the above meeting for which an agenda is attached.**

**Andrew Charlwood – Head of Governance**

Governance Service contact: Andrew Charlwood 020 8359 2014  
[andrew.charlwood@barnet.gov.uk](mailto:andrew.charlwood@barnet.gov.uk)

Media Relations contact: Sue Cocker 020 8359 7039

**ASSURANCE GROUP**

## ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes	5 - 8
2.	Absence of Members	
3.	Disclosable Pecuniary interests and Non-Pecuniary interests	
4.	Report of the Monitoring Officer (if any)	
5.	Public Question and Comments (if any)	
6.	Members Item (if any)	
7.	Street Scene Restructure	9 - 34
8.	Recruitment and Retention Payments	35 - 42
9.	Bi-Annual Health and Safety Report	43 - 58
10.	Corporate Health and Safety Policy - Asbestos Management	59 - 86
11.	Nomination of Local Authority Representatives on School Governing Bodies	87 - 96
12.	Committee Work Programme	97 - 104
13.	Any item(s) that the Chairman decides is urgent	

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## **Decisions of the General Functions Committee**

9 October 2017

Members Present:-

**AGENDA ITEM 1**

Councillor Joan Scannell (Chairman)  
Councillor Wendy Prentice (Vice-Chairman)

Councillor Alison Moore  
Councillor Barry Rawlings

Councillor Daniel Thomas  
Councillor David Longstaff (In place of  
Councillor Richard Cornelius)

Apologies for Absence

Councillor Richard Cornelius      Councillor Ammar Naqvi

### **1. MINUTES**

**RESOLVED** that the minutes of the meeting held on 28 June 2017 be approved as a correct record.

### **2. ABSENCE OF MEMBERS**

Apologies for absence had been received from Councillor Richard Cornelius who had been substituted by Councillor David Longstaff.

### **3. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS**

None.

### **4. REPORT OF THE MONITORING OFFICER**

None.

### **5. PUBLIC QUESTION AND COMMENTS**

None.

### **6. MEMBERS ITEM**

None.

### **7. REVIEW OF THE GENERAL ELECTION (8 JUNE 2017) AND UPDATE ON 'SMITH REVIEW' ACTIONS**

The Chief Executive and Acting Returning Officer introduced his report which provided the Committee with a full review of the planning, implementation and delivery of the UK General Election on 8 June 2017 in the three parliamentary constituencies within the London Borough of Barnet. He was supported by the Assistant Chief Executive,

Assurance Director, Head of Elections and Democratic Engagement Project Manager who were in attendance to answer questions from the Committee.

The Head of Electoral Services undertook to contact LB Lambeth to request a borough breakdown of the 20,696 Londoners who had clicked to register to vote as part of the Pan-London Election Campaign – ‘London Calling’.

Having considered the report, **the Committee RESOLVED:**

- 1. That the Committee note and agree the findings and recommendations of the Chief Executive and Acting Returning Officer in relation to the review of the General Election held on 8 June 2017 as set out in Appendix A to the report.**
- 2. That the Committee note the progress of the agreed actions as per the ‘Smith Review’ of Electoral Registration as set out in Appendix A to the report.**

## **8. NOMINATION OF LOCAL AUTHORITY REPRESENTATIVES ON SCHOOL GOVERNING BODIES**

The Committee received a report in the name of the Head of Governance. The report asked the Committee to nominate representatives to local authority governor vacancies on the 13 school governing bodies listed in Appendix A to the report.

Having considered the report, **the Committee RESOLVED:**

- 1. That the following representatives be nominated to vacancies on school governing bodies**

School Governing Body	Representative
Bishop Douglass – N2 0SA	Mr Anshul Gupta
Courtland School – NW7 3BG	Mrs Golnar Bukael
Dollis Junior School – NW7 3ED	Ms Linda Lusingu
Fairway School – NW7 3HS	Mr Laithe Jajeh
Northside Primary School – N12 8JP	Ms Margaret Pond
St John’s Church of England School – N20 0PL	Mrs Christine Richardson
Woodcroft School – HA8 0QF	Mr Sonny Rehman

- 2. That nominations to the following school governing bodies be deferred.**

School Governing Body
All Saints CE – NW2 2TH
Barnfield Primary – HA8 0DA
Brunswick Park Primary – N14 5DU
Childs Hill School – NW7 3ED
St James Catholic High School – NW9 5PE
Sunnyfields School – NW4 4JH

## **9. GENERAL FUNCTIONS COMMITTEE WORK PROGRAMME**

The Committee reviewed their 2017/18 Work Programme and agreed the following amendments:

- Move Performance Related Pay from 19 March 2018 to 15 January 2018; and
- Add Elections Update Report to the agenda for the 15 January 2018 meeting.

**RESOLVED that the Committee Work Programme be approved subject to the amendments detailed above.**

#### **10. URGENT ITEM - REFERENCE FROM PERFORMANCE AND CONTRACT MANAGEMENT COMMITTEE**

At the invitation of the Chairman the Head of Governance advised Members that at the meeting held on 12 September 2017, the Performance and Contract Management Committee had made the following reference to the General Functions Committee:

“In respect of agency staff within Adults and Communities, the Committee requested that the General Functions Committee consider the below.

- Recruitment and retention of staff related to strategic risk, STR001 and in light of the potential impact of Brexit.”

The Committee are requested to consider the referral.”

Members were advised that the strategic risk related to not having sufficient skilled and experienced resources in the marketplace which might: impact on the ability to recruit and retain the right staff with the right skills; cause a lack of stability of senior management; lead to limitations in the competency and capability of the workforce to deliver statutory responsibilities and / or corporate objectives resulting in potential legal challenge; impact on financial targets (savings and income); result in reduced service to residents, reduced residents satisfaction, loss of corporate memory and reputational damage.

The Committee noted the reference, but considered that this issue related to the local approach to workforce development via employment and training strategies rather than specific workforce issues that were current and required review and/or a decision by the General Functions Committee.

**RESOLVED that the Committee note the reference from the Performance and Contract Management Committee and agree that reference be made in the 2018/19 Pay Policy Statement to recruitment and retention of staff in specific services which would impact on performance and delivery.**

The meeting finished at 7.55pm

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AGENDA ITEM 7



## General Functions Committee 8<sup>th</sup> November 2017

<b>Title</b>	<b>Street Scene Restructure</b>
<b>Report of</b>	Street Scene Director
<b>Wards</b>	Non Applicable
<b>Urgent</b>	No
<b>Status</b>	Public
<b>Key</b>	Yes
<b>Enclosures</b>	Appendix A – Proposed Street Scene Structure Appendix B – Proposed posts for deletion and creation Appendix C – Equalities Impact Assessment
<b>Officer Contact Details</b>	Kitran Eastman – Street Scene Director <a href="mailto:Kitran.eastman@barnet.gov.uk">Kitran.eastman@barnet.gov.uk</a> 020 8359 2803 Sharni Kent – HR Business Adviser <a href="mailto:Sharni.Kent@barnet.gov.uk">Sharni.Kent@barnet.gov.uk</a>

### Summary

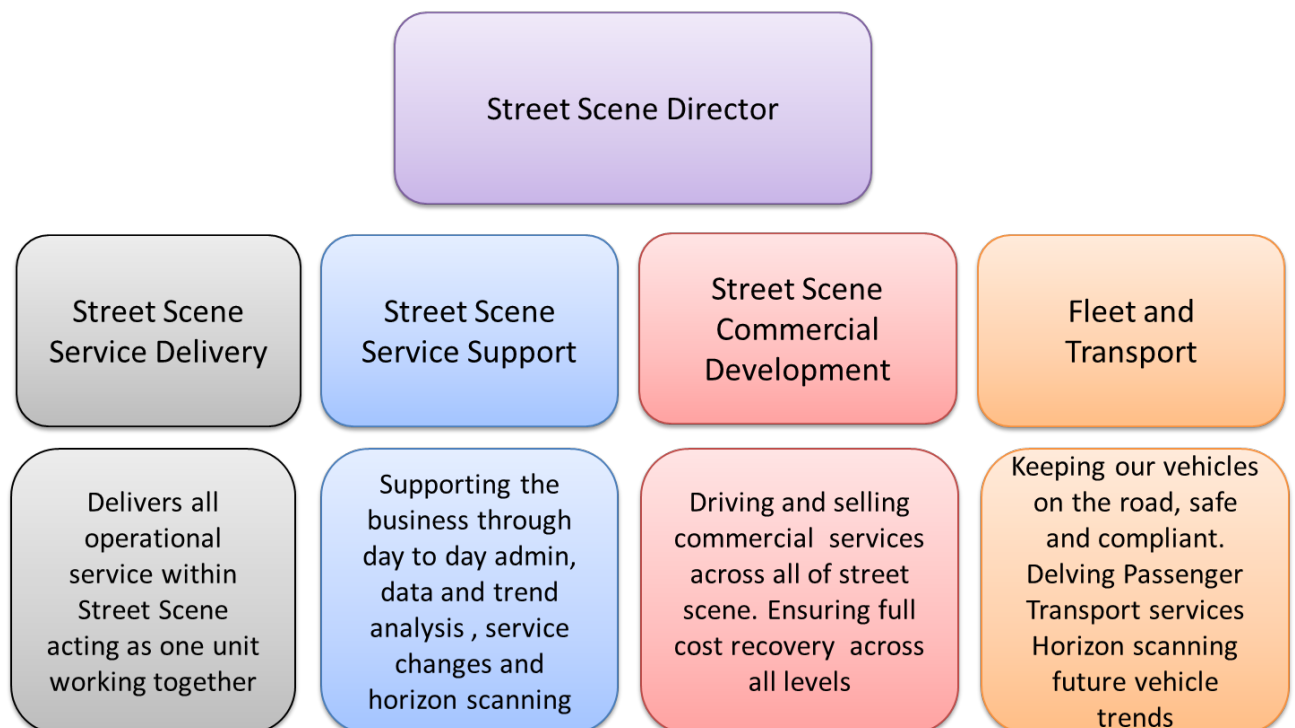
This report seeks approval to implement a new Street Scene Service structure. Following staff consultation and the Environment Committee decision to retain Street Scene as an in-house service a new structure has been finalised. The new structure looks to ensure that Street Scene will be a resilient service, delivering quality and value for the residents and businesses of Barnet.

### Recommendations

1. That the General Functions Committee considers and approves the new Street Scene Structure as set out in Appendix A
2. That the General Functions Committee authorises the deletion and creation of the post as set out in Appendix B
3. That the General Functions Committee authorises the Street Scene Director to take all necessary steps to appoint to the posts including Assistant Director within the new Street Scene Structure as set out in Appendices A and B.

## 1. WHY THIS REPORT IS NEEDED

- 1.1 The report concerns the proposed changes to the establishment of Street Scene Services.
- 1.2 Through 2017 consultation with staff across Street Scene has taken place. Following the decision by Environment Committee in May 2017 to retain Street Scene Services as an in house service, work has continued through the summer to ensure that an effective structure for the in-house service is created.
- 1.3 The proposed structure is designed to strengthen Street Scene and create a service which is resilient, delivers quality services and is value for money. The structure brings front line operational services closer together, to ensure consistency of management and process, and allows for more flexible use of resources, and the move to a more area based approach. It looks to:
- Bring to together all operations for Street Cleansing, Grounds Maintenance, and Recycling and Waste under one senior manager, supported by three operations managers.
  - Create one support service for Street Cleansing, Grounds Maintenance and Recycling and Waste, and where necessary and possible Fleet and Transport.
  - Ensure that the commercial service element of Street Scene can build on its success in the waste sector and expand into other areas.
- 1.4 The proposed changes will enable Street Scene to focus on delivering high quality, resilience, good value services. The new structure has four distinct service areas as can be seen below:



1.5 The proposed structure, looks to support transformation, commercialisation and change projects enabling delivery of a more efficient and productive service in the future, whilst managing the service delivery now. Key benefits of the new structure are:

- Move to an area based approach in recycling and waste collection and street cleansing;
- Greater resilience and depth of cover for administration and customer service supporting roles;
- Larger capacity to deal with customer contacts from the initial customer service team contact. A greater focus on swift and early resolution with clear responsibility given the Service Support Manager to ensure issues are dealt with right first time;
- Service Change team to push forward quality management systems, seek funding for new projects and enhance engagement with staff, residents and customers;
- Reduction in siloed back office functions;
- Clear points of contact within Street Scene for the wider Council;
- Combining data and system management across Street Scene and a resource to be used for more detailed data analysis and investigation;
- Dedicated sales team to increase Commercial Services;
- Increased used of apprentice to start growing talent; and
- Clear senior management lines of responsibility

1.6 The proposed new structure is set out in Appendix A

1.7 Street Scene Services provide some of the most recognised council's services, including bin collection, parks maintenance and cleansing. Currently it has a workforce of approximately 500 staff, who deliver highly valued services to residents. Appendix B sets out the deletion and creation of posts required for the new structure.

1.8 As part of the Medium Term Financial Plan the Environment Committee has approved a savings package of £3.4 million for Street Scene Service from 2016/17 to 2019/20 which was profiled for the following years:

	2017/18	2018/19	2019/20	Total
<b>Programmed</b>	£1,470	£750K	£1,200K	£3,420

1.9 The proposed changes in addition to the management and service improvements also make the following savings:

- 2018/19 - £659,000
- 2020/21 – £185,000

1.10 The proposed changes impact the following number of roles and people:

	Current Post	Current Staff	New Post
<b>Commercial Waste</b>	<b>5</b>	<b>3.5</b>	<b>5</b>
<b>Senior Managers</b>	<b>5</b>	<b>4</b>	<b>4</b>
<b>Street Cleansing</b>	<b>95</b>	<b>85</b>	<b>77</b>
<b>Supervisors and support</b>	<b>12</b>	<b>10</b>	<b>8</b> (Inc. 2 for 18 months)
<b>Support Functions</b>	<b>28.5*</b>	<b>11</b>	<b>18</b> (Inc. 2 for 18 months)
<b>Transport Services</b>	<b>18</b>	<b>13</b>	<b>18</b> + up to 2 apprentices where funding allows

\*Only 18 post are funded in current budget

- 1.11 There are no proposed changes to terms and conditions of employment as a consequence of the proposed restructure.

## 2. REASONS FOR RECOMMENDATIONS

- 2.1 **Recommendation 1** – It is recommended that the General Functions Committee consider and approve the new Street Scene Structure as set out in Appendix A. This will enable the service to become more resilient, delivers quality services and be value for money.
- 2.2 **Recommendation 2** – It is recommended that the General Functions Committee consider and authorises the deletion and creation of the post as set out in Appendix B. This will enable the new structure to be created and old post to be removed from the Council's Establishment.
- 2.3 **Recommendation 3** – It is recommended that the General Functions Committee authorises the Street Scene Director to takes all necessary steps to appoint to the post within the new Street Scene Structure including Assistant Director as set out in Appendix A. This will ensure that as part the restructure of service staff can be appointed to the new posts. Any posts which are vacant after this process will be advised internally within the council and externally.

## 3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The alternative approach is not implement the new structure and either keep the current structure or consult staff on a new structure. This, however, is not recommended as the structure have been subject to consultation and amended to reflect feedback given. Consideration to continue with the existing arrangements would result in the retention of the current structure, without the benefit of the savings indicated and improvements needed to Street Scene Services.

#### 4. POST DECISION IMPLEMENTATION

- 4.1 If the Committee is so minded to approve the recommendation then the implementation of the structure will follow the time scale below:

Date	Activity
Monday 8 <sup>th</sup> November 2017	General Functions Committee to seek approval for authority to implement new structure
From 9 <sup>th</sup> November 2017	Proposed assimilation letters issued where appropriate and at risk notifications
From 9 <sup>th</sup> November 2017	Application period for expressions of interest in Senior Management roles in the new structure and Appointment Process
Monday 13 <sup>th</sup> November 2017	Application period for expressions of interest in roles in the new structure opens (non senior management posts)
13 <sup>th</sup> November 2017 to 19 <sup>th</sup> November 2017	Period for submitting expressions of interest in roles in the new structure
Thursday 23 <sup>th</sup> November 2017	Invitation to interview send out
W/C 27 <sup>th</sup> November 2017	Interviews / selection process
W/C 4 <sup>th</sup> December 2017	Appointment Process
From 11 <sup>th</sup> December 2017	Implementation of: <ul style="list-style-type: none"><li>• New organisational structure</li><li>• New role profiles</li><li>• Recruitment to vacant posts</li><li>• Redundancy letters issued (where staff either unsuccessful or have volunteered)</li></ul>

#### 5. IMPLICATIONS OF DECISION

##### 5.1 Corporate Priorities and Performance

5.1.1 The report concerns the Street Scene Services functions of the Council.

5.1.2 The Council's priorities include:

- Maintaining the green and pleasant nature of the borough by reducing the amount of litter and detritus to the lowest level in London.

- Using encouragement, behaviour change and, where necessary, enforcement to persuade litterers to not drop litter in the Borough, including chewing gum and dog fouling.
- High quality services maintained whilst reducing unit costs to the lowest amongst Barnet's statistical neighbours.

## 5.2 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 **Finance & Value for Money**: The changes make the following savings which form part of Street Scene Services overall MTFS.

- 2018/19 - £659,000
- 2020/21 – £185,000

There is the potential that redundancy costs could range between £85,000 and £115,000, and in addition pension capital costs could range between £40,000 and £150,000.

5.2.1 **Procurement**: At this time there are no implications.

5.2.2 **Staffing**: The staff impacts are laid out in this paper and Appendix A, B and C, and in section 1.

5.2.3 The new structure also contains 6 new apprentices which will help build new talent within the service.

5.2.4 **Property**: At this time there are no implications.

5.2.5 **IT**: A separate project to implement a new back office data system in Street Scene will help staff; manage work flows and customer response in a more efficient manner, in underway. The second phase of this project will include in-cab technology to enable works orders to be sent to crews in real time, and feedback to be given to customers when work has been complete.

5.2.6 **Sustainability**: This restructure will enable Street Scene Services to focus on delivering high quality, resilience, good value services. Within street cleansing investment is being made in new mechanical equipment which will improve productivity, and quality of sweeping in both town centre areas, and roads and pavements.

## 5.3 **Social Value**

5.3.1 The Public Services (Social Value) Act 2012 requires people who commission public services to think about how they can also secure wider social, economic and environmental benefits.

5.3.2 The implementation of the recommendations in this report will ensure that the Council can meet its objectives and deliver the corporate plan, of which social value is a component.

## **5.4 Legal and Constitutional References**

5.4.1 The General Functions Committee are responsible for all other Council functions that are not reserved to Full Council including considering reports on restructures in line with the HR Regulations.

5.4.1 The HR Regulations state that 'all new posts at Assistant Director level or above shall be created by committee decision (General Functions Committee, Policy and Resources Committee or Urgency Committee) and not by delegated powers'.

## **5.5 Risk Management**

5.5.1 The Council's functions are essential to the continuing transformation of services and delivery. To achieve this, the Council requires the right people with the set of skills to commission effective services for our residents.

## **5.6 Equalities and Diversity**

5.6.1 The Equality Act 2010 sets out the Public Sector Equality Duty which requires public bodies to have due regard to the need to

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not
  - foster good relations between persons who share a relevant protected characteristic and persons who do not

5.6.2 The relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

5.6.3 The proposed changes have been assessed to understand the impact on the protected characteristics. A Equalities Impact Assessment can be seen in Appendix C.

## **5.7 Consultation and Engagement**

5.7.1 Staff affected by the proposed changes has been consulted, and the feedback taken into consideration. Following consultation amendments were made to the structure. Discussions will continue with affected individuals while the restructure is implemented. Legal and HR advice will be taken where appropriate to do so

## **6. BACKGROUND PAPERS**

6.1 [Environment Committee May 2017 Papers](#) – Environment Committee Papers regarding the decision to keep Street Scene Service as an in-house operation

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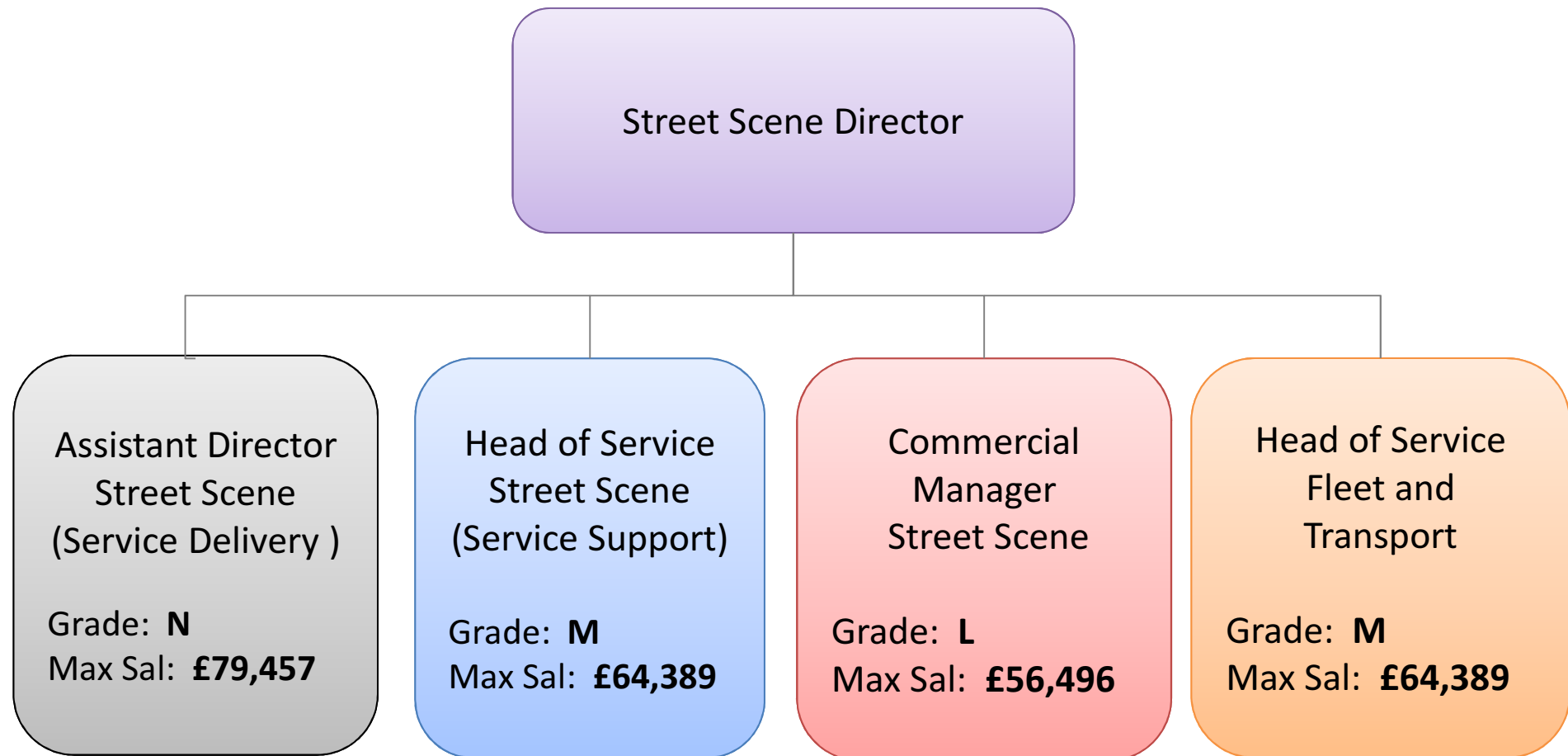
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# **Proposed Street Scene** **Structure**

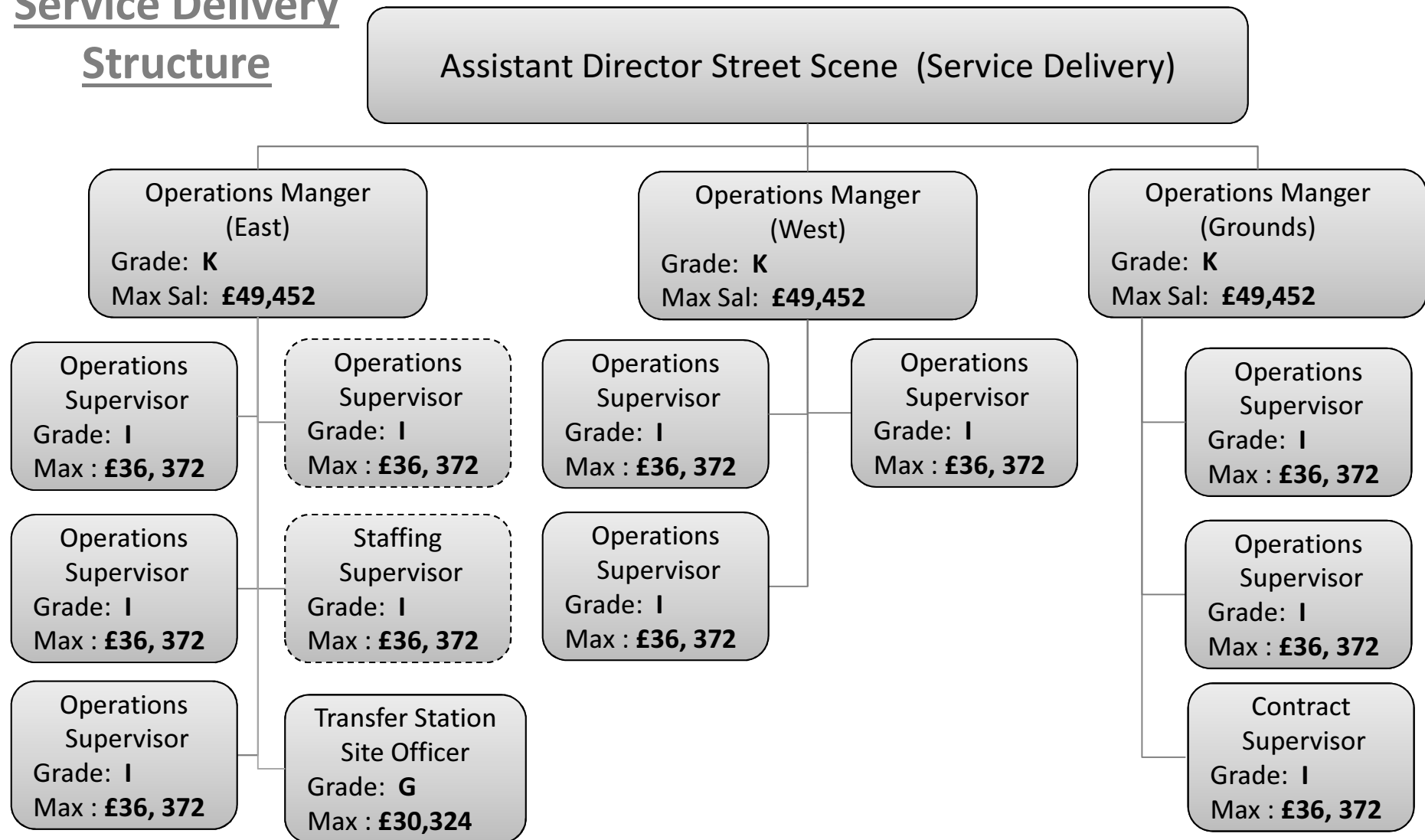
## **APPENDIX A**

## **November 2017**

# Streetscene Senior Structure



## Service Delivery Structure



## Street Cleansing Service

36 Cleansing Operatives  
Grade: **A**  
Max Sal: **£18,375**

16 Cleansing Drivers Operative  
Grade: **B**  
Max Sal: **£19,281**

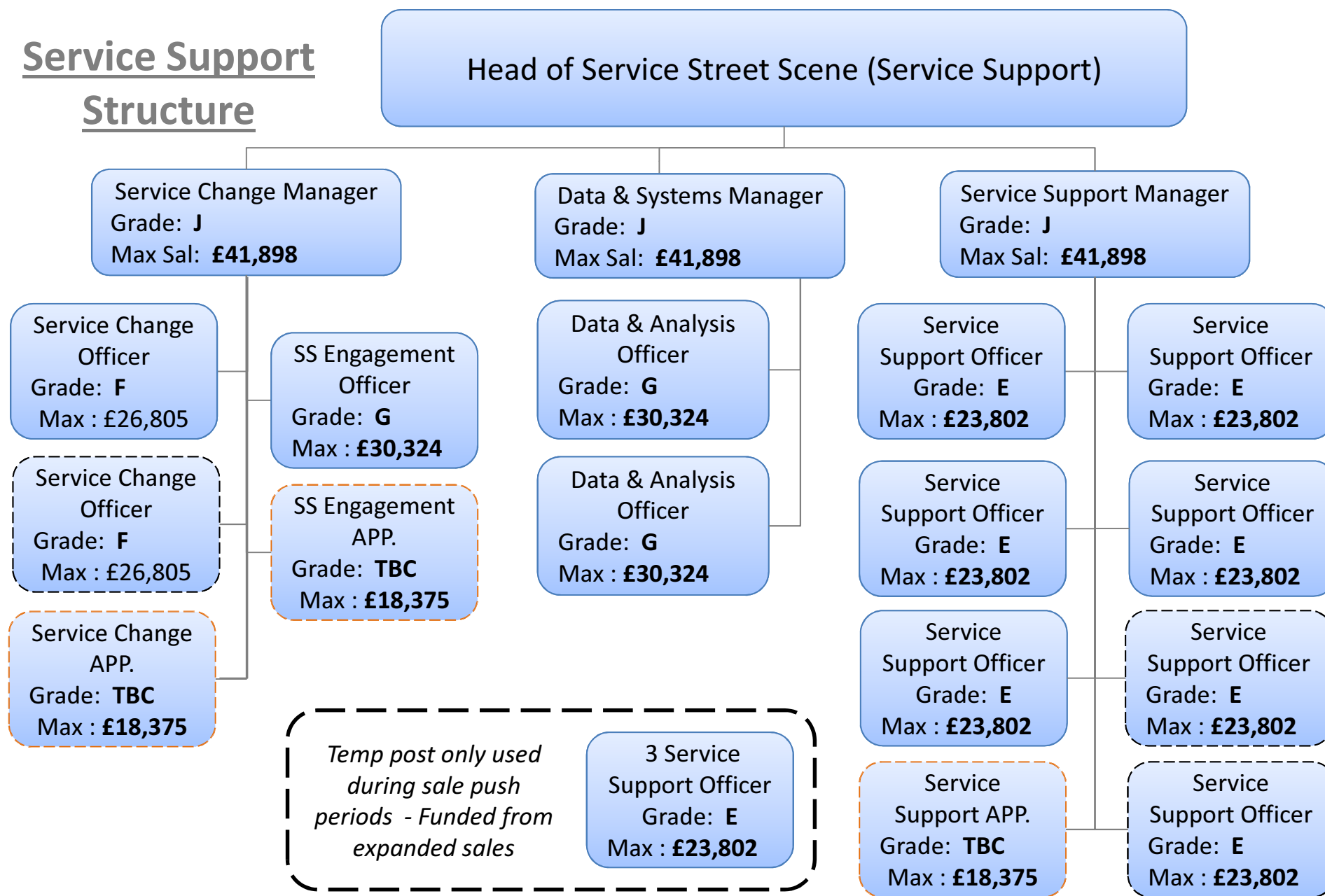
7 Town Centre Operative  
Grade: **C**  
Max Sal: **£20,598**

15 Skilled Cleansing Drivers  
Grade: **D**  
Max Sal: **£21,984**

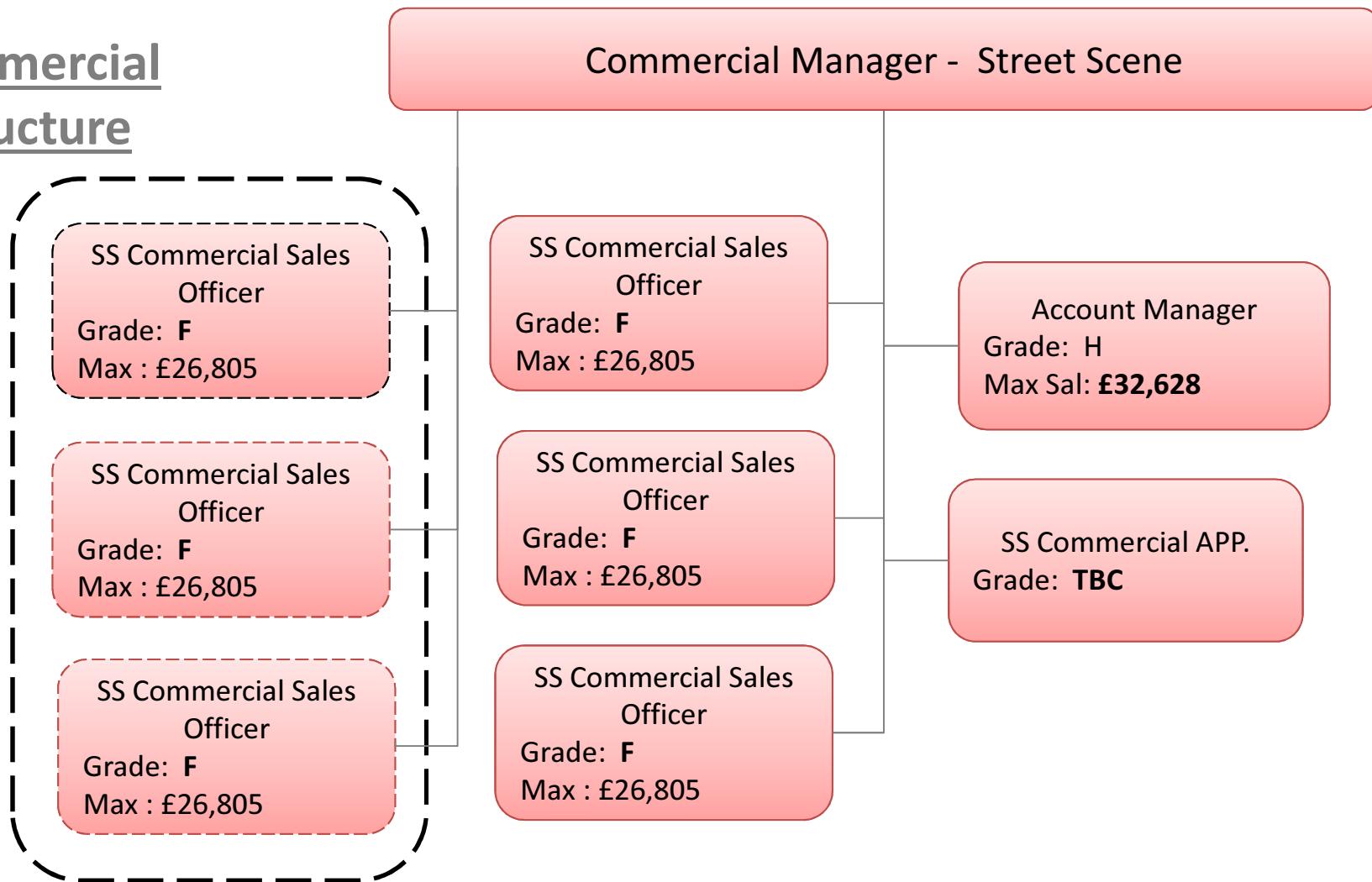
3 HGV Drivers  
Grade: **E**  
Max Sal: **£23,802**

77 Full Time Post

## Service Support Structure

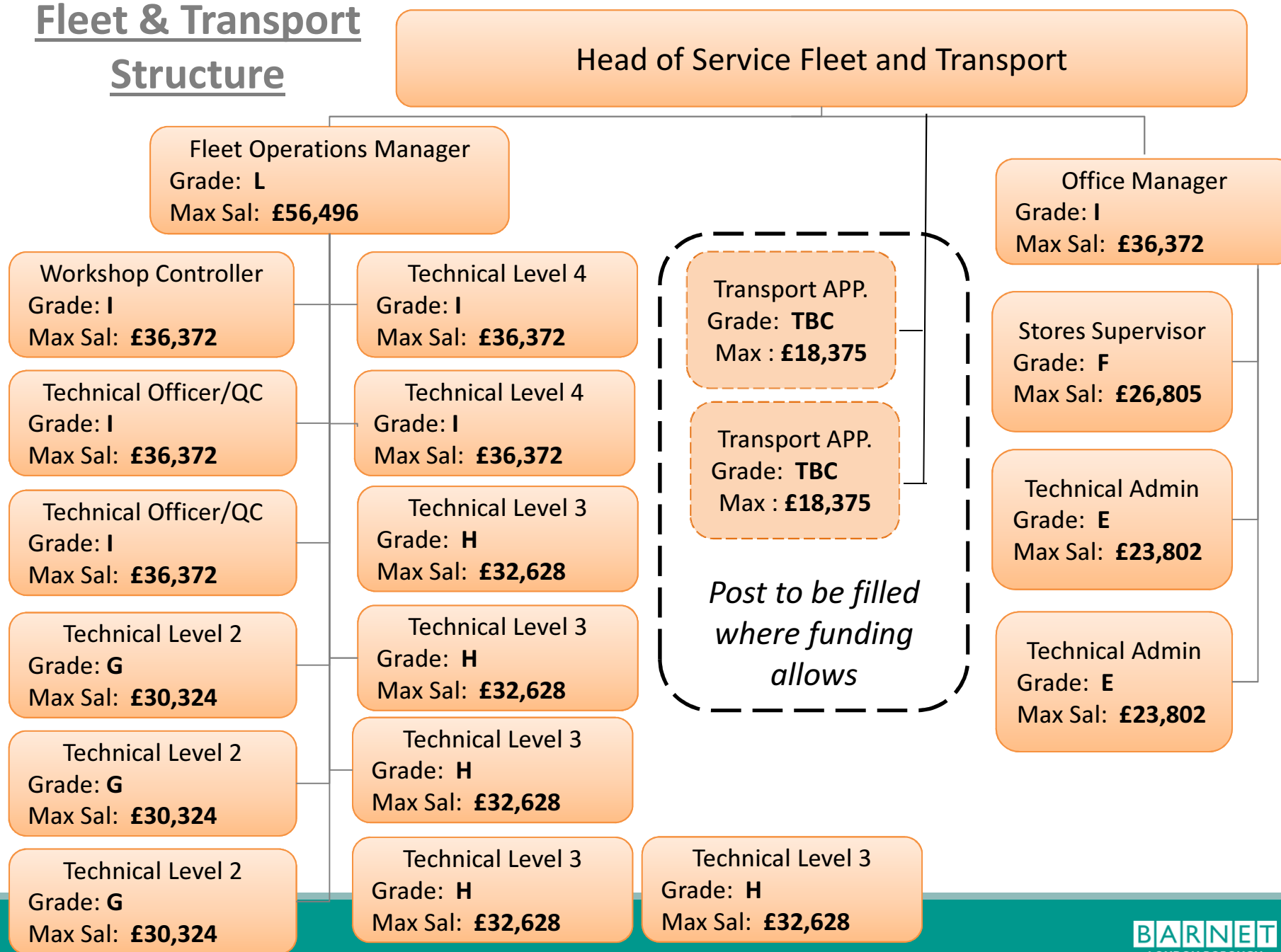


## Commercial Structure



*Temp post only used during sale  
push periods - Funded from  
expanded sales*

# Fleet & Transport Structure



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## **Appendix B - Street Scene Restructure Post for Deletion and Creation**

<b>Post For Deletion</b>			
<b>Post Number</b>	<b>Job Title</b>	<b>FTE</b>	<b>Occupied?</b>
27376	ADMIN ASSISTANT	0.5	Yes
27377	ADMIN ASSISTANT	1	Yes
TBC	ADMIN ASSISTANT	1	No
27071	ADMIN OFFICER	0.5	Yes
504118	ADMIN OFFICER	0.5	No
26097	BUSINESS SUPPORT OFFICER	1	No
504073	BUSINESS SUPPORT OFFICER	1	Yes
504750	COLLECTION SERVICES MANAGER	1	Yes
506639	HEAD OF BUSINESS IMPROVEMENT	1	Yes
27167	HEAD OF GREEN SPACES AND STREETS	1	Yes
27496	HEAD OF WASTE & RECYCLING	1	No
27374	OPERATIONS SUPPORT MANAGER	1	Yes
27226	SENIOR TRANSFORMATION/PROJECT OFFICER	1	No
27170	SERVICE SUPPORT MANAGER	1	Yes
117648	STREETS SUPERVISOR	1	Yes
117800	STREETS SUPERVISOR	1	Yes
117801	STREETS SUPERVISOR	1	No
504650	STREETS SUPERVISOR	1	Yes
504819	WAR ASSISTANT - CSI	1	Yes
505376	WAR ASSISTANT - CSI	1	No
504763	WAR ASSISTANT - OPERATIONS	1	Yes
504760	WAR OPERATIONS SENIOR SUPERVISOR	1	No
27503	WAR OPERATIONS SUPERVISOR	1	Yes
49167	WAR OPERATIONS SUPERVISOR	1	Yes
504522	WAR OPERATIONS SUPERVISOR	1	Yes
504523	WAR OPERATIONS SUPERVISOR	1	Yes
505865	WAR OPERATIONS SUPERVISOR	1	Yes
506305	WAR OPERATIONS SUPERVISOR	1	Yes
27746	WAR TECHNICAL OFFICER	1	Yes
504781	WAR TECHNICAL OFFICER	1	Yes
505375	WAR TECHNICAL OFFICER	1	Yes
505376	WAR TECHNICAL OFFICER	1	Yes
505933	WAR TECHNICAL OFFICER	1	Yes
504629	WAR WASTE INTELLIGENCE COMM ENGA OFFICER	1	Yes
504519	WAR WASTE INTELLIGENCE MANAGER	1	Yes
TBC	WASTE INTELLIGENCE ASSISTANT	1	No
TBC	WASTE INTELLIGENCE ASSISTANT	1	No
TBC	DEVELOPMENT MANAGER	1	No
TBC	TEMP WASTE INTELLIGENCE OFFICER	1	No

<b>TBC</b>	TEMP WASTE INTELLIGENCE OFFICER	1	No
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<b><u>Post For Deletion</u></b>			
<b>Post</b>	<b>Number of Posts</b>	<b>Sections</b>	<b>Grade</b>
Assistant Directory Street Scene (Service Delivery )	1	Service Delivery	<b>N</b>
Head of Service Street Scene (Service Support)	1	Service Support	<b>M</b>
Head of Service Fleet and Transport	1	Fleet and Transport	<b>M</b>
Street Scene Commercial Service Manager	1	Commercial Development	<b>L</b>
Street Scene Supervisor	6	Service Delivery	<b>I</b>
Fixed Term - Supervisor (18 Months)	1	Service Delivery	<b>I</b>
Fixed Term - Staffing Supervisor (18 Months)	1	Service Delivery	<b>I</b>
Service Change Manager	1	Service Support	<b>J</b>
Service Change Officer	1	Service Support	<b>F</b>
Fixed Term Service Change Officer (18 Months)	1	Service Support	<b>F</b>
SS Engagement Officer	1	Service Support	<b>G</b>
SS Engagement Apprentice	1	Service Support	<b>TBC</b>
Data and Systems Manager	1	Service Support	<b>J</b>
Data and Analysis officer	2	Service Support	<b>G</b>
Service Support Manager	1	Service Support	<b>J</b>
Service Support Officer	5	Service Support	<b>E</b>
Fixed Term Service Support Officer	2	Service Support	<b>E</b>
Service Support Apprentice	1	Service Support	<b>TBC</b>
Commercial Sales Officer	3	Commercial Development	<b>F</b>
Commercial Apprentice	1	Commercial Development	<b>TBC</b>

## APPENDIX C

### Employee Equality Impact Assessment

#### Project Name: Street Scene Restructure

[This document remains live with information being added at each critical milestone]

Service Project Owner:	Kitran Eastman, Streetscene Director
Date process started:	August 2017
Date process ended:	December 2017

This EIA is being undertaken because it is:	Reason	Description
		Outlined within the equality scheme relevance assessment table
		Part of a project proposal submission to the Project Board
	X	A result of organisational change
		Other – please specify:

#### EIA Contents:

- 1 Introduction
- 2 Any Anticipated Equalities Issues at each milestone and identified mitigation
- 3 Monitoring Summary
- 4 Project Milestone Outcomes, Analysis and Actions
- 5 Briefing, Sharing and Learning

#### **1. Introduction**

##### **1.1 Aims and objectives of the Project**

Following staff consultation and the Environment Committee decision to retain Street Scene as an in-house service a new structure has been finalised. The new structure looks to ensure that Street Scene will be a resilient service, delivering quality and value for the residents and businesses of Barnet. There is also a requirement that the Street Scene Services make efficiency savings of £3.4m between 2017/18 and 2019/20. As part of the proposals to achieve these changes a robust review of the Street Scene operations and associated workforce requirements has been undertaken.

As a result of the review a proposed restructure was developed and formal consultation on with staff on the changes to be carried out and is detailed within this report. It is anticipated that as a consequence of the proposed restructure it is likely that potentially up to 35 staff posts in Street Scene Services will be placed at risk of redundancy.

In addition for some roles there will be a change of location and line management, a change of job title, deletion of vacant posts and a change to posts which at present remain vacant.

## 1.2 Description of the critical milestones

1. Initial review of Street Scene services - identifying all staff currently anticipated to be in scope – Dec 16.
2. Commencement of formal consultation process – April 17 (further consultation September 17 for Office based staff)
3. Post implementation review - Dec 17

## 1.3 Key Stakeholders

- All employees within Street Scene Service
- Senior Council Officers
- Trade Union – key Trade Union staff
- All stakeholders above will receive detailed information and plans of the current proposals.

## 2. Any Anticipated Equalities Issues at each milestone and identified mitigation

### 2.1 Milestone 1 –Initial review of Street Scene services

#### Potential issue

Uncertainty and anxiety from staff until implications are understood affecting morale and performance.

#### Mitigation

The development and subsequent rollout of a suitable formal Consultation process will ensure staff are fully engaged and informed of proposals with opportunity to raise concerns and ask questions.

### 2.2 Milestone 2 – Formal Consultation process

#### Potential issue

Uncertainty and anxiety from staff until implications are understood affecting morale and performance.

Lack of understanding of the proposed changes and how each member of staff may be affected.

#### Mitigation

The formal consultation process will include;

- Email/Communication to staff informing them of timescales for staff consultation. Undertake presentations to groups of staff
- Personal meetings with staff members run during the consultation process. (Manager & HR) employee can bring a trade union rep.
- Collate and provide responses to Frequently Asked Questions (FAQ's) during the consultation process
- Staff can express interest in new roles if appropriate, can also seek expressions of interest in voluntary redundancy
- Street Operation staff have been actively encouraged to consider other roles within the DU and management undertook an exercise to collect expressions of interest to avoid compulsory redundancies.

### 2.3 Milestone 3 – Post restructure review

A detailed assessment of the restructure and outcomes will be carried out. Any outstanding issues and corrective activities will be addressed as far as possible.

## 3. Monitoring Summary

**3.1 Table 1- Employee EIA Profile of the Project (this profile is in accordance with the requirements of the Equality Act 2010 and the Council will collect this information so far as we hold it). Where numbers are less than ten it has been marked \* so as not to identify individuals.**

Gender	Total Number	
Female	103	21.37%
Male	379	78.63%
Age Band		
18-21	*	*
22-29	39	8.09%
30-39	94	19.50%
40-49	106	21.99%
50-64	212	43.98%
65-74	27	5.60%
75+	*	*
Ethnic Group		
(blank)	41	8.51%
WHITE - BRITISH	254	52.70%
OTHER BLACK BACKGROUND	14	2.90%
BLACK OR BLACK BRITISH - AFRICAN	27	5.60%
WHITE - OTHER	50	10.37%
ASIAN OR ASIAN BRITISH - INDIAN	25	5.19%
BLACK OR BLACK BRITISH - CARIBBEAN	28	5.81%
WHITE IRISH	11	2.28%
PREFER NOT TO SAY	*	*
OTHER ASIAN BACKGROUND	*	*
NOT KNOWN	*	*
MIXED - WHITE AND BLACK CARIBBEAN	*	*
ASIAN OR ASIAN BRITISH - BANGLADESHI	*	*
OTHER MIXED BACKGROUND	*	*
ASIAN OR ASIAN BRITISH - PAKISTANI	*	*
OTHER ETHNIC GROUP	*	*
MIXED - WHITE AND BLACK AFRICAN	*	*
OTHER WHITE BACKGROUND	*	*
MIXED - ASIAN & WHITE	*	*
Disabled Y/N		
(blank)	31	6.43%
N	392	81.33%
P	37	7.68%

Y	22	4.56%
<b>Disability Type</b>		
(blank)	466	96.68%
OTHER DISABILITY	*	*
REDUCED PHYSICAL CAPICITY	*	*
LEARNING DIFFICULTIES	*	*
HEARING	*	*
<b>Same Gender as at Birth</b>		
Prefer Not to Say	*	*
Yes	88	18.26%
Not Known	392	81.33%
<b>Religion or Belief</b>		
(blank)	33	6.85%
CHRISTIAN	208	43.15%
NO RESPONSE ON FAITH	13	2.70%
ATHEIST	20	4.15%
NO RELIGION	93	19.29%
MUSLIM	23	4.77%
PREFER NOT TO SAY	29	6.02%
SIKH	*	*
BUDDHIST	*	*
HINDU	22	4.56%
OTHER FAITH	25	5.19%
JEWISH	*	*
AGNOSTIC	*	*
NO FORM RETURNED	*	*
<b>Sexual Orientation</b>		
(blank)	59	12.24%
HETEROSEXUAL	329	68.26%
INFORMATION REFUSED	88	18.26%
GAY MAN	*	*
BISEXUAL	*	*
GAY WOMAN/ LESBIAN	*	*
<b>Civil Status</b>		
CIVIL PARTNER	*	*
COHAB	39	8.09%
DIVORCED	25	5.19%
MARRIED	138	28.63%
PREFER NOT TO SAY	25	5.19%
SEPERATED	*	*
SINGLE	173	35.89%
UNKNOWN	66	13.69%
WIDOW	*	*
<b>Main Carer Child/Young Person with a Disability</b>		
No	88	18.26%
Not Known	390	80.91%
Prefer Not to Say	*	*
Yes	*	*

Main Carer Adult		
No	88	18.26%
Not Known	391	81.12%
Prefer Not to Say	*	*
Yes	*	*
Foster Carer		
Prefer Not to Say	*	*
No	88	18.26%
Not Known	392	81.33%

### 3.2 List below available data and research that will be used to determine impact on different equality groups

The establishment list from HR Core provides the primary data, used to support this EIA. The EIA will consider the impact of the restructure in terms of:

- loss of posts and changes to line management and roles and responsibilities
- changes to on-site working methods and environment.

### 3.3 Evidence gaps

The amount of Street Scene employees who have not fully notified us in their equalities returns for the following groups are;

Ethnicity – 8.5%

Disability – 6.4%

Religion or belief – 6.8%

Sexual orientation – 12.2%

Civil status – 13.6%

### 3.4 Solution, please explain how you will fill any evidence gaps?

It is intended that through local management knowledge and the offer of one-to-one meetings with staff any particular issues from these groups can be supported to ensure equal treatment.

## 4. Project Milestone Outcomes, Analysis and Actions

### 4.1 Summary of the outcomes at each milestone

#### 4.1.1 Milestone 1 – Initial review of Street Scene services

No initial equality issues were identified.

#### 4.1.2 **Milestone 2** – Formal Consultation process

No equality issues were uncovered during the formal consultation process.

#### 4.1.3 **Milestone 3** – Post restructure review

A detailed review of the impact of the restructure will be carried out. Any outstanding issues or corrective measures will be addressed as far as possible..

### 4.2 **Actions proposed**

#### 4.2.1 **Milestone 1** – Initial review of Street Scene services

No further action

#### 4.2.2 **Milestone 2** – Formal Consultation process

Adjustments were made to the consultation process where it was known employees had disabilities (e.g. in personal meetings); otherwise no further action needed.

#### 4.2.3. **Milestone 3** - Post restructure

Any necessary action will be taken once review is completed

## 5. **Briefing, Sharing and Learning**

The table below sets down the consultation timetables.

Operational Restructure:

Date	Activity
	<ul style="list-style-type: none"><li>• <b>Initiation of Restructure (MTFS savings target)</b></li></ul>
11 <sup>th</sup> Jan	<ul style="list-style-type: none"><li>• JNCC Meeting – Trade Unions given initial outline of restructure</li></ul>
8 <sup>th</sup> Feb	<ul style="list-style-type: none"><li>• <b>Workforce Board approves initiation of staff consultation</b></li></ul>
w/c	<ul style="list-style-type: none"><li>• Email/Communication to staff informing them of timescales for staff consultation</li></ul>



Phase 1 - Consultation	
19 <sup>th</sup> April	<ul style="list-style-type: none"> <li>Formal Consultation commences (45 days)</li> <li>Open consultation with the Trade Unions to discuss the consultation proposal</li> <li>Open consultation with staff to discuss the consultation proposal</li> </ul>
19 <sup>th</sup> April – 5 <sup>th</sup> June	<ul style="list-style-type: none"> <li>Personal meetings with staff members run during the consultation process. (Manager &amp; HR) employee can bring a trade union rep.</li> <li>Staff briefings including providing regular responses to Frequently Asked Questions (FAQ's) weekly during the consultation process if appropriate</li> <li>Drop in sessions for staff to ask any questions (management and HR)</li> <li>Staff can also seek express interest in voluntary redundancy where appropriate</li> </ul>
5 <sup>th</sup> June	<ul style="list-style-type: none"> <li>Formal close of consultation</li> </ul>

Office Restructure:

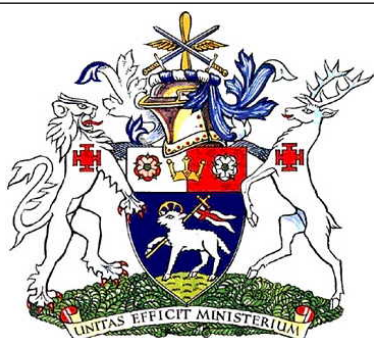
Date	Activity
Wednesday 23 <sup>th</sup> August 2017	Meet with Trade Unions to give initial outline of restructure
Phase 1 - Consultation	
Thursday 24 <sup>th</sup> August 2017	Launch Consultation (45 Days)
24 <sup>th</sup> August 2017 to 8 <sup>th</sup> October 2017	<p>Consultation</p> <ul style="list-style-type: none"> <li>Open consultation with staff to discuss the consultation proposal</li> <li>Open consultation with the Trade Unions to discuss the consultation proposal</li> <li>Personal meetings with staff members run during the consultation process (employee can bring a trade union representative if they wish).</li> <li>Staff briefings</li> <li>Regularly updated Frequently Asked Questions (FAQ's)</li> <li>Sessions for staff to ask any questions</li> <li>Staff can also seek express interest in voluntary redundancy where appropriate</li> </ul>
Sunday 8 <sup>th</sup> October 2017	Close Consultation
W/C 9 <sup>th</sup> October 2017	Final review of all feedback, and preparation of Final Consultation responses prepared
W/C 16 <sup>th</sup> October 2017	Meet with Staff and Trade Unions to feedback on the Final Consultation response

Following consultation and a review of feedback it is expected that a paper will be taken to General Functions Committee, if approved the new structure will be implemented.

Date	Activity
<b>Phase 2 – Approval and Implementation</b>	
Monday 30 <sup>th</sup> October 2017	Publishing of paper for General Functions Committee
Monday 8 <sup>th</sup> November 2017	General Functions Committee to seek approval for authority to implement new structure and
From 9 <sup>th</sup> November 2017	Proposed assimilation letters issued where appropriate and at risk notifications
Monday 13 <sup>th</sup> November 2017	Application period for expressions of interest in roles in the new structure opens
13 <sup>th</sup> November 2017 to 19 <sup>th</sup> November 2017	Period for submitting expressions of interest in roles in the new structure
Thursday 23 <sup>th</sup> November 2017	Invitation to interview send out
W/C 27 <sup>th</sup> November 2017	Interviews / selection process
W/C 4 <sup>th</sup> December 2017	Appointment Process
From 11 <sup>th</sup> December 2017	Implementation of: <ul style="list-style-type: none"> <li>• New organisational structure</li> <li>• New role profiles</li> <li>• Recruitment to vacant posts</li> <li>• Redundancy letters issued (where staff either unsuccessful or have volunteered)</li> </ul>

<b>Comments resulting from consultation:</b>	No comments were received during the consultation regarding any equality issues.
<b>Actions following consultation:</b>	To proceed with the implementation plan (detailed above)
<b>Comments not actioned and reason:</b>	N/A

AGENDA ITEM 8



## General Functions Committee

### 8 November 2017

<b>Title</b>	<b>Recruitment and Retention Payments</b>
<b>Report of</b>	Graeme Lennon – Strategic HR Director
<b>Wards</b>	All
<b>Status</b>	Public
<b>Urgent</b>	No
<b>Key</b>	No
<b>Enclosures</b>	None
<b>Officer Contact Details</b>	Graeme Lennon, Strategic HR Director <a href="mailto:Graeme.Lennon@barnet.gov.uk">Graeme.Lennon@barnet.gov.uk</a> , 020 8359 5080

## Summary

On 6<sup>th</sup> December 2016 the Council agreed the introduction of the Recruitment and Retention Policy in line with the principals set out as part of the Unified Reward implementation. This report is to appraise members on the use of the scheme.

## Recommendations

**The General Functions committee is asked to note the content of the report and agree to a further review being brought back to Committee in October 2018**

### 1. WHY THIS REPORT IS NEEDED

- 1.1 General Functions Committee on 21<sup>st</sup> March 2016 approved the implementation of Unified Reward proposals. Part of Unified Reward included the development of a recruitment and retention scheme. The Recruitment and Retention Premia Policy was approved by General Function Committee on 6<sup>th</sup> December 2016 and introduced in October 2016. It was agreed at General

Functions Committee on 6th December 2016 that a report would be brought back in late 2017 for the Committee to note the current position on the use of recruitment and retention payments.

## **2. REASONS FOR RECOMMENDATIONS**

2.1 Not applicable

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

3.1 Not applicable

## **4. POST DECISION IMPLEMENTATION**

4.1 The use of recruitment and retention payments is to be constantly reviewed and a further report brought back in October 2018.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

5.1.1 The Council believes that the added benefit to the Council of having a Recruitment and Retention Payments Policy increases productivity and lower staff turnover, which would reduce recruitment costs.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 The majority of costs associated with recruitment and retention payments are within the Social Care professions and these have not increased significantly since the report in December 2016. The other costs relate to key posts in specific service areas and have not significantly increased costs. Any costs associated with recruitment and retention payments will be contained within existing approved service budgets.

### **5.3 Social Value**

5.3.1 Not applicable

### **5.4 Legal and Constitutional References**

5.4.1 In accordance with Responsibility for Functions, Annexe A, the General Functions Committee has responsibility for decisions related to the pay and terms and conditions of employment for staff other than those within the remit of Chief Officer Appointment Panel

5.4.2 In addition, the Committee meeting in December 2016 requested for this report to be submitted on an annual basis to understand the use of recruitment and retention payments across the Council.

## 5.5 Risk Management

### 5.5.1 Not applicable

## 5.6 Equalities and Diversity

### 5.6.1 The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies **to have due regard** to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups

### 5.6.2 The broad purpose of this duty is to integrate considerations of equality into day business and keep them under review in decision making, the design of policies and the delivery of services.

### 5.6.3 Ensuring the Council's pay arrangements are fair, robust, equitable and comply with equalities legislation are key considerations. The impact of applying the recruitment and retention payments is a positive one for staff, however it is acknowledged that the schemes could lead to pay inequality if it is found that one group falling under a protected characteristic is paid more than another group.

### 5.6.4 If there were to be pay inequality between groups falling under a protected characteristic, the Council would need to demonstrate that the inequality is not discriminatory and is purely down to a robust and fair scheme. The Council aims to reduce any risk of unlawful discrimination by establishing a monitoring and review process which would consist of the following:

- Periodic review and audit of the policy and procedure by the General Functions Committee, in conjunction with the senior leadership team and Trade Union representatives.
- Annual report to the GFC which would include equality data.

### 5.6.5 An Equalities Analysis has been undertaken and no specific disproportionate impacts were identified on any protected characteristics relating to the Council's Equalities Duty.

## 5.7 Consultation and Engagement

### 5.7.1 Not applicable

## 5.8 Insight

### 5.8.1 Not applicable

## 6. DETAILED INFORMATION

- 6.1 Recruitment or Retention Payments (RRP) are additional payments to the basic pay of an individual post or specific group of posts. All payments are non-contractual.
- 6.2 Recruitment or Retention Payments may be paid in circumstances “where market pressures would otherwise prevent the employer from being able to recruit staff to and retain staff in sufficient numbers for the posts concerned at the normal salary for a job of that weight”. The payments are capped at 10% for each element.
- 6.3 A Recruitment and Retention Payment is a supplementary payment over and above the basic pay that the post holder receives by virtue of their position on their pay band. Recruitment or Retention Payments apply to posts rather than to employees. Where an employee moves to a different post that does not attract a recruitment or retention premium, the payment ceases. Only in exceptional circumstances would both recruitment and retention payments be applicable and therefore normally a post or post(s) would qualify for one payment capped at 10% of basic pay.
- 6.4 Prior to Unified Reward, the Council had a number of posts in receipt of market factor supplements which were introduced as a means of improving the Council’s ability to compete in competitive markets covering ‘hard to recruit to’ posts. Other market factor supplements were established purely on the basis of improving the Council’s ability to retain key members of staff in critical service areas. In the main these were introduced to cover specific groups of staff which were difficult to recruit and retain, for example Social Workers in Family Services or for very specific posts where the staff member’s particular skills and expertise were much sought after by other employers.
- 6.5 This report serves to provide information to the Committee on the number of recruitment and retention payments currently in place across the Council.
- 6.6 **Recruitment and Retention Payments:** A list of all posts in receipt of recruitment and retention payments is listed in Appendix A. Below is an explanation of the payments in each department.

### **Family Services**

- 6.7 Recruitment and Retention payments, previously market factor supplements have been in place for Social Workers in Family Services since 2014. This followed an exercise where the Council benchmarked the salaries of Children’s Social Workers and introduced a market factor supplement payment which ensured the Council was competitive. There is a need to retain these payments following the introduction of unified rewards as the market for qualified Children’s social care staff remains extremely difficult to recruit. The payments vary according to the area of Social Work and a higher payment is paid to staff within Implementation and Planning which has proved a harder area of social work to recruit and retain staff. The staff covered under this are Social Workers, Senior Social Workers and Advanced Practitioners. In addition, there are

Deputy Team Managers and Team Managers who receive recruitment and retention payments but these are being phased out following Unified Reward as there is room within the new grade to ensure a competitive salary without the use of recruitment and retention payments. As such these do not represent any increase in costs to the Council when compared to prior the introduction of Unified Reward.

### **Adults and Communities**

- 6.8 There are a few key posts where it has proved difficult to recruit permanently. In these cases recruitment and retention payments have been agreed as a way to recruit and pay a salary that was competitive.

### **Commissioning Group**

- 6.9 The recruitment and retention payments currently paid to Staff within the Commissioning Group are limited to individuals where it has proved impossible to recruit or retain key staff without paying above the evaluated rate. These are limited to key roles such as highly specialised project roles where it has proved difficult for the Council to recruit key staff without the use of recruitment and/or retention payment to make a salary competitive with the private sector. As such these do not represent any increase in costs to the Council when compared to prior the introduction of Unified Reward.

### **Highways Maintenance**

- 6.10 Following the introduction of Unified Reward, it was agreed the Highways Maintenance and Inspection Operatives should receive Recruitment and Retention Payments. This group of staff had a significant reduction in overall pay through the introduction of Unified Reward and as such the only way to retain their services was to introduce a recruitment and retention payment. This group of staff have acquired a range of skills and expertise combined with unique local knowledge of the borough that are invaluable to the Council delivering an effective highways maintenance service. In addition this group of staff are mainly responsible for providing the winter gritting service which is essential during harsh weather conditions. The Council would find it difficult to recruit new staff with this level of knowledge nor would we be able to retain this critical group of staff without the use of recruitment and retention premia. As such these do not represent any increase in costs to the Council when compared to prior the introduction Unified Reward.

### **Conclusion**

- 6.11 The Chief Executive and Director of Human Resources have reviewed the list of posts currently in receipt of recruitment and retention payments, and in our view the list is justified but the use of recruitment and retention payments needs to remain regularly reviewed and challenged where it may no longer seem appropriate.

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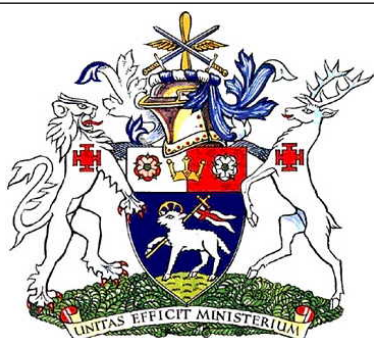


## Appendix A

Department	Job Title Description	Number of Staff	Percentage of Salary (%)
ADULTS & COMMUNITIES	ASSESSMENT AND ENABLEMENT OFFICER	1	10
ADULTS & COMMUNITIES	OCCUPATIONAL THERAPIST	1	10
ADULTS & COMMUNITIES	TEAM MANAGER	1	10
COMMISSIONING GROUP	CONTENT DESIGNER (WEB)	1	8
COMMISSIONING GROUP	ELECTRONIC DOCUMENT MANAGEMENT PROJECT MANAGER	1	20
COMMISSIONING GROUP	HEAD OF CHILDREN'S JOINT COMMISSIONING	1	7.7
COMMISSIONING GROUP	HEAD OF COMMS, ENGAGEMENT AND MARKETING	1	10.75
COMMISSIONING GROUP	HIGHWAYS OPERATIVE	6	20
COMMISSIONING GROUP	PROCESS PROJECT MANAGER	1	20
COMMISSIONING GROUP	SENIOR INSPECTING OPERATIVE	1	20
FAMILY SERVICES	ADVANCED PRACTITIONER	15	14
FAMILY SERVICES	ADVANCED PRACTITIONER (I&P)		

		4	17
FAMILY SERVICES	CLINICAL PRACTITIONER	1	10
FAMILY SERVICES	CONFERENCE & REVIEW OFFICER	1	3
FAMILY SERVICES	DEPUTY TEAM MANAGER	2	6.2
FAMILY SERVICES	PRACTICE STANDARDS MANAGER	1	8.90
FAMILY SERVICES	RESIDENTIAL SETTINGS - TEAM MANAGER	1	6
FAMILY SERVICES	SENIOR PROJECT MANAGER	1	20
FAMILY SERVICES	SENIOR SOCIAL WORKER	20	5
FAMILY SERVICES	SENIOR SOCIAL WORKER (I&P)	6	20
FAMILY SERVICES	SOCIAL WORK TEAM MANAGER	7	6.50
FAMILY SERVICES	SOCIAL WORKER	16	14
FAMILY SERVICES	SOCIAL WORKER (I&P)	7	20

AGENDA ITEM 9



## General Functions Committee

### 8 November 2017

<b>Title</b>	<b>Bi-Annual Health and Safety Report</b>
<b>Report of</b>	Mike Koumi - Head of Safety, Health and Wellbeing
<b>Wards</b>	None
<b>Status</b>	Public
<b>Urgent</b>	No
<b>Key</b>	No
<b>Enclosures</b>	Appendix 1 – Health and Safety Report
<b>Officer Contact Details</b>	Mike Koumi <a href="mailto:michael.koumi@barnet.gov.uk">michael.koumi@barnet.gov.uk</a> 020 8359 7960

### Summary

This report provides information on the council's health and safety performance for the period 1 October 2016 to 31 March 2017.

The report is based on performance information and data obtained from the council's accident/incident reporting system, together with independent audit results, corporate training records and ill health data.

### Recommendation

**The Committee is requested to note the report**

#### 1. WHY THIS REPORT IS NEEDED

- 1.1 This report enables the council to monitor its health and safety performance over a defined period and address any gaps identified.
- 1.2 The [Management of Health and Safety at Work Regulations 1999](#) and associated guidance suggests that regular monitoring of health and safety

performance enables organisations to set meaningful targets to effect improvements, reduce work related accidents and ill health and comply with statutory duties.

- 1.3 The 6 month report at Appendix 1 shows information for corporate performance as well as for individual Delivery Units.
- 1.4 The report gives statistical information, trend analysis and commentary for the second 6 month period of 2016/17, and includes:
  - Accidents and Incident statistics
  - Audit results
  - Health and Safety Training undertaken
- 1.5 The report shows a reduction in non-notifiable incidents reported compared to the first 6 months of this year and a slight reduction compared to the same period last year (2015/16). The majority of employee work related accidents occurred in the Streetscene Delivery Unit and are as a result of either slips and trips or manual handling activities. Verbal assaults most commonly occurred in the Family Services DU, within social work teams. There has been a slight increase in RIDDOR notifiable reports over the previous 6 months and compared with the same period last year. The incidents all occurred within the Streetscene DU as a result of manual handling activities and each incident led to more than 7 days absence from work which triggered the notification. All these incidents were recorded on the council's accident reporting system, were fully investigated and remedial actions put in place.
- 1.6 The number of audits planned and undertaken in this reporting period is improving with the focus remaining monitoring of construction/maintenance activities. In addition to this 26 H&S audits were undertaken over the period across DU's and community schools with an average audit score of 83% for council services and 88% for schools. A score of over 80% is recognised as providing assurance that good H&S management systems are in place. The councils aim is to achieve scores of over 90% which would demonstrate excellence.
- 1.7 A concerted drive to improve completion of mandatory H&S training was undertaken over this reported period with excellent results. A total of 1123 training modules were completed compared to a total of 298 for the previous 6 month period. This equates to over 300 members of staff having completed their mandatory training over that reporting period.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 The report provides monitoring information to the committee and is for consideration and noting only.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

3.1 N/A

### **4. POST DECISION IMPLEMENTATION**

4.1 None

### **5. IMPLICATIONS OF DECISION**

#### **5.1 Corporate Priorities and Performance**

5.1.1 The [Corporate Plan](#) includes the strategic objective to “improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study”. This report aims to contribute to that objective by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community, continues to be a good employer and protects persons who may come into contact with its activities.

#### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

#### **5.3 Social Value**

5.3.1 N/A

#### **5.4 Legal and Constitutional References**

5.4.1 The council has various legal duties towards its employees regarding their health, safety and welfare at work under the [Health and Safety at Work, etc. Act 1974](#) and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual Members and officers. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.

5.4.2 The General Functions Committee’s Terms of Reference are outlined in [Section 15 of the Constitution, Appendix A to Responsibility for Functions](#), which states that the Committee is responsible for health and safety matters.

#### **5.5 Risk Management**

5.5.1 Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or

injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

## **5.6 Equalities and Diversity**

5.6.1 The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a good place to work and live, and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.

5.6.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.

## **5.7 Consultation and Engagement**

5.7.1 The attached report at appendix 1 will be presented and discussed at the Local Joint Consultation Committees (JCC's).

## **5.8 Insight**

5.8.1 N/A

## **6 BACKGROUND PAPERS**

6.1 N/A

# HEALTH & SAFETY REPORT

3rd and 4th Quarters; October 2016 - March 2017

## CONTENTS

1.0	Introduction		
2.0	Executive Summary		
3.0	Interventions		
4.0	Corporate Accident/Incidents		
4.1	Previous Quarterly Statistics (Employees Only)		
4.2	Accident/Incidents Statistics Overall (Employees Only)		
4.3	Audit Statistics Overall		
4.4	Average Audit Score		
5.0	Adults and Communities		
5.1	Significant RIDDOR details		
5.2	Identified Trends		
5.3	Audit		
5.4	Corporate Training		
6.0	Assurance		
6.1	Significant RIDDOR details		
6.2	Identified Trends		
6.3	Audit		
6.4	Corporate Training		
7.0	Family Services		
7.1	Significant RIDDOR details		
7.2	Identified Trends		
7.3	Audit		
7.4	Corporate Training		
8.0	Commissioning Group		
8.1	Significant RIDDOR details		
8.2	Identified Trends		
8.3	Audit		
8.4	Corporate Training		
9.0	StreetScene		
9.1	Significant RIDDOR details		
9.2	Identified Trends		
9.3	Audit		
9.4	Corporate Training		
10.0	Schools		
10.1	Significant RIDDOR details		
10.2	Trend Commentary		
10.3	Audit		



## 1.0 INTRODUCTION

The purpose of this report is to identify incident trends and areas of good performance and compliance throughout the council. Once identified, it is possible to establish areas that require improvement and development.

Incident reports are continuously monitored and reviewed by the SHaW team, investigations are initiated where necessary. The online Health and Safety Management System enables SHaW to compile reports and produce statistics that can be used to identify trends and highlight areas of good compliance.

It is important to note that it is the manager's responsibility to monitor each report that relates to their team. This includes their duty to complete the 'manager's review' by carrying out local investigations and introducing prevention measures

## 2.0 EXECUTIVE SUMMARY

- 2.1. **Incidents** – The report shows a reduction in non-notifiable incidents reported compared to the first 6 months of this year and a slight reduction compared to the same period last year (2015/16). The majority of work related accidents occurred in the Streetscene Delivery Unit and are as a result of either slips and trips or manual handling activities. Verbal assaults most commonly occurred in the Family Services DU, within social work teams. There has been a slight increase in RIDDOR notifiable reports over the previous 6 months and compared with the same period last year. The incidents all occurred within the Streetscene DU as a result of manual handling activities and each incident led to more than 7 days absence from work which triggered the notification
- 2.2. **Training** – 1123 training modules have been completed within these 2 quarters a significant increase on the previous period. DSE, fire safety and manual handling modules have the biggest uptake.
- 2.3 **Audits** – The number of audits planned and undertaken in this reporting period is improving with the focus remaining monitoring of construction/maintenance activities. In addition to this 26 H&S audits were undertaken over the period across DU's and community schools with an average audit score of 83% for council services and 88% for schools. A score of over 80% is recognised as providing assurance that good H&S management systems are in place. The councils aim is to achieve scores of over 90% which would demonstrate excellence.

There continues to be good progress in the DU management teams implementing the requirements of the corporate h&s policy. This will continue to be a priority to ensure 100% implementation throughout the organisation. Support will be given to DU management teams by the SHaW service to achieve this.

All audits result in the production of an action plan with recommendations to improve performance and address any gaps.

### **3.0 INTERVENTIONS**

3.1. Enforcing Authority Interventions:

3.1.1. There has been no enforcing authority interventions

3.1.2. There have been no SHaW lead interventions

## 4.0 CORPORATE ACCIDENT / INCIDENTS

### 4.1. Statistics - Rolling 12 Month Total (Employees Only)

Accident Incidents Rate (AIR)/Annual Rolling Total - Total incidents over the rolling 12 months X 1,000/ Average number of employees over the rolling 12 months – shown as

	Annual Rolling Total		Q1 16/17	Q2 16/17	Q3 16/17	Q4 16/17
	Incidents	AIR	Incidents	Incidents	Incidents	Incidents
RIDDOR Incident	9	5.7	2	2	4	1
Non-notifiable Incidents	68	43.3	23	17	12	16
Physical assault	6	3.8	5	1	0	0
Verbal Assault	43	27.4	16	7	11	9

Top 3 Incident type	Number of incidents
Handling, Lifting and Carrying	13
slip trip, fall on same level	9
Contact with object	5

### 4.2 Management Reporting Status Statistics Overall (Employees Only)

**Open Incidents -** Awaiting a 'Managers Review' to be completed. SHaW will only make changes to an Open incident if the incident requires immediate action, for all other reports, no changes will be made by SHaW until the manager has completed the review. Managers will be prompted to complete this.

**Pending Incidents -** Undergone review and are now awaiting further information to be provided or an investigation to be undertaken.

**Closed Incidents –** Reviewed by managers and SHaW and all actions to prevent recurrence have been exercised, SHaW will then close the incident report.

Charts below show how many incidents have remained Open/Pending and for how long, segregated into three time scales: 1 – 5 days; 6 – 15 days; 16 + days. Open incidents are awaiting review by manager. The relevant managers for these incidents have received notification that these incidents require their attention. Open and pending incidents over 16 days will be escalated to senior management and, if no action undertaken, escalated to the Head of SHaW.

	Total	Adults & Communities	Assurance	Family Services	Commissioning	Streetscene
Open Incidents	57	1	1	43	4	8
Pending Incidents	11	2	0	3	1	5
Closed Incidents	525	36	8	202	0	279

### 4.3 Audit Statistics Overall

Figures below represent the total number of Audits carried out.

<b>Full</b>	These audits are undertaken of the entire premises. This includes a comprehensive audit of the policies and procedures, risk assessments, maintenance checks, training records and a full site inspection.
<b>Assurance</b>	These audits are undertaken for third party contractors who are providing a service to London Borough of Barnet. This audit is to ensure that contractors are providing a suitable and competent service and are carried out on contractors working for Delivery Units.
<b>Management</b>	These audits are carried out to highlight any gaps in a DU's health and safety compliance and performance. This includes a review of the policies, management check lists and other relevant documentation.
<b>Priority</b>	These audits are undertaken to evaluate how DU's manage priorities highlighted in the council's Annual Health and Safety Report; Manual handling, work place hazards, risk assessments, fire and emergency procedures, work place violence, electrical management, gas management, COSHH and work related stress. Priority audits will occasionally include a site inspection.

Average scores	Adults & Communities	Assurance	Family Services	Commissioning	Street Scene	Schools
Full Audits	-	-	-	-	-	85%
Assurance Audits	-	-	76%	-	-	-
Management Audits	-	-	92%	84%	81%	89%
Priority Audits	-	-	79%	-	-	91%

## 5.0 ADULTS & COMMUNITIES ACCIDENT/INCIDENTS

5.1 **Significant RIDDOR details** – There were no RIDDOR incidents reported.

5.2 **Trend commentary** – a total of 3 Non – notifiable incidents were reported, which is a decrease from the same period last year.

	Total Q3/4 15/16		EMPLOYEE	
		AIR	Q3/4 16/17	AIR
RIDDOR Incidents	1	3.5	0	0.0
Non-notifiable Incidents	8	27.9	3	10.8
Physical Assault	0	0.0	0	0.0
Verbal Assault	1	3.6	1	3.5

### 5.3 Audit

5.3.1 No audit was undertaken in the Adults & Communities DU during this period.

### 5.4 Corporate Training

5.4.1 441 H&S training modules were completed a considerable improvement on the same period last year; the most popular courses undertaken were DSE and Fire Safety.

This figure does not represent the local H&S training undertaken by the Service.

## 6.0 ASSURANCE ACCIDENT/INCIDENTS

6.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

6.2 **Trend commentary** – No reported incidents in this period. A lack of reports is not currently a cause of concern. However the trend will be monitored to ensure there is no lack of reporting.

### 6.3 Audit

6.3.1 No audits have been carried out during this period

### 6.4 Corporate Training

6.4.1 55 H&S training modules were completed a considerable improvement on the same period last year; the most popular courses undertaken were DSE and Workplace Safety.

6.4.2 This figure does not represent the local H&S training undertaken by the Service.

## 7.0 FAMILY SERVICES ACCIDENT/INCIDENTS

7.1 **Significant RIDDOR details** – No RIDDOR reportable incidents.

7.2 **Trend commentary** – The incident rate remains the same over this reporting period compared to last year. There has though been a decrease in reported verbal assault incidents when comparing to the same period last year.

			EMPLOYEE	
	Total Q3/4 15/16	AIR	Total Q3/4 16/17	AIR
RIDDOR Incidents	0	0.0	0	0.0
Non-notifiable Incidents	2	3.2	2	3.2
Physical Assault	0	0.0	0	0.0
Verbal Assault	19	28.0	13	22.3

7.3 Audit

7.3.1 6 audits were completed by the SHaW team. These audits scored an average of 82%, an improvement on the previous 6 month period

7.4 Corporate Training

7.4.1 476 H&S training modules were completed a considerable improvement on the same period last year; the most popular courses undertaken were DSE and Fire Safety.

7.4.2 This figure does not represent the local H&S training undertaken by the Service.

## **8.0 COMMISSIONING GROUP ACCIDENT/INCIDENTS**

**8.1 Significant RIDDOR details** – No RIDDOR reportable incidents.

**8.2 Trend commentary** – No reported incidents in this period, this suggests staff may not be reporting incidents or this area of work is of a low risk. It will be monitored by the SHaW service

**8.3 Audit**

8.3.1 One audit was completed in the Commissioning Group during the reporting period with a score of 84%.

**8.4 Corporate Training**

8.4.1 317 H&S training modules were completed a considerable improvement on the same period last year; the most popular courses undertaken were DSE and Fire Safety.

8.4.2 This figure does not represent the local H&S training undertaken by the Service.

## 9.0 STREETSCENE ACCIDENT/INCIDENTS

- 9.1 **Significant RIDDOR details** – There were 6 RIDDOR reportable incidents occur within Streetscene over the reporting period, all of the incidents resulted in more than 7 days absence from work and not major injury. 4 of the incidents were due to lifting and moving and 2 due to trips that resulted in injury.
- 9.2 **Trend commentary** – there has been a small decrease in the total number of non-RIDDOR reportable incidents report by the StreetScene DU compared to the same period last year. The most common incidents reported were minor injuries sustained through lifting and moving or slips and trips,

	Total Q3/4 15/16		Total Q3/4 16/17	
		AIR		EMPLOYEE AIR
RIDDOR Incidents	2	4.1	6	12.6
Non-notifiable Incidents	22	45.2	20	32.8
Physical Assault	1	2.1	0	0.0
Verbal Assault	1	2.1	4	10.5

### 9.3 Audit

- 9.3.1 Five health and safety audit was carried out within the Streetscene DU and achieved an average score of 80.8%, a slight decrease in the same period last year.

### 9.4 Corporate Training

- 9.4.1 90 H&S training modules were completed an improvement on the same period last year; the most popular courses undertaken were DSE and Fire Safety.
- 9.4.2 This figure does not represent the local H&S training undertaken by the Service.

## 10.0 SCHOOLS



**10.1 Significant RIDDOR details:** 7 of the 8 RIDDOR reportable incidents were for pupil injuries with only 1 being for a member of staff. The staff incident was a back injury sustained when they slipped whilst mopping the floor and which resulted in more than 7 days absence.

The injuries to pupils were related to either tripping in the playground or injury whilst playing sports. All of the incidents resulted in the child being taken directly to hospital, none of the injuries sustained were major

## 10.2 Trend commentary:

**Employees** – there were 7 non-notifiable incidents reported by employees, this is a minor decrease compared to the same period last year.

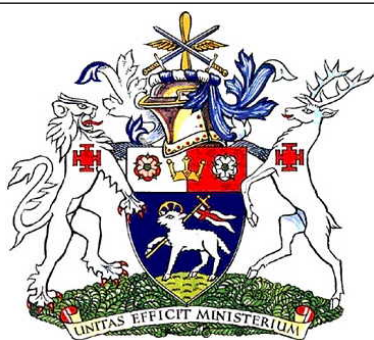
**Non-Employees** – there has been an increase in incidents reported by schools for pupils compared with the same period last year. This may be due to a “report it” campaign launched in schools to encourage reporting of minor incidents to pupils. The trend will be monitored by the H&S team

EMPLOYEES	Total Q3/4 15/16	Total Q3/4 16/17		PUPILS	Total Q3/4 15/16	Total Q3/4 16/17
RIDDOR Incidents	1	4		RIDDOR Incidents	7	8
Non-notifiable Incidents	8	7		Non-notifiable Incidents	44	61
Physical Assault	1	3		Physical Assault	0	0
Verbal Assault	2	9		Verbal Assault	0	1

## 10.3 Audit

10.3.1 18 health and safety audits were carried out within Schools which achieved an average score of 88%, an improvement on the previous 6 month period

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## General Functions Committee

### 8 November 2017

<b>Title</b>	<b>Corporate Health and Safety Policy</b>
<b>Report of</b>	Head of Safety, Health and Wellbeing
<b>Wards</b>	None
<b>Status</b>	Public
<b>Urgent</b>	No
<b>Key</b>	No
<b>Enclosures</b>	Appendix 1 – Corporate Health and Safety Policy – Part C Section 8; Asbestos Management
<b>Officer Contact Details</b>	Mike Koumi <a href="mailto:michael.koumi@barnet.gov.uk">michael.koumi@barnet.gov.uk</a> 020 8359 7960

### Summary

This report summarises amendments to Part C of the Corporate Health and Safety Policy and the arrangements for the management of the risk of exposure to asbestos. The amendments take into account changes to the council's senior management structure and modes of service delivery.

### Recommendation

**That the revisions to Part C Section 8; Asbestos Management be approved and that the Head of Shaw be instructed to publicise the revised arrangement in accordance with paragraph 1.6**

#### 1. WHY THIS REPORT IS NEEDED

- 1.1 The Health and Safety at Work etc. Act 1974 requires the Council to produce and keep up to date a policy document on health, safety and welfare.
- 1.2 The Corporate Health Safety and Welfare Policy consists of three parts:
  - A general statement.

- The organisation, which sets out responsibilities
  - Arrangements, which are the procedures to bring the policy into effect.
- 1.3 This revision has been undertaken in order to clarify responsibilities and introduce clearer more comprehensive guidance on the management of asbestos. Asbestos is a strong, durable and non-combustible fibre which made it ideal for use in building products and equipment. There are three main types of Asbestos, Blue (Crocidolite), Brown (Amosite) and White (Chrysotile) the first, two of which are considered to be of greater potential, risk than the third. Asbestos though will only pose a risk to health if fibres are released into the air with the risk is greater the more Asbestos dust/fibres are inhaled.
- 1.4 The key elements of the arrangement are:
- Details of staff with designated responsibilities
  - Requirement for asbestos surveys to be carried out on all council buildings, with the exemption of housing stock, but including communal areas of that stock.
  - Information on required asbestos management plans and asbestos registers
  - Training requirements
  - Actions to be taken in the event of an accidental release of asbestos
- 1.5 This Arrangement will be incorporated into the Corporate Health and Safety Policy. Delivery Unit management must establish procedures to implement this arrangement throughout their service.
- 1.6 The new arrangement will be communicated to Delivery Units by their Safety Champions and will be published on the council's intranet.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 The Health and Safety at Work etc. Act 1974 requires the council to produce and keep up to date a policy document on health and safety

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 N/A

## **4. POST DECISION IMPLEMENTATION**

- 4.1 The policy will be implemented by Directors through their H&S Champions, who will ensure an implementation plan is developed at their service H&S groups. Professional support will be provided by the CSG Safety Health and Wellbeing team

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 The [Corporate Plan](#) includes the strategic objective to “improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study”. This report aims to contribute to that objective by setting standards, through the way it manages health and safety, to ensure the council remains exemplars in the community, continues to be a good employer and protects persons who may come into contact with its activities.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 5.2.1 There are no additional financial implications as a result of the proposed decision. Health and safety management is part of business as usual and is managed within existing budgets.

### **5.3 Social Value**

- 5.3.1 N/A

### **5.4 Legal and Constitutional References**

- 5.4.1 Section 2 (3) of the Health and Safety at Work etc Act 1974 provides that “it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.”
- 5.4.2 The council has various legal duties held under the [Health and Safety at Work, etc. Act 1974](#) and regulations made under it. Failure to comply with those duties may lead to prosecution for breach of statutory duty for the council as well as individual Members and officers. Negligence in relation to health and safety matters can also result in costly personal injury claims in the civil courts.
- 5.4.3 The Control of Asbestos Regulations 2012 imposes obligations on employers and those responsible for the maintenance of non-domestic premises in managing the risk to health from exposure to asbestos. Regulation 4 of the 2012 Regulations requires those with responsibility for maintenance of non-domestic premises to assess whether asbestos is present or liable to be present in the premises and if asbestos is present or liable to be present to assess the risk that this presents and to manage this risk. Further under regulation 6 of these regulations, an employer must not carry out work which is liable to expose employees of that employer to asbestos unless that employer has assessed the risk to the health of those employees caused by asbestos exposure and the steps that need to be taken to comply with the

regulations, recorded the findings of the risk assessment and implemented the above mentioned steps. Under Regulation 7 of the Regulations work with asbestos must not be carried out until the employer has prepared a suitable written plan detailing how the work is to be carried out.

- 5.4.4 The General Functions Committee's Terms of Reference are outlined in [Section 15a of the Constitution, Appendix A to Responsibility for Functions](#), which states that the Committee is responsible for health and safety matters.

## **5.5 Risk Management**

- 5.5.1 Failure to effectively manage health and safety risk increases the likelihood of injury and ill health to staff and others during council activities. Significant failure may lead to a catastrophic event that causes multiple injuries or fatalities to staff and the public. Failure to comply with statutory obligations increases the risk of prosecution. Any work practices that result in ill health or injury could result in legal action against the council, financial loss and negative publicity leading to reputational damage.

## **5.6 Equalities and Diversity**

- 5.6.1 The council's Corporate Health and Safety Policy aims to ensure the protection of employees and anyone else who may come into contact with our activities and services. This includes people at particular risk, for example people with disabilities, pregnant women and vulnerable service users. The policy helps to enhance Barnet's reputation as a good place to work and live, and aims to protect employees and service users taking regard of age, disability, ethnicity, faith/belief, gender, and sexual orientation.
- 5.6.2 The policy also supports the council in meeting its statutory public sector equality duties and compliance with the range of employment (equality) regulations.

## **5.7 Consultation and Engagement**

- 5.7.1 The report will be presented and discussed at the Local Joint Consultation Committees (JCC's).

## **5.8 Insight**

- 5.8.1 N/A

# **6 BACKGROUND PAPERS**

- 6.1 N/A

# **Corporate Health and Safety Policy**

## **Part C - Section 8**

### **Asbestos Management**

## **CONTENTS**

### **1. PURPOSE**

### **2. ASBESTOS**

- 2.1 What is it?
- 2.2 What are the dangers?
- 2.3 How can it affect you?

### **3. DEFINITIONS**

### **4. MANAGEMENT APPROACH**

### **5. RESPONSIBILITIES**

- 5.1 Chief Executive
- 5.2 Delivery Unit Directors
- 5.3 Community Schools
- 5.4 Head of Estates - LBB
- 5.5 Head of Safety, Health and Wellbeing - LBB
- 5.6 Director of Estates – CSG/Re
- 5.7 Head of Building Services - CSG
- 5.8 Project Managers
- 5.9 Safety, Health and Wellbeing Service - CSG
- 5.10 Managers
- 5.11 Premises Managers
- 5.12 Asbestos Coordinator – CSG
- 5.13 Employees

## **APPENDIX 1**

### Asbestos Management Arrangements

#### **Document Tracker**

Version	Reason for change	Date	Produced
V1	New arrangement	2002	Peter Dempsey
V2	Changes to Legislation	2007	Ian Kimmett
V3	Changes to Legislation/Changes to Council structure	2017	Mike Koumi



## **1. PURPOSE**

The document sets out the framework for the management of asbestos in council properties in order to comply with the requirements of the Control of Asbestos Regulations 2012 (the Regulations) and associated guidance. In particular where the council has duty holder responsibilities; for example in premises managed, occupied or leased by the council and where the council is the employer, e.g. community schools. It also applies in premises where the council has a duty or liability to repair and maintain.

The detailed arrangements can be found in the 'Asbestos Management Arrangements' (AMA) which is attached at Appendix 1. The AMA communicates to all stakeholders how the council and its partners manage the risks associated with asbestos within the buildings and premises they have responsibility for. Along with the Corporate Health and Safety Policy, the AMA outlines the management system in place to deliver compliance with statutory asbestos management requirements.

## **2. ASBESTOS**

### **2.1 What is it?**

Asbestos was first commercially imported in the 19<sup>th</sup> century and was widely used from the 1930s until its prohibition in 1999. Asbestos was extensively used as a building material in the UK during that period so any building built before 2000 (houses, factories, offices, schools, hospitals, etc.) can contain asbestos. Asbestos is a strong, light, fibrous material. It is highly resistant to chemical and water attack and is very effective for fire proofing and thermal insulation.

In many cases Asbestos Containing Material's (ACM's) can be hidden: in roof spaces; as a result of being painted over; behind cladding; etc.

There are three main types of asbestos:

- Blue (Crocidolite);
- Brown (Amosite);
- White (Chrysotile).

Despite the fact that asbestos is categorised in this way the type of asbestos cannot be identified by its colour alone.

### **2.2 What are the dangers?**

Where ACM's are damaged or disturbed it can release extremely small fibres which can cause damage to the lungs and respiratory tract if inhaled.

Asbestos exposure is responsible for over 3000 deaths every year. Younger people, if routinely exposed to asbestos fibres over time, are at greater risk of developing asbestos-related disease than older workers. This is due to the time it takes for the body to develop symptoms after exposure to asbestos.

### **2.3 How can it affect you?**

Exposure to asbestos can cause four main diseases:

- Mesothelioma (a cancer of the lining of the lungs; it is always fatal and is almost exclusively caused by exposure to asbestos)
- Asbestos-related lung cancer (which is almost always fatal)
- Asbestosis (a scarring of the lungs which is not always fatal but can be a very debilitating disease, greatly affecting future quality of life)
- Diffuse pleural thickening (a thickening of the membrane surrounding the lungs which can restrict lung expansion leading to breathlessness.)

It can take anywhere between 15-60 years for any symptoms to develop after exposure, so these diseases will not normally affect persons immediately but may do later in life

Asbestos fibres are already present in the environment in Great Britain. Key factors in the risk of developing an asbestos-related disease are the type of Asbestos exposed to, the frequency of the exposure and the total number of fibres breathed in.

### 3. DEFINITIONS

#### (1) Dutyholder

*“(a) every person who has, by virtue of a contract or tenancy, an obligation of any extent in relation to the maintenance or repair of non-domestic premises or any means of access or egress to or from those premises; or*

*(b) in relation to any part of non-domestic premises where there is no such contract or tenancy, every person who has, to any extent, control of that part of those non-domestic premises or any means of access or egress to or from those premises.” (regulation 4 (1) of the Control of Asbestos Regulations 2012)*

#### (2) Owner, Occupier, Landlord, Managing Agent, Tenant

*“93 - The duty to manage is placed on the person or organisation that has the main responsibility for maintenance or repair of non-domestic premises and common parts of domestic premises. The dutyholder may be the owner or, where there is an explicit agreement, such as a tenancy agreement or contract, the dutyholder may be the occupier or the landlord, sub-lessor or managing agent. It may also be the tenant. Where there is a tenancy agreement or contract, the extent of the duty will depend on the nature of that agreement. In some circumstances, the duty to manage may be shared. If so, the dutyholders should co-operate to make sure that the risk from asbestos is managed appropriately.”*

Where the responsibility as defined in paragraph 3 applies to the council, then the building is deemed under their control for asbestos management and the building will be categorised as such and managed accordingly. It is the responsibility of those contracted to manage the estate in compliance with the requirement. When buildings are acquired and relinquished then their category will be amended or they will be acknowledged as removed from the asset lists and asbestos management system.

### **Category - Operational**

Operational buildings are categorised where the council is defined as the dutyholder, in accordance with (1) and (2) above. Category Operational is the standard to which the council expects asbestos, which they have any responsibility for, to be managed. Premises within this category are actively managed by the council

### **Category - Community Schools**

For Community Schools the council is the employer even though not defined as dutyholder according with (1) and (2) above. These buildings are the responsibility of Headteachers and Governing Bodies to manage the asbestos; however arrangements are in place to ensure that the asbestos is demonstrably managed to the operating standard laid down by Category Operational

Premises within this category must be demonstrably managed to the standard of those in Category Operational, with the council and CSG Estates adopting a standard setting, advisory, supervision, monitoring and auditing role. Where the schools purchase the building services traded service from CSG then the standards in Category Operational will apply.

### **Category - Other Council Owned**

These are categorised as properties where the council may not be defined as dutyholder according with (1) and (2) above. These properties are known to the council but may be sub-let under FRI leases to other parties. These buildings are the responsibility of others to manage the asbestos; however arrangements are in place to ensure that the occupier/leaseholder has measures in place to ensure they comply with the terms of their lease or license. This will include arrangements for the effective management of asbestos in order to comply with their duty holder responsibilities.

Premises within this category must confirm that they have they have suitable asbestos management arrangements in place and, when requested, demonstrate that these arrangements satisfy statutory requirements. The council and CSG will periodically monitor that these arrangements are and remain in place.

## **4. MANAGEMENT APPROACH**

Asbestos Containing Materials are considered safe if in good condition and not physically damaged. If ACM's are damaged, they can be made safe by sealing, enclosing or, if this is not possible, removal. Legislation requires the effective management of asbestos and the council will do this by:

- appointing a competent person (Asbestos Co-ordinator) to lead in the development, implementation and maintenance of an effective system for the management of asbestos throughout the council;
- assessing whether premises are liable to contain asbestos and identify its location and condition;
- presuming that certain materials contain asbestos, unless there is strong evidence that they do not;

- assessing the risk from any identified or presumed ACMs and identifying vulnerable or damaged ACMs and arrange for their repair and/or protection or, where necessary, arrange removal by a competent person;
- using only UKAS accredited and independent analytical services for asbestos identification, sampling, monitoring and testing (including clearance and reassurance);
- appointing only competent and, when required, licensed contractors for asbestos removal and repair work

## **5. RESPONSIBILITIES**

### **5.1 Chief Executive**

The Chief Executive has been delegated as the 'Duty Holder' on behalf of the council for the purposes of Regulation 4 of The Control of Asbestos Regulations. As such they will ensure that all reasonably practicable steps are taken to protect any person likely to be affected from exposure to asbestos:

- providing the necessary resources for the successful implementation of these arrangements;
- delegating the performance of this duty through the council's management structure and contractual arrangements, while retaining the responsibility under the legislation;
- ensuring an appropriate level of monitoring and review for the effectiveness of these arrangements are in place via the Strategic Commissioning Board and the health and safety committee structure

### **5.2 Delivery Unit Directors**

Directors will support the Chief Executive by ensuring that, *for premises within their control*, these Asbestos arrangements are implemented and that local systems for asbestos management are in place.

- Ensure all premises have a 'Premises Manager' and that the names of these individuals are provided to the Asbestos Co-ordinator.
- Ensure that Premises Managers have access to and complete the asbestos training provided to support that role
- That all relevant staff receives adequate information, instruction and training.
- Reporting to the Asbestos Co-ordinator and Head of Safety, Health and Wellbeing, of any planned works that may disturb asbestos and any incidences of ACM's being accidentally disturbed.

### **5.3 Community Schools**

Governing bodies are responsible for ensuring that the council's health and safety standards and policies are applied, that a suitable system for the management of asbestos is in place and for providing the necessary resources for the successful management of asbestos.

In community schools the person with the delegated "Duty Holder" responsibilities is the Headteacher. They are responsible for ensuring all

reasonably practicable steps are taken to protect any person likely to be affected from exposure.

- Appoint competent persons or contractors to assist them in the management of asbestos including the identification and condition assessment of ACM's and any activities involving exposure to, or removal of, ACM's.
- That a suitable system for the identification and management of asbestos is in place including the monitoring of ACM's left in place and for emergency actions in case of accidental damage of ACM's
- That staff receive appropriate information, instruction and training.
- Anyone who is directly responsible for the management of asbestos has had suitable asbestos training.
- Provide details of their asbestos management plan (AMP), and any other related information requested, to the Asbestos Coordinator.
- Copies of the AMP are up to date and readily accessible to relevant parties
- Report to Asbestos Co-ordinator and Head of Safety, Health and Wellbeing, any incidences of ACM's being accidentally disturbed.
- Establish systems for the monitoring of ACM's left in place and for emergency actions in case of accidental damage of ACM's

#### **5.4 Head of Estates**

The Head of Estates is the SRO for the CSG Estates service and as such will monitor the delivery of the service to ensure that the requirements of the contract, including the output specification and performance targets are met.

The Head of Estates will ensure that suitable arrangements are in place for the effective repair and maintenance, including building compliance, of the council's operational estate and where the council is the duty holder or has liabilities.

#### **5.5 Head of Safety, Health & Wellbeing**

The Head of Safety, Health and Wellbeing sets the councils health and safety policy and strategy and ensures a plan for implementation is in place. In particular:

- Review management information and report to the Chief Executive and Strategic Commissioning Board on performance and any significant risk including additional controls introduced.
- Advise on the health and safety framework for the management of compliance for all council property
- Monitor compliance with this policy arrangement.
- Take immediate action, on behalf of the Chief Executive, to stop work activities where there is an imminent risk to health or significant breach of statutory duty.
- Ensure suitable asbestos training is available for staff.
- Liaise with the HSE on behalf of the council

## **5.6 Director of Estates - Customer Support Group (CSG)**

The Chief Executive has delegated corporate asbestos management functions to the Director of Estates. The Director of Estates is responsible for ensuring corporate systems and controls are in place for the management of asbestos where the council is the duty holder and where the council has allocated sufficient financial resource to carry out these duties, in particular:

- Overall responsibility for delivery of services by CSG Estates to comply with contracted commitments and other commissions that may be instructed from time to time.
- Design, implement and maintain systems and processes, to be agreed by the council, which details how the risks associated with asbestos, will be managed on behalf of the council.
- Appoint a suitably competent person as the corporate 'Asbestos Co-Ordinator' to ensure the implementation of the management system across the council estate.
- Provide the Chief Executive and officers of the council with competent help and advice on asbestos matters.
- Provide a regular management report on asbestos compliance status to the Head of Estates.
- Responsible for maintenance of the asset lists and categorisation of premises.
- Communication of amendments to relevant parties.
- Responsible for ensuring roles are suitably resourced and competent within their control.
- Responsible for the Estates and Valuation teams compliance with the asbestos management policy and procedure.
- Ensure and record that the councils 'Standard Lease Terms' and any other leaseholder arrangements for the management of risk have been adopted by the leaseholder/tenant.
- Periodically monitor the leaseholder/tenant to ensure compliance with the terms of the lease and in particular the statutory compliance clauses.

## **5.7 Head of Building Services - CSG**

The Head of Building Services is responsible for the relevant teams' compliance with the asbestos management procedure.

They are also responsible for ensuring roles are suitably qualified, resourced and competent within their control and ensure the work of the building services team is conducted in compliance with asbestos management policy and procedures.

## **5.8 Project Managers (Including CSG Major Projects Team)**

For any building operations or construction works on council premises, project managers must establish whether or not asbestos is present. They shall:

- Ensure their work is conducted in compliance with the asbestos management policy and procedures
- Liaise with the Asbestos Co-ordinator as required to ensure all

activities are undertaken in line with this policy arrangement.

- Ensure all project parties have the requisite level of competence in regards to asbestos risk.

## **5.9 CSG - Safety Health and Wellbeing**

The CSG SHaW service provides Asbestos advice, training, incident support and will monitor compliance with legislation and these arrangements as appropriate.

- Provide an effective advisory service to stakeholders on all matters relating to health and safety, including asbestos.
- Facilitate the undertaking of asbestos awareness and asbestos duty holder training for employees.
- Advise all stakeholders on any legislative changes affecting the Management of Asbestos.
- Ensure asbestos management performance, and compliance with these policy arrangements is assessed when carrying out H&S audits; significant findings are communicated to the Asbestos Co-ordinator and Head of SHaW.

## **5.10 Managers**

Managers must ensure their staffs are appropriately trained and competent and that any potential risk, where this procedure may apply, is acknowledged, has been assessed and will monitor to ensure the procedures are complied with.

## **5.11 Premises Manager**

Premises Managers, or persons nominated by Delivery Directors or Headteachers as responsible for asbestos, are responsible for the implementation and monitoring of the premises Asbestos Management Plan.

They shall:

- Ensure contactors and others who may carry out works at the premises are given latest available information in respect of asbestos at the premises and record that information has been made available (contractors etc. to sign acknowledgement)
- Ensure that the asbestos management plan is reviewed and updated on an annual basis or whenever changes occur which may impact the management of asbestos at the premises.
- Ensure all changes that may impact the management of asbestos at the premises are reported back to the Asbestos Coordinator and records are updated accordingly.
- Notify the Head of SHaW in all instances where it is suspected that persons may have been exposed to asbestos fibre and quarantine the area, also notify the Building Services Asbestos Coordinator.
- Consult with any local Trade Union Appointed Safety Representative on asbestos matters

- Taking immediate action to control and communicate imminent risks with asbestos following the Emergency Procedures outlined in *Appendix 1*.
- Not authorise any maintenance, building or DIY work unless they are certain asbestos will not be disturbed.
- Should seek advice from the asbestos co-ordinator before undertaking any works where the presence of asbestos is not known (including any drilling into walls, floors or ceilings)

### **5.12 Asbestos Coordinator**

The Asbestos Co-Coordinator is responsible for co-ordinating and monitoring the management of asbestos containing materials on all premises either directly managed or controlled by the council. They should be suitably qualified with practical experience of dealing with asbestos.

They shall:

- To act as a central coordination point for all matters and information that impacts upon the management of asbestos in the council.
- To manage and maintain the asbestos database software and register.
- To review management surveys and compile a programme of remediation works.
- To compile and manage delivery of a programme of annual (or sooner as applicable) asbestos re-inspections.
- To respond to ad hoc requests for information in respect of asbestos management from stakeholders.
- To provide technical support in respect of asbestos management to CSG Estates team and council officers
- Respond to emergency situations involving the disturbance of ACM's and facilitate plans to manage the situation and minimise the risk of exposure.
- Immediately Report to the Head of SHaW any accidental/uncontrolled release of asbestos fibres.
- follow Corporate Procurement Rules to ensure the selection of competent and accredited contractors for asbestos sampling, analysis and removal;
- monitor contractor performance through contractor reporting (Performance Indicators/Data), inspections and auditing

### **5.13 Employees**

Employees will follow this procedure where their manager has identified asbestos risk and report any asbestos hazards to the premises manager immediately



## 6. FURTHER INFORMATION

For more information or guidance, contact:

- CSG SHaW Team 020 8359 7955: [shaw@barnet.gov.uk](mailto:shaw@barnet.gov.uk)
- For emergencies, outside normal working hours, call the council's Emergency Number 020 8359 2000.
- For general information on asbestos: [www.hse.gov.uk/asbestos](http://www.hse.gov.uk/asbestos)  
<http://www.hse.gov.uk/asbestos/information.htm>



## **ASBESTOS MANAGEMENT ARRANGEMENTS**

### **1. Due Diligence and Premises Category Management**

It is the responsibility of the CSG Estates Service to categorise properties by means of a due diligence exercise. This is conducted for each premises based on its tenure, each premises is then allocated to the relevant category within the management system. The due diligence process concludes once the premises is set up on the Electronic Asbestos Management System (EAMS) in the correct category and the existing information is uploaded and competently reviewed.

All premises are managed on the EAMS. Category Operational will be managed using the entirety of the EAMS functionality. Category Community Schools and Category Other Council Owned will have pages set up for the local information to be uploaded onto for access and appraisal following audit and for compliance monitoring purposes. This will ensure a positive response to all system searches for buildings within the council estate.

Upon lease expiry and subsequent void premises the Property team will request the current asbestos information from the outgoing tenant for upload to the asbestos management system. This information will be competently reviewed and if required asbestos inspection will be instructed. Void premises which are the responsibility of the council will be managed in compliance with Category Operational

### **2. Category Operational – Asbestos Management**

Category Operational is managed using the platform of the EAMS. The system encompasses the initial data capture as well as subsequent application and maintenance of asbestos information.

Where asbestos-containing materials have been identified at the premises, they shall be adequately and suitably managed for the duration of the life of the premises or until they are fully removed.

All contractors must hold a licence from the Health and Safety Executive before undertaking any licensable work with asbestos in accordance with regulation 8 of the Regulations.

### **Management Surveys**

Following the introduction of asbestos management surveys in January 2010 additional responsibility was placed on the survey planning stage with the specific intention of removing caveats which became prevalent under the previous survey guidance. All surveys conducted will be designed to ensure

they are adequate to provide effective assessment for the provision of safe general occupation and routine maintenance.

Any remedial actions deemed necessary by the surveying / inspecting organisation will be reviewed, specified and managed by the Asbestos Coordinator in a remediation project.

### **Re-inspections**

All identified, retained asbestos-containing materials at the premises will be subject to regular visual re-inspections. Asbestos re-inspections are conducted on a maximum of an annual basis and to be managed by the Asbestos Coordinator. The EAMS monitors the expiry date the current asbestos information and the system will dictate the program to be conducted by the Asbestos Coordinator.

Re-inspections have to be undertaken by competent person(s) as such all re-inspection personnel must have non-licensed asbestos training (Cat B UKATA) in addition to suitable training for asbestos inspection. Re-inspections must reassess the extent of damage and surface treatment of ACMs in order to update the material risk assessment. The priority risk assessment may also be updated if applicable.

For each re-inspection, the applicable data record for each item of retained asbestos material shall be reviewed and updated taking into account changes in its prevailing condition and status since the last inspection and detailing any remedial action required. Any additional suspect or known asbestos-containing materials located during a re-inspection shall be confirmed as such, either by sampling or presumption, and applicable details recorded and added to the inspection / survey report.

The live version of the register will always be available through the EAMS, however where printed versions of survey reports or registers are used on site for reference, they shall be updated following re-inspection or any update. Obsolete printed copies of reports must be suitably disposed of to prevent misinterpretation of information. Premises Managers should always ensure that contractors receive the latest asbestos information when viewed on site.

### **Survey standards**

Appointed surveyors / surveying companies shall comply with the requirements of European Standard BS EN ISO/IEC 17020:2012 for undertaking asbestos surveying and inspections by holding accreditation from the United Kingdom Accreditation Service (UKAS).

All surveys undertaken at the premises must be undertaken in accordance with HSE Document HSG264 - 'Asbestos: The survey guide' and all associated and relevant legislation and guidance.

Any samples taken by the surveyor or other third party, for the subsequent determination of asbestos presence and content must be analysed by an organisation complying with the requirements of European Standard BS EN ISO/IEC 17025:2005 by holding accreditation from UKAS for such work.

### **Labelling**

Asbestos-containing materials at the premises will be assessed on hazard and risk as to the suitability of labelling with asbestos warning signs. The assessment and decision will be made initially by the surveyor but will be reviewed and confirmed by Premises Manager following recommendations made during surveys and re-inspection works.

Asbestos warning signs and labels used will be of a compliant and suitable size and design, fixed in clearly visible locations and to a useful yet manageable frequency. Labels and signs will be the industry recognised standards. Asbestos materials within public areas will generally not be labelled unless specifically required by assessment.

The labelling of asbestos-containing materials shall be carried out by a suitably experienced person utilising a copy of the most recent asbestos register report to ensure accuracy. It is noted that labelling of asbestos-containing materials provides a last line of defence and is no substitute for the correct implementation of the Asbestos Management Plan and associated procedures.

Labelling of ACMs shall be in accordance with schedule 2 of the Regulations.

### **Approved List of Companies**

Only HSE licensed asbestos removal contractors, UKAS accredited surveying companies and analytical laboratories which have been evaluated by the Building Services Team will be invited to provide services.

The performance of asbestos contractors, surveying companies and analytical laboratories will be monitored in relation to all aspects of their work. Companies whose performance fails to meet the required standards may cease to be used.

Premises Managers who seek to commission work themselves will be required to use contractors approved by the Building Services Team and will be further required to demonstrate that they are competent to commission the works by submission of the appropriate CV to the Asbestos Coordinator - submissions and approvals / refusals will be periodically reviewed by the councils estates and health and safety officers.

### **Employee & Tenant Control**

All employees of the council & Capita as well as tenants occupying council premises, shall be instructed on the implementation of the relevant section of

the Asbestos Management Plan and the location of the Site Asbestos Register for the premises they will be working in.

Employees and tenants shall be made aware of the presence and location of asbestos-containing materials within the premises, particularly in their area of work, the associated hazards and risks of exposure, the importance of not damaging or disturbing asbestos-containing materials and measures to be taken in an emergency if the asbestos becomes damaged or disturbed. Training of key stakeholders and personnel will be commissioned by the council to achieve this outcome.

### **Contractor / Visitor Control**

Sub-contractors, maintenance operatives, cleaning staff or other non-council employees or visitors to the premises, who may possibly come into contact with or disturb asbestos-containing materials, shall be shown the Site Asbestos Register and inducted on the implementation of the Asbestos Management Plan and procedures immediately upon their arrival at the site by the site manager or Premises manager. It is the responsibility of the site or Premises Manager to ensure that the latest most up to date information is provided.

The contractor / visitor shall ensure they inspect and understand the Site Asbestos Register and are fully aware of the presence and location of asbestos-containing materials.

Where their work or site activities will, or are liable to, disturb asbestos materials the contractor / visitor must inform the council person responsible for the site. This must be escalated to Asbestos Coordinator in the Building Services Team for review. An assessment of the works shall be undertaken and a decision will be made as to whether the works can proceed safely or if asbestos removal, remediation, refurbishment survey or other actions are required.

It shall remain the responsibility of the contractor / visitor to highlight the risks of works in relation to asbestos and to complete and provide a risk assessment and method statement prior to any works which have any potential to damage or disturb asbestos-containing materials. Risk assessments and method statements are to be reviewed by the person who commissioned the works, who must also be competent to undertake the review.

Any works or activities by contractors or visitors to the premises which expose, damage or disturb a suspect or potential asbestos-containing material shall cease and the emergency procedures shall be followed.

A record of contractors' / visitors' acknowledgement of having read and understood the Asbestos Management Plan and/or Asbestos Register shall be made and retained on site and be signed for by the contractor / visitor.

### **Information, instruction and training**

It is a statutory requirement that adequate information, instruction and training is suitably communicated to employees who are, or who are liable to be exposed to asbestos, including those who supervise or influence the works of those employees.

Formal asbestos awareness training is required to be given to employees whose work could foreseeably expose them to asbestos. It should be given to all demolition workers and those workers in the refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of the building because ACMs may become exposed during their work. Exemption from this requirement would apply only where the employer can demonstrate that work will only be carried out in or on buildings free of ACMs.

Asbestos awareness and specific asbestos management training will be given to employees with responsibility for the management of ACM's. Those individuals also have specific responsibilities to which they must be inducted and aware. This training will include the minimum asbestos awareness in addition to specific training on the asbestos management system employed by the council to manage the ACM's for which they are responsible.

Planned works with the potential to disturb ACMs through either non-routine maintenance, refurbishment or construction works will only be managed by individuals who have been suitably trained to conduct this specific role. Where disturbance of ACMs is foreseeable then the Asbestos Coordinator will be consulted at the earliest opportunity.

Training certificates, syllabi and associated information shall be held and maintained by the Premises Manager.

### *Planned refurbishment works/ Minor works*

*Any works which involve drilling, fixing to, demolition or building works must be notified to the CSG Building Services Team in advance of any works taking place. This will result in asbestos registers being checked to ascertain whether asbestos is likely to be present and will set in process a refurbishment and demolition survey if required. **See Appendix A Notification of Change Process.***

### *Capital project works*

*Any projects must be notified to the CSG Building Services Team in advance of any works taking place. This will result in asbestos registers being checked to ascertain whether asbestos is likely to be present and will set in process a refurbishment and demolition survey if required. **See Appendix A Notification of Change Process.***

## **Refurbishment and Demolition Survey**

Any planned construction, building, refurbishment or demolition works which are liable to disturb all or part of any area or element at the premise which are not included within previous or existing asbestos survey reports will require a localised or full Refurbishment / Demolition Asbestos Survey to be carried out, in accordance with HSE Document HSG264 - 'Asbestos: The survey guide'.

Refurbishment / Demolition Asbestos Surveys shall only be undertaken within unoccupied buildings, or parts of buildings, and will inevitably require intrusive inspections to be made into previously sealed or enclosed areas. Following intrusive works an airstest will be required to demonstrate any potential disturbance of ACM has not resulted in elevated fibre concentrations in locations to be subsequently occupied by employees. This air test will be submitted to the site / premises manager or the council responsible person as an airstest certificate to demonstrate safe re-occupation.

Prior to any refurbishment works the requisite refurbishment and demolition survey will be conducted following the same process for appointment the asbestos management surveys, cost of the R+D survey work must be met from the project or works budget. Refurbishment and Demolition surveys involve destructive inspection methods and arrangements must be made by the council's responsible person and the Asbestos Coordinator and agreed upon prior to the survey commencing. For any required repair, making good and cleaning works, either by the surveyor or other party, this is to be documented on the Pre Survey Questionnaire at specification design stage. The emphasis on front end planning is to try and ensure all caveats or limitations are removed from the report (unless agreed with client at the planning stage), so that there is no project delays due to these relating limitations or caveats.



Subsequent remediation works where required will be specified and managed by the Asbestos Coordinator or their designated agent and conducted as a remediation project.

All survey reports shall be held centrally and managed by CSG Estates Service on the EAMS and be easily accessible by the responsible person on site for viewing by any third party whose work or activities may expose them to asbestos-containing materials, or persons requesting the data for assessment.

### **Asbestos Remediation**

Asbestos removal / remediation works will generally be undertaken where:

- Planned building / refurbishment works will, or are liable to, disturb asbestos materials

Regulation 7 requires the removal of ACMs prior to the commencement of major refurbishment works. This may be assessed and asbestos retained only where there is a greater risk posed to employees by its removal than the ACM would pose to be retained. In order to present subsequent contractors with a work environment with the lowest practicable risk compliance to this standard will be required by the council if:

- Survey or re-inspection works identify asbestos in a damaged or deteriorated condition
- Asbestos materials in a previously good condition become accidentally or inadvertently damaged or disturbed;
- A programme of asbestos abatement within the premises is implemented.

### **Emergency Procedures**

In the event of damage (or suspected damage) or disturbance of asbestos containing materials the emergency procedures contained in Appendix B should be followed.

CSG Building Services will act immediately to control the situation and take appropriate action to make safe, remediate the area and sample the materials which are damaged.

The incident will be escalated under the escalation protocol and would be classed as priority 1.

### **3. Category Community Schools – Asbestos Management**

The premises contained within this category have been assessed to demonstrate that the council are not the duty holder but retain employer responsibilities under the Health and Safety at Work etc. Act 1974 and associated regulations.

These premises must demonstrate management arrangement in place that meet the standards set out in Category Operational and must supply details of this to be included on the Electronic Asbestos Management System (EAMS) and will be regularly monitored to ensure they continue to meet the standards described in category Operational.

Continued failure to provide information on the asbestos management arrangements or where they are not demonstrably compliant will result in escalation following the Schools Escalation Protocol

#### **4. Category Other – Asbestos Management**

The premises contained within this category will have been assessed to demonstrate that the council are not the dutyholder. However these premises may pose a risk to occupants and public if not adequately managed. Lease arrangements detail a requirement for dutyholders to manage the risks for which they are made responsible. These premises will be periodically audited against legally derived standards

Where properties are not demonstrably compliant and demonstrate a risk to the population this will be suitably escalated. Repeated failure to meet the requirements will be viewed as a breach of lease arrangements and appropriate action will be taken. This will be managed in line with the Escalation Policy.

## Appendix A - Notification of change procedure

This Notification of Change form must be used to notify the Asset Management Section of any proposed changes which could have:

- an operational
- building use or
- management impact

on the safe occupation of your building.

This includes works which may alter or disturb the fabric of the building, but equally could be a change in personnel (e.g. asbestos duty holder) or a proposed change in the use of all or part of your building.

Once received, the Building Services Team will review your proposed change and advise you of what actions to undertake to ensure that it is managed appropriately.

Asset Management will also advise/assist with legislative or best practice requirements in relation to your proposal.

Specifically the information will be used to assess the proposal and take into account:

- **Asbestos, fire safety and water hygiene legislation**
- **Planning and Building Control Regulations**
- **Construction Design and Management (CDM) regulations**
- **H&S training implications /requirements**

**NOTE :** If the proposed change involves alterations to the fabric or other element of your building e.g. electrical wiring, no works can start until this form has been reviewed and formal authorisation has been given by the Building Services team for the works to begin.

Building Name:						
Brief Description of Change (including location if change involves works or change of use)						
Contact Details	Name:		Position:		Tel No:	
					Email:	

**Please email this form to:** [Buildingserviceshelpdesk@barnet.gov.uk](mailto:Buildingserviceshelpdesk@barnet.gov.uk)

You will be provided with a reference number within two working days of submission.

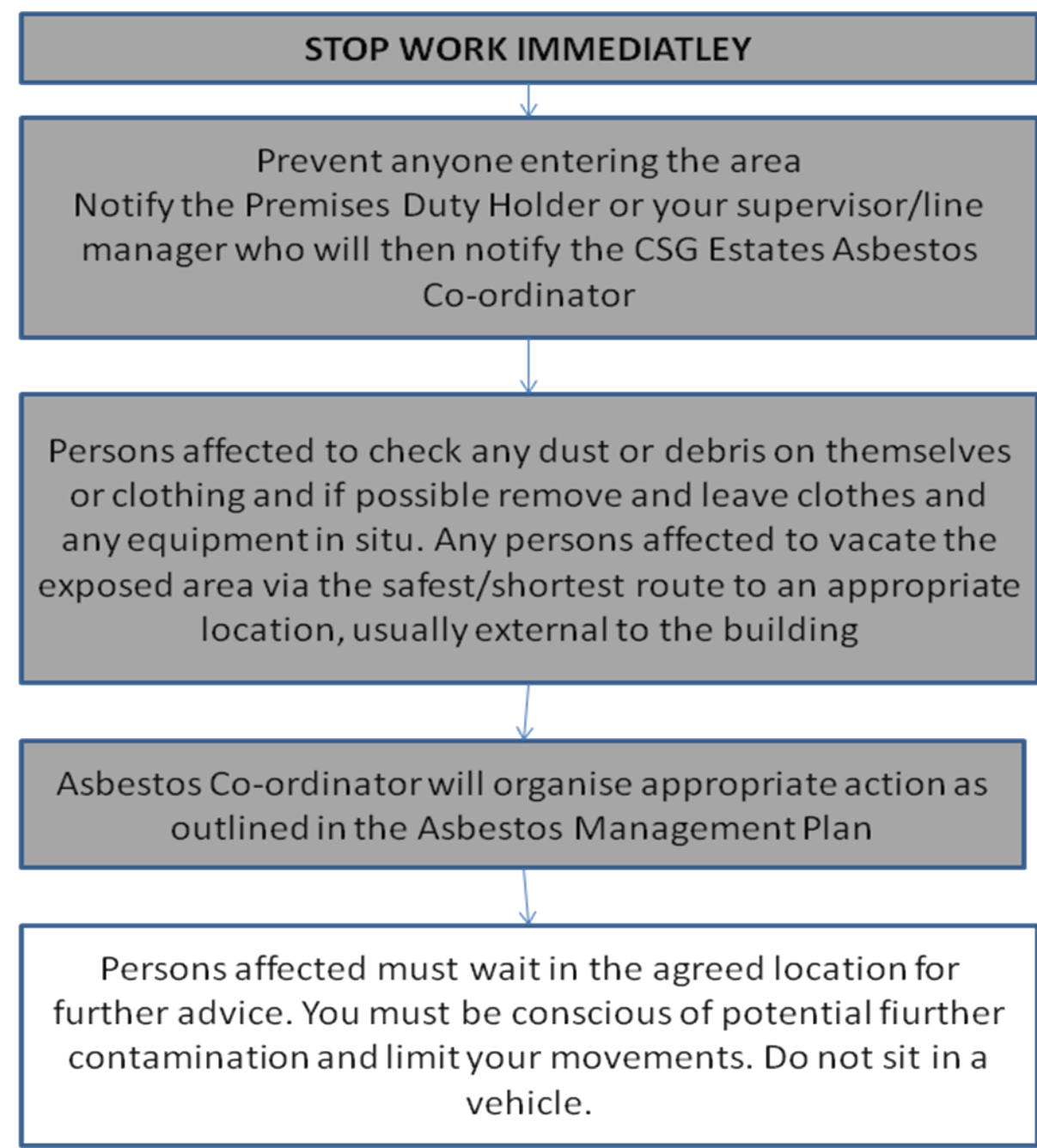
A formal response will be issued within 10 working days of notification detailing any comments and/or recommendations.

If you have any questions or if the matter is urgent, please contact the Building Services Team on **(0208) 359 4543**.

**NOTE: The Notification of Change form MUST be submitted to the Building Services Team at least 20 working days in advance of any planned works taking place.**

## Appendix B – Emergency Procedures

If you think you have disturbed or identified damaged asbestos containing materials



### **Emergency Contact Details**

For general advice and guidance on the contents of this Asbestos Management Plan or any Asbestos related matters including emergencies please contact the following:

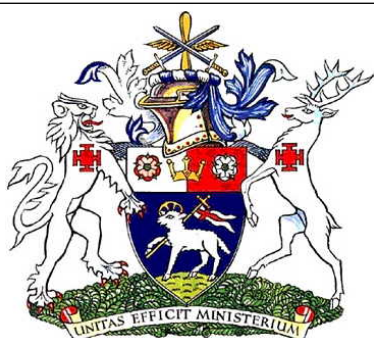
- CSG Building Services Team – 0208 359 4543 or
- CSG SHaW Team – 0208 359 7955

### **Out of Hours Emergencies**

- CSG Building Services – 0208 269 2000

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AGENDA ITEM 11



## General Functions Committee

### 8 November 2017

<b>Title</b>	<b>Nomination of Local Authority Representatives on School Governing Bodies</b>
<b>Report of</b>	Head of Governance
<b>Wards</b>	All
<b>Status</b>	Public
<b>Urgent</b>	No
<b>Key</b>	No
<b>Enclosures</b>	Appendix A - List of LA Vacancies on School Governing Bodies
<b>Officer Contact Details</b>	Andrew Charlwood, Head of Governance <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a> 020 8359 2014

### Summary

The Committee is asked to nominate representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.

### Recommendation

**That the General Functions Committee nominates representatives in respect of local authority governor vacancies on the school governing bodies listed in Appendix A.**

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 The Committee has a responsibility to recommend appointments to vacancies in respect of local authority governors on school governing bodies. This assists each school's governing body to be fully constituted and exercise its duties in an efficient and effective manner.

## **2. REASONS FOR RECOMMENDATION**

- 2.1 All state maintained primary, secondary and special schools are accountable to their governing bodies, which in turn are accountable to parents and the wider community. The General Functions Committee (or Full Council where an urgent decision is required) nominates candidates for appointment to local authority governor vacancies.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 None

## **4. POST DECISION IMPLEMENTATION**

- 4.1 The Head of Governance in the Assurance Group of the local authority will notify the governing body of the nomination made. It is for the governing body to decide whether the local authority nominee meets any stated eligibility criteria and, if it chooses to reject the candidate on that basis, the Committee will invite the governing body to explain their reasons for refusal to the local authority via the Head of Governance.
- 4.2 General Functions Committee minutes (23 June 2015) state that where a governing body chooses to reject a candidate because they do not meet any stated eligibility criteria, it should (be invited to) explain its decision to the Head of Governance who will inform the General Functions Committee.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

- 5.1.1 To ensure that the council has robust governance arrangements that enable the delivery of its objectives as set out in the Corporate Plan, its decision-making structures will be kept under review to provide effective opportunities for resident participation and engagement.
- 5.1.2 Through the timely execution of its functions, the Committee can assist school governing bodies to fulfil their duties and contribute to the corporate priorities to make sure Barnet is a place:
- of opportunity, where people can further their quality of life
  - where people are helped to help themselves, recognising that prevention is better than cure
  - where responsibility is shared, fairly
  - where services are delivered efficiently to get value for money for the



taxpayer.

## **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 None in the context of this report.

## **5.3 Social Value**

5.3.1 The Public Services (Social Value) Act 2013 is not directly applicable in the context of this report.

## **5.4 Legal and Constitutional References**

5.4.1 Responsibility for nominating local authority representatives to school governing bodies is attributed to the General Functions Committee in accordance with Annex A to Responsibility for Functions. Section 1.8 of Responsibility for Functions, Functions of Full Council provides that Full Council can make appointments to school governing bodies where an urgent decision is required:

[Section 15 London Borough of Barnet Constitution - Responsibility for Functions](#)

5.4.2 All governing bodies of maintained schools are required to be constituted under either the:

[School Governance \(Constitution\) \(England\) Regulations 2012 \(as amended\)<sup>1</sup>](#)  
[School Governance \(Federations\) \(England\) Regulations 2012 \(as amended\)<sup>2</sup>](#)

5.4.3 In these Regulations “local authority governor” means a person who:

- (a) is nominated by the local authority; and
- (b) is appointed as a governor by the governing body having, in the opinion of the governing body, the skills required to contribute to the effective governance and success of the school and having met any additional eligibility criteria set by the governing body.

5.4.4 The governing body must not be smaller than seven members, and must include (subject to the requirements regarding foundation governors in qualifying foundation schools and voluntary aided schools):

- at least two parent governors;
- the headteacher (unless the headteacher resigns as a governor);
- one staff governor;
- one, and only one, local authority governor; and
- the governing body may appoint as many additional co-opted governors as they consider necessary subject to conditions in the regulations.

5.4.5 An individual eligible to be a staff governor at the school may not be appointed

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<sup>1</sup> [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#)

<sup>2</sup> [The School Governance \(Constitution and Federations\) \(England\) \(Amendment\) Regulations 2014](#)

as a local authority governor.

## **5.5 Risk Management**

5.5.1 None in the context of this report.

## **5.6 Equalities and Diversity**

5.6.1 The Committee is advised that the 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people from different groups; and
- foster good relations between people from different groups.

5.6.2 All sectors of the community are eligible for nomination to the vacancies. It is expected that all political parties will promote equalities and diversity when making nominations to vacancies.

5.6.3 In delivering this Corporate Plan, the Council's priorities and the actions it takes to deliver them will reflect our Strategic Equalities Objective which is that citizens will be treated equally, with understanding and respect, and will have equal access to quality services which provide value to the tax payer.

## **5.7 Consultation and Engagement**

5.7.2 Not applicable.

## **5.8 Insight**

5.8.1 Insight data has not been used to inform the decision required.

## **6 BACKGROUND PAPERS**

6.1 The Constitution of Governing Bodies of Maintained Schools March 2015 being statutory guidance for governing bodies of maintained schools and local authorities in England published by the Department for Education:

[The Constitution of Governing Bodies of Maintained Schools Statutory Guidance.pdf](#)

The Governors' Handbook published by the Department for Education:  
[Governors' Handbook.pdf](#)

## GENERAL FUNCTIONS COMMITTEE – 8 NOVEMBER 2017

LOCAL AUTHORITY VACANCIES ON SCHOOL GOVERNING BODIES

The General Functions Committee is asked to make nominations to the vacancies shown below and shaded grey.  
The Governor Support Service is invited to nominate a representative after a position has been vacant for three months or more.

AKIVA PRIMARY SCHOOL – N3 2SY					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Terry Feller Expired 10 October 2017	Vacancy				Mr Terry Feller

ALL SAINTS CE – NW2 2TH					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mrs Barbara Bash (LD) Resigned 31 August 2017	Vacancy				

BARNFIELD PRIMARY – HA8 0DA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Michael Catley Resigned 20 February 2017	Vacancy				

BRUNSWICK PARK PRIMARY – N14 5DU					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Cllr Lisa Rutter (C)</b> Expired 15 September 2017	<b>Expired</b>				

CHALGROVE COMMUNITY PRIMARY – NW3 3PL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Fiona Bulmer</b> Expired 11 November 2015	<b>Vacancy*</b>				

CHILDS HILL SCHOOL - NW7 3ED					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Michael Angel</b> Resigned October 2016	<b>Vacancy*</b>				

\*The Committee nominated Nicholas Sowemimo at the meeting held on 20 March 2017. Mr Sowemimo has not contacted the school and an alternative nomination is requested to fill the LA Governor vacancy.

## APPENDIX A

DEANSBROOK INFANT – NW7 3ED					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Cllr Hugh Rayner (C)</b> Expired 18 November 2017	<b>Vacancy</b>				

FINCHLEY CATHOLIC HIGH SCHOOL – N12 8TA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Ms Jane Inzani</b> Expired 13 October 2017	<b>Vacancy</b>				

HASMONEAN – NW4 1NA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Local Authority Governor*</b> Resigned	<b>Vacancy</b>				

\*Hasmonean have indicated that they would like to propose their own candidate for the local authority governor nomination.

HOLY TRINITY C OF E PRIMARY SCHOOL – N2 8GA					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Roderick Tella</b> Resigned 27 January 2017	<b>Vacancy</b>				

## APPENDIX A

HOLLY PARK – N11 3HG					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Cllr Brian Salinger (C)</b> Resigned May 2017	<b>Vacancy*</b>	<b>Cllr Reema Patel</b>			<b>Ms Clare Hegarty</b>

\*Note: Cllr Reema Patel was nominated by the General Functions Committee on 28 June 2017. The school have indicated that they have their own candidate that they wish to propose at the local authority governor as detailed above.

MOSS HALL INFANT – N12 8PB					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Mr Pranay Subedi</b> Resigned 17 September 2017	<b>Vacancy*</b>				

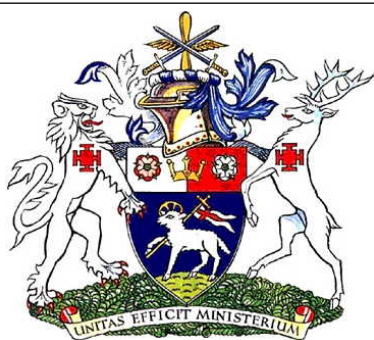
\*The school are seeking someone with an HR background and good all round management skills

ST JAMES CATHOLIC HIGH SCHOOL – NW9 5PE					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
<b>Ms Lynn Holman-Fox</b> Expired 17 February 2017	<b>Vacancy</b>				

<b>SUNNYFIELDS SCHOOL – NW4 4JH</b>					
<b>Current Representative &amp; Period of Appointment</b>	<b>Status</b>	<b>Nominations</b>			
		<b>Labour</b>	<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Governor Support</b>
<b>Mr Alan Maund (C)</b> Resigned October 2016	<b>Vacancy</b>				

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## General Functions Committee

### 8 November 2017

<b>Title</b>	<b>General Functions Committee Work Programme</b>
<b>Report of</b>	Head of Governance
<b>Wards</b>	All
<b>Status</b>	Public
<b>Urgent</b>	No
<b>Key</b>	No
<b>Enclosures</b>	Appendix A – Committee Work Programme 2016-17
<b>Officer Contact Details</b>	Andrew Charlwood, Head of Governance, <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a> 020 8359 2014

### Summary

The Committee is asked to consider and comment on the items included in the 2017/18 work programme in Appendix A.

### Recommendation

**That the Committee consider and comment on the items included in the 2017/18 work programme as set out in Appendix A.**

#### 1. WHY THIS REPORT IS NEEDED

- 1.1 The General Functions Committee's work programme 2017/18 indicates forthcoming items of business.

1.2 The work programme of this Committee is intended to be a responsive tool which will be updated on a rolling basis following each meeting, for the inclusion of areas which may arise through the course of the year.

1.3 The Committee is empowered to agree its priorities and determine its own schedule of work within the programme having regard to its terms of reference.

## **2. REASONS FOR RECOMMENDATION**

2.1 The compilation and review of work programme is intended to assist the Committee to plan and manage its work across the municipal year.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

3.1 Not applicable in the context of this report.

## **4. POST DECISION IMPLEMENTATION**

4.1 Any alterations made by the Committee to its Work Programme will be published on the Council's website.

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

5.1.1 The Committee Work Programme is in accordance with the Council's strategic objectives and priorities as stated in the Corporate Plan 2015-20.

### **5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

5.2.1 None in the context of this report.

### **5.3 Legal and Constitutional References**

5.3.1 The terms of reference of the General Functions Committee is included in the Constitution Responsibility for Functions, Annex A:  
[Section 15 London Borough of Barnet Constitution - Responsibility for Functions](#)

### **5.4 Risk Management**

5.4.1 None in the context of this report.

### **5.5 Equalities and Diversity**

5.5.1 None in the context of this report.

### **5.6 Consultation and Engagement**

5.6.1 Not applicable.

## **6. BACKGROUND PAPERS**

6.1 None

**London Borough of Barnet  
General Functions Committee Work  
Programme**

**November 2017**

Contact: Andrew Charlwood, 020 8359 2014, [andrew.charlwood@barnet.gov.uk](mailto:andrew.charlwood@barnet.gov.uk)

Title of Report	Overview of decision	Report Of ( <i>officer</i> )	Issue Type (Non key/Key/Urgent)
<b>8 November 2017</b>			
Recruitment and Retention Payments Policy	To receive a report updating Members on the current position.	Chief Executive and Head of Paid Service / Human Resources Director	Non Key
Street Scene Restructure	To consider a report on proposals to restructure the Street Scene Delivery Unit.	Street Scene Director	
Health and Safety	To receive monitoring statistics (Safety, Health and Well-being) on a twice-yearly basis).	Head of Health, Safety & Wellbeing	Non Key
<b>6 December 2017</b>			

Subject	Decision requested	Report Of	Issue Type
<b>15 January 2018</b>			
Annual Pay Policy Statement	To receive the annual review of the Council's pay policy statement together with any amendments	Human Resources Director	Non Key
Annual Review of Polling Districts and Polling Places for Elections	To receive the findings of the annual review of polling districts and polling places for use at elections.	Chief Executive and Returning Officer	Non Key
Annual Report on Electoral Registration	To receive an Annual Report on Electoral Registration	Chief Executive (Electoral Registration Report)	Non Key
Performance Related Pay	A report detailing the development of a performance related pay scheme for those staff assessed for two consecutive years as outstanding through the annual appraisal scheme.	Chief Executive and Head of Paid Service / Director of Human Resources	Non Key

<b>19 March 2018</b>			

Subject	Decision requested	Report Of	Issue Type
<b>Items to be allocated</b>			
Indemnities for Council Representatives on Outside Bodies	A report concerning a policy on indemnities for council representatives on outside bodies.	Monitoring Officer/Head of Governance	Non Key
School Governing Bodies Project	To receive an update on the Assurance Group project reported to the committee in November 2015.	Head of Governance	Non Key
Information Management	To determine Member requests for non-committee information as specified in the Members' Information Management Policy.	Head of Information Management	Non Key
Members' Notional Allowance	To consider the arrangements in respect of members' notional allowances.	Head of Governance	Non Key
Nomination of Local Authority Representatives on School Governing Bodies  <i>Standing Item</i>	To nominate candidates to vacancies on school governing bodies.	Head of Governance	Non Key

<b>Subject</b>	<b>Decision requested</b>	<b>Report Of</b>	<b>Issue Type</b>
<p>Approval of premises for Weddings and Civil Partnership Registrations</p> <p><i>As and when required</i></p>	<p>This report seeks approval for an application received from a premises to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A) (a) the Civil Partnership Act 2004.</p>	<p>Proper Officer for Registration</p>	<p>Non Key</p>
<p>Appointments to Outside Bodies</p> <p><i>As and when required</i></p>	<p>To appoint representatives to outside bodies.</p>	<p>Head of Governance</p>	<p>Non Key</p>
<p>Hendon Town Hall Facilities</p> <p><i>As and when required</i></p>	<p>Following a referral from Group leaders or the Chairman, to comment on any proposed changes incurring expenditure over £5,000 which could affect the provision of facilities for Members.</p>	<p>Director of Resources</p>	<p>Non Key</p>

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