

MEETING

GENERAL FUNCTIONS COMMITTEE

DATE AND TIME

MONDAY 19TH MARCH, 2018

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

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 14 March 2018 at 10AM. Requests must be submitted to Andrew Charlwood 020 8359 2014 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

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.	Member Development Programme 2018 - 2022	9 - 38
8.	Corporate Health and Safety Policy	39 - 86
9.	Bi-Annual Health and Safety Report	87 - 100
10.	Nomination of Local Authority Representatives on School Governing Bodies	101 - 112
11.	Appointment to Outside Bodies	113 - 120
12.	Approval of premises for Weddings and Civil Partnership Registrations	121 - 126
13.	Forward Work Programme	127 - 132
14.	Any item(s) that the Chairman decides is urgent	

FACILITIES FOR PEOPLE WITH DISABILITIES

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Decisions of the General Functions Committee

15 January 2018

Members Present:-

AGENDA ITEM 1

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

Councillor Richard Cornelius Councillor Barry Rawlings
Councillor Alison Moore Councillor Daniel Thomas
Councillor Ammar Naqvi

1. MINUTES

RESOLVED that the minutes of the meeting held on 8 November 2017 be approved as a correct record.

2. ABSENCE OF MEMBERS

None.

3. DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS

None.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

5. PUBLIC QUESTION AND COMMENTS (IF ANY)

None.

6. MEMBERS ITEM (IF ANY)

None.

7. ANNUAL ELECTORAL REGISTRATION REPORT 2017

On behalf of the Electoral Registration Officer, the Head of Electoral Services presented the annual report on Electoral Registration 2017.

In response to questions on electoral registration, the Head of Electoral Services reported the following:

- In relation to properties that were demolished as part of regeneration schemes and tenants moving
 - An elector cannot be removed from the register until the ERO has received two separate pieces of evidence that said elector is no longer 'resident' at an address - for this reason the electoral registration system does not allow a residential address to be deleted from its property database until it is confirmed as empty of electors

- legislation does not allow the ERO to add individuals to the electoral register (e.g. at a newly built property) unless they have submitted an application and been verified, even if they were previously registered at a property within Barnet;
- Information on the requirement for new tenants to register is supplied to new developments and it is understood that this is included in 'new tenant' packs that are distributed as people move in to newly built properties.
- Council tax bills include a leaflet with details of how to register and every effort is made to ensure that no tenant is neglected in the reminder process.
- There was no cut-off point for residents to submit their details for the electoral register as the register was continuously being updated. There is a deadline for registering in time to take part in elections – which falls 12 working days before the date of the election.

The Committee RESOLVED that the first annual Electoral Registration 2017 report be noted.

8. ANNUAL INTERIM REVIEW OF POLLING DISTRICTS AND POLLING PLACES

The Chief Executive (Returning Officer) and Head of Electoral Services presented a report on the Annual Interim Review of Polling Districts and Polling Places.

The Committee RESOLVED to approve all polling place arrangements as proposed by the Returning Officer as set out in Appendices A, B and C.

9. BARNET LIVING WAGE SUPPLEMENT

The Strategic HR Director presented a report on the Barnet Living Wage Supplement.

The Committee RESOLVED

- 1. That the report be noted**
- 2. That the minimum hourly rate paid by the Council to its staff will rise to £10.42 with effect from 1st April 2018 which is above the recommended London Living Wage rate of £10.20 per hour with effect from 1 April 2018.**

10. PAY POLICY STATEMENT

The Strategic HR Director presented a report on the Pay Policy Statement.

The Committee RESOLVED to agreed the Council's Pay Policy Statement for the financial year 2018/19 and to remit it for endorsement by Council on 30 January 2018.

11. BRENT CROSS CRICKLEWOOD PROGRAMME LEADERSHIP

The Deputy Chief Executive presented a report on Brent Cross Cricklewood Programme Leadership. In response to a question from the Committee, it was confirmed that proposed new post would have no implication for staffing remuneration elsewhere in the

Council. It was also confirmed that the post was within the Re management structure and that the position was within the scope of the Re contract.

The Committee RESOLVED that the post of Brent Cross Cricklewood Programme Director be amended such that the postholder is jointly employed by the Council and Regional Enterprise Ltd.

12. 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 school governing bodies listed in Appendix A to the report.

The Committee noted that the nominations for Finchley Catholic High School, Holly Park and Wren Academy proposed by Governor Services had not been supported by nomination forms or skills audits and these nominations would therefore be deferred.

The Committee RESOLVED:

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

School Governing Body	Representative
Oakleigh School – N20 0DH	Cllr Sachin Rajput
Northway School – NW7 3HS	Mr Matt Dreisin
Hollickwood Primary School – N10 2NL	Cllr Barry Rawlings

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

School Governing Body
Wren Academy – N12 9HB
Finchley Catholic High School – N12 8TA
All Saints CE – NW2 2TH
Barnfield Primary – HA8 0DA
Chalgrove Community Primary – NW3 3PL
Childs Hill School – NW7 3ED
Finchley Catholic High School – N12 8TA
Holy Trinity C of E Primary School – N2 8GA
Holly Park – N11 3HG
Moss Hall Infant – N12 8PB
St James Catholic High School
Wren Academy – N12 9HB
Sunnyfields School – NW4 4JH

13. DECISION OF A SCHOOL GOVERNING BODY NOT TO APPOINT A LOCAL AUTHORITY REPRESENTATIVE NOMINATED BY THE COUNCIL

The Committee considered a report from the Head of Governance on the decision of a school governing body not to appoint a local authority representative nominated by the Council.

The Committee requested that the Chief Executive discuss this issue with the Assurance Director and Strategic Director for Children and Young People to seek better engagement with schools on this issue.

The Committee RESOLVED to note

- 1. That the governing body of a school considered the Council's nomination (made on 28 June 2017) and decided not to appoint the candidate.**
- 2. The reason for the governing body's decision (as set out in section 1.6 of the report).**
- 3. That the local authority governor position at that school remained vacant.**

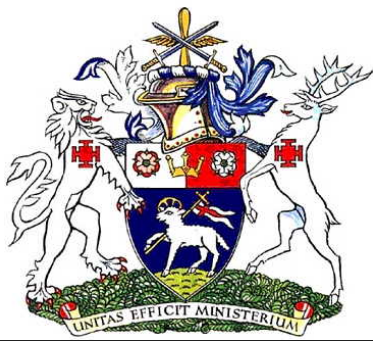
14. MOTION TO EXCLUDE THE PRESS AND PUBLIC

The Committee RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 2 of Part 1 of Schedule 12A of the Act (as amended).

15. DECISION OF A SCHOOL GOVERNING BODY NOT TO APPOINT A LOCAL AUTHORITY REPRESENTATIVE NOMINATED BY THE COUNCIL (EXEMPT)

The Committee RESOLVED to note the name of the school referred on the related public report on the decision of a school governing body not to appoint a local authority representative nominated by the Council.

The meeting finished at 7.42 pm



General Functions Committee

19 March 2018

Title	Member Development Programme 2018 – 2022
Report of	Head of Governance
Wards	All Wards
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Member Development Programme 2018 – 2022
Officer Contact Details	Andrew Charlwood, Head of Governance, 020 8359 2014, andrew.charlwood@barnet.gov.uk

Summary

To support councillors to be effective in their various roles, it is essential that the Council has in place a comprehensive programme of briefings and other development activity. The attached Member Development Programme 2018 – 2022 details proposals for the post-election induction of new and returning Members and, in addition, provides an overarching strategic framework to Member Development for the next administration.

Officers Recommendation

That the General Functions Committee consider and approve the draft Member Development Programme 2018 – 2022 as set out in Appendix A.

1. WHY THIS REPORT IS NEEDED

- 1.1 Councillors are responsible for setting the overall policy direction of the Council and overseeing the delivery of a range of services, many of which are

complex or have a statutory basis. Expectations of councillors by residents are high – they want their Council to deliver high quality services and respond quickly to changing demands all within ever increasing financial constraints. To be effective councillors need to be able to:

- Represent the views of their political party and constituents;
- Contribute to the good governance of the Council;
- Understand local government and the legal framework that it operates within; and
- Be knowledgeable about local policy, services and communities.

1.2 In addition to serving on Council and committees, councillors may also be appointed to a range of outside bodies which have their own governance arrangements (e.g. school governing bodies, community organisations, charities, trusts and companies).

1.3 To ensure that councillors are as effective as possible in their roles a comprehensive Member Development Programme has been developed in consultation with the political groups and chief officers. The purpose of the programme is to ensure:

- There are clear expectations of Members in relation to training and development;
- Sessions are commissioned well in advance; and
- There is an understanding from Members about which sessions are mandatory, which are recommended and which are optional.

1.4 Subject to the Committee agreeing the Member Development Programme, officers will work towards having the Programme externally accredited via the Charter for Member Development.

2. REASONS FOR RECOMMENDATIONS

2.1 To ensure that Members have appropriate knowledge and skills to discharge their roles of taking decisions and monitoring the Council's work.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Committee could choose not to develop and implement a Member Development Programme. This approach is not recommended as it could leave the Council at risk of some decisions being successfully appealed by judicial review or other appeal mechanisms (e.g. Planning Inspectorate). In addition, Members may serve on committees or other bodies when they do not have the requisite knowledge and skills to be effective.

4. POST DECISION IMPLEMENTATION

- 4.1 Subject to the Committee agreeing the Member Development Programme, the Governance Service will commission internal and external session and deliver the Programme during the next administration.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Providing a framework to enable Members to be effective councillors supports delivery of all Corporate Plan priorities.

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

- 5.2.1 The Members Allowances budget has a £20,000 available to support the activity detailed in the Member Development Programme.

5.3 Social Value

- 5.3.1 N/A

5.4 Legal and Constitutional References

- 5.4.1 Council Constitution, Article 7 (Committees, Sub-Committees, Forums and Working Groups) – the General Functions Committee has responsibility for “All other Council functions that are not reserved to Full Council”

5.5 Risk Management

- 5.5.1 As set out in section 3.1 above.

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.

5.7 **Corporate Parenting**

5.7.1 Councillors are corporate parents to looked after children and children in care. In recognition of the seriousness of this responsibility, the Member Development Programme includes mandatory sessions on corporate parenting and safeguarding children in order that Members can understand their duties and obligations in this regard.

5.8 **Consultation and Engagement**

5.8.1 Chief Offices, senior managers and political groups have been consulted on the Member Development Programme attached at Appendix A and comments and amendments made have been taking into account in the drafting of the programme.

5.8 **Insight**

5.8.1 N/A

6. **BACKGROUND PAPERS**

6.1 None

Member Development Programme 2018 – 2022

Post-Election – Member Induction Day

Date	Time	Title and Overview	Facilitated by
3 May 2018	N/A	Local Government Elections	N/A
8 May 2018	9.30am – 4pm	<p>Member Induction Day</p> <p>Tea and Coffee</p> <p>Introduction by Group Leaders</p> <p>Introduction to the Council by the Chief Executive and Chief Officers – overview of key priorities and key areas of responsibility:</p> <ul style="list-style-type: none"> • Chief Executive • Deputy Chief Executive / Director of Resources • Strategic Director for Children & Young People • Strategic Director for Adults & Health • Strategic Director for Environment • Assistant Chief Executive <p>Question and answer session following presentation by each chief officer.</p> <p>Lunch and Roadshow – buffet lunch and stalls from key service areas</p> <p>External Services:</p> <ul style="list-style-type: none"> • CSG • Re • Barnet Homes • Education and Skills • Barnet Homes • HB Public Law <p>Internal Services:</p> <ul style="list-style-type: none"> • Adults & Communities (including Public Health and Leisure) 	Chief Executive and Directors, Governance, All Service Areas

Member Development Programme 2018 – 2022

	<p>Afternoon</p>	<ul style="list-style-type: none"> • Education and Skills • Barnet Homes • HB Public Law • Members Enquiries <p>Internal Services:</p> <ul style="list-style-type: none"> • Adults & Communities (including Public Health and Leisure) • Family Services • Street Scene <p>Central Services:</p> <ul style="list-style-type: none"> • Assurance (Governance, CAFT, Elections and Internal Audit) • Commercial, Performance, Programmes and Risk • Equalities • Emergency Planning <p>Miscellaneous</p> <p>During roadshow, lunch and coffee sections, all Members will be required to complete the following:</p> <ul style="list-style-type: none"> • Signing of Declaration of Acceptance of Office • Code of Conduct Undertaking • Register of Interests • Official Photos • Personal Details • Collection of IT kit (laptop, tablet and mobile phone) • ID and Access Cards - ID badge, NLBP swipe card, HTH car park pass • Parking Permit <p>Governance and IT staff will be on hand to support and direct Members</p>	
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Member Development Programme 2018 – 2022

Post-Election – May 2018 to May 2019

Sessions with provisional dates allocated

Date	Time	Title and Overview	Facilitated by
w/c 7 May 2018	TBC	<p><u>IT</u></p> <ul style="list-style-type: none"> • Laptops – including network access • Smart phones – including voice/data tariffs and accessing e-mail • Tablets – including email, pre-loaded key applications, requests for new applications • Bring Your Own Device • Key applications/websites (Planning Portal, Modern.Gov, etc.) • Members IT Support Team – including: requests for consumables; IT kit refresh and repair; BYOD, etc.) • Members IT Handbook • Acceptable Use and Protocols 	<p>IT Governance Information Management</p>
24 May 2018 (immediately before 1 st HOSC)	5.45pm – 6.45pm	<p><u>Health Scrutiny</u></p> <ul style="list-style-type: none"> • Principles of Scrutiny • Health landscape in North Central London (NCL) – overview clinical commissioning groups and providers • Links to NCL Joint Health Overview and Scrutiny Committee • Sustainability and Transformation Plans • Quality Accounts <p>Recommended for Members of the Health Overview and Scrutiny Committee. Optional for all other Members.</p>	<p>Strategic Director for Adults & Health Governance Team Leader</p>
29 May 2018	2pm – 4pm	<p><u>Area Committee and Resident Forum Chairman’s Meeting</u></p> <ul style="list-style-type: none"> • Members Items – CIL and Non CIL • Petitions • Referring Item 	<p>Strategic Director for Environment Head of Governance Governance Team Leader</p>

Member Development Programme 2018 – 2022

		<ul style="list-style-type: none"> • Terms of Reference • Overview of Environment Function • Any other supporting Governance Arrangements 	
29 May 2018	5.30pm – 6.45pm	<p><u>Pension Fund Committee</u></p> <ul style="list-style-type: none"> • Pensions Legislation and Governance Context – including: scheme specific legislation; pensions regulators and advisors; general constitutional framework; and pensions scheme governance • Pensions Accounting Standards • Financial Services Procurement and Relationship Management – including: understanding public procurement; supplier risk management; • Investment Performance – including: fund performance; advisor performance; committee performance; and support services performance • Financial Markets and Products – including: investment strategy; financial markets; actuarial method and standards and practices; and outsourcing. <p><i>Consider if Local Pension Board Members should also be invited as observers</i></p> <p>Mandatory for all new and returning Committee Members. Optional for all other Members.</p>	Director of Resources Head of Treasury Management
30 May 2018	7pm – 9pm	<p><u>Planning Committees</u></p> <ul style="list-style-type: none"> • Planning Committees • Permitted Development • Planning Enforcement <p>Mandatory for all new and returning Committee Members. Optional for all other Members.</p>	Commissioning Lead Planning Head of Development Management Head of Strategic Planning HB Public Law Group Leaders and Chairman of Planning Committee
31 May 2018	6pm – 9pm	<p><u>Corporate Parenting</u></p> <ul style="list-style-type: none"> • Understand the lived experience Barnet's Children in Care and Care Leavers; • Understand statutory responsibilities as Corporate Parents; • Gain knowledge of approaches by which to improve participation of children and young people in discussion and planning; • Develop confidence around holding services to account in relation to our role as corporate 	Strategic Director Children & Young People Operational Director Corporate Parenting, Disability & Permanence Voice of the Child Team / young people

Member Development Programme 2018 – 2022

		<p>parents.</p> <p><u>Children’s Safeguarding</u></p> <ul style="list-style-type: none"> • Overview of the Child Protection System, legislation and procedures • Definitions and types of abuse • Risks in specific circumstances (i.e. Female Genital Mutilation; Honour Based Violence; Exploitation and Trafficking; Gangs and Serious Youth Violence; Forced Marriage; Missing Children; Homelessness; Private Fostering; Unaccompanied Asylum Seekers; Young Carers) • Confidentiality • Reporting concerns • Allegations against professionals • Whistle Blowing • Role of Safeguarding Partnership <p><u>Role of Ofsted and Improvement Plan</u></p> <ul style="list-style-type: none"> • Role of OFSTED and monitoring visits • Role of Children’s Commissioner • Role of Essex as improvement partner • Improvement Plan and performance dashboard • Role of Improvement Board <p>Mandatory for all new and returning Members.</p>	<p>Strategic Director Children & Young People Operational Director Early Help, Children in Need of Help & Protection Divisional Director Improvement & Performance</p> <p>Strategic Director Children & Young People</p>
4 June 2018	7pm – 9pm	<p><u>Licensing Committee (and Sub-Committees)</u></p> <p><i>Add overview of session</i></p> <p>All new Members and returning Members of the Council’s Licensing Committee should attend annual induction or refresher training at the earliest date possible and ideally before the first committee meeting. Other Members are encouraged to attend.</p>	<p>Associate Director Business & Performance, Re Group Manager, Community Protection (Regulation), Re HB Public Law</p>

Member Development Programme 2018 – 2022

<p>5 June 2018 (immediately before 1st Environment Committee)</p>	<p>5.15pm – 6.45pm</p>	<p><u>Environment</u></p> <ul style="list-style-type: none"> • Highways • Transportation • Air Quality • Street Scene – waste collection, recycling, street cleansing and grounds maintenance • Parking • Parks and Open Spaces • Passenger Transport • Regulatory Services / Enforcement <p>Recommended for all new and returning Members. Optional for all other Members.</p>	<p>Strategic Director for Environment Street Scene Director Lead Commissioner Parks and Green Spaces Strategic Lead Effective Borough Travel Strategic Lead Transportation & Highways</p>
<p>6 June 2018 (immediately before 1st CELS)</p>	<p>5.45pm – 6.45pm</p>	<p><u>Early Years</u></p> <ul style="list-style-type: none"> • Health Visiting • School Nursing • Children’s Centres • 0-19 Hubs • Early Years Offer – including 30 hours childcare, 2-year-old offer and funding <p>Recommended for Members of the Children, Education, Libraries & Safeguarding Committee. Optional for all other Members.</p>	<p>Operational Director Early Help, Children in Need of Help & Protection Divisional Director Commissioning</p>
<p>11 June 2018 (immediately before P&R)</p>	<p>5.15pm – 6.45pm</p>	<p><u>Resources</u></p> <ul style="list-style-type: none"> • Policy, Budgets and Council Finances (including: - capital and revenue budgets; - top 10 areas of council spending; - Medium Term Financial Strategy and Business Planning (overview of process and key terms); - sources of income; and - Finance) • Looking Forward to 2025 and the Council’s longer-term approach • Commissioning and Delivery Cycle • Treasury Management – Overview (<i>Note: in-depth separate session to take place in November prior to P&R formulation of Treasury Management Strategy</i>) <p>Recommended for Members of the Policy & Resources Committee. Optional for all other Members.</p>	<p>Deputy Chief Executive Director of Resources Head of Finance</p>

Member Development Programme 2018 – 2022

12 June 2018 (immediately before CLC)	5.45pm – 6.45pm	<p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Prevent (Counter Terrorism) • Channel Duty (Protecting vulnerable people from being drawn into terrorism) • Key Strategies - Barnet Violence against Women and Girls Strategy 2017-2020, Child Sexual Exploitation, etc. <p>Recommended for Members of the Community Leadership Committee and Members appointed to the Safer Communities Partnership Board. Optional for all other Members.</p>	Strategic Director for Environment Strategic Lead Safer Communities Community Safety Managers
14 June 2018 (immediately before ARG)	5.30pm – 6.45pm	<p><u>Infrastructure, Development, Regeneration and Housing</u></p> <ul style="list-style-type: none"> • Regeneration and Growth • Housing / Homelessness / Landlord Licencing • Estates and Health & Safety <p>Recommended for Assets, Regeneration & Growth Committee and Housing Committee Members. Optional for all other Members.</p>	Regeneration and Development Commissioning Lead Strategic Lead Housing and Commissioning Lead Housing Commissioning Lead Planning Head
28 June 2018	7.00pm – 9.00pm	<p><u>Safeguarding Adults</u></p> <ul style="list-style-type: none"> • Safeguarding Adults Statutory Duties (including the Care Act and extent and limitation of statutory powers) • Adult Abuse (including when does safeguarding apply (physical, emotional, financial abuse) and what you should and shouldn't do if alerted to a concern) <p>Mandatory for all new and returning Members.</p>	Strategic Director for Adults & Health Adults & Communities Director Head of Safeguarding Adults
17 July 2018 (immediately before Audit Committee)	5.30pm – 6.45pm	<p><u>Audit Committee</u></p> <ul style="list-style-type: none"> • Role of the Member of the Audit Committee – including approval of the Statement of Accounts • Financial Controls • Audit and CAFT Plan • External Audit Plan 	Assurance Director Head of Internal Audit Head of CAFT

Member Development Programme 2018 – 2022

		<ul style="list-style-type: none"> • Receipt of Internal and External Audit Reports – including availability of internal reports that have received sufficient assurance <p>Mandatory for all new and returning Committee Members. Optional for all other Members.</p>	
12 September 2018 (immediately before 2 nd CELS)	5.45pm – 6.45pm	<p><u>Libraries, Education and Skills</u></p> <ul style="list-style-type: none"> • School Funding • Councils Role in Education • School Governors (local authority nominations) • Admissions • Special Educational Needs • Libraries <p>Recommended for all CELS Committee Members. Optional for all Members.</p>	Strategic Director Children & Young People Cambridge Education Head of Libraries, Workforce & Community Engagement
3 October 2018 (before 2 nd P&R committee)	5.45pm – 6.45pm	<p><u>Treasury Management</u></p> <ul style="list-style-type: none"> • Treasury Management Strategy Statement • Statutory requirements and legislation relating to Treasury Management • Capital Programme and Capital Financing Requirement • Borrowing • Treasury Management Indicators • Investment <p>Mandatory for all new and returning Policy & Resources Committee and Audit Committee Members. Optional for all other Members.</p> <p>CIPFA Treasury Management in the Public Services: Guidance Notes for Local Authorities 2011 guidance to be sent to all Members</p>	Director of Resources Head of Treasury

Member Development Programme 2018 – 2022

Sessions with dates to be confirmed

Date	Time	Title and Overview	Facilitated by
First three months		<p><u>Performance, Programmes and Commercial</u></p> <ul style="list-style-type: none"> • Performance Management • Transformation Programmes • Commercial Services <p>Optional for all new and returning Members.</p>	<p>Deputy Chief Executive Commercial Director Strategic Lead for Programmes & Performance Strategic Lead Commercial</p>
First 3 Months (immediately before 1 st A&S committee meeting)		<p><u>Care Act 2014</u></p> <ul style="list-style-type: none"> • Statutory duties under Care Act 2014 <p>Mandatory for all new and returning Adults & Safeguarding Committee Members. Optional for all other Members.</p> <p>Supported by written briefing on key elements.</p>	
First 6 Months (immediately before 2 nd A&S committee meeting)		<p><u>Mental Capacity Act 2005 Duties</u></p> <ul style="list-style-type: none"> • Responsibilities under the Act • Principles of the Act • Deprivation of Liberty Safeguards Regime <p>Mandatory for all new and returning Adults & Safeguarding Committee Members. Optional for all other Members.</p>	

Member Development Programme 2018 – 2022

First 3 Months	<p><u>Media Awareness</u></p> <ul style="list-style-type: none"> • Media training to prepare for broadcast interview opportunities and requirements <p>Half day workshop. Recommended for Committee Chairmen</p>	<p>External Facilitator</p> <p>Head of Communications Media Manager</p>
First year	<p><u>UNICEF and Child Rights</u></p> <ul style="list-style-type: none"> • Gain good knowledge and understanding of children’s human rights • Understand the meaning and principles of a child rights-based approach • Begin to explore the practical application of a child rights-based approach to elected members’ roles and responsibilities <p>Optional for all Members.</p>	<p>Divisional Director Improvement & Performance Voice of Child Co-ordinator</p>
First year	<p><u>Public Health</u></p> <ul style="list-style-type: none"> • Joint Strategic Needs Assessment and Health of the Borough • Director for Public Health – services commissioned and delivered • Statutory Duties – commissioning and influencing • Duties of Health & Well-Being Boards and links to Clinical Commissioning Group <p>Mandatory for all new and returning Adults & Safeguarding Committee Members and Members appointed to the Health & Well-Being Board. Optional for all other Members.</p> <p>Supported by written briefing on key elements.</p>	

Member Development Programme 2018 – 2022

First 3 months		<p><u>Strategy, Communications, Customer Services and Engagement</u></p> <ul style="list-style-type: none"> • Corporate Plan and Strategy – including: development of the Corporate Plan including consultation and use of findings to inform budget priorities; current corporate plan priorities and emerging priorities; process for corporate plan. • Communications and Consultation • Customer Services – including: transparency and open data; and Customer Services Transformation • Use of Social Media • Engagement with Communities and Neighbourhoods <p>Optional for all Members.</p>	Assistant Chief Executive
First 6 months		<p><u>Partnerships</u></p> <ul style="list-style-type: none"> • Local Strategic Partnership <p>Recommended for Members of Policy & Resources Committee and Barnet Partnership Board. Optional for all Members.</p>	Assistant Chief Executive
First 3 months		<p><u>Organisational Development and Culture</u></p> <ul style="list-style-type: none"> • Investment in staff learning • TW3 and Colindale 	

Member Development Programme 2018 – 2022

First 6 months		<p><u>Community Participation and Engagement</u></p> <ul style="list-style-type: none"> • Consultation and Engagement • Communities Together Network • Equalities • Community Cohesion • Communities including insight and intelligence to focus services on specific communities and issues • Ward link officers 	
18 June 2018 (TBC) (Before General Functions Committee)		<p><u>Elections</u></p> <ul style="list-style-type: none"> • Elections – General Elections, Referendums, London Mayoral / GLA Elections, Local Elections • Post-Election Reviews • Electoral Registration • Polling Districts and Polling Places <p>Recommended for Members of the General Functions Committee. Optional for all other Members.</p>	Assurance Director Head of Electoral Services
First two months		<p><u>Chairing Skills</u></p> <p>Programme could include (but not be limited to): work programmes; report clearance; preparation; public participation; questioning; listening; facilitation; summarising skills; the importance of body language; strategies that can be used to resolve tense situations and potential conflict at meetings.</p> <p>Recommended for all new and returning chairmen and vice-chairmen. Optional for all other Members.</p>	External Facilitator

Member Development Programme 2018 – 2022

First six months		<u>Questioning / Enquiry</u> <i>Programme TBC</i> Recommended for all new and Members.	External Facilitator
TBC		<u>Media Training</u> <i>Programme TBC</i> <i>Audience TBC</i>	Assistant Director Strategy & Communications Deputy Head of Communications

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Member Development Programme 2018 – 2022

Written Briefings

		<p><u>Chief Executive</u></p> <ul style="list-style-type: none"> • Children Services Improvement • Modernising Our Environmental Services • Highways Improvements • Brent Cross and Cricklewood • Colindale • Development Pipeline • Local Health and Social Care Integration • Strengths Based Adult Social Care • Supporting Those With Multiple and Complex Needs • Tackling Gang Activity • Helping People Into Work • Planning and Enforcement • Continuing To Improve Customer Services • The Way We Work • Planning For The Future 	
		<p><u>Deputy Chief Executive / Director of Resources</u></p> <ul style="list-style-type: none"> • Introduction to the Council and overview of policy, budgets and council finances • Budget and Medium Term Financial Strategy to 2020 • Looking forward to 2025 and the Council’s longer-term approach • Financial Controls – Financial Regulations and Audit • Major contractual partnerships – Support Services (CSG), Regulatory Services (Re), Education and Skills (Cambridge Education), Housing (Barnet Homes) and Legal (HB Public Law) • Regeneration and Growth • Housing /Homelessness/Landlord Licencing • Estates and Health & Safety • Planning and Members Planning Briefings (e.g. Permitted Development; Planning 	

Member Development Programme 2018 – 2022

		<p>Enforcement)</p> <ul style="list-style-type: none"> Information Management – Openness, Data Protection and FOI 	
		<p><u>Strategic Director for Children & Young People</u></p> <ul style="list-style-type: none"> Early Years Corporate Parenting Safeguarding Children Libraries, Education and Skills UNICEF / Childs Rights Role of OFSTED and Improvement Plan Care Leaving Commissioning (including Joint Commissioning) 	
		<p><u>Strategic Director for Adults & Health</u></p> <ul style="list-style-type: none"> Safeguarding Adults Health and Social Care Integration Mental Capacity Act (2005) Duties Meeting Care and Support Needs Support for Carers Public Health 	
		<p><u>Strategic Director for Environment</u></p> <ul style="list-style-type: none"> Highways Transportation – longer term strategic planning Air Quality Street Scene – waste collection, recycling, street cleansing and grounds maintenance 	

Member Development Programme 2018 – 2022

		<ul style="list-style-type: none"> • Community Safety – partnerships, esp. police • Parking • Parks and Open Spaces • Passenger Transport • Regulatory Services / Enforcement • Licensing 	
		<u>Assistant Chief Executive</u> <ul style="list-style-type: none"> • Communications • Customer Services (including transparency and open data) • Assurance Functions 	
		<u>Members Rights</u> <ul style="list-style-type: none"> • Council Questions • Members Items • Calling-In Planning Applications • Access to Information (including exempt committee information and Members rights to access non-committee information) • Chairman’s Role 	Monitoring Officer Head of Governance
		<u>Council Funding Streams</u> <ul style="list-style-type: none"> • Corporate Grants • Area Committee CIL Funding • Crowdfunding 	Strategy Team

Member Development Programme 2018 – 2022

	<p><u>Data Protection, FOI and Access to Information</u></p> <ul style="list-style-type: none"> • FOI Requests • Data Protection Act Requests • General Data Protection Regulation • Access to Information (including committee information and non-committee information) • Managing Constituents Information (including passing on information and handling of records) • Communicating by Social Media 	Information Management
	<p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Prevent (Counter Terrorism) • Channel Duty (Protecting vulnerable people from being drawn into terrorism) • Key Strategies - Barnet Violence against Women and Girls Strategy 2017-2020, Child Sexual Exploitation, etc. 	Community Safety Team
	<p><u>Equalities</u></p> <p><i>Content TBC</i></p>	Strategic Equalities Advisor
	<p><u>Ward Work</u></p> <p>Members Surgeries Members Enquiries</p>	TBC
	<u>Regional and Central Government</u>	TBC

Member Development Programme 2018 – 2022

		Department for Communities and Local Government Mayor of London, GLA, City of London and 32 boroughs West London Sub-Region – including work of the West London Economic Prosperity Board	
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Member Development Programme 2018 – 2022

Ad-Hoc Member Development Sessions

During each administration, there will be a requirement to undertake subject specific Member Development briefings on various issues that affect the Council, residents and partners. Examples include:

- Council funding streams (e.g. corporate grants, area committee CIL funding, crowdfunding, etc.)
- Brent Cross Cricklewood
- Counter Terrorism
- Violence Against Women and Girls

To commission an ad hoc session, officers should consult with the relevant chief officer and committee chairman/lead Member and provide the following:

- Overview of session content
- Justification as to why a face to face session is required (i.e. why e-learning or written briefings are insufficient in the context)
- Proposed date and timing (*Note: must fit in with existing council / committee meetings and civic events*)
- Officers attending / delivering the session
- Mandatory, recommended or optional for specific Member cohorts (e.g. recommended for Members of X Committee and recommended for

The above session overview and approach would need to be approved by the relevant chief officer and committee chairman/lead Member prior to invitations being circulated by the Governance Service.

Officers delivering the session must complete an attendance sheet and provide copies of presentations or materials used to the Governance Service to retain in central records.

Member Development Programme 2018 – 2022

Subject Specific Training Requirements

Local Pension Board – LPB Members are required to have individual training plans in place which ensure that Board Members have been trained in accordance with the CIPFA Local Pension Boards: Technical Knowledge and Skills Framework: <http://www.cipfa.org/policy-and-guidance/publications/l/local-pension-boards-a-technical-knowledge-and-skills-framework-pdf>

North London Waste Authority – Members who are appointed to the NLWA are recommended to be the Lead Members for Finance and Environment. Newly appointed Members to the NLWA should receive a specific briefing on the Authority and its role from the Strategic Director for Environment and Waste Strategy Manager. The NLWA also deliver training sessions for borough Members appointed to it and it is strongly recommended that appointed Members attend this training as and when it takes place.

School Admissions Appeals Panel Members – Panels must be made of i) a lay member (someone without personal experience in the management of any school or provision of education in any school (except as a school governor or in another voluntary capacity)) ii) a person who has experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school. Members of school admission appeal panels must have received appropriate training before sitting in on a hearing.

School Exclusions Appeals Panel Members – The panel must be comprised of the following three categories; A lay member (to chair the panel), a current or former school governor (who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been a teacher to head teacher during this time) and a Head teacher or individual who has been a head teacher within the last five years. All panel members and clerks must have received training within the two years prior to the date of the review.

Standards Committee Independent Members – induction training from the Monitoring Officer or Head of Governance

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Co-opted Members to Children, Education, Libraries and Safeguarding Committee – briefing from the Head of Governance or a Governance Officer on the regulations enabling co-opted Member representation on the Committee and expectations of co-opted Members in respect of scrutinising education matters on CELS.

Members appointed to serve on external companies should undertake training on the roles and responsibilities of Bard Members.

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May 2019 – May 2022

Annual Mandatory Training TBC

Annual Refresher Sessions TBC

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Other Resources

General

- 19 June 2018, London Councils New Councillors Reception – induction into pan-London local government scene; speakers from London Councils, the London Assembly and the City of London Corporation. The Mayor of London will also be invited.
- Member Mentoring: <https://www.local.gov.uk/sites/default/files/documents/peer%20challenges%20-%20information%20for%20peers%20-%20Councillor%20Mentoring%20Handbook.pdf>
- Councillor Guides (e.g. London Councils, LGA): <https://local.gov.uk/our-support/highlighting-political-leadership/councillors-guide-2017>
- Strategic Leads Briefing Packs
- Members Dashboard: <https://employeeportal.lbbarnet.local/home/departments-and-services/central-services/resources-for-members/analytical-tools-members/members-dashboard.html>
- Ward Profiles (produced by Local Futures in May 2014)
- Borough Tour / Colindale and Hendon Town Hall Overview
- Members IT Handbook
- Key Contacts
- Newsletters (e.g. Re)
- Chairing Skills: <https://www.local.gov.uk/sites/default/files/documents/chairing-skills-d28.pdf>
- Being and Effective Ward Councillor: https://www.local.gov.uk/sites/default/files/documents/11%2057_LGA%20Cllr%20Workbook_Being%20an%20effective%20ward%20councillor_August%202017.pdf
- Institute of Directors, 2017 Good Governance Report: <https://www.iod.com/news/news/articles/The-2017-Good-Governance-Report>
- Accountability and scrutiny: The issues for local government in a changing political environment: <https://www.cfps.org.uk/accountability-scrutiny-issues-local-government-changing-political-environment/>
- Questioning Skills (within LGA Scrutiny Guide, p28): <https://www.local.gov.uk/sites/default/files/documents/lga-scrutiny-councillors-123.pdf>

Pensions

- The Pensions Regulator Public Service Toolkit: <http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>

Treasury Management

- Treasury Management in the Public Services: Guidance Notes for Local Authorities 2011: <http://www.cipfa.org/policy-and-guidance/publications/t/treasury-management-in-the-public-services-guidance-notes-book> (Paid for CIPFA publication)
- Treasure Your Assets: <https://www.cfps.org.uk/treasure-your-assets/>

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Children's

- National Children's Bureau: <https://www.ncb.org.uk/>
- Research in Practice: <https://www.rip.org.uk/>

Adults & Health

- NHS Digital – Adult Social Care Outcomes Framework: <https://digital.nhs.uk/article/324/Adult-Social-Care-Outcomes-Framework-ASCOF->
- Public Health Outcomes Framework: <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework>
- Safeguarding Adults Return: <https://data.gov.uk/dataset/safeguarding-adults-return>
- Governance of Sustainability and Transformation Plans: <https://www.cfps.org.uk/governance-sustainability-transformation-plans-verdict-far/>

Counter Terrorism

Channel Training: http://course.ncalt.com/Channel_General_Awareness/01/index.html

Prevent: <https://www.elearning.prevent.homeoffice.gov.uk/>

Workshop to Raise Awareness of Prevent: <https://www.jisc.ac.uk/training/workshop-to-raise-awareness-of-prevent-wrap>

Training Providers/Resources

RADA in Business: <https://www.radainbusiness.com/about-us/8-communication-skills-training/21-local-authority-training>

CIPFA Better Governance Forum: <http://www.cipfa.org/services/networks/better-governance-forum>

Centre for Public Scrutiny: <https://www.cfps.org.uk/>

Local Government Association: <https://www.local.gov.uk/>

South East Employers: <http://www.seemp.co.uk/index/traincon/cllrandgov.htm>

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	<h2>General Functions Committee</h2> <h3>19 March 2018</h3>
<p style="text-align: right;">Title</p>	<p>Corporate Health and Safety Policy</p>
<p style="text-align: right;">Report of</p>	<p>Head of Safety, Health and Wellbeing</p>
<p style="text-align: right;">Wards</p>	<p>None</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Urgent</p>	<p>No</p>
<p style="text-align: right;">Key</p>	<p>No</p>
<p style="text-align: right;">Enclosures</p>	<p>Appendix 1 – Corporate Health and Safety Policy – Part C Section 15; Display Screen Equipment. Appendix 2 - Corporate Health and Safety Policy – Part C Section 21; Lone Working (to follow) Appendix 3 - Corporate Health and Safety Policy – Part C Section 22; Working Remotely</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Mike Koumi michael.koumi@barnet.gov.uk 020 8359 7960</p>

Summary

This report summarises amendments to Part C of the Corporate Health and Safety Policy. The arrangements reviewed are directly related to agile working and the review has been carried out to ensure they are fit for purpose for the upcoming accommodation moves. The changes made do not alter the emphasis and approach of the arrangements and concentrate on providing clearer guidance to managers to assist in managing H&S risks and guidance to staff on working safely.

Recommendation

1. That the **General Functions Committee** approve the revisions to the **Corporate Health and Safety Policy, Part C Sections; 15, 21 and 22, be approved and;**
2. That the **Head of Shaw** be instructed to publicise the revised arrangement in accordance with paragraph 1.8

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 These revisions have been undertaken to introduce updated guidance on the management of risks associated with remote and lone working as well as safe working guidance for staff. As the council moves towards a more agile workforce, with its future accommodation plans, the implementation of these revised arrangements will ensure the risks are effectively managed and that staff have access to guidance on how to work safely.
- 1.4 **Display Screen Equipment** – The use of DSE has been known to cause or contribute to illnesses known as Musculoskeletal Disorders (MSDs), and can contribute to eye strain, headaches and unhealthy levels of stress. For this reason, it is important to make sure that equipment is suitable, and that people know how to use it properly. The key revisions of the arrangement are:
 - The introduction of web-based DSE training and self-assessment tool to enable staff to recognise risks, understand the correct way to set up a workstation and carry out assessments wherever DSE activities are being carried out. The system also enables managers to effectively manage any risks identified during the assessments.
 - The introduction of clearer guidance on the safe use of DSE, including new technologies and the increased use of portable devices
- 1.5 **Lone Working** - Many of the council's employees work alone, either all the time, or as a part of their working day. This gives workers flexibility and autonomy and allows for more efficient service delivery. If it is not carefully managed, however, lone working can place staff in a more vulnerable position. The revised arrangement explains some of the hazards and the steps that managers should take to protect staff. The key revisions to the arrangement are:
 - Clearer guidance on the type of risks to be considered when carrying out risk assessments.
 - More comprehensive guidance to staff on managing their own health and safety when working alone
- 1.6 **Working Remotely** – Advances in technology together with more flexible working arrangements have led to changes in the way staff work. The number of staff who work away from traditional workplaces and workstations to work from home and in varying work places is increasing. The arrangement has been revised to include more information on remote working and includes references

to other relevant arrangements, such as Display Screen Equipment and Lone Working. There is also more comprehensive guidance to managers and staff on managing the risks associated with remote working. The key changes to the arrangement are: -

- A simplified self-assessment form for remote workers.
- Improved guidance to staff and managers on identifying and managing risks
- Practical guidance on how to control some generic risks.

1.7 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.

1.8 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 Health and Safety at Work etc. Act 1974](#) places duties on employers, employees and the self-employed. The Council has a duty to protect the health, safety and welfare of all its employees wherever they work and this includes providing them with a safe work environment, suitable equipment and suitable instruction, information and training. [The Management of Health at Safety at Work Regulations 1999](#) requires the employer to manage health and safety risks resultant from its activities. This requires the council to ensure that suitable risk assessments have been undertaken for remote workers and control measures introduced.

5.4.4 The General Functions Committee’s Terms of Reference are outlined in [Article 7 – Committees, Forums, Working Groups and Partnerships](#), 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. 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 **Corporate Parenting**

5.7.1 This report has no direct or indirect impact on children in care

5.8 **Consultation and Engagement**

5.8.1 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

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Corporate Health and Safety Policy

PART C

ARRANGEMENTS

Section 15 – Display Screen Equipment

CONTENTS

1. Introduction
2. Responsibilities
3. Display Screen Assessments
4. Training and Information

APPENDIX 1

Display Screen Equipment Toolkit

Document Tracker

Version	Reason for change	Date	Author
V1	New arrangement	1993	Peter Dempsey
V2	Changes to Legislation	2012	Ian Kimmitt
V3	Review	2015	John Kempster
V4	Review	2018	Mike Koumi

1. INTRODUCTION

Display Screen Equipment (DSE) is widely used in almost all workplaces. Although DSE is not harmful, the use of DSE has been known to cause or contribute to illnesses known as Musculoskeletal Disorders (MSDs), and can contribute to eye strain, headaches and unhealthy levels of stress. For this reason, it is important to make sure that equipment is suitable, and that people know how to use it properly.

The aim of this document is to provide guidance to ensure compliance with The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by The Health and Safety (Miscellaneous Amendments) Regulations 2002, which require employers to carry out an assessment of all display screen equipment (workstations) where that equipment is used as part of the work activity. The guidance applies to all DSE used by the council as part of its work activity.

Remote workers such as home and mobile workers should read this document in association with the Corporate Health and Safety Policy Part C, Section 22 – Remote Working and Section 21 – Lone Working.

2. RESPONSIBILITIES

Directors are required to make sure that arrangements are in place to ensure that appropriate assessments are made of display screen equipment. Financial provision for any purchase of additional equipment identified as a result of the assessment must also be made.

They must ensure these arrangements include;

- staff who carry out assessments are competent to do so;
- workstation assessments are carried out before work commences, and recommendations implemented;
- eye tests and retests are provided at least every two years

Managers must ensure that sufficient time is provided for training and assessment of DSE, for staff to undertake eye tests and that work is flexible enough to enable staff to take breaks from DSE work. They must also ensure that;

- staff undertake the DSE E-learning course and on-line self-assessment and that any recommendations are implemented
- work is organised so that users can take regular breaks away from the screen and workstation (a break of ten minutes every sixty minutes is recommended although more regular breaks of one or two minutes every 15 minutes is just as effective).
NOTE: A break is defined as work activity other than use of the display screen.
- DSE arrangements are reviewed when the person, equipment or environmental factors change
- Managers inform staff of the Safe Working Procedure document (Appendix A) and how to obtain a copy.

Employees are required to take reasonable care of themselves while they are at work. They must:

- complete the DSE eLearning course and self-assessment
- follow instructions for the safe use of their DSE, including setting up their workstation to minimise the risk of injury, and taking breaks away from the screen
- report to the line manager any issues they experience in the use of DSE or health conditions that may affect their safe use of DSE

3. DISPLAY SCREEN ASSESSMENTS

User's Self-Assessment – this first stage in the assessment is designed to involve users in the process, making them aware of the risks involved with using DSE and the reasons for the assessment.

The mandatory DSE eLearning training includes information on the risks associated with the use of DSE, how to properly set up a workstation and concludes with a self-assessment questionnaire that provides the basis of the assessment with any issues being highlighted.

Where a user works from more than one workstation an assessment will have to consider each of these workstations. Where the workstation is in the same building with the same equipment and conditions, then a single assessment is sufficient providing the workstation is set-up to that assessment; the height of the chair and monitor, the position of the mouse and keyboard are adjusted to the comfort of the user.

The 'Assessor' - The manager or person delegated to undertake reviews of self-assessments will have attended a DSE Assessors course. For further information and to arrange training, contact the CSG Safety Health and Wellbeing team: shaw@barnet.go.uk

Upon reviewing the employees' self-assessment, the assessor is responsible for ensuring any risks highlighted are managed. In some circumstances, for example some medical conditions, the issues recorded may be beyond the assessors' experience and additional guidance and advice may be required from an external source. For such occurrences contact the CSG Safety Health and Wellbeing team: shaw@barnet.go.uk

4. TRAINING AND INFORMATION

Training is provided to all DSE users and assessors. Managers must ensure that staff, who currently are about to use display screens complete the DSE eLearning course. The training informs users of the potential dangers in using display screen equipment and how to avoid them, the correct adjustment of equipment and furniture and the need to take regular breaks from the display screen.

DISPLAY SCREEN EQUIPMENT MANAGEMENT

TOOLKIT

PART:

1. Safe Working Procedures for Display Screen Equipment (including portable devices)
2. Guidance Flow Chart
3. Eye Exercises and Muscle Stretches

The Health and Safety (Display Screen Equipment) Regulations were introduced to enable employers and employees to minimise any risks arising from the use of Visual Display Units and other display screen equipment used for work.

The Council has obligations to assess all 'workstations' used by a 'user' to establish that it complies with the technical requirements the Regulations (see below for definitions of workstation and user).

The primary purposes of the Regulations are to ensure that you have equipment, furniture and surroundings that enable you to work in adequate comfort.

The assessment exercise cannot be effective without the input of you, the user. This Safe Working Procedure also gives some commonsense advice about how you can achieve comfort at your workstation and gives hints and tips on overcoming some of the problems that may arise.

OBJECTIVES

The objectives of this Safe Working Procedure are;

- to give guidance to users on procedures for the safe installation and operation of display screen equipment
- to assist the Council in meeting the overall legal duties
- to comply with any DU local procedures

THE TERM USER

The Display Screen Regulations refer to the 'user' of the equipment. A 'user' is defined as someone who habitually uses the equipment as a significant part of his or her normal work. **An employee is also deemed a 'user' if most or all of the following criteria are satisfied;**

- carrying out of the job depends on the display screen equipment
- there is no discretion as to the use of the display screen equipment
- significant training and particular skills in the use of the display screen are needed
- there is continuous use of display screen for spells of an hour or more
- use is more or less daily
- there is a fast transfer of information between the 'user' and screen
- a high level of concentration is required

THE WORKSTATION

The Regulations, whilst referring to display screen equipment, make reference to the assessment of a workstation. A workstation includes the following:

- Desk or Table
- Chair
- Assembly of display screen equipment including screen, keyboard, mouse, input device etc.
- Document holder
- Telephone
- Printer
- Desk lamp
- Immediate Work Area and Environment including temperature, humidity, lighting, glare etc.

This list is not exhaustive. If there is any doubt, assessors should include any piece of equipment rather than leave it out of the assessment.

HEALTH MANAGEMENT

Environmental Aspects

DSE operators can sometimes experience one or more of the following symptoms due to the work environment;

- Headache
- Fatigue and loss of concentration
- Stress
- Irritability
- Dry or sore eyes
- Nausea

Musculoskeletal problems in keyboard work.

Many of the aches and pains associated with display screen use arise because users sit in a fixed position for too long. Some of the symptoms might be aching and dull pain in the head, neck, lower back and between the shoulders. It is therefore suggested that 'users' take regular breaks away from the screen and workstation (a break of ten minutes every sixty minutes is recommended although more regular breaks of one or two minutes every 15 minutes is just as effective)

Taking a break from screen work does not mean that you must stop work altogether, but that you can turn your attention to another task away from the screen. The break away from the screen should benefit your eyes, arms, wrists and shoulders. As a rule, work should be planned to allow flexibility.

It is recommended that no user should work on a display screen for more than a total time of 7 hours per day. This figure does not include other work, breaks away from the screen or lunch.

Visual fatigue

Visual fatigue can be prevented by adopting a system of work that allows variation of the visual tasks within the overall job. Try to organise work so that the time spent at the screen is regularly broken by periods of non-screen activity.

Eye tests and spectacles

You can have an eye test as soon as you become a user of display screen equipment. After this, you will be offered re-tests at least every two years. If you experience visual difficulty which may reasonably be caused by work on DSE within this period, contact your line manager who may arrange for an Eye and Eyesight test as soon as possible.

Where the results of an eyesight test show that you need glasses **specifically** to work with DSE, the Council will meet the cost of supplying the basic frame and lenses. Details of this are available from Human Resources. Please follow the procedures laid down in this user guide. Payments cannot be made afterwards if you arrange and pay for your own eye test.

Please note, that only basic spectacles will be supplied. If you want to have more 'up-market' glasses or frames, or tinted lenses, then you will be responsible for the extra cost. If you need glasses for every day use then your employer does not have to pay towards the cost. It is only where the need is specific to using your screen that the entitlement arises.

Staff wishing to obtain eye tests should download the eye test voucher application form on 'barnetwork' or contact HR. The voucher entitles you to a free eye test at opticians who operate the scheme. A copy of the results of the test should be passed to Human Resources who will retain them on your personal record

Arrangements for Pregnant Employees

If an employee reports that she is pregnant, a re-assessment of any workstations she uses must be made and kept under review during the pregnancy, to ensure that no aspects of the pregnancy are made worse by the DSE work. More advice on the general issue of dealing with new and expectant mothers is available in [Corp Health, Safety, Welfare Arrangement Part C Section 1 Management of Health and Safety](#) and the [HSE](#).

Display Screens and Health

Since the introduction of DSE, many studies have been carried out to determine whether there are risks of harmful radiation exposure from screen work. There is no conclusive evidence to support the fear that display screen radiation is responsible for miscarriages and birth defects to children born to operators.

In General

As with any item of equipment, misuse of display screens can result in a risk to the health and safety of the operator. It is necessary for line managers to ensure that users under their control are aware of the operating parameters of this Safe Working Procedure.

DISPLAY SCREEN EQUIPMENT

Screen - *The screen should be an arm's length away from the user and the screen height at or just below eye level.*

The Screen position should have the ability to tilt and swivel allowing the user to avoid glare reflections and to adopt a comfortable position whilst reading the screen. There should be a contrast or brightness control, images on screen should be stable, without flicker and legible. Reflection or glare can be avoided by re-positioning the screen away from direct light. Use window blinds where reflected light is present. Screen filters may be provided to screens still affected if the above methods have not improved the situation.

There is an increasing tendency for employee's to use two monitor screens to carry out their work activities. In such instances it is recommended to place the two monitor screens centrally and side-by-side.

Keyboard - *must be suitable for the task, separate from the display screen unit and offer the user a choice in positioning, usually by small legs at the back of the keyboard.*

Desk - *The distance from front to back must allow at least 5cm (2 inches) between the front of the keyboard and the edge of the desk to enable you to rest your hands. You should be able to vary the position of the viewing distance of the screen.*

The Desk should be large enough to enable the screen and keyboard to be placed directly in front of you.

Where the desk has built-in drawers, do not place your screen or keyboard above them or you will have to assume an unsuitable posture when keying. Ensure that you have enough legroom under the desk - avoid storing materials beneath the desk. Older desks that have a drawer at the centre front are not suitable for users of display screen equipment. The surface of the desk should not cause disturbing reflection of overhead lights.

Try to organise work so that the desk is kept clear of unnecessary clutter and obstructions. If you identify a need for additional storage, discuss this with your line manager.

Chairs – *The height of the chair should be adjusted so that your forearms are more or less parallel with the work surface. The thigh should also be parallel to the floor and not slanted downwards at a steep angle. Where this is the case a footrest should be provided.*

The prime requirement of the chair is that it will enable the user to adopt a comfortable position. The minimum requirements are that it can be adjusted for height and the back rest, providing good support for the user. The chair should be stable and enable you to vary position without undue effort. Make sure you know how to adjust your chair. There is no requirement for chairs to have arms. If your chair has arms, ensure that they do not prevent you getting close to the work surface.

Document Holder - *It should enable you to position the document at the same height and angle as the screen and to reduce awkward neck movements.*

Footrest – *The footrest should be stable and should enable you to place your feet flat upon it.*

When seated the users feet should reach the floor or a suitable footrest should be supplied. Where you require the use of a footrest, you should be supplied with one.

Mouse – *This should be placed on your preferred side, and should be unobstructed. The mouse itself can be specified for use by either a right-handed or a left-handed user.*

Where your job requires the use of a mouse, or some other input device, there must be adequate space for safe use. With a mouse mat, it is usual for a template, about A5 size to be used.

Wrist Rest - *Some people may find the use of a wrist rest comfortable, although they are not suitable for all users and can worsen the situation for some.*

Software - *The software that you use should be understandable and should enable the best use of the keyboard.*

The Work Environment

Lighting - *Glare can be a cause for complaint, either by making information impossible or very difficult to see (disability glare), or by being sufficiently obtrusive, resulting in symptoms of discomfort and fatigue for the operator (discomfort glare). The following actions regarding positioning of equipment could be taken;*

- the screen should be arranged so that neither the user nor the screen face a window
- where window glare is excessive, blinds should be fitted so that they can be controlled by the user
- fluorescent light should be at right angles to the screen face. Diffusers are to be fitted
- try to avoid highly polished or glossy surfaces (work tops, walls ceilings, partitions etc.)
- where the general light level is low it may be helpful for you to have a desk lamp

Temperature - *It is sometimes impossible to agree on what is a comfortable working temperature, people often have different preferences. Several factors have a bearing on this, including work rate, clothing and individual health. There is no maximum temperature at work although here is a minimum of 16 Celsius. Further guidance on working temperatures can be found in the Corporate Health and Safety policy – Health and Safety in Offices.*

Humidity - *The humidity level should be maintained at an acceptable level for comfort. Very low or high humidity can cause discomfort. Between 40% and 60% relative humidity is recommended.*

Noise - *DSE emits very little noise, certain printers, however, may produce a level of noise that is a nuisance and unacceptable within the work environment. It may be possible to fit an acoustic cover, or move the printer away from local office environment.*

Training and Information - *Your manager will arrange to give you access to the DSE ELearning training which provides instruction and training on how best to use your display screen equipment.* This includes;

- advice on how to properly adjust your furniture and equipment
- the importance of looking after your equipment
- how your system and the software should be used
- the duties of employers and employees under the Regulations
- your involvement in workstation assessments
- any risks that your employer has identified and the proposed action to remedy these risks
- the importance of regular breaks from display screen work

TABLET, LAPTOP AND NOTEBOOK PC'S

Equipment set up

If you are using a tablet, laptop or notebook at a table with a fixed height chair (e.g. at home, in a hotel room, coffee shop, etc) you are more likely to have poor posture and potential for discomfort if you don't make the right adjustments:

- Consider whether the chair is too low for you to be able to sit with your forearms horizontal. If this is the case, you may find sitting on a cushion to raise your seat height is helpful. You should be careful about resting your arms on the edge of the desk, particularly if it has a 90° edge, as high pressure on your forearm can cause discomfort.
- Use a cushion, or rolled up item of clothing to support the small of your back if the chair does not offer appropriate support.

If you are using this equipment on a table not designed for a working environment (e.g. coffee table):

- Ensure your forearms are not leaning on the edge of the table for long periods as this can lead to discomfort
- Take regular breaks as this will never be an ideal working position
- Position the equipment so you can reach it comfortably, without leaning forwards.

If possible, avoid using this type of equipment with this form of seating for long periods of time. Any time exceeding two hours **stop** and follow guidance below.

If you use portable DSE for periods exceeding **two hours** you must use suitable equipment to allow the computer to be used:

- at the correct viewing height e.g. a docking station, converter or stand.

- so that the screen can be adjusted to the correct position e.g. adjustable height, tilt, colour, brightness, contrast. If it is not suitable a full-sized screen should be used.
- with a full sized mouse, keyboard and any other equipment should be used e.g. document holder

Check and adjust your workstation (e.g. chair, keyboard, mouse, monitor screen, phone) to suit your requirements in accordance with this procedure.

Equipment Transportation

Use a suitable rucksack or trolley case to transport your computer and ancillary equipment e.g. mouse, keyboard, stand, to minimise the risk of manual handling:

- Regularly check condition of transportation case for signs of deterioration
- Transportation case to be free from any commercial branding to minimise risk of theft
- Safely place and store items in transportation case
- Valuable computer equipment is not to be stored or left in your car
- Keep transportation case containing computer equipment out of sight and in a secure location to minimise risk of theft
- Plan your route in advance to minimise manual handling issues and to select a visible and safe route

Electrical

Ensure that the equipment is in sound condition and safe to use:

- Ensure that the equipment is fully charged before leaving for your meeting appointment, etc
- Visually inspect cable/lead before you use it at a new location
- Check lead/cables for bulges, crushed, cuts, splits, charring/burning marks and no inner (coloured, brown blue green/yellow) insulation or no exposed bare metal conductor visible
- Check condition of plug for cracked/broken casing and cable, bent pins and signs of burning/charring
- Ensure trailing cables are secure or covered with a cable protector
- Do not remove plugs or handle electrical equipment with damp/wet hands
- Do not tamper with or modify work equipment
- Remove any defective equipment from service and report to your manager

Personal Safety/Security

Ensure that risk assessments have been carried out and local arrangements introduced for security and personal safety:

- If travelling alone have a procedure to check “in” and “out” with your line manager
- When travelling to an unfamiliar location, call ahead and check the location of the building and its car parking arrangements
- Consider carrying clothing that will keep you warm and dry if you breakdown or need to walk to a telephone

- On arrival at unfamiliar locations, drive to the front entrance or hotel lobby. Unload your car at this point and, if appropriate, request assistance or an escort to the car park.
- Park in well-lit areas whenever possible and check the interior of your vehicle, especially the back seats, before entering.
- Try and avoid travelling with visible items which look expensive (e.g. handbags, briefcases, jewellery, cameras, computers, etc.).
- If you do get lost, use caution in asking for directions, e.g. call at a well-lit well-patronised service station. Drive to a suitable location and flash your lights/sound your horn to attract attention.
- If you see another driver in difficulty, drive to a safe location and report it by telephone as soon as possible.
- Never pick up hitchhikers.
- If you regularly travel alone by car, consider joining an established motor rescue organisation.
- Consider driving with all doors locked if local circumstances warrant it.

TABLETS, SMART PHONES AND OTHER HANDHELD DEVICES

Hand held devices allow you to undertake familiar desktop applications while on the move, but obviously they have small screens and keyboards. For these reasons they should not normally be used as your sole computing equipment and should not be used for periods of longer than an hour in any work period.

- Avoid using these devices for long periods (more than an hour continuously); take regular breaks; stretch and relax your fingers and hands often.
- Write short messages; be succinct, and use acceptable abbreviations. You may be able to program the software to autocorrect an abbreviation to the full word (e.g. 'bw' to 'best wishes'). Set up an auto-signature containing contact detail, to save typing them repeatedly.
- Keep the screen clean and free of finger marks to reduce visual fatigue.
- Investigate what changes you can make to the display size and colours, so that you can adjust it to suit your needs.
- Protect the device in a case, or select one where the screen is covered so that it doesn't get scratched and become more difficult to read.
- A separate keyboard may be helpful if you are using the device for a significant amount of data input.
- Try to keep your wrists straight and relaxed when holding and using the device

Devices with keyboard input

- Users often use the keyboard with one thumb, but repeated use of the thumb with the range of movement required can pose the risk of discomfort. To reduce this risk, alternate between your thumbs or, better still, try to use your fingers.
- If using it for a length of time, rest the device on a work surface so that the bases of your hands are supported. This will also allow you to use fingers from both hands rather than your thumb, however, make sure that you don't lean forward over the device in order to see the screen.

- If you cannot rest the device on a work surface, hold it so that your inputting hand is supported.
- If you find the keys are small for your fingers, you may find using the rubber end of a pencil is a good way of pressing the keys. This allows larger muscles to be involved with activating the keys, and they are better able to withstand repeated movements and force.
- Avoid pressing the keys too heavily, and don't grip the device with too much force. Muscle tension increases the risk of discomfort.
- Consider whether a larger, external keyboard may be useful for you.

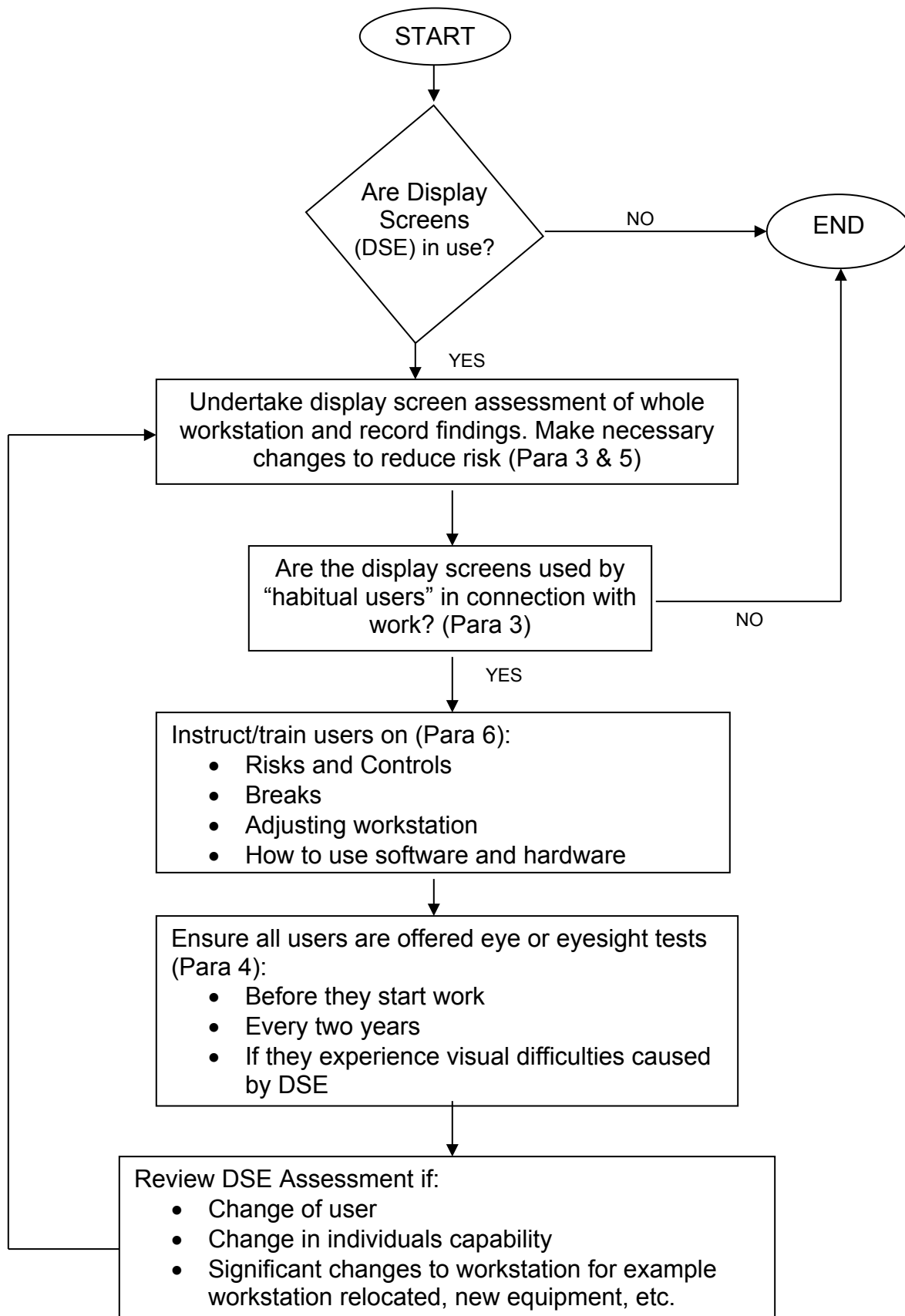
Touch Screens

Touch screens allow the user to interact with images on the display, and can be useful for navigating through software. This can be done using either the finger or a stylus.

Repeated or prolonged use of the fingers or stylus on a touch screen may cause discomfort, and there is potential for altered sensation on the finger-tips with prolonged use.

- Support the hand that is interacting with the screen (e.g. rest the hand on the base of the device), so that fine movements can be made by the finger.
- Investigate whether you can adjust the size of the icons or menus so that they are easier to select accurately.
- It can be useful to have a keyboard as an alternative to the touch screen, if using it for any length of time, or entering data.
- Configure the whole screen to accept stylus input, rather than just one small area; larger hand movements reduce the physical stress on the hand.
- Writing higher up the screen may allow your hand to be supported while writing if you are not able to rest the device on a work surface.
- Train the device to read your handwriting; if it expects input in particular format, take the time to learn these.
- Consider whether you find keyboard input (using the stylus on a display-based keyboard) better than writing for some tasks, and change between them as appropriate.

2. DISPLAY SCREEN EQUIPMENT ARRANGEMENT- FLOW CHART



3. Eye Exercises and Muscle Stretches

Eye Movements

- A. close eyes
- B. slowly and gently move eyes up to the ceiling, then slowly down to the floor
- C. repeat 3 times
- D. close eyes
- E. slowly and gently move eyes to the left, then slowly to the right
- F. repeat 3 times

Focus Change

- A. Look at an object a few inches away from the eye
- B. focus on the object
- C. focus far into the distance and then back to the object
- D. focus on something more than 8 feet away
- E. repeat 3 times

Cable Stretch

- A. while sitting with chin in, stomach in, shoulders relaxed, hands relaxed in lap, and feet flat on the floor, imagine a cable pulling the head upward
- B. hold for 3 seconds and relax
- C. repeat 3 times

Sidebend: Neck Stretch

- A. tilt head to one side (ear towards shoulder)
- B. hold for 15 seconds
- C. relax
- D. repeat 3 times on each side

Diagonal Neck Stretch

- A. turn head slightly and then look down as if looking in your pocket
- B. hold for 15 seconds
- C. relax
- D. repeat 3 times on each side



Shoulder Shrug

- A. slowly bring shoulders up to the ears and hold for approx 3 seconds
- B. rotate shoulders back and down
- C. repeat 10 times



Executive Stretch

- A. while sitting, lock hands behind head
- B. bring elbows back as far as possible
- C. inhale deeply while leaning back and stretching
- D. hold for 20 seconds
- E. exhale and relax
- F. repeat 1 time

Foot Rotation

- A. while sitting, slowly rotate each foot from the ankle
- B. rotate 3 times in one direction, then 3 times in the opposite direction
- C. relax
- D. repeat 1 time



Hand Shake

- A. while sitting, drop arms to the side
- B. shake hands downward gently
- C. repeat frequently

Wrist Stretch

- A. hold arm straight out in front of you
- B. pull the hand backwards with the other hand, then pull downward
- C. hold for 20 seconds
- D. relax
- E. repeat 3 times each



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Corporate Health and Safety Policy

PART C

ARRANGEMENTS

Section 22 – Working Remotely

CONTENTS

- 1.0 Introduction
- 2.0 The Legal Requirements
- 3.0 Responsibilities

Appendix A: Remote Working Toolkit

Document Tracker

Version	Reason for change	Date	Produced
V1	New Arrangement	2015	John Kempster
V2	Review	2018	Mike Koumi

1.0 INTRODUCTION

The development of information technology, the cost of business accommodation and individuals' needs to balance home life with work demands are key drivers for remote working.

Remote working patterns now provide opportunities for employees to:

- Home work
- Mobile work; including working at various desks and council locations as well as other premises

Home workers are employees who work at home, either occasionally or on a full time basis. This can be either following a formal request and agreement with the employee, or as a regular arrangement that has evolved through a less formal working agreement.

Mobile workers are employees who spend time working away from a single workplace such as from home, various council premises, visiting clients and other locations depending upon the business needs. These employees are normally provided with a portable device and remote access to the council's systems

This policy is designed to give guidance on the health, safety and wellbeing issues regarding remote working to managers and staff.

2.0 LEGAL REQUIREMENTS

Health and Safety legislation places duties on employers, employees and self-employed people. The Council has a duty to protect the health, safety and welfare of all its employees wherever they work. The law requires the employer to assess the risk of all work activities and then control any risk to protect them. This requires the line manager to ensure that suitable risk assessments have been undertaken for remote workers under their control.

For a home worker the assessment will be undertaken by the individual who has been identified as suitable for homeworking.

Mobile working assessments may be undertaken either by the manager or by the individual who has been identified as suitable for mobile working. For many premises owned by Barnet this may be simply linking to existing local and corporate risk assessments. Mobile working at other locations may involve gathering information from existing users or the landlord about risks associated with that particular premise in order to ensure staffs are adequately protected.

When members of staff are required to carry out any risk assessment the line manager must ensure that they have access to the necessary guidance and information to enable them to carry out an adequate assessment.

Further guidance on risk assessment is available Corporate Health and Safety Policy - Section 1, [Management of Health & Safety](#)

The self-assessment checklist in the toolkit at **Appendix 1** lists hazards that need to be assessed, for example heating, lighting, ventilation and electrical

equipment, and should be completed by staff and handed to their manager. The manager should then discuss any issues that arise from the assessment with the member of staff and ensure that action is taken to correct them before home and mobile working begins.

The toolkit also provides managers with some examples of risks and control measures that can be considered.

3.0 RESPONSIBILITIES

Directors are responsible for ensuring that adequate arrangements and resources are in place within their service to ensure the successful implementation of this policy.

Managers ensure that risk assessments are carried out and records kept of these as well as any safety checks and of the training that staff have received particularly involving mobile and home working.

Managers must ensure that remote workers are provided with equipment and support outlined in this policy. This policy should be read in conjunction with Corporate Health and Safety Arrangements; Section 15 - [Display Screen Equipment](#) and [Section 21 – Lone Working](#)

Employees are responsible for cooperating with their managers to ensure they work safely including following any instructions including those contained in this document, using equipment provided and reporting any issues to their manager.

REMOTE WORKING

TOOLKIT

PART:

1. Introduction
2. Display Screen Equipment
3. Electrical Equipment
4. Other Equipment
5. Fire Precautions
6. First Aid
7. Manual Handling
8. Accident and Incident Reporting
9. Violence at Work
10. Working Time
11. Stress
12. New and Expectant Mothers
13. Training and Competence

ATTACHMENTS:

1. Self-Assessment for Designated Home Workers
2. Risk Assessment Guidance for Managers

1 INTRODUCTION

Managers should discuss with the employee the work activities to be carried out and the proposed work environment. The discussion should include health and safety requirements and any self-assessment completed by the individual. Although unlikely, in some circumstances it may be necessary for the manager to visit the employee's home (only with the employee's agreement) or mobile work locations to advise on its suitability for use as a workplace. Once it has been determined that the location(s) is suitable as a workplace, the correct equipment needs to be provided.

2 DISPLAY SCREEN EQUIPMENT

A significant number of staff will use display screen equipment and information technology for their work activities. The council has a duty to provide equipment to a certain standard, enable assessment of workstations and provide information for users on the risks.

The amount of time spent working on computers dictates the equipment requirements and (together with other criteria laid down in the guidance to the regulations) whether the employee will be classified as a display screen 'user'.

Staffs that regularly use computer equipment (including tablet computers and lap-tops), for prolonged periods will need:

- A suitable desk with chair
- Monitor, mouse, keyboard, etc.
- Secure storage for sensitive information.
- Open storage for reference material e.g. binders
- A work surface suitable for equipment such as printers and faxes if they are necessary

Tablets, Laptops, Notebooks

Many employees will use a tablet, notebook or laptop PC's for work. Although these can be transported to various locations, their use may present certain hazards in addition to those presented by desktop computers.

- Lack of training
- Manual handling risks may occur when transporting the laptop/tablet, ancillaries and documents, etc. Some manual handling risks can be reduced for staff that walk or take public transport by providing them with rucksacks or small trolley cases instead of laptop cases; these will also provide additional security.
- Health problems may arise from prolonged use, periods of an hour or more continuous use, of tablets, laptops, etc. in places that are not workstations such as canteens, meeting rooms, at home, etc. This can lead to back-pain, neck-pain, eyestrain, arm and hand injuries.
- Personal attack, theft of laptops/tablet, risk of personal injury.

Where portable equipment is regularly used by a display screen user they should be regarded as covered by the regulations and managers must assess

and control risks in a similar way to a fixed workstation. This is explained below and in the [DSE Arrangement](#) of Corporate Health and Safety Policy.

Where Users “hot desk” (i.e. move from workstation to workstation) a single assessment is sufficient providing the equipment is the same and the workstation is set-up correctly i.e. the height of the chair and monitor, the position of the mouse and keyboard are adjusted to the comfort of the user.

Where laptops/tablets are to be regularly used for periods of 2 hours or more in any work period (morning, afternoon or evening) employees must have access to either a full size remote monitor and ancillaries or provided with a laptop stand with a remote keyboard and mouse. In some cases the best option will be a full docking station; again the assessment should identify the best option dependant on use. Even for short term use workstation layout should be discussed with the worker and advice and information given regarding safe use of laptops/tablets at work.

Further information on the safe use of tablets, notebooks and tablets can be found in the [DSE Arrangement](#) of the Corporate Health and Safety Policy

Small Handheld Devices - Personal Digital Assistant (PDA), Smart Phones, etc.

Hand held devices allow you to undertake familiar desktop applications while on the move, such as emails that require a short response, and for management of your documents, diary, address book and other business-related issues. This type of equipment has small screens and keyboards and for these reasons should not normally be used as your sole computing equipment and certainly should not be used for periods of an hour or more continuous use.

For further guidance on the use of hand held devices to Corporate Health, Safety and Welfare Arrangements Section 15 [Display Screen Equipment](#)

Workstations

All workstation equipment including chairs and desks must meet the minimum European Standard for Display Screen Equipment furniture. Further information on workstations and their assessment and adjustments can be found in the Corporate Health and Safety Policy - Section 15 [Display Screen Equipment](#)

The line manager is responsible for ensuring that this equipment is available to staff wherever they work if they are to use DSE for periods of more than 2 hours continuous use. For homeworkers, they may already have equipment that meet these minimum standards but if not it must be provided by the manager before homeworking can commence. For mobile workers the equipment may exist at the location. In some circumstances this may be provided by the council or by the building user/landlord. Where it is not available the manager will need to decide if the equipment needs to be provided.

If council employees are involved in transporting equipment, manual handling assessments need to be undertaken.

Where occasional or brief use of lap-tops, tablets and/or computer equipment is involved at home or other locations it is acceptable for the worker to use normal furniture so long as they can achieve a comfortable position.

The Display Screen User

Wherever the workstation, the employee must take regular breaks away from the screen and workstation (a break of ten minutes every sixty minutes is recommended although more regular breaks of two to three minutes every 15 minutes is probably more effective) to help reduce tiredness and prevent pains in the hands, wrists, arms, neck, shoulders, or back. Staff should be fully competent in the use of the equipment, the furniture and the software to ensure that they can use the workstation safely and comfortably.

Remote workers including home workers are entitled to eye examinations and eye tests from their employer if they are identified as DSE 'users'.

It is advisable to provide basic advice and information on ergonomics (designing the job, equipment, and workplace to fit the worker) and help the employee decide on how to make best use of the available space and equipment.

3 ELECTRICAL EQUIPMENT

If remote workers use electrical equipment provided by the council, the council is responsible for its maintenance. Electrical sockets and other parts of the home workers domestic electrical system are the employee's responsibility. At other premises, where council staff work, the landlord of the premises is responsible for maintaining the fixed electrical system.

Listed below are simple steps that staff can take to prevent harm or injury to themselves, or other people, when using electrical equipment.

Ensure electrical equipment is turned off before it is checked:

- check that plugs are not damaged
- check that the outer covering of the cable or wire is gripped where it enters the plugs or equipment
- check that the outer cover of the equipment is not damaged, for example look for loose parts or screws
- check leads, wires or cables for damage to the outer covering
- check for burn marks or staining that suggests overheating
- ensure defective electrical equipment is immediately taken out of use repaired by a competent person
- check that there are no trailing wires, if there are, tuck them out of the way, for example under a desk or table, to prevent accidents.

Just looking for any damage to the electrical equipment can identify many of the faults that can cause harm. It is advisable for managers to ensure the provision of basic advice on the above.

Managers should record the test date of any portable electrical tested (PAT) equipment (owned by the council)

If sharing equipment supplied by another employer staff should still carry out the above visual checks.

4 OTHER EQUIPMENT

The employee may be provided with other office equipment to use at home for the work required. Where necessary, employees should be advised on the safe storage, positioning and security of the equipment to prevent accidents to the employee, members of their family, visitors and work colleagues. In addition all equipment/furniture provided for use by the employee should be in a safe and stable condition, any faults with any council owned equipment should be reported immediately to the line manager.

Periodic inspections by the employee should be carried out to ensure that the equipment is in good condition and fit for purpose.

Any council equipment placed in the employee's home should be listed on an inventory.

5 FIRE PRECAUTIONS

Fire legislation requires a fire risk assessment to be carried out for all workplaces; at present this specifically excludes domestic premises. This is very much a grey area so in the absence of case law, it is recommended that managers consider fire precautions when carrying out the initial risk assessment of the home for use as a workplace. Appendix A contains information about this. The Health and Safety team can be contacted for further advice if required.

For other workplaces the building user and/or premise manager will have completed a fire risk assessment. The employee must become familiar with any control measures particularly regarding emergency and evacuation procedures. The employee must cooperate with other staff and building owner in order to fulfil legal obligations.

For employee's that require assistance to evacuate the premises in an emergency an individual risk assessment or Personal Emergency Evacuation Plan (PEEP) needs to be completed with their manager.

6 FIRST AID

Under the First-Aid Regulations, employers need to ensure that they supply appropriate First-Aid provisions for staff. The exact provisions depend on the nature of the work activity, the risk involved, number of staff and distance from a hospital. Managers will need to perform risk assessments based on the situation at hand and provide relevant First Aid facilities as required.

Homeworking will be low risk and will not require a first aid kit, for other settings a First Aid kit and, where applicable, room should already be provided. In addition, the manager should confirm that the mobile worker(s) has easy access to a phone to summon medical or emergency assistance if needed.

7 MANUAL HANDLING

The lifting and handling of loads can cause serious injury, particularly to the back. The list below highlights some activities that may increase the risk:

- handling loads that are heavy, bulky, difficult to grasp, unstable, hot or sharp
- awkward lifting, reaching or handling
- pushing or pulling
- repetitive handling that does not allow enough rest time between loads
- twisting and stooping

If possible, the need for manual handling should be avoided by using mechanical devices e.g. trolleys. If however, staff must handle goods as part of their work, managers are responsible for assessing and reducing the risks. Managers should refer to the Manual Handling Arrangements and provide employees with any relevant information and training (see Corporate Health and Safety Policy Section 12 [Manual Handling](#)).

8 ACCIDENT AND INCIDENT REPORTING

The same reporting procedures for office-based staff also cover mobile and home workers. Therefore, the same duties are placed upon employers to report and keep a record of certain accidents, injuries, diseases or dangerous occurrences arising from work-related activities. This involves ensuring that home and mobile workers report any accidents/incidents to their manager (see Corporate Health and Safety Policy Section 4 [Accident & Incident Reporting](#)).

9 VIOLENCE AT WORK

It is strongly recommended that home workers do not hold meetings in their own home with members of the public, contractors or sales representatives. Where possible all meetings should be held in council premises, another workplace or a public place. In some instances meetings with colleagues may be necessary, these may only be arranged at home so long as the employee is happy with the arrangement. For mobile workers it is recommended that where practical meetings with members of the public, clients, contractors, sales representatives, etc. are held in council premises, another workplace or a public place.

Consideration should be given to issues of personal safety involved with lone working.

Any incident of perceived violence or harassment should be reported to the line manager in accordance with the Corporate Policy.

Reference should be made to the Corporate Health and Safety and Policy - Section 9 - [Violence at Work](#) and Section 21 [Lone Working](#).

10 WORKING TIME

Whilst working flexibly, it may be possible that some staff will work excessive hours. It is recommended that issues regarding working time are discussed with the employee prior to the commencement of mobile and home working.

11 STRESS

Many employees will enjoy the experience of working at other locations or at home, and the ability to work with minimal distractions in a comfortable and quiet environment. Some, however, may feel isolated and unhappy after a period of working alone due to limited social contact. It is important for the wellbeing of the remote worker that they are considered as part of the organisation, and not as a separate isolated worker. Including remote workers in social events can help address these issues, as does showing them how their task fits into the overall processes of Barnet.

Isolation is a potential hazard that can affect the health of staff. It is possible to lessen this influence by creating active social networks for the mobile and home workers, as well as building 'face time' into working practices. This may be achieved by ensuring contact time with remote workers by requiring that they work on site for one day a week, or that they have weekly telephone meetings with other mobile/home workers.

Line managers should also try to have regular face to face contact with the employee so that they feel part of the organisation. It is good practice to organise monthly office team meetings involving the home and mobile workers.

Because of the self-discipline required to work without direct supervision, and the lack of social contact, not all people are suited to mobile and home working. Where possible, selection criteria for mobile and home workers should address such issues. Some organisations only allow employees to become mobile and home workers once they have worked on site for a defined period of time, and developed a relationship with line management that allows intuitive judgements to inform decisions about suitability.

Further information on Stress can be found in the Corporate Health, safety and Welfare policy.

12 NEW AND EXPECTANT MOTHERS

An additional risk assessment will be needed if a mobile or home worker becomes pregnant. Reference should be made to the Corporate Policy Arrangement Section 1 - Management of Health and Safety and [HSE website](#).

13 TRAINING AND COMPETENCE

Competence assumes a greater level of importance for home and mobile workers as they are away from the direct supervision, instruction and sight of their manager and colleagues.

If a person is competent to work safely in an office, then it is unlikely that they will need any extra training or instruction to work safely at home or elsewhere.

Training should be provided for the home and mobile worker and should include the basic principles of correct display screen equipment use (including

ergonomics), manual handling (if applicable), electrical safety, fire safety, accident reporting and the basic knowledge of hazard spotting and developing measures to prevent accidents.

Health and safety training for managers will include their responsibilities regarding home and mobile workers. Individual managers will be responsible for ensuring that home and mobile workers are provided with sufficient information instruction and training to carry out their work in a work environment

SELF-ASSESSMENT FOR DESIGNATED HOME WORKERS**Risk Assessment guidance**

This checklist is designed to identify the risks to designated home workers.

To enable correct identification of risks and precautions to reduce them, it is vital that the assessment is completed honestly.

You should complete the checklist using the markings indicated below.

According to the degree of hazard identified adequate action to remove or control the risks must be introduced.

The Management Process

Managers should discuss this Risk Assessment with the worker and introduce measures to control any risks identified. The assessment and controls should be reviewed at least once in a 12-month period. In cases where employee has a disability or medical condition which affects their ability to carry out their job safely, this should be done at least once in 6 months to ensure their safety

<p>The questions have been designed so that if the response is 'no' to any question, further action is needed, and a more detailed risk assessment may need to be carried out. Name of employee:</p> <p>Job Title:</p> <p>Contracted Work Hours:</p> <p>Telephone Number:</p> <p>Email:</p> <p>Address where mobile/home work is to be carried out:</p>	<p>Line manager name:</p> <p>Telephone No.</p> <p>Email :</p>			
<p><u>Worker:</u></p> <p>Description of work task(s). Include any work equipment that will be used:</p>	<p><u>Manager:</u></p> <p>Confirmation of home working tasks. Include any work equipment that will be used.</p>			
		Yes	No	N/A

SPACE				
	Is your work area a separate room/building at the working address?			
	Is there sufficient space in the work area you are currently/ proposing to use for working, with enough storage?			
	If your work area is a loft or basement is it accessed by a fixed stair way?			
FLOORS		Yes	No	
	Are the floors/floor coverings in the area where your workstation is located, and the access routes to it, sound and free from tripping hazards such as rips, tears, holes, trailing wires/cables, stored materials etc.?			
LIGHTING		Yes	No	
	Is there adequate lighting for all your workstation / work area tasks?			
	Is your access route to your work area sufficiently well lit to enable you to see any potential slipping or tripping hazards?			
	Have you got task lighting such as a desk lamp if required?			
VENTILATION		Yes	No	N/A
	Do you have windows in the work area that open to allow adequate fresh air and ventilation?			
TEMPERATURE		Yes	No	N/A
	Can the temperature be maintained at a comfortable level? <i>NB - Generally speaking, people undertaking sedentary type work feel most comfortable in the temperature range 18 – 25°C.</i>			
EQUIPMENT		Yes	No	N/A

	Is any non-electrical equipment you may use in a state of good repair and is it secure and stable (e.g. shelves, cupboards, cabinets)?			
FIRE RISK		Yes	No	N/A
	Have you considered a safe way out in case of fire?			
	Is there a smoke alarm?			
ELECTRICAL EQUIPMENT		Yes	No	N/A
	If you have installed your own DSE equipment, have you followed the manufacturer's instructions regarding assembly and connection of equipment?			
	Are any wires or cables safely tucked out of the way, for example, under a desk or table to prevent tripping accidents?			
	Are electrical leads/connections free from obvious signs of damage and/or wear?			
	Are there sufficient plug sockets to accommodate all leads without the need for adaptors?			
	Has your service provided any electrical equipment for working purposes?			
	If 'yes' above, have you been told about the arrangements for inspection and testing?			
HANDLING LOADS		Yes	No	N/A
	If there any significant manual handling risks, has a risk assessment been carried out?			

SUBSTANCES HAZARDOUS TO HEALTH		Yes	No	N/A
	<p>Has a COSHH assessment been carried out on any products or substances in relation to your working task that may be hazardous to your health?</p> <p><i>NB - These are usually indicated by a symbol on a yellow/orange background</i></p>			
VISITORS / CHILDREN		Yes	No	N/A
	Is your working area segregated from more general areas where other people may circulate or congregate?			
	Do you have an effective strategy for separating young children from your work area whilst you are working?			
REPORTING ACCIDENTS AND INJURIES		Yes	No	N/A
	Do you know the procedure for reporting accidents that arise out of or in connection with your working task?			
COMMUNICATION		Yes	No	N/A
	Are you able to contact your line manager or colleagues easily and quickly in the event of problems or queries arising from your working task?			
	Is your address included on the circulation list for information bulletins / newsletters etc.?			
	Does the nature of your working task enable you to keep in touch with the office e.g. through personal visits?			
	Has your line manager discussed with you the problems and pitfalls of home working, as well as the advantages			

	If you work alone has a risk assessment been carried out and tracking procedures introduced?			
	Have you agreed with your line manager arrangements for contacting emergency services particularly if lone working?			
PERSONAL SAFETY AND SECURITY		Yes	No	N/A
	Are you happy that your personal safety and security are protected adequately?			
DISPLAY SCREEN EQUIPMENT (DSE)		Yes	No	N/A
	Do you use fixed display screen or laptop/tablet computer for the bulk of your working task? <i>NB – Laptops/tablets are not suitable for use exceeding 1 hour continuous use.</i>			
	Have you been designated as a DSE (display screen equipment) user by your line manager, if so you need to carry out a DSE self- assessment? <i>NB - A user is defined as someone who habitually uses, or is to use, the equipment as a significant part of their normal work i.e. exceeding 1 hour continuous use</i>			
	If you have been designated as a DSE user have you carried out a DSE Risk Assessment? (Discuss with your line manager).			
	If you have been designated as a DSE user, have you been made aware of your entitlements to free eye and eyesight tests and a contribution towards the cost of a basic pair of glasses for use with display screen work if required			
	Have you been made aware of the procedure for obtaining your entitlement to the above?			
	Have you completed the on-line DFSE course?			
HEALTH		Yes	No	N/A

	If you experience recurrent discomfort or pain in the neck, back, arms, or hands, or eye strain or headaches, have you been advised to draw these to the attention of your line manager?			
--	--	--	--	--

To be completed by individual

Signed _____ Date _____

To be completed by the employee's line manager.

I have checked the responses to this hazard checklist. The following action(s) will need to be taken to reduce/eliminate any identified risks and/or comply with health and safety legislation

Signed _____ Date _____

Copy to be discussed and given to the employee. Original to be retained by line manager.

Review date:

Note: Assessments should be reviewed when there is reason to believe that they are no longer valid, for example, a change in location, room layout, or if the employee experiences a problem with the existing setup

GENERIC RISK ASSESSMENT GUIDANCE FOR MANAGERS

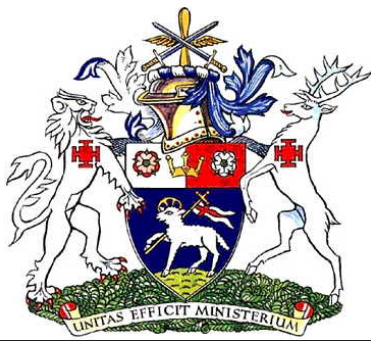
HOME and MOBILE WORKING

Potential Hazards	Control Measures	
	Home Working	Mobile Working
Equipment, furniture, books, files, papers creating trip/slip/fall hazards	Manager to discuss all aspects of home working arrangements with employee (whether full-time or occasional). Refer to HR Policies "Remote Working" and "Home Working". Any necessary equipment will be provided by LBB	Make safe. Remove items that cause potential slip, trips or falls. Report hazardous/defective equipment and materials to Manager and/or Premise Controller
Collision with furniture/equipment	Consider any potential hazards in existence in the home, e.g. location of heat sources, condition of electrical installations, children, elderly relatives, animals, own furniture. Ensure access routes are clear.	Ensure access routes are clear.
Condition of furniture and equipment. Danger of collapse and contact injuries.	Manager ensures furniture and equipment is correct for the job to be done. LBB is responsible for maintenance of equipment that it owns. Employee receives information and training on how to use safely. Employee periodically carries out inspections to ensure equipment kept in good condition and records maintained. If equipment is unsafe or defective employee remove from use and report immediately to Manager.	Make safe. Remove items or prevent from use. Report hazardous/defective equipment and materials to Manager and/or Premise Manager
Electrical hazards - use of electrical equipment.	LBB is responsible for maintenance of equipment that it owns and that PAT testing carried out on LBB electrical equipment where required. Employee ensures: <ul style="list-style-type: none"> • electrical items are turned off before checking, servicing or repair; • plugs are correctly wired, fused, not damaged and maintained; • outer covering of cable or wire is gripped as it enters the plug and is free from damage; • cover of equipment is not damage e.g. missing of parts, screws, insulating tape or adhesive • no evidence of burning marks/staining that 	Legal requirement that PAT test is carried out on certain work electrical equipment. Check that certificate is valid. LBB is responsible for maintenance and PAT testing of equipment that it owns. For non-LBB electrical equipment and premises it is the responsibility of building user/owner. Employee ensures: <ul style="list-style-type: none"> • electrical items are turned off before checking, servicing or repair; • plugs are correctly wired, fused, not damaged and maintained; • outer covering of cable or wire is gripped as it enters the plug and is free from damaged;

	<ul style="list-style-type: none"> suggests overheating or arcing reports any defects that could cause injury or harm 	<ul style="list-style-type: none"> cover of equipment is not damage e.g. missing of parts, screws, insulating tape or adhesive no evidence of burning marks/staining that suggests overheating or arcing reports any defects that could cause injury or harm
Trailing cables from equipment e.g. electric, telephone, printer cable etc.	Employee removes trailing cables or leads. Tuck cables out of the way, secure down use cable ties or covers.	Employee removes trailing cables or leads. Tuck cables out of the way, secure down use cable ties or covers.
Fire from maintained electrical equipment	Electrical Equipment provided by LBB is suitable and maintained. Employee to follow control measure detailed under electric hazards.	Electrical Equipment provided by LBB is suitable and maintained. Combustible and flammable materials stored away from ignition sources and hot surfaces. Employee to follow control measure detailed under electric hazards.
Storage of combustible items, i.e. paper too close to ignition and heat sources	Employee to ensure combustible items e.g. paper, cardboard, wood, plastic is not stored adjacent to or on heat sources e.g. heater, computer, radiator etc.	Employee to ensure combustible items e.g. paper, cardboard, wood, plastic is not stored adjacent to or on heat sources e.g. heater, computer, radiator etc. Report any such occurrence to local Management and Premise Manager.
Upper body injuries e.g. shoulder, neck, back etc. from unsuitable furniture and positioning of workstations	Employee carries out a Display Screen Equipment Assessment (see Corporate Health, Safety, and Welfare Arrangements Section 15 Display Screen Equipment). Employees using a laptop/tablet have a separate keyboard and height of monitor adjusted to be in-line with the eye of the user whilst seated. Eye test and examinations available to staff on request via HR. Employee adjusts workstation to a comfortable position and takes regular breaks to prevent tiredness, stretch muscles and increase blood circulation.	Employee carries out a Display Screen Equipment Assessment (see Corporate Health, Safety, and Welfare Arrangements Section 15 Display Screen Equipment). Maintain records. Employees using a laptop/tablet in excess of 1 hour to have a separate keyboard and height of monitor adjusted to be in-line with the eye of the user whilst seated. Eye test and examinations available to staff on request via HR. Employee using different work stations at part of their work activities to adjust workstation to a comfortable position and take regular breaks to prevent tiredness, stretch muscles and increase blood circulation.
Physical or verbal assault	Employee to report incidences of physical and verbal assault to Manager and on reporting system. Manager carry out a lone working and violence at work risk assessment (see Corporate Health and	Employee to report incidences of physical and verbal assault to Manager and on reporting system. Manager carries out a lone working and violence at work risk assessment (see Corporate Health, Safety,

	Safety Policy Section 9 Violence at Work)	and Welfare Arrangements Section 9 Violence at Work).
Manual handling	Employee identifies manual handling hazards and manager carries out risk assessment and control measures introduced to reduce risk. Where possible manual handling avoided and appropriate training course and/or lifting aid or another person identified.	Employee identifies manual handling hazards and manager carries out risk assessment and control measures introduced to reduce risk. Where possible manual handling avoided and appropriate training course and/or lifting aid or another person identified.
Security	Valuable equipment not stored or left in employee's car. Work equipment insured for use in home and car. Avoid carrying and storing cash, cheques, credit cards or tokens. Avoid inviting strangers or people you have not met to your home (see Corporate Health and Safety Policy Section 9 Violence at Work)	Review building security risk assessment and existing premises control measures. This should include lone working and violence at work risk assessment (see Corporate Health and Safety Policy Section 9 Violence at Work). Are they adequate? If risks identified are not adequate additional control measures need to be implemented.
Employees working excessive hours.	Employee discuss with Manager their work load and agree solutions to change the job to reduce the level of hours worked	Employee discuss with Manager their work load and agree solutions to change the job to reduce the level of hours worked
Stress	Employee notifies LBB. Referral to EAP or Occupational Health. Provide support to colleagues experiencing stress. Talk to your GP. Discuss with your manger what changes could be made to make your job less stressful. Agree Action plan with Manager/LBB what, how, where and when these changes will be implemented (See Corporate Health and Safety Policy Section 23 Preventing Work Related Stress.)	Employee notifies LBB. Referral to EAP or Occupational Health. Provide support to colleagues experiencing stress. Talk to your GP. Discuss with your manger what changes could be made to make your job less stressful. Agree Action plan with Manager/LBB what, how, where and when these changes will be implemented (See Corporate Health and Safety Policy Section 23 Preventing Work Related Stress.)
Isolation	Regular face to face contact between Manager and homeworker; Provide same information and support for Homeworkers as on-site workers, including information on social events; Facilitate communication with other Homeworkers and on-site workers; Homeworkers should take regular breaks.	Regular face to face contact between Manager and mobile worker; Provide same information and support for mobile workers as on-site workers, including information on social events; Facilitate communication with other home & mobile workers and on-site workers; Mobile workers should take regular breaks.

Emergency Procedure e.g. fire, flood, explosion, loss of power, snow	Home working risk assessment carried out by employee and reviewed by manager. Employee to plan a means of escape in an emergency e.g. fire, flood, explosion, loss of power and what to do in the event of illness or injury	Building users and/or Premise Manager will have completed a risk assessment. Employee to become familiar with the control measures particularly with regard to evacuation procedures. Employee to cooperate with other staff and building owner.
First Aid	First aid risk assessment undertaken by Manager to ascertain level of first aid provision required. (see Corporate Health and Safety Policy Section 5 First Aid)	For LBB premises arrangement should be in place to summon a first aid. Employee to familiarise themselves with procedure. For non-LBB locations, First aid risk assessment to be undertaken by Manager to ascertain level of first aid provision required (see Corporate Health and Safety Policy Section 5 First Aid)
Accidents, Near Miss, Dangerous Occurrence	Report on LBB Reporting system, see Corporate Health and Safety Policy Section 4 Accident Incident Reporting	Report on LBB Reporting system, see Corporate Health and Safety Policy Section 4 Accident Incident Reporting
Special Requirement	This applies to Young Persons, New/Expectant Mother and individuals with special needs. The home working risk assessment will identify any additional risk associated with this employee and appropriate control measure implemented.	This applies to Young Persons, New/Expectant Mother and individuals with special needs. A risk assessment is required to identify any additional risk associated with this employee and appropriate control measure implemented.



General Functions Committee
19 March 2018

Title	Bi-Annual Health and Safety Report
Report of	Mike Koumi - Head of Safety, Health and Wellbeing
Wards	None
Status	Public
Urgent	No
Key	No
Enclosures	Appendix 1 – Health and Safety Report
Officer Contact Details	Mike Koumi michael.koumi@barnet.gov.uk 020 8359 7960

Summary

This report provides information on the council’s health and safety performance for the period 1 April to 31 September 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

- 1. 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 first 6-month period of 2017/18, 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 previous 6-month period but a significant reduction compared to the same period last year (2016/17). The majority of employee work related incidents accidents were as a result of verbal assaults, contact with objects or slips and trips. Verbal assaults most commonly occurred in the Family Services DU, within social work teams. There has been no increase in RIDDOR notifiable reports over the previous 6 months. 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 Several audits were undertaken in this reporting period the focus remaining monitoring of construction/maintenance activities. In addition to this 17 H&S audits were undertaken over the period across DU's and community schools with an average audit score of 80% for council services and 85% for schools. A score of 80% or above is recognised as providing assurance that good H&S management systems are in place. The council's aim is to achieve scores of over 90% which would demonstrate excellence.
- 1.7 A total of 112 mandatory H&S training modules were completed over 6-month period. This equates to over 40 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 [Article 7 – Committees, Forums, Working Groups and Partnerships](#), 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 Corporate Parenting

5.7.1 This report has no direct or indirect impact on children in care

5.8 Consultation and Engagement

5.8.1 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

1st and 2nd Quarters; April – September 2017

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2.0	Executive Summary	7.0	Family Services
3.0	Interventions	7.1	Significant RIDDOR details
4.0	Corporate Accident/Incidents	7.2	Identified Trends
4.1	Previous Quarterly Statistics (Employees Only)	8.0	Commissioning Group
4.2	Accident/Incidents Statistics Overall (Employees Only)	8.1	Significant RIDDOR details
4.3	Average Audit Score	8.2	Identified Trends
5.0	Adults and Communities	9.0	StreetScene
5.1	Significant RIDDOR details	9.1	Significant RIDDOR details
5.2	Identified Trends	9.2	Identified Trends
6.0	Assurance	10.0	Schools
6.1	Significant RIDDOR details	10.1	Significant RIDDOR details
6.2	Identified Trends	10.2	Trend Commentary

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 Safety Health and Wellbeing (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 previous 6-month period and a significant reduction compared to the same period last year (2016/17). The majority of employee work related incidents accidents were as a result of verbal assaults, contact with objects or slips and trips. Verbal assaults most commonly occurred in the Family Services DU, within social work teams. There has been no increase in RIDDOR notifiable reports over the previous 6 months. The RIDDOR 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.
- 2.2 **Training** – 112 mandatory H&S training eLearning courses have been completed within this period, the most popular being DSE, Fire Safety and Risk Assessment. There were also 2 workshops held on managing H&S in premises with 20 staff attending.
- 2.3 **Audits** – Several audits were undertaken in this reporting period the focus remaining monitoring of construction/maintenance activities. In addition to this 17 H&S audits were undertaken over the period across DU's and community schools with an average audit score of 80% for council services and 85% for schools. A score of 80% and above 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		Q3 16/17	Q4 16/17	Q1 17/18	Q2 17/18
	Incidents	AIR	Incidents	Incidents	Incidents	Incidents
RIDDOR Incident	9	5.7	4	1	3	1
Non-notifiable Incidents	50	31.9	12	16	12	10
Physical assault	6	3.8	0	0	1	5
Verbal Assault	27	17.2	11	9	5	2

Top 3 Incident type	Number of incidents
Slip trip, fall on same level	7
Verbal assault	7
Contact with object	4

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.

Annual Figures	Total	Adults & Communities	Assurance	Family Services	Commissioning	Streetscene
Open Incidents	42	0	0	30	0	12
Pending Incidents	6	1	0	2	0	3
Closed Incidents	656	55	9	268	4	320

4.3 Types of audit and overall audit statistics

Full	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.
Assurance	These audits are undertaken for third party contractors who are providing a service to London Borough of Barnet. This audit is to ensure that contactors are providing a suitable and competent service and are carried out on contractors working for Delivery Units.
Management	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.
Priority	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
Audit Scores	75%	-	84%	86%	81%	85%

5.0 ADULTS & COMMUNITIES ACCIDENT/INCIDENTS

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

5.2 **Trend commentary** – a total of 8 Non – notifiable incidents were reported, which is a decrease from the same period last year.

	Total Q1/2 16/17		Q1/2 17/18	
		AIR		AIR
RIDDOR Incidents	0	0.0	0	0.0
Non-notifiable Incidents	11	40.4	8	29.1
Physical Assault	0	0.0	0	0.0
Verbal Assault	0	0.0	0	0.0

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.

7.0 FAMILY SERVICES ACCIDENT/INCIDENTS

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

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

	Total Q1/2 16/17		EMPLOYEE Total Q124 17/18	
		AIR		AIR
RIDDOR Incidents	0	0.0	0	0.0
Non-notifiable Incidents	0	0.0	1	1.6
Physical Assault	4	6.6	2	3.3
Verbal Assault	30	46	6	10

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

9.0 STREETSCENE ACCIDENT/INCIDENTS

9.1 **Significant RIDDOR details** – There were 5 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. All 5 of the incidents were due to lifting and moving activities

9.2 **Trend commentary** – there has been a significant 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 contact with objects or slips and trips

	Total Q1/2 16/17		Total Q1/2 17/18	
		AIR		EMPLOYEE AIR
RIDDOR Incidents	0	0.0	5	10.5
Non-notifiable Incidents	23	45.2	7	17.7
Physical Assault	4	8.4	4	8.4
Verbal Assault	4	8.4	1	2.1

10.0 SCHOOLS

10.1 **Significant RIDDOR details:** There were no RIDDOR reportable incidents for employees and there were 2 for pupils.

The injuries to pupils were related to tripping in the playground. 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 0 non-notifiable incidents reported by employees, this is a minor decrease compared to the same period last year where 2 were reported. There has been an increase in non-notifiable incidents and physical assaults reported. This

may be due to a “report it” campaign launched in schools to encourage reporting of minor incidents to staff and pupils. The trend will be monitored by the H&S team. The physical assaults are all in special schools with minor or no injury sustained

Non-Employees – there has been a significant decrease in the number of RIDDOR reports compared to the same period last year. These incidents refer to pupils taken directly to hospital due to incidents at school, many of these are precautionary due to head injuries and falls. There is an increase in minor incidents and assaults 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 and staff. The trend will be monitored by the H&S team.

EMPLOYEES	Total Q1/2 16/17	Total Q1/2 17/18	PUPILS	Total Q1/2 16/17	Total Q1/2 17/18
RIDDOR Incidents	2	0	RIDDOR Incidents	10	2
Non-notifiable Incidents	4	10	Non-notifiable Incidents	30	43
Physical Assault	2	10	Physical Assault	4	6
Verbal Assault	6	0	Verbal Assault	3	0

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	AGENDA ITEM 10
	<h2>General Functions Committee</h2> <h3>19 March 2018</h3>
Title	Nomination of Local Authority Representatives on School Governing Bodies
Report of	Head of Governance
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A - List of LA Vacancies on School Governing Bodies
Officer Contact Details	Andrew Charlwood, Head of Governance andrew.charlwood@barnet.gov.uk 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 [Article 7](#) of the Council's constitution which states that a function of the Committee is: "Nominating local authority representatives to School Governing bodies."

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

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

4.3.3 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.

5.4.3 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.

5.4.4 An individual eligible to be a staff governor at the school may not be appointed as a local authority governor.

5.5 Risk Management

5.5.1 None in the context of this report.

5.6 Equalities and Diversity

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

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

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

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.

5.6.1 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.

5.6.2 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

5.7.1 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:
[Governance handbook 2017](#)

GENERAL FUNCTIONS COMMITTEE – 19 March 2018

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	Anne Clarke			

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				

APPENDIX A

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

CHBP SCHOOL FEDERATION (formerly Brunswick Park and Church Hill School)					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
N/A – Newly federated governing body			Cllr Lisa Rutter		

CHILDS HILL PRIMARY SCHOOL – NW2 1SL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Michael Angel Resigned October 2016	Vacancy				

EDGEWARE PRIMARY SCHOOL – HA8 9AB					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Dr Aruna Ajitsaria Resigned	Vacancy				

FRITH MANOR PRIMARY SCHOOL – N12 7BN					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Richard Logue Expired 19 January 2018	Vacancy				Richard Logue

FOULDS PRIMARY SCHOOL – EN5 4NR					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr David Longstaff Expires 23 March 2018	Vacancy		Cllr David Longstaff		

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

APPENDIX A

GARDEN SUBURB INFANT AND JUNIOR SCHOOL – NW11 6XU					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Jane Harris Expires 9 April 2018	Vacancy				Jane Harris

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

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

JEWISH COMMUNITY SECONDARY SCHOOL (JCOSS) – EN4 9GE					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Robert Rams Resigned 16 January 2018	Vacancy	Judith Fusiskin			

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

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

MOSS HALL JUNIOR SCHOOL – N3 1NR					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Aneka Grover Resigned 7 January 2018	Vacancy*	Holly Kal Weiss			

*The school are seeking someone with a legal background

QUEENSWELL JUNIOR SCHOOL					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cynthia Lake Resigning at end of term - 4 July 2018	Vacancy	Jillian Trevethan			

ST AGNES' CATHOLIC PRIMARY SCHOOL – NW2 1RG					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Councillor Jack Cohen Expired 7 March 2018	Vacancy			Councillor Jack Cohen	

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

ST MARY & ST JOHNS – NW4					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Cllr Mark Shooter Resigned 22 September 2016	Vacancy	Fred Groom			


APPENDIX A

SUNNYFIELDS SCHOOL – NW4 4JH					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Alan Maund (C) Resigned October 2016	Vacancy	Humyune Khalick			

WHITINGS HILL PRIMARY SCHOOL – EN5 2QY					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Judy Copping Joyce 19 February 2018	Vacancy				Janina Aitkin

WREN ACADEMY – N12 9HB					
Current Representative & Period of Appointment	Status	Nominations			
		Labour	Conservative	Liberal Democrat	Governor Support
Mr Chris Kiernan Resigned 13 October 2017	Vacancy				Fran Hargrove

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	AGENDA ITEM 11
	<h2>General Functions Committee</h2> <h3>19 March 2018</h3>
Title	Appointment to Outside Bodies
Report of	Head of Governance
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A - List of Vacancies on Outside Bodies
Officer Contact Details	Andrew Charlwood, Head of Governance andrew.charlwood@barnet.gov.uk 020 8359 2014

Summary
The Committee is asked to appoint representatives in respect of vacancies on the outside body listed in Appendix A.

Recommendation
That the Committee appoints representatives in respect of local authority vacancies on the outside bodies listed in Appendix A.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Committee has a responsibility to appoint to vacancies in respect of local authority representatives on outside bodies. This assists each outside body to be fully constituted and operate an efficient and effective manner.

2. REASONS FOR RECOMMENDATION

- 2.1 The General Functions Committee (or Full Council where an urgent decision is required) appoints candidates vacancies on outside bodies.

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 outside body of the appointment made.

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 outside 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 outside bodies is attributed to the General Functions Committee in accordance with [Article 7](#) of the Council's constitution which states that a function of the Committee is: "Appointing representatives on outside bodies".

5.5 Risk Management

5.5.1 None in the context of this report.

5.6 **Equalities and Diversity**

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.

5.6.1 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.

5.6.2 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**

5.7.1 Not applicable.

5.8 **Insight**

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

6. **BACKGROUND PAPERS**

6.1 None.

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APPENDIX A

List of Vacancies on Outside Bodies – 19 March 2018

General Functions Committee is asked to make appointments to fill the vacancies shown shaded grey.

Outside Body	Current Representative	Status	Nominations*			
			Labour	Conservative	Liberal Democrat	Outside Body recommendation
Nicholl & Daniel Homes Charity	Councillor Sury Khatri 24/05/2016 to 23/05/2020	Current				
	Councillor Tom Davey 24/05/2016 to 05/03/2018	Resigned				Denise McLoughlin
	Councillor John Hart 24/05/2016 to 23/05/2020	Current				
	Mr Fabio Seccatorie 29/06/16 to 28/6/2020	Current				
	Councillor Sachin Rajput 02/06/14 to 01/06/18	Current				

*N.B Representatives may, but need not, be members of the council, but they shall be persons who through residence, occupation or employment or otherwise have a special knowledge of the area of benefit, i.e. of the Wards of Childs Hill, Colindale, Golders Green, Hale, Hendon, Mill Hill and West Hendon.

APPENDIX A

Outside Body	Current Representative	Status	Nominations*			
			Labour	Conservative	Liberal Democrat	Outside Body recommendation
Finchley Charities	Councillor Daniel Thomas 24/10/2014 to 23/10/2018	Current				
	Mr Andrew Galatopolous 24/10/2014 to 23/10/2018	Current				
	Mr Roger Chapman 24/10/2014 to 23/10/2018	Current				
	Ms Elizabeth Davies 24/10/2014 to 23/10/2018	Resigned				

*N.B The person appointed shall through residence, occupation, employment or otherwise have special knowledge of the area of benefit, i.e. the former Borough of Finchley.

APPENDIX A

Outside Body	Current Representative	Status	Nominations*			
			Labour	Conservative	Liberal Democrat	Outside Body recommendation
Adoption and Permanency Panel	Councillor Laurie Williams 14/04/2015 to 14/04/2018	Expires 14/4/18				
	Councillor Caroline Stock 02/06/2014 to 01/06/2018	Current				

*N.B. Representatives must be members of the council, one appointed from each of the main political parties.

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	<p>General Functions Committee 19th March 2018</p>
<p>Title</p>	<p>Approval of premises for Weddings and Civil Partnership Registrations: Hendon Hall Hotel, Ashley Lane, Hendon, London NW4 1HF</p>
<p>Report of</p>	<p>Proper Officer for Registration</p>
<p>Wards</p>	<p>Hendon</p>
<p>Status</p>	<p>Public</p>
<p>Urgent</p>	<p>No</p>
<p>Key</p>	<p>No</p>
<p>Enclosures</p>	<p>None</p>
<p>Officer Contact Details</p>	<p>Mandy Brammer, Head of Registration and Nationality, mandy.brammer@brent.gov.uk; 020 8937 1766</p>

Summary

This report seeks approval for an application received from Hendon Hall Hotel to have their approval renewed 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.

Officers Recommendations

That the General Functions Committee approve the application received from Hendon Hall Hotel to renew approval for the solemnisation of marriages and civil partnerships for a further period of three years from the date of expiry of the most recent approval.

1. WHY THIS REPORT IS NEEDED

- 1.1 Application has been received from the above venue to have their approval 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) of the Civil Partnerships Act 2004 renewed for a further three years. This report seeks approval of the application.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Registrar General has issued guidance to local authorities for the approval of premises as venues for civil marriages and civil partnerships (June 2015). The Authority may grant approval only if it is satisfied that:
- The application has been made in accordance with the Regulations.
 - The premise fulfils the requirements set out in the regulations.
 - The premise fulfils any other reasonable requirements which the Authority considers appropriate. Local requirements were agreed in 1995 by the former Policy & Resources Committee.
- 2.4 The application has been made in accordance with the Regulations and the necessary public notice was given in December 2017 in the Barnet Times. No objections or other comments have been made.
- 2.5 The premises have been inspected by Service Manager, Barnet Registration and Nationality Service, who has confirmed that they are suitable for this purpose and meet health and safety requirements.
- 2.6 The London Fire and Emergency Planning Authority require venue owners to commission a fire risk assessment through an accredited person. Avenue House possesses an up to date fire risk assessment.
- 2.7 The premises were found to be seemly and dignified venue for the solemnisations of marriages and registration of civil partnerships. A separate room is available for the couple to be interviewed prior to the ceremony.
- 2.8 The premises are not religious premises and the rooms in which the ceremonies of marriage will be solemnised and civil partnerships registered are identifiable by the descriptions set out within the application and are distinct areas within the premises.
- 2.9 The current approval for the premises expired on 07th December 2017. Under the relevant regulations, as long as the application for renewal was received within the 12 months before the expiry of an approval, it is deemed to be ongoing until the application is determined. The renewal then takes effect from the date of the expiry of the previous approval. The application for renewal was received in accordance with this condition.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 Not applicable as the application meets all the conditions required.

4. POST DECISION IMPLEMENTATION

4.1 The approval for the premise is ongoing and the application was received prior to the expiry date of the previous approval. Implementation is therefore effective from the date the previous approval expired.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

Approval of this decision will maintain the wide local choice of venues for marriages and civil partnerships and will generate additional income and therefore, supports the Corporate Plan and one of the priorities of “promote responsible growth, development and success across the borough”.

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

5.2.1 The application fee of £875 has been received from Hendon Hall Hotel.

5.2.2 The income received by the council when weddings take place at licensed venues is before 4pm either £325 (Monday to Friday) £400 (Saturdays) or £450 (Sundays) and after 4pm either £400 (Monday to Friday) £500 (Saturdays) or £600 (Sundays).

5.3 Social Value

5.3.1 Maintaining a variety of attractive wedding venues in Barnet increases the number of weddings and civil partnerships being held in the borough, which can create additional social and economic value. There is a need for more venues catering for bigger wedding and civil partnership ceremonies in the borough, and this venue will cater for bigger events.

5.3.2 The full list of Approved Premises in Barnet is as follows:

- **Cavendish Banqueting Suite**, Edgware Road London NW9
- **The Haven Bistro and Bar**, 1263-1365 High Road Whetstone, N20
- **The Greenview Venue**, Burtonhole Lane, Mill Hill, London NW7
- **Ariana Banqueting Hall**, NLBP Oakleigh Road South N11 1GN
- **Hendon Town Hall**, The Burroughs, Hendon NW4
- **Finchley Golf Club**, Nether Court, Frith Lane, London NW7
- **Allianz Park**, Greenlands Lanes, Hendon NW4
- **Crowne Moran Hotel** (now Clayton Crown Hotel)
- **Avenue House**, 17 East End Road Finchley London N3 3QE

5.4 Legal and Constitutional References

5.4.1 Local authorities are able to approve premises as venues for civil marriages and civil partnerships 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) of the Civil Partnerships Act 2004. Such premises are required to meet certain criteria when making an application and they are set out in guidance from the Registrar General:

- The application must be made in accordance with regulations and the necessary public notice must be given.
- Any objections or comments must have been considered by the local authority.
- The premises are a seemly and dignified venue for the solemnisation of marriages and civil partnership.
- The premises meet the necessary Health and Safety and Fire requirements.
- The premises will be available for regular use by the general public for both the solemnisation of marriages and civil partnership registrations.

5.4.2 The Council Constitution, [Article 7](#) states that the terms of reference of the General Functions Committee include 'Carry out functions in relation to approving premises for marriages and the formation of civil partnerships under the Marriage Act 1949, the Civil Partnership Act 2004 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005'

5.5 Risk Management

5.5.1 The risk of a venue not being suitable is managed through the process followed by the Registrars service, as indicated above.

5.5.2 The ongoing suitability of venue is reviewed each time a marriage or civil partnership ceremony is conducted, at which two qualified registration staff must always be present. Should a venue subsequently fail to meet the national and local requirements, a license can be withdrawn subject to a statutory procedure. This has never happened in Barnet.

5.6 Equalities and Diversity

5.6.1 The Marriage and Civil Partnership (Approved Premises) Regulations 2005 provide for the joint approval of premises for both civil marriages and civil partnerships.

5.6.2 Hendon Hall Hotel is fully accessible for persons with a physical disability.

5.7 Consultation and Engagement

5.7.1 This application was publicised by notice in the Barnet Press for three weeks without any objections being made.

5.7.2 There will be communications of the approval of this application on venue's web site and once the approval has been renewed, on London Borough of Barnet website.

5.8 Insight

5.8.1 Not applicable.

6. BACKGROUND PAPERS

6.1 The application form for Hendon Hall Hotel and supporting documents are available upon request to members of the Committee and for public inspection.

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**London Borough of Barnet
General Functions Committee
Work Programme
February 2018 - June 2018**

Contact: Andrew Charlwood 020 8359 2014 andrew.charlwood@barnet.gov.uk

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
19 March 2018			
Member Development Programme 2018 - 2022	To review and approve the Member Development Programme for the period 2018 - 2022	Head of Governance	Non-key
Health & Safety Policy Review	Review and approve health and safety policy documents	Head of Safety, Health and Wellbeing	Non-key
Health and Safety Annual Report - Mid-Year Review	Review mid-year health and safety performance	Head of Safety, Health and Wellbeing	Non-key
Nomination of Local Authority Representatives on School Governing Bodies	To nominate candidates to vacancies on school governing bodies.	Head of Governance	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
Approval of premises for Weddings and Civil Partnership Registrations	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.	Proper Officer for Registration	Non-key
18 June 2018			
Health and Safety Annual Report	Review health and safety performance 2017/18 and agree priorities for the 2018/19	Head of Safety, Health and Wellbeing	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
22 October 2018			
Recruitment and Retention Policy - Annual Review	To consider the use of recruitment and retention payments in line with the Recruitment and Retention Policy.	Director of Human Resources	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
12 November 2018			
Health and Safety Annual Report - Mid-Year Review	Review mid-year health and safety performance	Head of Safety, Health and Wellbeing	Non-key
Items to be allocated			
Information Management	To determine Member requests for non-committee information as specified in the Members' Information Management Policy	Head of Information Management	Non-key
Information Management	To approve any information management policies applicable to Members.	Head of Information Management	Non-key
Annual Pay Policy Statement (January or February)	To receive the annual review of the Council's pay policy statement together with any amendments	Director of Human Resources	Non-key
Health and Safety Report - Mid Year and Annual Reports	Review health and safety performance mid-year and annually and agree priorities	Head of Safety, Health and Wellbeing	Non-key
Annual Report on Electoral Registration	To receive an Annual Report on Electoral Registration	Head of Electoral Services	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
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.	Head of Electoral Services	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
Approval of premises for Weddings and Civil Partnership Registrations	<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><i>As and when required</i></p>	Proper Officer for Registration	Non-key
Appointments to Outside Bodies	<p>To appoint representatives to outside bodies</p> <p><i>As and when required</i></p>	Head of Governance	Non-key

Title of Report	Overview of decision	Report Of (<i>officer</i>)	Issue Type (Non key/Key/Urgent)
Hendon Town Hall Facilities	<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><i>As and when required</i></p>	Head of Governance	Non-key