

**Cheltenham Borough Council**  
**Cabinet – 21 June 2011**  
**Health & Safety Delivery Plan**

<b>Accountable member</b>	<b>Cabinet Member Housing &amp; Safety, Councillor Klara Sudbury,</b>
<b>Accountable officer</b>	<b>Rob Bell Director of Operations</b>
<b>Accountable scrutiny committee</b>	<b>Social &amp; Community</b>
<b>Ward(s) affected</b>	<b>All</b>
<b>Key Decision</b>	<b>No</b>
<b>Executive summary</b>	<p>The Health &amp; Safety at Work etc Act 1974 requires the Council to produce a Health &amp; Safety Service Delivery Plan.</p> <p>The Health &amp; Safety Service Delivery Plan is the Council's expression of commitment to the delivery of an improving cost effective and efficient regulatory service.</p>
<b>Recommendations</b>	<b>I therefore recommend that Cabinet approve the attached service plan for 2011/2012.</b>

<b>Financial implications</b>	<p>There are no financial implications arising from this report. The Health &amp; Safety plan will be delivered within existing budgeted resources.</p> <p><b>Contact officer: Sarah Didcote</b>  <b>E-mail: sarah.didcote@cheltenham.gov.uk</b>  <b>Tel no: 01242 262125</b></p>
<b>Legal implications</b>	<p>It is a statutory requirement to produce this plan on an annual basis.</p> <p><b>Contact officer: Sarah Farooqi</b>  <b>E-mail: sarah.farooqi@tewkesbury.gov.uk</b>  <b>Tel no: 01684 272693</b></p>
<b>Key risks</b>	<p>Reactive regulatory services will given their inherent nature always contain the potential for an element of risk. An unplanned event (e.g. a serious injury or fatality) will require the diversion of resources away from scheduled plans. However, this is and will remain the essence of the service we deliver and will be tolerated and monitored throughout the plan with priority given to the appropriate control of high risk issues.</p>
<b>Corporate and community plan Implications</b>	Included in plan
<b>Environmental and climate change implications</b>	<p>Delivery of public health services will always be affected by environmental matters. Delivery of the health and safety service adapts to these changes in an emergency in a dynamic way.</p>

## Background

- 1.1 Section 18 of the Health and Safety at Work etc Act 1974 (HSWA) puts a duty on Local Authorities (LAs) to make adequate arrangements for enforcement.
- 1.2 The Section 18 Standard sets out the broader requirements for Enforcing Authorities (EAs) when complying with this duty.
- 1.3 Full compliance with this standard is mandatory for all EAs from 31 March 2011. This was achieved here in Cheltenham by the successful introduction of flexible warranting as part of a County wide project.
- 1.4 Service plans are seen to be an important part of the process to ensure national priorities and standards are addressed and delivered locally. Service plans also:
  - ⦿ focus debate on key delivery issues;
  - ⦿ provide an essential link with financial planning;
  - ⦿ set objectives for the future, and identify major issues that cross service boundaries; and
  - ⦿ provide a means of managing performance and making performance comparisons.

## 2. Reasons for recommendations

- 2.1 The plan is required to be submitted to Members for approval.
- 2.2 Section 18 compliance is evidenced in the plan

## 3. Alternative options considered

- 3.1 None.

## 4. Consultation and feedback

- 4.1 County and regional initiatives and priorities are discussed with HSE and other LAs in the South West region
- 4.2 A copy of the plan is available on the Council website.

## 5. Performance management –monitoring and review

- 5.1 Monthly on going review and monitoring of plan to accommodate all eventualities in particular reactive workload that cannot be predetermined.

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<b>Appendices</b>	1. Service plan 2. Workplan topic areas