

AD-HOC SCRUTINY PANEL

Date: Tuesday 3rd November, 2020
Time: 4.00 pm
Venue: Virtual

AGENDA

Please note: this is a virtual meeting.

The meeting will be live-streamed via the Council's Youtube channel at 4.00 pm on Tuesday 3rd November, 2020
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1. Apologies for Absence
2. Declarations of Interest
To receive any declarations of interest.
3. Minutes- Ad Hoc Scrutiny Panel - 10 October 2018 3 - 6
4. Introduction - Middlesbrough Council's Health and Safety Provision 7 - 18

Officers responsible for Health and Safety provision at the Council will be in attendance to provide Members with a general overview of how Health and Safety is delivered.

A presentation covering the following topics will be delivered:
 - Health and Safety management system;
 - Building Manager arrangements; and
 - How this links to capital investment in buildings.
5. Any other urgent items which in the opinion of the Chair, may be considered.

Charlotte Benjamin
Director of Legal and Governance Services

Town Hall
Middlesbrough
Wednesday 28 October 2020

MEMBERSHIP

Councillors J Thompson (Chair), , D Coupe, C Dodds, T Higgins, J Hobson, J McTigue,
D Rooney, M Saunders and M Storey

Assistance in accessing information

**Should you have any queries on accessing the Agenda and associated information
please contact Scott Bonner/ Chris Lunn, 01642 729708/729742,
chris_lunn@middlesbrough.gov.uk / scott_bonner@middlesbrough.gov.uk**

AD HOC SCRUTINY PANEL

A meeting of the Ad Hoc Scrutiny Panel was held on 10 October 2018.

PRESENT: Councillors T Mawston, J McGee, L McGloin, J Sharrocks, J A Walker and V Walkington

OFFICERS: S Bonner, C Kemp and C Thorpe.

APOLOGIES FOR ABSENCE Councillor T Higgins, J Hobson, B A Hubbard.

DECLARATIONS OF INTERESTS

None were declared at this point in the meeting.

1 **MINUTES**

The minutes of the Ad Hoc Scrutiny Panel held on 17 July 2018 were agreed as a true record.

2 **APPRENTICESHIPS - PROGRESS UPDATE**

The Head of Community Learning Services and the Apprentice Coordinator presented a report that outlined the progress made with apprenticeships since the last time the issue was brought before Ad Hoc Scrutiny Panel. From that meeting the Panel sought updates on two issues: how apprenticeships interacted with schools and the development of the apprenticeship levy.

As part of the presentation the following comments were made:

- The team, including several apprentices, had visited schools in order to promote the Apprenticeship programme. This had been a positive programme and had reached approximately 2000 children.
- Nunthorpe school was noted as a feeder school for current apprenticeship.
- It was noted that it was difficult to recruit apprentices from Outwood Academy in Ormesby despite pursuing it.
- It was noted that a number of initiatives, including dedicated staff to liaise with schools, were now being enacted.
- It was noted that the River Tees Multi Academy Trust was now on the list of schools to be approached by the team.
- With regard to schools feedback; multiple vacancies were requested by schools during July and August however this was not the way the Council worked, instead having vacancies throughout the year. Work tours were also requested, whereby young people would be shown and this has been discussed with the Chief Executive who was agreeable to that request.
- The strategy of promoting apprenticeships has changed to focus more on what opportunities were available at the Council and the Council as employer rather than simply apprenticeships as a supplier.
- With regards to apprenticeships there had been a doubling in the number of apprenticeships offered or supported although some have not yet been agreed by the government or have end point assessors.
- Managers are also approaching the Apprenticeship Coordinator knowing there were standards being produced.
- One of the main delays is getting funding from Government to start some apprenticeship schemes.
- While Community Learning provide much of the apprenticeship levy there were other providers available, especially for those at higher levels, e.g. Middlesbrough College.
- Community Learning was currently spending approximately 65% of its Levy payments. When an individual is put onto an apprenticeship the funding received amounts to 80% with 20% held back for achievement. In real terms this 20% amounts to £110,000.

- It was also noted that in cases where funds were not spent, central government take those monies back from the Council.
- The level 2 Business Admin framework will not be replaced to try and encourage more specialist roles. However the Frameworks will not be turned off until 2021.
- There were currently just over 155 apprentices both working in MBC and accessing the levy.
- One of the aims of the levy was to encourage staff to undergo training at any age.
- The institute of apprenticeships will provide an overview of apprenticeships that are being developed.
- The government had recently doubled the funding bands and were looking at 31 of the standards that were ready to see if they needed to be moved to a different funding band.
- It was noted that stability would be preferential to allow success to be measured.
- In terms of salaries; apprenticeships lasted 18 months not 12 months but the Opportunity Middlesbrough Strategy changed the apprenticeship salary to £4.20 per hour rather than £3.70.
- In terms of impact it was stated that 35% of our apprentices fell into the 16-18 age range with 65% of them left, there were some apprentices coming in after doing a degree, some returning to work meaning the impact to the Council would depend on the age range.
- The increase in apprenticeships was combined with neish apprenticeships due to the small number of people on those courses.
- Neish apprenticeships included hospitality and Safety Health and Environment which began on the 1st September.
- There were challenges in recruitment of appropriate levels of person to deliver management training and in development time.
- While there were challenges, on the whole there were more apprenticeships in the Council and more varied range of apprenticeships available.
- The public sector target has been over achieved and other results were above the national benchmark.

3 **DRAFT FINAL REPORT - COUNCIL TAX COLLECTION PROCESSES IN MIDDLESBROUGH**

The conclusions and recommendations of the Ad Hoc Scrutiny Panel were outlined following a scrutiny investigation of Council Tax Collection Processes in Middlesbrough.

The Ad Hoc Scrutiny Panel recommended:

1. To ensure alignment with the Council's Social Regeneration agenda, when Council Tax services return to the Council's purview it should explore ways of changing communications and interactions with residents experiencing Council Tax debt.
2. The Council should follow, and build on, work already undertaken by Kier and ensure any initiatives are multi-team in their approach.
3. Any Improvement to the collection processes should look to include key stakeholder such as the Financial Improvement Group.
4. Continue with work undertaken by Kier in terms of service restructuring to ensure service delivery is efficient and effective.

ORDERED:

1. **That the findings and recommendations of the Ad Hoc Scrutiny Panel Panel be endorsed and referred to OSB for its consideration.**
2. **An additional recommendation be added to the final report: 'For the relevant Service Area to update the Panel on progress within 1 year of the collection processes returning to the Council.'**

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Health & Safety Management System

John Armstrong

Aims & Objectives

To provide an update on the proposed changes to the health and safety management system within the Council:

- Introduction
- HSG 65
- Premises H&S plans
- Fire Risk Assessments
- Service Area H&S Plans
- Digitalisation of HSMS

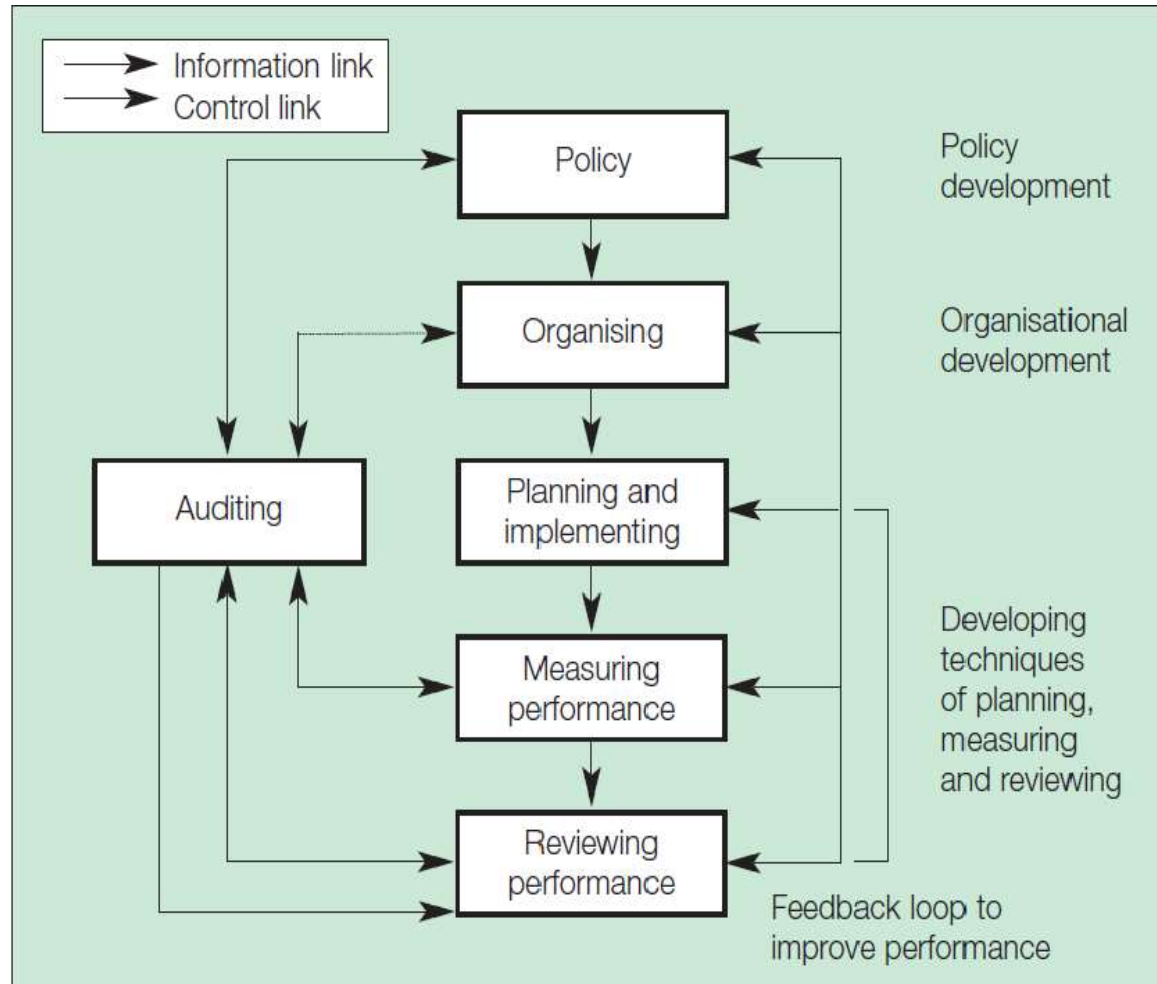
Introduction

I started with Middlesbrough Council in October 2017:

- Gap analysis by predecessor identified gaps in the Councils health & safety management system (HSMS).
- HSE leaflets on intranet, but not many formal procedures detailing roles & responsibilities.
- Training – E Learning!
- H&S manuals still mentioned the Fire Precautions Act which was superseded by the (RRFSO) in 2005.
- FRAs were 30% in date with inspection frequency
- Actions remained outstanding on H&S audits / FRAs for years!

HSG 65

Many Councils adapt the HSG 65 when managing health and safety:



PLAN

DO

CHECK

ACT

Premises Health & Safety Plans

- Basic H&S procedures have been developed with clear roles and responsibilities and uploaded onto the intranet
- The main requirements of each procedure have been incorporated into auditable premises H&S plans
- Building manager training provided to improve ownership of those who are responsible for H&S arrangements
- Premises H&S folders contain evidence of compliance
- H&S unit audit plans & folders in accordance with auditing procedure requirements.
- Plan to digitalise premises H&S audits to enable tracking of actions and benchmarking performance!

Fire Risk Assessments

- Generic Advisors have now been trained as fire risk assessors
- FRAs are now back in date with required frequency
- New FRA template makes requirements easier to understand
- New fire safety procedure uploaded onto intranet
- Requirements of fire safety procedure incorporated into relevant auditable H&S plans
- Fire safety training currently under review
- Plan to digitalise FRAs and potentially log books, to enable tracking of actions and benchmarking performance!

Service Area Health & Safety Plans

- Detailed service area H&S plans are under development
- The main requirements of each procedure will be incorporated into auditable service area H&S plans
- Service area health and safety folders to evidence compliance
- Service areas will be audited at a frequency determined by risk.
- H&S Unit will carry out audit and provide advice and support as required.
- Plan to digitalise service area H&S audits to enable tracking of actions and benchmarking performance!

Auditing Procedure

H&S Auditing procedure has been produced and uploaded onto the intranet:

- **Major Non Conformance** – 1 Month
- **Minor Non Conformance** – 3 months
- **Observation** – 12 months management discretion
- **CAPEX** – LMT Action relating to finance

HSMS will enable tracking of actions!

Health and Safety Management System

- Plans to digitalise the health and safety management system
- Final checks being made on “My Compliance” digital solution
- If agreed the system will be purchased and provide us with the capability of digitalising the following:
 - Incident reporting
 - Risk Assessments
 - Fire risk assessments
 - H&S Audits
 - Etc

HSMS

Plan:

- Premises H&S plans
- Service Area H&S plans

Do:

- Leadership from the top of the organisation
- Clearly defined roles & responsibilities in policy and procedures

Check:

- H&S Unit audit requirements & benchmark performance
- Reported to Directors, heads of service and managers

Act:

- Recommendations in audits to be actioned by management
- HSMS provides transparency & proper reporting on compliance

Any Questions



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