



## *CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE AGENDA*

**Monday, 5 September 2022 at 10.00 am in the Bridges Room - Civic Centre**

---

From the Chief Executive, Sheena Ramsey

---

Item	Business
1	<b>Apologies</b>
2	<b>Minutes</b> (Pages 3 - 10)  The Committee is asked to approve as a correct record the minutes of the meeting held on 13 June 2022
3	<b>Monitoring of Review of Locality Working</b> (Pages 11 - 14)  Report of the Strategic Director, Housing, Environment and Healthy Communities
4	<b>Annual Health and Safety Performance Report</b> (Pages 15 - 22)  Report of the Strategic Director, Corporate Services and Governance
5	<b>Work Programme</b> (Pages 23 - 26)  Joint Report of the Chief Executive and Strategic Director, Corporate Services and Governance

Contact: Sonia Stewart, Email: [soniastewart@gateshead.gov.uk](mailto:soniastewart@gateshead.gov.uk),  
Tel: (0191) 433 3045, Date: Thursday, 25 August 2022

This page is intentionally left blank

## GATESHEAD METROPOLITAN BOROUGH COUNCIL

### CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE MEETING

Monday, 13 June 2022

**PRESENT:** Councillor J Eagle (Chair)

Councillor(s): S Green, J Wallace, D Bradford, C Buckley,  
D Burnett, L Caffrey, W Dick, D Duggan, T Graham,  
J Green, M Hall, I Patterson and J Turner

**IN ATTENDANCE:** Councillor(s):

**APOLOGIES:** Councillor(s): R Beadle and J Simpson

**CR68 CONSTITUTION**

RESOLVED - That the constitution of the Committee for the 2022/23 Municipal year be noted.

**CR69 MINUTES**

RESOLVED - That the minutes of the meeting held on 4 April 2022 be approved as a correct record.

**CR70 ROLE AND REMIT**

RESOLVED - That the Role and Remit of the Corporate Resources Overview and Scrutiny Committee be noted.

**CR71 PERFORMANCE MANAGEMENT AND IMPROVEMENT FRAMEWORK - YEAR END PERFORMANCE**

The Committee received a report and presentation for the year end performance reporting from 1 April 2021 to 31 March 2022 against each of the 6 policy objectives of the Health and Wellbeing Strategy and the Balanced Scorecard.

The views of the OSCs which were reported to Cabinet following the 6 monthly position included:

- Prioritisation and Thrive Policy – clearer priorities to achieve Thrive, focus resources to achieve the biggest impact and emphasis on early intervention and reducing longer term demand - LloN data to be refreshed end 2022 / early 2023 to understand changes post pandemic; Budget approach priority-based transformation review of Thrive and early intervention activity.
- Locality based working – ensuring that the right approach is taken with councillor and community involvement from the outset and recognising that different approaches may be needed in different areas of Gateshead –

approach to locality working being developed in collaboration.

- Housing repairs and maintenance – Housing Improvement Plan and timescales for tackling the issues and backlog to meet housing requirements and standards – Review in place to address challenges in delivery impacting on customers.
- Place and Environment – importance of a clean, safe attractive environment to support the health and wellbeing of local people – part of budget approach.
- Climate Change – Clarity on actions and progress the Council is making towards its Climate Change ambition with greater communications with local people – extensive engagement taking place.
- Employees and Workforce – Improvements to employee morale and address recruitment and retention – proposals being developed •
- Other comments also being incorporated into the PMIF i.e. use of dates, new measures, digital/ online presentation being developed, specific areas of focus such as Community Wealth Building, social care, jobs and employment

Some emerging issues which the performance data is telling us is that Covid 19 is having an impact across the Borough in terms of widening inequalities. There is also an impact on the Health and Wellbeing of Residents.

Recruitment and retention issues have been recognised and being addressed it is anticipated that this will improve as the strategy is implemented. The move to digital has continued to accelerate following the pandemic, however it is also recognised that is important to support access for all.

The Committee heard from Alison Dunn who provided an update on Locality Working. The Committee heard that the core elements of Locality Working are about:

- Focussing on the person in need
- How analysis can reveal how other people are affected and influence an individuals predicament
- Creating bespoke solutions
- Communication being key with everyone
- The development of an infrastructure being required to create an area network
- How individual situations can challenge existing services
- A partnership approach
- Working arrangements becoming more flexible
- Tackling barriers being imperative

The Committee heard from the Birtley Hub Manager who presented a case study of someone they helped who probably would not have sought help from Council services direct but using the hub as a “middle man” helped him to get back on his feet and get into shared housing with other issues also sorted for him.

At the moment it is intended that there will be 4 strategic localities roughly mirroring the 4 PCN boundaries. Each locality will have a strategic lead and be responsible for creating a plan in that area. They will understand the area and the issues and

will work with the community, community organisations and councillors to develop the plan. It is considered that grass roots organisations can access people better than the council can. It was noted that this will require a different way of working and it will be about localities working it out for themselves. In order for the infrastructure to be in place Council services will need to decide how they want to use their resources.

It is anticipated that this way of working will enable communities to be resilient and that people will take pride in their communities with the voluntary sector providing a buffer between official services. Interviews will be taking place for the Strategic Lead and anchor buildings have been identified for the first area which will be Birtley. The anchor buildings will be Birtley Library, Birtley Hub and Wrekenton Community Centre.

The second area will be piloted will be Chopwell.

The Committee heard from Debbie Worrall on the Workforce Strategy, the strategy has been developed, pulling in from the Health and Wellbeing Strategy and the Thrive agenda. The key themes the strategy will be looking at are Recruitment and Retention of Staff, Lifelong Learning and Development, Well-being, engagement and inclusion, Leadership Behaviours and Performance and Workforce Design. It has been recognised that some of the traditional ways of attracting talent no longer work.

It has also been recognised that with regards to recruitment of trades they are unlikely to go onto North East Jobs.

The Council offers some great benefits already which can be built on. It is about recognising one size doesn't fit all and at different times in our lives we have different priorities, we have a range of benefits that employees can tap into, including our pension.

It was queried with regards to Locality Working, where does the situation with Housing set in, there are constantly daily queries and people need somewhere to go to when they aren't getting anywhere. It was queried how people will know about this and when is it going to be up and running.

It was noted that in terms of locality working there will be a lead for repairs and maintenance in each locality. They won't have to take it to the centre. For the South the recruitment will start in June, it is likely to be September at the earliest. It is anticipate that it will take 12 months to roll out across the borough.

It was suggested that one of the reasons we can't get tradespeople is that from the 80s apprenticeships for trades when down hill.

In terms of locality working it was queried why we are going back to what we had when it didn't work? It was noted that the difference is that everyone is looking to work this way now. It was queried whether we found out what the flaws were. It was noted that it was a very expensive way of working and all local authorities moved to a centralised model and whilst this did save money it left communities

exposed and fractures started to show. It was noted that is the plan to have specialist people as well as volunteers.

It was suggested that this time the work needs to be from the ground up and there is a concern that this is not implemented with a top down approach. It was noted that the locality plans will be from the ground up. The Strategic lead will work with Councillors, Local Community Groups and anyone in the community to develop the locality plan.

It was queried if we could have a breakdown of the 293 staff who have left and whether it was in particular areas. It was also queried if it was possible to pull together a briefing note on sickness levels.

It was noted that the values are important, but we have problems recruiting carers and they don't see any career progressions. We tend to also have a lot of silo thinking and during the pandemic there were people moved to the hubs who loved it and now have been moved back to their silos. It was noted that one of the things we are trying to pull together is showcasing progression. It was noted that from a trade point of view there is a clear progression, someone came in as an apprentice and is now a service manager. It was noted that the Council are also working with Gateshead College and the QE Foundation Trust.

It was noted that as Councillors the Committee need to know the statistics and identify where the issues are and what the issues are. It was suggested that we even start to talk to primary schools about potential careers.

- RESOLVED -
- (i) that a briefing note be provided on the undertaking with the Housing Regulator.
  - (ii) that a briefing note be provided on recruitment and retention, sickness absence and issues re vacancies.
  - (iii) that the comments of the Committee be noted in relation to the Performance Report.
  - (iv) that the Performance report be recommended to Cabinet for consideration in July 2022.

## **CR72 RESILIENCE AND EMERGENCY PLANNING ANNUAL UPDATE**

The Committee received a report to provide an update on the Council's Resilience and Emergency Planning activities for 2021/22.

Gateshead Council along with other Local Authorities are defined as a Category 1 Responder – an organisation likely to be at the core of most emergencies. Other Category 1 Responders include Northumbria Police, Tyne and Wear Fire and Rescue Service, North East Ambulance Service and NHS England. Category 1 Responders are subject to the full set of civil protection duties which requires them to:

- assess the risk of emergencies occurring and use this to inform contingency planning;

- put in place emergency plans;
- put in place business continuity management arrangements;
- put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
- share information with other local responders to enhance co-ordination;
- co-operate with other local responders to enhance co-ordination and efficiency;
- provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

The Councils Emergency Response Team is led by the Service Director for Transformation, System Resilience and EPRR and the Resilience & Emergency Planning Coordinator during the In-Hours period.

During the Out of Hours period, a rota is in place which is covered by Executive Directors/Service Directors (who are contractually obliged to undertake this role) and a Duty Officer. Should an incident be declared, the Director would assume the role of Incident Director and provide strategic leadership and commit resources as appropriate whilst the Duty Officer would gather information about the incident, advise the Incident Director on the appropriate strategy/response as well as coordinate Council assets to assist in the management of the incident.

The Emergency Response Team has responded to the following incidents during 2021 and up to the present date:

- **February 2020 to present – COVID-19:**
- **15<sup>th</sup> January 2021 – Care Call System Loss:**
- **28<sup>th</sup> February 2021 – Campground Fire:**
- **5<sup>th</sup> March 2021 – Police Operation Blencathra:**
- **31<sup>st</sup> March 2021 – Eslington Court Flooding:**
- **9<sup>th</sup> April 2021 – Operation Forth Bridge:**
- **5<sup>th</sup> June 2021 – Redheugh Court Fire:**
- **26<sup>th</sup> November 2021 – Storm Arwen:**
- **24<sup>th</sup> January 2022 – Ouseburn Farm Avian Influenza Outbreak:**
- **29<sup>th</sup> January 2022 – Storm Malik**
- **7<sup>th</sup> February 2022 – Shee Recycling Centre Fire:**
- **16<sup>th</sup> – 22<sup>nd</sup> February 2022 – Storms Dudley, Eunice and Franklin:**
- **21<sup>st</sup> February 2022 - Rowlands Gill Avian Influenza Outbreak:**
- **23<sup>rd</sup> March 2022 – Present – Ukraine Situation:**
- **31<sup>st</sup> March 2022 – Civic Centre Lightning Strike:**
- **5<sup>th</sup> April 2022 – Angel Court Fire Safety:**

### **2021/22 Storm Responses and Debriefs**

The Northeast was subjected to some significant storms between late November 2021 and late February 2022. The following paragraphs provide an overview of the

Council's response to each of these storms, the major learning points and the development work that has since been undertaken to strengthen future responses.

An official debrief is undertaken following each incident or exercise that the Council's Emergency Response Team has been involved in. Issues are noted and recorded as they occur and also via debrief questionnaires that are issued to all Council officers that have undertaken a role in the response. As part of the Storm Arwen debrief questionnaires were also issued to councillors and community volunteers, due to their involvement in the incident.

The Protect Duty is a planned legislation that will require organisations with publicly accessible spaces to formally assess the potential risks and mitigations required to protect the public against terrorist attacks. The proposals within the duty have been driven by terrorist attacks in recent years both at home and abroad, but with a particular focus on 'Martyn's Law' and the Manchester Arena bombing.

In 2021 the Government launched a public consultation on the proposed Protect Duty to gauge opinion on the potential physical locations and organisations to be included in the legislation, how this would be administered and what support would be required from Government.

The Resilience and Emergency Planning Team and other Council service representatives has since attended several workshops and briefing sessions, which have been hosted by the Regional Counter Terrorism Team for the North. This has been in preparation for the initial Pilot stage of the proposed Protect Duty, which is the Publicly Accessible Locations (PALs) Pilot, which began on 1<sup>st</sup> April 2022 and will continue to be developed throughout the remainder of the current financial year. PALs is being piloted in the North and is being undertaken by the 33 local authorities in the Counter Terrorism Team for the North's area.

The focus of the PALs Pilot will be to identify publicly accessible 'Zones' within the Gateshead borough, prioritise them based on perceived risks and local intelligence and then identify current security gaps and develop plans for mitigation based on a Government framework. The initial definition of a 'zone' is currently ambiguous and could range from large geographical areas to smaller areas such as parks or business and industrial areas. This definition will be updated nationally as the pilot develops and identifies areas of good practice over the course of the year. It was suggested that this was being claimed to be a once in a century event, however, it was felt that we need to be ready for events such as these happening every year.

It was noted with regards to Avian flu we should have this as part of an annual programme with something on the Council's website giving advice about building cages now.

It was suggested we could look at having a voluntary register of equipment. It was noted that this was something which could be looked at but might prove difficult due to the insurance and other legal issues.

It was suggested that we might need to have a drought plan in place as we have had

an incredibly dry winter.

It was noted that officers should be congratulated, residents of Eslington Court had nothing but good things to say about the way the flooding was handled.

RESOLVED - (i) That the comments of the Committee be noted.  
(ii) that the Committee has indicated it is satisfied with the work undertaken.  
(iii) that a further progress report be presented in six months.

### **CR73 RESULTS OF COVID 19 SURVEY**

RESOLVED - That this item be deferred to a future meeting.

### **CR74 COMMUNITY WEALTH BUILDING - SCOPING REPORT**

The Committee received the scoping report to seek its views on the proposed plans for the review of Community Wealth Building.

Gateshead Council have already been working with CLES (Centre for Local Economic Strategies) to progress Community Wealth Building (CWB) across Gateshead for some time now with a major focus on further developing our approach to social value.

Community Wealth Building is a new people-centred approach to local economic development, which redirects wealth back into the local economy.

Work has commenced across the Council to undertake various work strands and the review will focus on the following areas:

- Make Community Wealth Building central to Gateshead strategic direction through a CWB strategy
- E-learning modules to be developed on CWB which will be available via the intranet for all staff across the Council
- Review spend analysis of top 100 suppliers to identify where contracts could be delivered locally, addressing gaps in the local supply chain and those opportunities offered to local suppliers
- Explore the development of social enterprises through the work of Economic Development
- Improve SME's access to contract opportunities through improving our internet pages and having more of a social media presence
- Support the development of a more inclusive economy by working with other organisations to embed CWB through the Community Practice meetings and discussions at Anchor institute meetings

The intention is to work with colleagues, partners and anchor institutions over the next 10 months in order to drive the CWB agenda forward. Corporate Commissioning and Procurement will hold an Evidence Gathering Session in October 2022 where CLES will talk about our CWB work to date and we will review the spend analysis. In January 2023 a further Evidence Gathering Session with

colleagues from Economic Development, HR and Procurement to discuss their work around employment and skills, the development of the local economy and the CWB outcomes achieved through procurements. An interim report will be brought to the Committee in March with the final report in April 2023.

RESOLVED - that the scope, process and timescale for the review be agreed.

**CR75 WORK PROGRAMME 2022-2023**

The Work Programme report was presented to the Committee. The Committee have previously been consulted on the proposed work programme for 2022/23. Following this consultation further consultation was undertaken with partners. The Committee were advised that following consultation with partners, no further areas for the work programme were suggested by partners.

The Committee asked that it be considered that some work be undertaken on local food supplies and also on the impact of inflation on communities and households in Gateshead.

- RESOLVED -
- (i) that the 2022/23 work programme be noted and the comments of the Committee in relation to the work programme be noted.
  - (ii) that the provisional work programme for 2022/23 be endorsed by the Committee and referred to Council on 21 July 2022 for agreement.
  - (iii) that it be noted that further reports will be brought to the Committee to identify any additional issues which the Committee may be asked to consider.

**Chair.....**

---

**TITLE OF REPORT:**           **Monitoring of OSC (Overview and Scrutiny  
Committee) Review of Locality Working**

**REPORT OF:**               **Strategic Director, Housing, Environment & Healthy  
Communities**

---

### **Summary**

Report is intended to update Councillors on the implementation of locality working.

### **Background**

1. Locality working is the creation of a new operating model for all council services. The intention of locality working is to:
  - a. Focus our resources where they are most needed
  - b. A preventative approach to reduce demand “upstream” in higher intensity, higher cost services
  - c. Place based, rooted in communities
  - d. Strengthened, multi-sector approach – both operational and strategic
  - e. Shared prioritisation and deployment of resources
  
2. Since our last report to OSC, several strands of work have emerged that complement the Councils locality working, including Family Hubs, Housing Hubs, Mental Health Hubs and Learning Disability and Autism Hubs. It is recognised there is there is a need to bring these four strands of work together.
  
3. To develop further the cross council and partner approach that will bring these strands together it is proposed to take a report to CMT with a view to establishing a Programme Board led by CMT in place of the existing Locality Working Group.

### **What has happened since last review by OSC?**

4. The following progress has been made:

- a. The methodology, principles and budget for locality working agreed by Cabinet
- b. The South of the Borough has been identified as the first implementation area which includes the following wards High Fell, Low Fell, Chowdene, Birtley and Lamesley.
- c. We have an implementation plan for the South starting in the Autumn.
- d. A project lead has been appointed and is in post. The role of the project lead is to deliver the milestones set out in the Implementation Plan.
- e. The Locality Strategic Lead for the South has been appointed, the employee joins Gateshead Council mid-September. The Locality Strategic Lead is responsible for strategic partnerships, service budgets and resources as well as local planning.
- f. Recruitment for the Locality Co-Ordinator has started, the advert has been circulated and interviews will happen mid-September. The Locality Co-Ordinator is responsible for operational partnerships and co-ordination of day-to-day activity.
- g. An offer of employment has been made to recruitment a data analyst, start date to be agreed. This is a key role, essential for reflective practice and iterative service redesign.
- h. We have identified several community buildings where we anticipate having a presence and working with partners, to include but not limited to the Birtley Library Building, Wrekenton Community Centre, Birtley Hub and HARRAS Bank in Birtley (former Adult Training Centre)
- i. Strategic conversations have started with key partners to include, but not limited to, the Primary Care Networks, the Mental Health Transformation Lead, Birtley Youth Partnership, Library staff, Children's Services, Early Help, Edberts House and the team at Birtley Hub.
- j. Conversations have started with the DWP (Department for Work and Pensions) and others about co-location of service provision and sharing resources.
- k. Advice, information, and guidance resources have been identified to support casework in the South and are in place up until 31 March 2023.

#### **What impact has this had for users?**

5. While we are not yet delivering to service users this on track to commence with the appointments of the Locality Lead and Locality Coordinator.
6. The aims of locality working are:
  - a. Support the delivery of the Councils Thrive ambitions
  - b. Reduce inequalities across our population
  - c. Improve the standard of places where residents live
  - d. Enable our communities to be more resilient
  - e. More effective and efficient ways of working

#### **What will we do next?**

7. Appoint Locality Connectors to support community development activity, building networks and trust. (End of November 2022)

8. Establish Data Lab to support with developing measures, data collection, reflection, learning and service re-design (end of October 2022)
9. Transition the existing Neighbourhood Management Team into locality roles incrementally (ongoing)
10. Continue to build strategic and operational partnerships
11. Implement new ways of working (ongoing)
12. Identify funding for implementation in other areas (ongoing)
13. Plan for the second stage roll-out in the West

**Recommendations**

- OSC is asked to note the proposal for CMT to discuss the merit of establishing a Programme Board overseen by the Corporate Management Team.
- The views of the OSC are sought on whether the OSC is satisfied with progress against actions to date.

Contact: Alison Dunn
----------------------

ext. 2710
-----------

This page is intentionally left blank

**TITLE OF REPORT:** Annual Health and Safety Performance Report

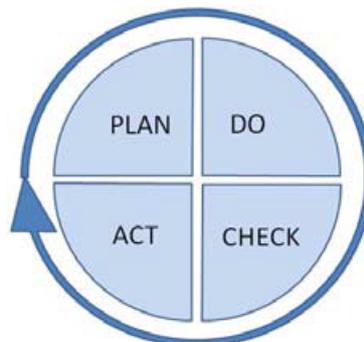
**REPORT OF:** Strategic Director, Corporate Services and Governance

**SUMMARY**

This report reviews the health and safety performance for 2021/2022 of Gateshead Council and identifies key priorities for 2022/2023.

**Introduction**

1. Gateshead Council is committed to providing its employees with safe conditions of work as far as is reasonably practicable and has structured arrangements in place to ensure the safety and wellbeing of staff and others who may be affected by our activities. Our aim is to minimise the adverse impacts to individuals and the business from ill health and injury.
2. Gateshead Council continues to use the principals of the HSE guidance HSG 65, Managing for Health and Safety. The key principals are Plan, Do, Check, Act. These principals underpin the council’s safety management system and operational processes and procedures as detailed in the Corporate Health and Safety Policy and arrangements.



These principles underpin the Council’s safety management system and operational arrangements as detailed in the Corporate Health and Safety Policy and arrangements.

**3. Health & Safety Performance Review 21-22**

**3.1 Incident Statistics**

3.1.1 The statistics (which include the Council’s schools) in **Table 1** show the following compared to the previous year:

- A rise in the total number of incidents reported. This can in part be attributed to the merging of the Gateshead Housing Company back into the council.

- Numbers of specified injuries has remained the same
- There has been an increase in near miss/ hazard reporting. Whilst this is encouraging to see, the number of near misses is still way below what we would expect to see. This suggests there is still a significant level of under-reporting of incidents.

3.1.2 The three categories which accounted for the highest number of reported incidents for 2021-22 were:

- Physical assaults (139 incidents)
- Slips, trips, and falls (94 incidents)
- Verbal abuse (67 incidents)

3.1.3 There were 131 physical assaults reported within care settings and schools. 99 out of the 131 incidents were classified 'unintentional' due to the fact they involved employees supporting service users/ pupils with complex care needs.

3.1.4 Industrial Disease cases included the diagnosis of hand arm vibration and Carpel tunnel syndrome.

3.1.5 The main cause of over 7-day injuries was lifting and handling (5 reported incidents).

**Table 1 – Incidents Reported**

Type	Year			Comments
	2019-20	2020-21	2021-22	
<b>Total Incidents</b>	<b>571</b>	<b>447</b>	<b>620</b>	
Specified Injuries	12	7	4	Injuries sustained all involved fractures i.e., to the ribs, tibia, and hand.
Dangerous Occurrences	1	0	0	
Direct to Hospital	19	12	30	Not all DTH incidents logged were reportable under RIDDOR.
Industrial Diseases			4	Data for previous two years not recorded in statistics
>7 Day	12	14	12	These are Incidents at work that have directly resulted in over 7 days of absence.
Near Misses/ Hazards	121	206	225	Numbers of near misses reported are gradually increasing.

\*2021-22 statistics changed from November 2021 to only include work related incidents.

### 3.2 Sickness Absence (Stress/ Work Incidents)

**Table 2: Sickness absence**

Type	Year			Comments
	2019-20	2020-21	2021-22	
Sickness Absence	36,617	33,354	55,332	Total sickness absence days excluding schools (including COVID)
Stress	30.91%	37.01%	32.68%	Percentage of total days lost due to stress, depression and mental health including work related stress
Work incident	5.87%	1.35%	1.80%	Percentage of total days lost due to work related injury and ill health

### 3.3 Occupational Health Statistics

3.3.1 A summary of the work carried out is set out in the **Tables 3 and 4** below. Data for 2021-22 has yet to be verified due to staff absences within the admin team. This information can be provided at a later date.

**Table 3: Appointments**

Type	Year			Comments
	2019-20	2020-21	2021-22	
Health Surveillance	515	498	TBC	
Driver Medical	84	2	TBC	
Vision Screening	56	36	TBC	
Medical Referral – OH Advisor	513	683	TBC	
Medical Referral – OH Physician	146	372	TBC	
Pre-employment questionnaires	97*	701*	TBC	Employees – * desk top exercise
Physiotherapy	476	211	TBC	
Counselling Sessions	2352	2300	TBC	Carried out remotely since the start of the pandemic.
<b>Total</b>	<b>4239</b> (2401*)	<b>4803</b> (4102*)	TBC	Note gradual increase in demand on service

**Table 4: Non-Attendance**

Type	Year			Comments
	2019-20	2020-21	2021-22	
Health Surveillance	55	63	TBC	
Driver Medical	10	0	TBC	
Vision Screening	4	0	TBC	
Medical Referral – OHA	60	44	TBC	
Medical Referral – OHP	20	6	TBC	
Physiotherapy	15	4	TBC	
Counselling	113	87	TBC	
<b>Total</b>	<b>283</b> (11.7% excl*)	<b>204</b> (4.9% excl*)	TBC	* desk top exercise

\*Figure excludes desk top exercise for pre-employment questionnaires

### 3.4 Enforcement Action

- 3.4.1 There were no prosecutions or enforcement notices issued by the Health & Safety Executive (HSE) over the reporting period (see **Table 5**).
- 3.4.2 There was one Fee for Intervention (FFI) issued by the HSE following a RIDDOR report into a gas incident at 3 Skiddaw Place. A chimney was removed by Construction Services without the gas being capped off. This resulted in a gas fire venting into the loft space. An internal investigation was carried out by the H&S Team. All actions identified within the investigation report have since been closed out. There has not yet been a follow up visit by from the HSE at the time of this report.
- 3.4.3 The HSE also visited several times in the reporting period to carry out site inspections and to monitor COVID 19 precautions. No further enforcement action being taken.

**Table 5 - HSE Enforcement Action**

Type	Year			Comments
	2019-20	2020-21	2021-22	
Prosecution	0	0	0	
Prohibition Notice	0	0	0	
Improvement Notice	0	0	0	
Fee for Intervention (FFI)	0	1	1	£160

### 3.5 Proactive monitoring – audits, Inspections

- 3.5.1 The impacts of the COVID 19 pandemic disrupted the previous health and safety audit programme and consequently no audits were carried out during the reporting period. Audits have already started for 2022-23 whilst a new three-year audit programme is being finalised.

3.5.2 Health & Safety Officers carried out 310 inspections which involved visiting construction sites, schools, and other council work areas. This enabled activities to be monitored and risk assessments, method statements, and training records to be checked.

3.5.3 Whilst there were many examples of work being carried out in a safe manner, there were also non-compliance issues relating to: Personal Protective Equipment (PPE) not being worn; H&S documentation not available for inspection; scaffolding not erected to correct standards; asbestos registers not checked prior to work commencing and poor vehicle management. When the necessary standards were not being achieved the work was temporarily stopped until corrective action was taken. Feedback on outcomes from inspections were discussed at the relevant Group H&S meetings attended by senior managers.

**3.6 Health and Safety Training**

3.6.1 Health & Safety Training is delivered by both internal and external trainers. Training requirements are documented within the group training matrices produced by Workforce Development. Service Managers are also responsible for ensuring mandatory training is up to date and records are kept.

3.6.2 The figures in **Table 6** below show the number of employees that have attended Corporate Health and Safety training (delivered by the H&S Team) and completed e-learning modules.

3.6.3 There was a notable decrease in numbers of employees receiving health and safety training during 2020-21, which is a direct consequence of the pandemic. The health & safety team carried out training virtually via MS Teams and WebinarJam during this time although some courses had to be cancelled due to a number of reasons. This included:

- A reluctance or inability of some employees to attend training due to the responsive nature of work during the early stages of the pandemic,
- Some employees being unable to access Teams due to technology/ access issues.
- Employees being redeployed away from the day job and some furloughed

**Table 6: Corporate H&S Training**

Type	Year	Comments
------	------	----------

	2019-20	2020-21	2021-22	
Corporate	<b>223</b> 17 (2 of which were cancelled) courses 72% average attendance rate	<b>19</b> 12 (10 of which were cancelled) courses 90% average attendance rate	<b>121</b> 15 courses (5 of which were cancelled) 81% average attendance rate	Number attending corporate health and safety training courses (Accident investigation, Asbestos Management, DSE, Fire Warden, H & S for Managers, Risk assessment and Stress Management). Additional courses were delivered to schools on request.
e-learning	<b>332</b>	<b>824</b>	<b>1109</b>	All about Risk Assessments Asbestos Awareness Asbestos Internal Processes (Basic) Display Screen Equipment (DSE) Fire Safety Stress Awareness The Principles of Risk Assessment

### 3.7 Educational Visits

- 3.7.1 Council Health & Safety Officers (under the banner of the Educational Visits Advisory Team) provide advice and support to teachers, youth workers and other Council employees who are responsible for young people on educational and out-of-centre visits. They are also responsible for the implementation of, and monitoring compliance with, the policy and procedures which ensure the Council meets its statutory responsibilities for the safety of such activities. The team maintain the EVOLVE on-line visit planning, recording and approval system for Gateshead.
- 3.7.2 EVOLVE also provides the Council with a clear picture of the great range of Learning outside the Classroom opportunities being provided for Gateshead children.
- 3.7.3 In the academic year 2021/22 we recorded 5639 visits. (In the previous year, most visits were not undertaken due to the COVID pandemic). Of the visits for 2021/2022, 42 involved residential stays, 149 adventurous activities and there was no travel overseas due to COVID restrictions and related uncertainty of travel requirements to other countries.

### 3.8 Corporate Procedures and Codes of Practice

- 3.8.1 These form part of the overall health and safety policy, providing safe systems of work for employees to follow and to adapt them for their service areas as appropriate. There were 41 documents revised since October 2021. All new documents and those with significant changes are presented to the Corporate Health and Safety Committee as part of the consultation process. Minutes of meetings detailing specific details are available on the [intranet](#).

3.8.2 The Council's Health & Safety Intranet page has been re-designed to make it more user friendly and easier for employees to find what they are looking for.

#### 4. Priorities for 2022/23

4.1 The council commits to maintaining appropriate health and safety management systems and arrangements. The following have been identified as key areas of priority for 2022/23 to ensure health and safety operates effectively:

- Review the **H&S Policy** to address changes in legislation (inc. Building Safety Act) and the council's commitment to improve the health and safety culture.
- Implement a strategy for improving the council's **health and safety culture**. This will involve a strong emphasis on group/service specific initiatives.
- Continue to update corporate guidance and processes to support the implementation of **hybrid working arrangements**.
- Ensure the Council's new **Learning Management System (LMS)** is implemented effectively so it supports services with the coordination of health and safety training and maintaining competency within their teams.
- Implement new **Occupational Health management software** which will make internal processes more efficient. This will also improve the customer experience for both employees and managers.
- Review **contractor management arrangements** to ensure they are working effectively, and a consistent approach is being adopted.
- Deliver **health and safety campaigns** to promote awareness and best practice on important topics.
- Review the constitution of the Corporate Health and Safety Committee and the structure of group level health and safety meetings to ensure effective 'downward' **communication systems** and encourage effective 'upward' communication so employees or their representatives are involved in decisions that affect their health and safety.
- Implement a **new corporate health and safety action plan**
- Ensure the effective **Implementation of a new Incident Reporting System** - The Health and Safety Team have been working with IT Services on the development of an online incident reporting system via AssystNet. This will replace the current process that has become outdated and no longer fit for purpose. The new system will provide numerous benefits for the council - it will make it easier for employees to report incidents themselves and help reduce the level of under-reporting. It will also provide an improved reporting function to aid statistical analysis as part of accident and incident investigation.
- Ensure the **reporting and checking of health and safety issues/ performance at group level** via a revised quarterly report format to GMT.
- **Monitor cases of ill health and sickness absence** trends links with workplace health, safety and wellbeing.
- Review the Council's mechanisms for **reporting and managing significant health and safety risks/ non-compliances**. This will include how issues of non-compliance are escalated and will consider both employees and contractors.
- Review the effectiveness of the current **Annual Health & Safety Performance Report (HS39)** and revise this where appropriate to ensure it serves as an effective tool for directors.

- Ensure **lessons learnt** are effectively captured, communicated and acted upon. This will include reviewing processes around internal comms.
- To **visually demonstrate commitment** to improving health & safety performance. This will link with plans for improving health and safety culture.

## 5. Summary

- 5.1 As detailed earlier in this report, the Council's approach to health & safety management continues to follow the guidance document HSG65 – 'Managing for Health and Safety'. Commitment from senior management is strong and progress has been made in delivering improvements.
- 5.2 The Health and Safety Executive (HSE) in this reporting period visited several Council sites, with no enforcement notices or prosecutions issued.

## 6. What will we do next?

- 6.1 The Health & Safety team will work with the Group Management Teams to continually improve H&S management systems including policies, procedures and arrangements.
- 6.2 The Corporate Health & Safety Committee will continue to meet quarterly to address strategic issues affecting health, safety, welfare and wellbeing. Actions in the Corporate health and safety action plan will be tracked.
- 6.3 Continue to monitor health and safety performance through both proactive and reactive means.
- 6.4 The Health & Safety Team will work closely with colleagues in the Building Safety Team, on any issues relating to fire safety, asbestos, water hygiene, gas and electrical safety as appropriate.
- 6.5 Occupational Health to meet all statutory requirements by fulfilling health surveillance programmes.
- 6.6 Group Management Teams and Head Teachers will be informed of any significant changes to the Council's corporate health and safety policies and procedures or when action is necessary because of any health and safety failing.
- 6.7 Senior Management Group will be advised on a quarterly basis on the progress being made and any issues to address.

## 7. Recommendation

- 7.1 The views of the Overview and Scrutiny Committee are sought on:
- Whether the Committee is satisfied that the actions taken are appropriate and effective to maintain or improve the health and safety management system

**TITLE OF REPORT:** Annual Work Programme

**REPORT OF:** Sheena Ramsey, Chief Executive  
Mike Barker, Strategic Director, Corporate Services and  
Governance

---

### Summary

The report sets out the provisional work programme for the Corporate Resources Overview and Scrutiny Committee for the municipal year 2022/23.

---

1. The Committee's provisional work programme was endorsed at the meeting held on 13 June 2022 and Councillors have agreed that further reports will be brought to future meetings to highlight current issues / identify any changes/additions to this programme.
2. Appendix 1 sets out the work programme as it currently stands and highlights proposed changes to the programme in bold and italics for ease of identification.

### Recommendations

3. The Committee is asked to
  - a) Note the provisional programme;
  - b) Note that further reports on the work programme will be brought to the Committee to identify any additional policy issues, which the Committee may be asked to consider.

---

**Contact:** Angela Frisby

**Extension:** 2138

---

This page is intentionally left blank

<b>Draft Corporate Resources OSC Work Programme 2022-23</b>	
<b>13 June 2022</b> <b>10.00am</b>	<ul style="list-style-type: none"> <li>• <b>Performance Management &amp; Improvement Framework – Year End Performance 2021-22</b></li> <li>• <b>Community Wealth Building</b> (incorporating spend analysis and focus on spend and impact on CVS and social value) – <b>scoping session</b></li> <li>• <b>Resilience and Emergency Planning annual update</b> (including focus on recent storms and forward planning around such events in the future)</li> <li>• <b>Results of Covid 19 Survey</b></li> <li>• <b>Work Programme</b></li> </ul>
<b>5 September 2022</b> <b>10am</b>	<ul style="list-style-type: none"> <li>• <b>Implications of hybrid/locality working</b> (focusing on hybrid working and impact on employees and residents)</li> <li>• <b>Health and Safety Performance – Annual report</b></li> <li>• <b>Work Programme</b></li> </ul>
<b>24 October 2022</b> <b>10am</b>	<ul style="list-style-type: none"> <li>• <b>Community Wealth Building - Evidence Gathering</b></li> <li>• <b>Budget annual report including saving delivery</b></li> <li>• <b>Update on District Heating Scheme (and impact on energy price rises) (to include energy costs and reducing usage within Council buildings)</b></li> <li>• <b>Welfare Reform/Universal Credit and review of Energy Fund</b></li> <li>• <b>Work Programme</b></li> </ul>
<b>28 November 2022</b> <b>10am</b>	<ul style="list-style-type: none"> <li>• <b>Performance Management &amp; Improvement Framework –2022-23 - Six Month Update</b></li> <li>• <b>Community Wealth Building - Evidence Gathering</b></li> <li>• <b>Annual report on implementation of Workforce Strategy</b> (including age and gender profile, where vacancies are, age groups, and why people are leaving, sickness, health of workforce, and other equality issues reporting)</li> <li>• <b>Update on Old Town Hall (deferred from September's meeting)</b></li> <li>• <b>Work Programme</b></li> </ul>
<b>23 January 2023</b> <b>10am</b>	<ul style="list-style-type: none"> <li>• <b>Community Wealth Building – Evidence Gathering</b></li> <li>• <b>Corporate Asset Management Plan annual update</b> (potential to focus on use of assets in terms of efficiency and/or safety)</li> </ul>

	<ul style="list-style-type: none"> <li>• Corporate Complaints Procedure – annual update</li> <li>• Progress on the digital programme</li> <li>• Work Programme</li> </ul>
6 March 2023 <u>5.30pm</u>	<ul style="list-style-type: none"> <li>• Community Wealth Building – Interim Report</li> <li>• Update report on the Capital Programme with specific focus on the Arena and Conference Centre, Town Centre and geographical distribution of the Capital Programme spend</li> <li>• Resilience and Emergency Planning for Droughts</li> </ul>
17 April 2023 10.00am	<ul style="list-style-type: none"> <li>• Community Wealth Building - Final Report</li> <li>• Information Governance annual update</li> <li>• Implications of hybrid/locality working (focusing on locality working and impact on communities) (<i>moved from November's meeting</i>)</li> </ul>

Issues to Slot In –