

# Review of Health and Safety Service Plan



**Report to:** Licensing Committee

**Date:** 16 January 2024

**Lead Officer:** Norah Nolan, Interim Assistant Director Environment (01279) 446132

**Contributing Officers:** Sally Haggerstone, Environmental Health (01279) 446165  
Chris Bennett, Environmental Health (01279) 446113

## Recommended that:

- A** The Committee note and approve the Health and Safety Service Plan for the period 2022 – 2025 as set out in Appendix A to the report.

## Background

1. The Council has a statutory duty to enforce the Health and Safety at Work Etc. Act 1974 (the Act) in specified premises and to comply with the statutory guidance issued under s18 of the Act by the Health and Safety Executive. The Service Plan is produced in compliance with the statutory guidance and represents a Team Plan within the Council's own Performance Management Framework

## Issues/Proposals

2. The Plan sets out:
  - a) The commitment, priorities and planned interventions.
  - b) The capacity, management infrastructure, performance management and information systems in place to deliver an effective service and to comply with statutory duties.
  - c) The systems in place to train, appoint, authorise, monitor and maintain a competent inspectorate.
  - d) How interventions, including enforcement action, will be used in accordance with enforcement policy and within the principles of proportionality, accountability, consistency, transparency and targeting.

- e) How the service will work within the Council, in partnership with other Enforcing Authorities, and with other regulators and stakeholders to make best use of joint resources and to maximise impact on local, regional and national priorities.
  - f) How the Service will actively contribute to liaison, policy and governance arrangements at a local, regional and national level.
  - g) How the Service will promote sensible risk management.
3. Whilst there is some discretion to increase activity above the requirements set by the statutory guidance, the desirability of doing so is balanced by financial considerations and sensitivity to any burden on business which additional regulation might represent.
  4. The plan as currently drafted is intended to deliver activity that will fulfil the requirements of the guidance.

## **Implications**

### **Equalities and Diversity**

An equality impact initial screening has been carried out, and an Equality Impact Assessment form does not need to be completed.

### **Climate Change**

No impact

### **Communities and Environment**

The Service Plan sets out clearly measures that will be put in place to help ensure the health and safety of the wider Harlow community and support individuals and businesses to deliver their services in a safe and compliant manner.

Author: Simon Freeman, Deputy Chief Executive and Director of Finance

### **Finance**

The Service Plan sets out clearly the resources deployed to deliver the services set out within it and these resources are funded within the Council's general fund budget plans.

Author: Simon Freeman, Deputy Chief Executive and Director of Finance

### **Governance and Corporate Services**

None beyond those contained in the report.

Author: Simon Hill, Director of Governance and Corporate Services

### **Housing**

We support the recommendations and action plans contained in the report.

Author: Neil Euesden, Interim Director of Housing

## **Appendices**

Appendix A - Health and Safety Service Plan

Appendix B - Equality Impact Assessment Decision Tree

## **Background Papers**

None

## **Glossary of terms/abbreviations used**

None