

**To the Chair and Members of the  
AUDIT COMMITTEE**

**UPDATE REPORT - CORPORATE HEALTH & SAFETY ARRANGEMENTS -  
INTERNAL AUDIT, JULY 2014**

**EXECUTIVE SUMMARY**

1. The report attached at **Appendix 1** provides the Audit Committee with the Internal Audit report on the Council's Corporate Health & Safety Arrangements dated July 2014. The report includes details on the implementation of the audit recommendations raised within the report.
2. Whilst we considered the Corporate Health and Safety arrangements to be generally sound, the apparent lack of prioritisation given by some Managers and employees regarding their ownership and commitment left Doncaster Council exposed to major risks in this area. As such, we were only able to provide limited assurance that business objectives are likely to be achieved.

Attendance on the Health and Safety courses for Managers needed to be accelerated to reduce risk levels in this area. Despite a number of instructions to all Managers, as at 31st July 2014 only 48% have attended or have booked to attend the course.

3 recommendations were raised as part of the audit. 1 was moderate level, 1 was significant and 1 was major.

**UPDATE**

3. Since the report, the significant graded finding relating to the implementation of a policy compliance tool has been sufficiently addressed.
4. The other 2 recommendations still need fully completing but the expected implementation date for both is not until 31<sup>st</sup> December 2014.

The major recommendation which led to the limited assurance option was to ensure that all People Managers within the Council have attended the Health & Safety for Managers training course.

As at July 2014, it was reported that only 48% of managers had attended or were booked onto the training course.

Steps were taken by the Health and Safety Manager to arrange further course dates and by the Chief Executive and Directors to ensure the uptake of these courses by all managers.

5. At the end of October there has been a significant improvement in uptake of the course with 409 (83%) people managers having attended or booked to attend.

The remaining 85 (17%) managers still showing as not yet booked will be “auto-booked” onto the remaining courses.

Accordingly, we are satisfied that this risk can now be downgraded from “major” and is likely to be fully implemented by its due date of 31st December 2014.

## **RECOMMENDATION**

6. The Audit Committee is asked:
  - a) To note progress made by the Health & Safety Manager and Senior Management in implementing the audit recommendations.

## **WHAT DOES THIS MEAN FOR THE CITIZENS OF DONCASTER?**

7. Effective Health and Safety arrangements add value to the Council in managing its Health & Safety risks for both employees and citizens of the borough.

## **IMPACT ON THE COUNCIL’S KEY PRIORITIES**

8. Internal Audit assesses how effectively the Council is managing risks that threaten the achievement of the Council’s objectives. Any improvement in the management of the risks will have a positive impact thereby increasing the likelihood of the Council achieving its objectives. Internal Audit’s work is, therefore, relevant to all priorities but in particular the following:

<b>Priority</b>	<b>Implications</b>
We will provide strong leadership and governance, working in partnership.	The work undertaken by the Internal Audit improves and strengthens governance arrangements within the Council and its partners.

## **RISKS AND ASSUMPTIONS**

9. The implementation of internal audit recommendations is a response to identified risks and hence is an effective risk management action.

## LEGAL IMPLICATIONS

10. The service is affected by the Health and Safety at Work etc. Act 1974 which at Section 2(3) states:

“---, 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 his employees.

## CONSULTATION

11. There is consultation with managers at the outset, throughout and at the conclusion of individual audits in order to ensure that the work undertaken and findings are relevant to the risks identified and are accurate.

This report has significant implications in terms of the following:

Procurement		Crime & Disorder	
Human Resources		Human Rights & Equalities	
Buildings, Land and Occupiers		Environment & Sustainability	
ICT		Capital Programme	

## BACKGROUND PAPERS

12. Internal Audit Report July 2014 Corporate Health and Safety Arrangements

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