

AGENDA
PUBLIC PROTECTION POLICY DEVELOPMENT
AND REVIEW PANEL

Date: Tuesday, 15 November 2016

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor M J Ford, JP (Chairman)

Councillor Mrs T L Ellis (Vice-Chairman)

Councillors K A Barton

F Birkett

Mrs P M Bryant

J M Englefield

Mrs K K Trott

Deputies: Mrs M Brady

P J Davies



1. Apologies for Absence

2. Minutes (Pages 3 - 6)

To confirm as a correct record the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 26 July 2016.

3. Chairman's Announcements

4. Declarations of Interest and Disclosures of Advice or Directions

To receive any declarations of interest from Members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

5. Deputations

To receive any deputations of which notice has been lodged.

6. Presentation by Hampshire Police

To receive a presentation from Hampshire Police.

7. Police Crime Panel Update

To receive a verbal update by the Executive Member for Public Protection on the Police Crime Panel.

8. Annual Health and Safety Performance 2015/16 (Pages 7 - 12)

To receive a report from the Head of Environmental Health on the Council's Annual Health and Safety Performance 2015/16.

9. Public Protection Policy Development and Review Panel Work Programme 2016/17 (Pages 13 - 22)

To consider a report by the Director of Planning and Regulation, which reviews the Panel's Work Programme for 2016/17.

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
7 November 2016

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FAREHAM

BOROUGH COUNCIL

Minutes of the Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 26 July 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor M J Ford, JP (Chairman)

Councillor Mrs T L Ellis (Vice-Chairman)

Councillors: K A Barton, F Birkett, Mrs P M Bryant, J M Englefield and
Mrs K K Trott

Also Present: Councillor T M Cartwright, MBE, Executive Member for Public
Protection (Item 6)



1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

It was AGREED that the minutes of the Public Protection Policy Development and Review Panel held on 24 May 2016 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman passed on his thanks to the Vice-Chairman Councillor Mrs Ellis for chairing the previous meeting in his absence.

4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. POLICE CRIME PANEL UPDATE

The Panel received a verbal update from Councillor Cartwright, the Executive Member for Public Protection, on the Hampshire Police and Crime Panel.

He informed the Panel that in regards to the new Police and Crime Commissioner it is still early days and he is still adjusting to the position. As a result there is still no new Crime Plan, but the Police and Crime Panel is keen for this to be actioned as a priority.

He also informed the Panel that it is the Police and Crime Panel's responsibility to scrutinise the new Commissioner and assess how effectively he is working, and that the hope is that they develop a close working relationship with him. A couple of areas that the Panel are keen to scrutinise are making financial matters more transparent, and the issue of domestic abuse.

It was reported that due to a recent Police restructure it is proposed that Fareham and Gosport Police will be amalgamated into one service.

Councillor Cartwright concluded his verbal update by informing the Panel that he had met with the Council's Estates Team who had confirmed that the Police Safer Neighbourhood team will be moving into the Civic Offices between December 2016 and April 2017.

The Executive Member for Public Protection was thanked for this verbal update.

7. ANNUAL REPORT ON FAREHAM PARKING ENFORCEMENT SERVICE

The Panel considered a report by the Director of Operations which provided the Panel with an update on the last twelve months operation of the Fareham Parking Enforcement Service.

(Councillor Mrs P M Bryant left the meeting during this item.)

The Head of Parking Enforcement gave the Panel a briefing presentation which focused on the key points contained in the report including:

- An overview of the service
- On/Off Street Enforcement
- Challenges to Penalty Charge Notices (PCNs) & the reasons why they had been accepted
- PCNs paid by financial year
- PCN challenges by financial year
- On-Street Enforcement Budget & Expenditure for 2015/16
- Off-Street Enforcement Budget & Expenditure for 2015/16
- PCNs served for Off Street parking
- PCNs served for On Street parking
- PCNs by ward and hotspots

The Panel enquired as to whether there is a 'vision' for Parking Enforcement for the future, and if so what it contained. The Head of Parking and Enforcement confirmed that a key area of future work on Parking Enforcement will be to look at how visitors to our car parks could pay for their parking utilising new systems.

It was AGEED that the Panel:-

- (a) note the content of the report; and
- (b) thank the Head of Parking and Enforcement for his informative presentation.

8. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME

The Panel considered a report from the Director of Planning & Regulation which reviewed the Panel's Work Programme for 2016/17.

The Director of Planning and Regulation drew the Panel's attention to paragraph 4 of the report which outlined the proposed cancellation of the 13 September 2016 meeting.

It was AGREED that the Panel:-

- (a) confirm the programme of items, as set out in Appendix A of the report;

- (b) note the progress on actions since the last meeting, as set out in Appendix B of the report; and
- (c) note the Public Protection Executive Portfolio Work Programme for 2016/17, as set out in Appendix C of the report.

(The meeting started at 6.00 pm
and ended at 6.56 pm).

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **15 November 2016**

Report of: **Head of Environmental Health**

Subject: **HEALTH & SAFETY PERFORMANCE 2015/16**

SUMMARY

The report is primarily concerned with highlighting how the Council, as an employer, has performed its statutory duties in respect of health and safety at work by summarising the Council's health and safety performance during the period 2015/16.

The Council's Corporate health and safety responsibility comes under the Public Protection Portfolio and performance is presented to the Public Protection Policy Development for their consideration..

RECOMMENDATION

The Public Protection Policy Development and Review Panel is asked to note:

- (a) the work undertaken by all concerned to maintain health and safety standards during 2015/16; and
- (b) that the Council, as an employer, continues to achieve a standard of Health and Safety management within its activities that meets statutory requirements.

INTRODUCTION

1. Protecting the health and safety of employees is governed by health and safety laws and is the responsibility of everyone, although there are specific duties on the Council in its capacity as an employer and on the Chief Executive, Directors and Managers in particular, all of whom have collective and individual responsibility for managing health and safety - including both criminal and civil liability should these duties be breached.
2. Within Fareham Borough Council, health and safety is integrated into the main governance structure. The Chief Executive receives regular updates on health & safety issues and members are kept informed of health and safety performance on an annual basis. This report provides a summary of Fareham Borough Council's health and safety performance during 2015/2016.

MANAGEMENT OF HEALTH & SAFETY

3. The need to manage health and safety is well recognised by elected members, the Chief Executive Officer, Directors and all Managers who, via management systems and practices, continue to manage health and safety risks in order to protect employees and others who may be affected by the Council's undertakings, so as to :
 - Comply with its responsibilities as an employer
 - Implement the Council's Health and Safety Policy
 - Maximise the well-being and productivity of its employees
 - Prevent injury, ill health or worse to its employees and others
 - Avoid damage to the Council's reputation in the eyes of its customers
 - Minimise the likelihood of enforcement actions by the enforcing authorities (e.g. Health & Safety Executive (HSE) and Fire Authority) whilst at the same time avoiding consequent penalties, and
 - Provide a safe and healthy place for its employees to work.
4. The Council has in place a Safety Policy, Risk Assessments and Safe Systems of Work which form the basis of its health and safety management system. Managers are now being encouraged to consider health & safety as part of their day to day service management functions rather than it being a separate regime.

CONSULTATION

5. The Council has a duty to consult union appointed health and safety representatives and within the Council this is achieved on a quarterly basis via the Council's Health and Safety Committee which acts as the formal platform for dealing with all matters affecting employee health and safety.
6. The Committee consists of departmental managers/representatives and trade union representatives, and in 2015, was under the chairmanship of the Head of Environmental Health with Member participation by Councillor Cartwright.

7. Minutes of meetings are publicised using the Council's 'intranet' with hard copies made available to the Depot and other work groups without direct access to electronic communication.

ACCIDENTS

8. Measuring performance is one of the key tasks of effective safety management and monitoring accident data is one method that gives an indication of performance as well as providing the opportunity to learn from mistakes and to improve both risk management systems and the control of particular health and safety risks.
9. An accident can be defined as an unplanned event which caused (or could have caused) injury to persons, damage to property or a combination of both. In addition to the internal reporting of accidents, the Council has legal obligations under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR), to report to the Health & Safety Executive certain types of defined accident, which are generally those that result in more serious injuries or absence from work that arise 'out of or in connection with work'.
10. In 2015/2016 there were no incidents within the Council that required a report to the Health and Safety Executive under RIDDOR. However, there were 62 injury-causing incidents recorded during 2015/2016 - a decrease of 5 on the total for the same period in 2014/15.
11. A breakdown of accident types is shown below:-

• Ill-health (feeling unwell)	5
• Laceration	7
• Graze	2
• Slip trips and fall	13
• Injured while handling lifting or carrying	14
• Hit by falling object	6
• Injured by an animal	4
• Hit by an object	4
• Contact with a harmful substance	3
• Contact with moving machinery	2
• Trapped by an object	1
• Fall from height	1

Employee near miss

12. During the 2015/2016 period there was 9 records for near miss incidents. There were 2 Fareham Borough Council vehicles that were involved in road traffic incidents where the Police were involved. The other 7 were vehicle related at the depot, which has resulted in some training and remarking at the depot.

Violent incident report

13. The total of reported incidences of 'violence' in 2015/2016 was 7.

Incidents involving members of the public and contractors

14. There were 11 reports involving members of the public or contractors carrying out work on Council premises that were recorded for insurance purposes. None of the incidents were attributed to any fault or negligence related to the Council's undertakings.

GENERAL HEALTH & SAFETY MANAGEMENT ACTIVITIES 2015/2016

15. All departments have undertaken a health and safety audit and discussed any risk assessments, action plans, training issues or safe working procedures with the Health and Safety Officer. . Where appropriate, these have been updated.

16. As part of the monitoring of health and safety management, a programme of 6 monthly workplace health and safety inspections are undertaken with UNISON representatives. Any health and safety issues are discussed with managers where appropriate prior to reports being made to the relevant Director and subsequently reported to the Health and Safety Committee.

17. During 2015/2016 a number of specific health and safety activities were undertaken in addition to the day to day management of health and safety:-

- Street scene waste crews vehicle reversing assistant training both theory and practical sessions.
- Street scene chapter 8 highway road working updates and information to managers.
- Street scene road risk assessments for roadside working and cleansing on or near the highway.
- Street scene waste vehicles additional signage added to vehicles to warn drivers of men working at rear of vehicle.
- Manual handling training for street scene operatives who missed previous years training sessions.
- Workplace transport within the depot reviewed, vehicle parking, white lining and pedestrian signage updated.
- Building Services risk assessments and producing a comprehensive document for all trades/operatives.
- Building Services asbestos information training session.
- Asbestos register information updated with new IT for updating and consolidating database.
- Fire risk assessment review of the depot.
- Lone worker device introduction and training for staff using personal identicom devices (60).
- Fire warden floor plans and signage in civic building updating fire evacuation information for meeting rooms.
- Back to work Occupational Health workstation and office environment assessments as requested by HR.
- Solent airport innovation centre and airfield H&S inspection checks.

- Action all areas site visits and H&S checks of contractors equipment on site.

HEALTH & SAFETY TRAINING

18. During the year, corporate health and safety training was limited to first aid requalification, waste collection reversing assistant training - both theory and practical sessions and induction for new employees.
19. The Council has an e-learning package (Skillgate) available to all employees. This has been developed further and was also used to deliver mandatory corporate fire training (e-learning). The Regulatory e-learning modules incorporate a wide and diverse range of health & safety topics. With new topics being added to the library yearly.

EMPLOYEE HEALTH

20. Promoting and raising awareness of health related issues to employees can benefit the Council by reducing absenteeism and increasing productivity and motivation. During the year, 150 employees took up the offer of flu vaccinations. In addition 11 sessions were booked for the biennial health check. Staff at both the Civic Offices and the depot could book an appointment which was carried out by a qualified nurse. The checks aim to help employees understand their health and identify potential health risks.

HEALTH AND SAFETY EXECUTIVE (HSE)

21. There were no reportable accidents or incidents requiring HSE involvement during this period.

RISK ASSESSMENT

22. Failure to comply with health and safety law may have serious consequences for the Council, Members and all individual employees. Sanctions may include fines, imprisonment, or both. Addressing health and safety issues likely to affect employees is not viewed as a regulatory burden, but an opportunity to reduce risk to the Council, Members, and its employees from potential sanctions whilst at the same time benefitting from reduced costs associated with lower employee absence/turnover rates, fewer accidents and the lessening of the threat of legal action.

CONCLUSIONS

23. The need to be aware of workplace health & safety issues and the ability to manage it sufficiently is very much embedded in the Council as evidenced, for example, by the positive outcomes of the HSE waste management inspection and the Council's insurers audit referred to in this document.
24. The Council can be assured that much has and will continue to be achieved by its managers to encourage a proactive approach to managing health & safety during 2015/16 so that the Council, its managers and employees achieve a standard of health & safety that continues to meet statutory requirements.

Background Papers:

None

Reference Papers

None

Enquiries:

For further information on this report please contact Keith Perkins (Ext 4586).

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **15 November 2016**

Report of: **Director of Planning and Regulation**

Subject: **REVIEW OF WORK PROGRAMME 2016/17**

SUMMARY

The Work Programme for the year was reviewed by the Panel at its meeting on 26 July 2016 and is attached as Appendix A.

Members are now invited to further review this Work Programme for the year 2016/17.

RECOMMENDATION

The Panel is invited to:

- (a) confirm the programme of items as set out in Appendix A;
- (b) note the progress on actions since the last meeting as set out in Appendix B; and
- (c) note the Public Protection Executive Portfolio Work Programme for 2016/17 as set out in Appendix C.

INTRODUCTION

1. At the last meeting of the Panel, on 26 July 2016, members reviewed the Work Programme for 2016/17. The Work Programme is attached as Appendix A to this report.
2. The progress on actions since the last meeting of the Panel is attached at Appendix B for information.
3. The proposed items to be reported to future meetings of both the Panel and the Executive are attached as Appendix C for information.

REVISIONS TO THE WORK PROGRAMME 2016/17

4. Members are asked to note the following revision to the Work Programme;
 - (i). The report titled 'Traffic Management Programme 2017/18' scheduled for this meeting has been moved to the January 2017 meeting.

RISK ASSESSMENT

5. There are no significant risk considerations in relation to this report.

CONCLUSION

6. The Panel is now invited to:-
 - i. confirm the programme of items as set out in Appendix A;
 - ii. note the progress on actions since the last meeting as set out in Appendix B; and
 - iii. note the Public Protection Executive Portfolio Work Programme for 2016/17 as set out in Appendix C;

Appendices

Appendix A: Public Protection PDR Work Programme 2016/17.

Appendix B: Progress on actions since the last meeting.

Appendix C: Public Protection Portfolio – Executive Work Programme 2016/17 as at 15 November 2016.

Background Papers:

None

Reference Papers:

None

Enquiries:

For further information on this report please contact Richard Jolley. (Ext 4388)

APPENDIX A

PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – DRAFT WORK PROGRAMME 2016/17

MEETING DATES FOR 2016/17	ITEMS
24 May 2016	Presentation on Introduction to Public Protection Portfolio Services
	Annual Update on Fareham & Gosport Environmental Health Partnership
	Police Crime Panel Update
	Review Work Programme 2016/17
26 July 2016	Police Crime Panel Update
	Annual Report on Fareham Parking Enforcement Service
	Review Work Programme 2016/17
13 September 2016	MEETING CANCELLED
15 November 2016	Police Crime Panel Update
	Presentation by Hampshire Police
	Annual Health and Safety Performance 2015/16
	Review Work Programme 2016/17
17 January 2017	Police Crime Panel Update
	Emergency Planning Update
	Preliminary review of Work Programme for 2016/17 and preliminary draft Work Programme for 2017/18
	Traffic Management Programme 2017/18
7 March 2017	Air Quality Action Plan Update
	Annual Update on Fareham Community Safety Partnership & Police Crime Panel
	Final Review of annual Work Programme for 2016/17 and final consideration of draft Work Programme for 2017/18

**Public Protection Policy Development and Review Panel – 15 November 2016
Progress on Actions Since Last Meeting of 2016/17**

Date of Meeting	26 July 2016
Subject	Police Crime Panel Update
Type of Item	Monitoring
Action by Panel	<p>The Panel received a verbal update from Councillor Cartwright, the Executive Member for Public Protection, on the Hampshire Police and Crime Panel.</p> <p>The update informed the Panel that the new Police and Crime Commissioner is still adjusting to the position. As a result there is no new Crime Plan in force but the Police and Crime Panel is keen for this to be actioned as a priority.</p> <p>The Panel was also informed that it is the Police and Crime Panel's responsibility to scrutinise and assess how effectively the Commissioner is working and they hope to develop a close working relationship with him. The Panel is keen to scrutinise transparency in financial matters and issues relating to domestic abuse.</p> <p>It was reported to the Panel that due to a recent Police restructure, it is proposed that Fareham and Gosport Police will be amalgamated into one service.</p> <p>The update was concluded by the panel being informed that Councillor Cartwright had met with the Council's Estate Team who had confirmed that the Police Safer Neighbourhood team will be moving into the Civic Offices between December 2016 and April 2017.</p>
Outcome	Complete
Link Officers	Executive Member for Public Protection
Subject	Annual Report on Fareham Parking Enforcement Service
Type of Item	Monitoring
Action by Panel	<p>The Panel considered a report by the Director of Operations which provided the Panel with an update on the last twelve months operation of the Fareham Parking Enforcement Service.</p> <p>The Head of Parking Enforcement gave the Panel a brief presentation which focused on the key points contained in the report</p>

	<p>including an overview of the service, on/off street enforcement, challenges to Penalty Charge Notices (PCNs) & the reasons why they had been accepted, PCNs paid by financial year, PCN challenges by financial year, on-street enforcement Budget & Expenditure for 2015/16, off-street enforcement Budget & Expenditure for 2015/16, PCNs served for off street parking, PCNs served for on street parking and PCNs by ward and hotspots.</p> <p>In response to enquiries made by the Panel regarding the future vision for Parking Enforcement, the Head of Parking and Enforcement confirmed that a key area of future work will be to consider how visitors to our car parks could utilise new systems to pay for their parking.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> (a) note the content of the report; and (b) thank the Head of Parking and Enforcement for his informative presentation.
Outcome	Complete
Link Officer	Kevin Wright
Subject	Public Protection Policy Development and Review Panel Work Programme
Type of Item	Monitoring & Programming
Action by Panel	<p>The Panel considered a report from the Director of Planning & Regulation which reviewed the Panel's Work Programme for 2016/17.</p> <p>The Director of Planning and Regulation drew the Panel's attention to paragraph 4 of the report which outlined the proposed cancellation of the 13 September 2016 meeting.</p> <p>It was AGREED that the Panel:-</p> <ul style="list-style-type: none"> (a) confirm the programme of items, as set out in the Appendix A of the report; (b) note the progress on actions since the last meeting, as set out in Appendix B of the report; and (c) note the Public Protection Executive Portfolio Work Programme for 2016/17, as set out in Appendix C of the report.
Outcome	Complete
Link Officer	Richard Jolley

Appendix C

Committee / Panel	Portfolio	Service Area	Item Description	Item Type	Date	Key Decision	Author
Public Protection PDRP	Public Protection	Environmental Health	Annual Update on Fareham & Gosport Environmental Health Partnership	Report	24/05/2016	No	Ian Rickman
Public Protection PDRP	Public Protection		Introduction to Public Protection Portfolio Services	Presentation	24/05/2016	No	Ian Rickman/Kevin Wright
Public Protection PDRP	Public Protection		Review of Work Programme 2016/17	Report	24/05/2016	No	Richard Jolley
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	24/05/2016	No	Cllr Cartwright
Individual Decision	Public Protection	Parking & Enforcement	Proposed Waiting Restrictions – Bath Lane Service Road, Fareham	Report	24/05/2016	No	Chris Oldham
Executive	Public Protection	Parking & Enforcement	Parking Order Consolidation	Report	06/06/2016		Kevin Wright
Individual Decision	Public Protection	Parking & Enforcement	Proposed Waiting Restrictions:- West Street, Fareham The Croft, Stubbington Primate Road, Titchfield Common Highlands Road Lay-by, Fareham	Report	28/06/2016	No	Chris Oldham
Executive	Public Protection	Community Safety	Public Spaces Protection Order	Report	11/07/2016		Narinder Bains
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	26/07/2016	No	Cllr Cartwright
Public Protection PDRP	Public Protection		Review of Work Programme 2016/17	Report	26/07/2016	No	Richard Jolley
Public Protection PDRP	Public Protection	Parking & Enforcement	Annual Report on Fareham Parking Enforcement Service	Report	26/07/2016	No	Richard Jolley

Appendix C

Committee / Panel	Portfolio	Service Area	Item Description	Item Type	Date	Key Decision	Author
Individual Decision	Public Protection	Parking & Enforcement	CCTV Contract Maintenance	Report	20/07/2016	yes	Kevin Wright
Public Protection PDRP	Public Protection	Environmental Health	Annual Health and Safety Performance 2015/16	Report	15/11/2016	No	Ian Rickman
Public Protection PDRP	Public Protection	Community Safety	Presentation by Hampshire Police (Chief Inspector)	Presentation	15/11/2016	No	Ian Rickman
Public Protection PDRP	Public Protection		Review of Work Programme 2016/17	Report	15/11/2016	No	Richard Jolley
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	15/11/2016	No	CLlr Cartwright
Public Protection PDRP	Public Protection		Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18	Report	17/01/2017	No	Richard Jolley
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	17/01/2017	No	CLlr Cartwright
Public Protection PDRP	Public Protection		Traffic Management Programme 2017/18	Report	17/01/2016	No	Kevin Wright
Public Protection PDRP	Public Protection		Update on Emergency Planning	Report	17/01/2017	No	Kevin Wright
Executive	Public Protection	Parking & Enforcement	Traffic Management Programme	Report	06/02/2017	No	Kevin Wright

Appendix C

Committee / Panel	Portfolio	Service Area	Item Description	Item Type	Date	Key Decision	Author
Public Protection PDRP	Public Protection	Community Safety	Annual Update on Fareham Community Safety Partnership & Police Crime Panel	Report	07/03/2017	No	Ian Rickman
Public Protection PDRP	Public Protection	Environmental Health	Air Quality Action Plan Update	Report	07/03/2017	No	Ian Rickman
Public Protection PDRP	Public Protection		Final Review of annual Work Programme for 2016/17 and final consideration of draft Work Programme for 2017/18	Report	07/03/2017	No	Richard Jolley

