

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### HEALTH AND PUBLIC PROTECTION

### SCRUTINY PANEL

**Date:** Thursday, 31 October 2019

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices

**Members:**

Councillor G Fazackarley (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

Councillors K A Barton  
Mrs P M Bryant  
Mrs T L Ellis  
Miss T G Harper  
J G Kelly

**Deputies:** P J Davies



**1. Apologies for Absence**

**2. Minutes (Pages 5 - 10)**

To confirm as a correct record the minutes of the meeting of the Health and Public Protection Scrutiny Panel held on 27 June 2019.

**3. Chairman's Announcements**

**4. Declarations of Interest and Disclosures or 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. Executive Business (Pages 11 - 12)**

To consider any items of business dealt with by the Executive since the last meeting of the Panel, that falls under the remit of the Health and Public Protection Portfolio. This will include any decisions taken by individual Members during the same time period.

**(1) Improving Town Centre Security (Pages 13 - 14)**

**7. Executive Member Update**

To receive a verbal update from the Executive Member on matters relating to the Health and Public Protection portfolio, e.g the Police and Crime Panel and Local Strategic Issues.

**8. Opportunities Plan - Community Safety and CCTV Review (Pages 15 - 16)**

To receive a presentation by the Director of Leisure and Community which provides Members with an overview of the Opportunities Plan agreed by the Executive in January 2019.

**9. Corporate Health and Safety Performance 2018/19 (Pages 17 - 24)**

To consider a report by the Director of Leisure and Community which provides the Panel with information regarding Corporate Health and Safety performance for 2018/19.

**10. Fareham & Gosport Clinical Commissioning Group Scoping Report**

To consider and approve a draft scoping report for inclusion in an invitation to the Fareham and Gosport Clinical Commissioning Group to attend a future meeting of the Panel.

**11. Hampshire Police Scoping Report**

To consider and approve a draft scoping report for inclusion in an invitation to Hampshire Police to attend a future meeting of the Panel.

**12. Health and Public Protection Scrutiny Panel Priorities**

To provide an opportunity for Members to consider the scrutiny priorities for the Health and Public Protection Panel.



P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
01 November 2019

**For further information please contact:  
Democratic Services, Civic Offices, Fareham, PO16 7AZ  
Tel:01329 236100  
[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**



# FAREHAM

BOROUGH COUNCIL

## Minutes of the Health and Public Protection Scrutiny Panel

**(to be confirmed at the next meeting)**

**Date:** Thursday, 27 June 2019

**Venue:** Collingwood Room - Civic Offices

**PRESENT:**

**Councillor** G Fazackarley (Chairman)

**Councillor** Ms S Pankhurst (Vice-Chairman)

**Councillors:** K A Barton, Mrs T L Ellis, J G Kelly and P J Davies (deputising for Mrs P M Bryant)

**Also Present:** Councillor T M Cartwright, MBE (for items 3, 6, 9 & 11)



**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs P M Bryant and Miss T G Harper.

**2. MINUTES**

RESOLVED that the minutes of the Health and Public Protection Scrutiny Panel meeting held on 05 March 2019 be signed and confirmed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman reminded Members that discussion took place at the last meeting in respect of the Dog Control Public Spaces Protection Order which was approved by the Executive on 04 March 2019. Members were invited to bring forth to Officers any other areas across the Borough that would benefit from inclusion within the Order.

The Chairman also announced that the Police and Crime Commissioner (PCC) has declined the invitation put forward to him to attend a future meeting of the Panel to answer Members' questions on policing matters. The invitation has been declined on the basis that scrutiny of the PCC is undertaken by the Police and Crime Panel and as Fareham Borough Council is represented on the Panel by Councillor Cartwright, there is no obligation for him to undertake additional scrutiny.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OR ADVICE OR DIRECTIONS**

The Chairman declared a personal, non-pecuniary interest in respect of item 8 – Air Quality Report as he is an employee of the First Bus Company. He remained in the room and took part in the discussion.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. EXECUTIVE BUSINESS**

The Panel considered the following items of business discharged by the Executive since the last meeting of the Panel.

**(1) Dog Control Public Spaces Protection Order**

Points for clarification were raised and discussed by Members in respect of this item.

**(2) Parking Enforcement**

At the invitation of the Chairman, Councillor T M Cartwright, MBE, addressed the Panel on this item.

Points for clarification were raised and discussed in respect of this item.

**(3) Review of the Gambling Act 2005 Statement of Principles**

There were no points for clarification raised by Members in respect of this item.

**(4) Safeguarding Policy**

There were no points for clarification raised by Members in respect of this item.

**7. EXECUTIVE MEMBER UPDATE**

The Panel received a verbal update from Councillor T M Cartwright, MBE, the Executive Member for Health and Public Protection on the Police and Crime Panel and Local Strategic Health issues.

**Police and Crime Panel**

Councillor Cartwright announced that the next meeting of the Police and Crime Panel will take place on 5 July 2019 and that Members will raise concern at the meeting that the increase in the number of police officers on the streets has fallen far short of the number that was expected by the Panel when it agreed to the increase in the precept earlier this year.

Members enquired whether there is any evidence to suggest that there has been an increase in crime as a result of the decision by Hampshire County Council to introduce part night lighting operations in some residential areas of the Borough. Councillor Cartwright responded to say that he is not aware of any increase, that the initiative is very new and that statistics will probably be made available in due course.

Councillor Cartwright reported on the special CAT meeting that took place recently in response to concerns raised by residents and local businesses about drug use and rough sleeping in the town centre. He advised Members that the Partnership Action Group (PAG) meets regularly to discuss how collaborative working between Partnership Agencies can tackle antisocial behaviour and community safety matters. PAG are already aware of, and working on, many of the issues that were raised at the CAT meeting but are often not able to publicise some of the more confidential aspects of their work.

**Local Strategic Health issues**

Councillor Cartwright gave an update to Members on the various Health related Panels that he sits on and advised Members that due to concerns about the lack of statutory duties of some of the panels and the relevance of issues they discuss he intends to meet with Officers to discuss which of the Panels he should continue to attend.

Councillor Cartwright went on to report that he attends meetings every three months with Mark Cubban at QA hospital. Updates on the outcomes of these

meetings are given at full Council meetings for Members information. Generally, the hospital is doing well although the issues in A and E still require resolution. As Members are aware, funding has been secured to significantly extend A & E provision at the hospital and, in time, this will help to resolve many of the outstanding issues.

Councillor Cartwright advised that he also attends the Fareham Locality Patient Group meetings that are held every 3 months at Fareham Community Hospital. A wide range of partnership agencies attend the meeting where information is discussed and shared on local issues. Issues discussed at the last meeting surrounded the continued under-utilisation of the hospital. A new working group will be set up to look at how this can be improved.

## **8. AIR QUALITY REPORT**

The Panel received a presentation and considered a report by the Head of Environmental Health which provided an update on Air Quality Directions received from Central Government in response to the submission of the Air Quality Plan and outlined details of the funding allocated to implement the directives. A copy of the presentation is attached to these minutes as Appendix A.

RESOLVED that the Health and Public Protection Scrutiny Panel notes the ongoing work in respect of improving air quality in Fareham.

## **9. SCOPING REPORT - FAREHAM AND GOSPORT CLINICAL COMMISSIONING GROUP**

The Panel considered the priorities for inclusion in the scoping report that will accompany an invitation to the Fareham and Gosport Clinical Commissioning Group Community Engagement Committee to attend a future meeting of the Panel.

Councillor T M Cartwright, MBE, Executive Member for Health and Public Protection addressed the Executive on this item.

Mental health issues were considered to be the main priority at present and Members requested that the scoping report be prepared to ask what is being done in Fareham to address mental health provision and to ascertain where enquiries and concerns can be referred in the event that members encounter or identify someone in need of mental health support.

It was agreed that the scoping report would be drafted and brought to the next meeting for Members approval.

## **10. SCOPING REPORT - HAMPSHIRE POLICE**

The Panel considered the priorities for inclusion in the scoping report that will accompany an invitation to Hampshire Constabulary to attend a future meeting of the Panel.

Response times, attendance at incidents and clarification on which incidents are regarded to be a priority were considered to be the key issues at present. Members requested that these be used to prepare a draft scoping report for approval at the next meeting.

Members enquired whether information regarding crime rates across the wards is available. It was agreed that Officers would source and provide this information if it is available.

## **11. HEALTH AND PUBLIC PROTECTION SCRUTINY PANEL PRIORITIES**

Members were invited to re-consider and re-confirm the Scrutiny priorities for the Panel.

Councillor T M Cartwright, MBE, Executive Member for Health and Public Protection addressed the Panel on this item.

Following discussion, it was felt that issues relating to Community Safety and Enforcement are key priorities for the Panel to address and it was agreed that a scoping report could be brought to the October meeting of the Panel to show what the new Opportunities Plan Team that is led by the Head of Finance and Audit could be covering in connection with Community Safety.

(The meeting started at 6.00 pm  
and ended at 7.32 pm).



# FAREHAM

## BOROUGH COUNCIL

### **Report to Health and Public Protection Scrutiny Panel**

**Date:** 31 October 2019  
**Report of:** Director of Leisure and Community  
**Subject:** EXECUTIVE BUSINESS

#### **SUMMARY**

One of the key functions of the Scrutiny Panels is to hold the Executive Portfolio Holder and Senior Officers to account in the delivery of the service and the Improvement Actions identified in the Council's Corporate Priorities and Corporate Vision.

Members are therefore invited to consider the items of business that fall under the remit of the Health and Public Protection portfolio and have been dealt with by the Executive since the last meeting of the Panel. This also includes any decisions taken by individual Executive Members.

The relevant notices for decisions taken are attached for consideration.

#### **RECOMMENDATION**

It is recommended that Members consider the items of Business discharged by the Executive since the last meeting of the Panel and make any comments or raise any questions for clarification.



# FAREHAM

## BOROUGH COUNCIL

2019/20  
Decision No.  
2130

### Record of Decision by Executive

Monday, 7 October 2019

<b>Portfolio</b>	Health and Public Protection
<b>Subject:</b>	<b>Improving Fareham Town Centre Security</b>
<b>Report of:</b>	Director of Leisure and Community
<b>Corporate Priority:</b>	Strong, safe, inclusive and healthy communities

**Purpose:**

Executive approval is sought for a 12-month trial of measures to improve Town Centre Security, to provide support to members of the public and reassurance to all town centre businesses and users.

After listening to town centre residents and businesses over recent months, and at a recent Community Action Team Meeting, it is clear that a visual uniformed presence in the town centre to help make people feel safe and to provide a point of contact to which matters of concern can be addressed which may include anti-social behaviour, begging, drug taking, littering and fly tipping, would be welcomed.

This would complement the conditions set out in the Public Spaces Protection Order and provide public reassurance and support. It would also provide an opportunity for community engagement, particularly by signposting those most in need to agencies who are able to help them.

**Options Considered:**

As recommendation.

**Decision:**

RESOLVED that the Executive:

- (a) approves a 12-month pilot of measures to improve Town Centre Security using a private security company to carry out this task; and
- (b) endorses a programme of public awareness raising.

**Reason:**

To help ensure Fareham's town centre remains strong, safe, healthy and inclusive and to provide assurance to the public that Fareham town centre is a safe and attractive place to work, shop and visit.

**Confirmed as a true record:**

Councillor SDT Woodward (Executive Leader)  
Monday, 7 October 2019

# FAREHAM

## BOROUGH COUNCIL

### **Presentation to Health and Public Protection Scrutiny Panel**

**Date:** 31 October 2019

**Report of:** Director of Leisure and Community

**Subject:** OPPORTUNITIES PLAN - COMMUNITY SAFETY AND CCTV REVIEW

#### **SUMMARY**

This presentation gives an overview of the scope of the Community Safety and CCTV review that is being undertaken as part of the Opportunities Plan agreed by the Executive in January 2019.

Fareham Borough Council is a proactive partner in a number of and Community Safety initiatives within the Borough. In addition, it has 43 CCTV cameras used for the purpose of public protection, controlled and monitored in partnership with Gosport Borough Council.

Fareham is facing similar financial challenges to our partners, whose priorities and ability to respond to issues have changed over time. The review will analyse whether the current Community Safety and CCTV provision meets local priorities whilst providing good value to our resident.

#### **RECOMMENDATION**

It is recommended that Members consider the presentation and make any comments or raise any questions for clarification.



# FAREHAM

## BOROUGH COUNCIL

### Report to the Health and Public Protection Scrutiny Panel

**Date**                    **31 October 2019**

**Report of:**            **Director of Leisure and Community**

**Subject:**               **CORPORATE HEALTH AND SAFETY PERFORMANCE 2018/19**

#### **SUMMARY**

The report details how the Council, as an employer and provider of services, works to continually monitor and improve health and safety performance for the benefit of all by summarising the Council's health and safety performance during the period 2018/19.

#### **RECOMMENDATION**

It is recommended that the Health and Public Protection Scrutiny Panel notes:

- (a) the work undertaken by all employees to maintain health and safety standards and, where necessary, improve health and safety performance for the benefit of all concerned during 2018/19, and
- (b) that the Council, as an employer, continues to achieve a standard of health and safety management within its activities that meet statutory requirements and demonstrate competence in health and safety management.

#### **INTRODUCTION**

1. Protecting the health and safety of employees is governed by health and safety laws which place duties on the Council in its capacity as an employer and on the Chief Executive, Directors, Managers and employees, all of whom have collective and individual responsibility for managing health and safety, understanding that there is both criminal and civil liability should these duties be breached.
2. Within Fareham Borough Council it is established good practice that health and safety is integrated into the main governance structure and that the Chief Executive's Management Team 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 2018/19.

## **MANAGEMENT OF HEALTH AND 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 pursue the control of the following health and safety risks in order to support the Council:
  - 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. 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 health and safety risks.

## **ACCIDENTS**

5. 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 and 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'.
6. There were no incidents within the Council that required a report to the HSE under RIDDOR during 2018/19.

## **ACCIDENT DATA**

7. There were 48 injury-causing incidents recorded during the period 1 April 2018 to 31 March 2019, which is a decrease of 1 incident from the 49 recorded for the same period in 2017/18.

## **OBSERVATIONS**

8. Analysis of accident reports established that not all reported 'accidents' were attributable to a specific work-related cause. It is important to note that all accidents were of a minor nature with no serious injury attached.

## **EMPLOYEE NEAR-MISS**

9. During the 2018/19 period, there were 7 records for near-miss incidents. 5 of the incidents involved FBC waste vehicles on or near the highway. 4 of these incidents were reported to the police, as they were deemed to be dangerous driving by a third party, placing FBC workforce at risk of injury from vehicles.

## **VIOLENT INCIDENT REPORTS**

10. There were 8 reported incidents of 'violence' in 2018/19, affecting employees from the following work groups:

- Housing 4
- Community 1
- Streetscene 3

1 incident reported by Streetscene required the police to attend and deal with the tenant of the property concerned.

## **INCIDENTS INVOLVING MEMBERS OF THE PUBLIC AND CONTRACTORS**

11. The Council's primary concern is directly associated with accidents affecting employees. However, in the current economic and 'conditional fee' climate, where incidents involving members of the public or contractors carrying out work on Council premises are reported, they are recorded for insurance purposes. 22 incident reports were received but none of the incidents were attributed to any fault or negligence related to the Council's activities.

## **POLICIES AND SYSTEMS REVIEWS**

12. As part of the monitoring of health and safety management, an ongoing programme of workplace health and safety inspections take place with UNISON health and safety representatives. Any health and safety issues were discussed with managers prior to reports, where appropriate, being finalised and issued to the relevant Director.

## **CONSULTATION**

13. The Council has a duty to consult union appointed health and safety representatives, and within the Council this is achieved via a 6-monthly meeting of the Council's Safety Committee.

## **HEALTH AND SAFETY TRAINING**

14. During 2018/19, a number of specific health and safety training courses were provided:-

- 4-day Institute of Safety Health IOSH Managing Safety course was organised to give managers and supervisors an understanding of everyone's safety and health responsibilities in the workplace. A total of 6 staff attended.
- A Waste and recycling reversing assistant training and manual handling refresher course was delivered to all relevant staff. A total of 52 employees attended the training.
- Hand Arm Vibration training and tool box talks were delivered to all relevant staff working with vibratory tools and vehicles from Operations, Transport MGT and Repair, Waste and recycling and Countryside teams.
- First aid courses for 3-day, 1 day and requalification were carried out throughout the year.
- Induction courses for new employees and tenants were undertaken as required.
- Specific task-related training due to the development of the new corporate computer-based training programmes (e-learning) also took place.
- The Skillgate eLearning system was used to deliver corporate fire training (e-learning). The regulatory eLearning modules incorporate a range of health and safety topics. Skillgate learning has also been used as a means of training and refreshing knowledge for staff using the Identicom lone workers devices.
- New topics are being added to the library annually.

## **OTHER HEALTH AND SAFETY ACTIVITIES**

15. Health and safety work carried out during the 2018/19 period:

### **Depot**

- Risk assessments for Operations, Transport Management and Repair, Waste and Recycling and Countryside services are being reviewed and have now changed in style and format with traffic light risk rating.
- Hand Arm Vibration equipment checks (competent contractor employed for this function), maintenance of equipment, assistance with procuring safe tools, occupational health checks of all staff using equipment annually, trigger testing and recording of usage.
- Checks that all Personal Protective Equipment (PPE) being issued to employees is functional and being used appropriately, with monitoring checks carried out by management and health and safety officer.
- Building repairs and maintenance services have reviewed and updated risk assessments and their Operational Health and Safety Essentials.
- Asbestos (software) register is ongoing as this is a living document which will always

- be updated, amended and records kept.
- Asbestos refresher training ongoing.
- Health and safety topics, and where necessary when an incident or accident has occurred, a relevant subject based “tool box talk” is arranged for employees. This includes Operations, Transport, Waste and Recycling and Building Repairs and Maintenance teams.
- Fire organisation being reviewed and updated.
- Fire risk assessment for the depot carried out and updated in June /July 2019 and comments considered.
- Waste crews operational monitoring with domestic, garden, white goods, glass and trade.
- FBC waste vehicles have been fitted with 360-degree cameras which are proving very helpful for general administration and monitoring of incidents related to vehicle and crews.
- Road risk assessments for waste and street cleansing are ongoing to include review and updating of these documents.
- Parks and open spaces and countryside review includes personal protective flotation equipment (buoyancy equipment) for both open water/lakes and sea/foreshore.
- Continue to support Leisure team’s Access All Areas initiative, assist with risk assessments and contractor’s health and safety checks.
- Assisted parks and open spaces with road risk assessments for tractor flail of hedgerows and road verges.
- Chapter 8 assistance with operational and risk assessment tasks for FBC employees working on or near the highway within 1 metre of roads.
- Disposal (external competent contractor with waste carriers license and disposal accreditation) and management of medical waste from street sleepers. Risk assessment and defined process introduced.

## **Civic Offices**

- Intranet site (SID) and Health and Wellbeing pages have been redesigned and now include health and safety information for all FBC employees with additional information and web links to HSE, IOSH and ROSPA webpages.
- External (competent contractor) undertaking a review and update of existing fire risk assessment.
- Fire safety training ongoing and updated.
- Tenant’s health and safety involvement within the Civic offices, reporting incidents and updates with regard to fire safety of employees and visitors.
- Risk assessments reviewed and changed in style and format with traffic light risk rating.
- Support and advice to HR regarding occupational health issues and, where necessary, assistance and assessments for employees with work related health issues.
- FBC have a total of 64 Identicom lone worker devices with 75 FBC employees who can use these devices to assist them when carrying out lone worker duties/tasks, or when dealing with potentially violent situations. There will be a review of these devices when the current supplier contract ends in October 2019.

## **Ferneham Hall**

- Fire checks and evacuation drills up to date.
- Health and safety briefing for all employees.
- Lone working information and training provided for all permanent employees.
- Identicom lone worker devices are available for use by employees.
- Identified employees have been provided with relevant first aid training.

### **Solent Airport (Daedalus)**

- Fire Risk assessments for the airport are currently being carried out by a competent contractor. Once the assessment is complete, plans to involve the airport operator and tenants with regard to building fire safety checks and evacuation from the building will be implemented.
- Assisted parks and open spaces with risk assessments for FBC employees responsible for mowing the airport grassed areas whilst airport is operational.

### **HEALTH AND SAFETY EXECUTIVE (HSE)**

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

### **RISK ASSESSMENT**

17. 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**

18. The need to be aware of workplace health and safety issues and the ability to manage them sufficiently and effectively is very much embedded in the Council as evidenced, for example, by the positive outcomes following the HSE waste management inspection.
19. 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 and safety during 2019/20 so that the Council, its managers and all employees achieve a standard of health and safety that not only continues to meet statutory requirements but also demonstrates competence in health and safety management.

**Background Papers: None**

**Reference Papers: None**

**Enquiries:**

For further information on this report please contact. Ian Rickman (Ext 4773)

