



Be kind



Byddwch yn garedig

COWBRIDGE (ANCIENT BOROUGH) with
LLANBLETHIAN TOWN COUNCIL
CYNGOR TREF
Y BONTFAEN (Bwrdeistref Hynafol) gyda
LLANFLEIDDAN

Health & Safety Report

To: Cowbridge with Llanblethian Town Council Members'

From: Town Clerk Cathy Kennedy

Date: 17th September 2024

Reason for Report

As Cowbridge with Llanblethian Town Council (the council) takes on more responsibilities, including managing public events, maintaining public spaces, and ensuring the safety of employees, councillors and the community, the need for specialised health & safety knowledge and expertise has become evident.

Professional support ensures compliance with legal requirements, reduces the risk of accidents and liability, and fosters a safe environment for all. It also allows council officers to focus on their primary duties, knowing that health and safety matters are being managed by experts who are up-to-date with the latest regulations and best practices. This proactive approach not only protects the council from potential legal and financial repercussions but also demonstrates a commitment to the well-being of colleagues and residents.

Background

Prior to 2022, the council had a contract with Ellis Whittam (now WorkNest) to oversee health & safety requirements. At that time, the council decided to end the contract as the consensus was that it had served its purpose and all necessary policies and procedures were in place. It was agreed that health & safety would be managed by officers moving forward.

In the last two years, the council has taken on more responsibilities such as Christmas lights, Christmas parade, May Day celebrations, management of road closures for civic events, and is planning extensive renovation to the grade II listed town hall. In this post-COVID era, officers feel that not all health and safety requirements can be met in-house, and it is difficult to keep on top of event safety, legionnaire checks, fire checks, asbestos checks, hirer safety, cemetery and park safety, and employee safety without specialised support.

Following a meeting with a representative from WorkNest and having outlined council requirements, they have provided the attached bespoke proposal.

Contract Details

The attached contract offers comprehensive health & safety support, which includes:

- a) A qualified, council-expert Health & Safety Consultant.
- b) A detailed bespoke Health & Safety Policy and Employee Handbook.
- c) Identification of compliance areas and risks, with actionable plans.
- d) Support through day-to-day challenges and legal updates.
- e) Access to software for compliance management.
- f) Free access to e-learning modules for the first 12 months.
- g) Legal expenses insurance to cover regulatory enforcement risk.

Conclusion

The 12-month agreement provides a full year of services and allows for re-evaluation at the end of the term to determine if continuation or adjustment is necessary.

Financial Implications

The annual cost for the 12-month agreement is £2,600 exclusive of VAT. Given the current health & safety budget of £5,000, this contract is financially feasible and sustainable for the financial year 2024/25.

Justification

The adoption of this service contract will ensure that the council remains compliant with all health and safety regulations, thereby mitigating risks and enhancing the safety and well-being of colleagues and the community. The service also provides excellent value for money, considering the breadth and depth of support and resources included.

Recommendation

This report recommends that the council enters into a 12-month health & safety fixed fee service agreement with WorkNest, at a cost of £2,600 (exclusive of VAT). The cost should be allocated from the currently unused 2024/25 health & safety budget of £5,000.