

# Public Document Pack



## Corporate Policy and Performance Board

**Tuesday, 8 September 2020 6.30 p.m.  
Via public remote access (please contact  
Clerk named below for instructions)**

A handwritten signature in black ink that reads 'David WR'.

**Chief Executive**

### **BOARD MEMBERSHIP**

Councillor Robert Gilligan (Chair)	Labour
Councillor Ged Philbin (Vice-Chair)	Labour
Councillor John Abbott	Labour
Councillor Harry Howard	Labour
Councillor Martha Lloyd Jones	Labour
Councillor Chris Loftus	Labour
Councillor Alan Lowe	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Kevan Wainwright	Labour

*Please contact Gill Ferguson on 0151 511 8059 or  
gill.ferguson@halton.gov.uk for further information.  
The next meeting of the Board is on Tuesday, 3 November 2020*

**ITEMS TO BE DEALT WITH  
IN THE PRESENCE OF THE PRESS AND PUBLIC**

**Part I**

<b>Item No.</b>		<b>Page No.</b>
<b>1. MINUTES</b>		<b>1 - 5</b>
<b>2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS)</b>		
	Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary Interests, to leave the meeting during any discussion and voting on the item.	
<b>3. PUBLIC QUESTION TIME</b>		<b>6 - 8</b>
<b>4. EXECUTIVE BOARD MINUTES</b>		<b>9 - 12</b>
<b>5. DEVELOPMENT OF POLICY ISSUES</b>		
<b>(A) CORPORATE ACCIDENT / INCIDENT ANNUAL REPORT 2019/20</b>		<b>13 - 29</b>
<b>(B) PUBLIC HEALTH RESPONSE TO COVID-19 CORONAVIRUS</b>		<b>30 - 31</b>

***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

**CORPORATE POLICY AND PERFORMANCE BOARD**

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 28 July 2020  
via public remote access*

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, Howard, M. Lloyd Jones, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh and Wainwright

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, I. Leivesley, G. Ferguson, S. Baker and P. Garnett

Also in attendance: One Member of the press

**ITEM DEALT WITH  
UNDER DUTIES  
EXERCISABLE BY THE BOARD**

	<i>Action</i>
CS1	MINUTES
	The Minutes from the meeting held on 28 <sup>th</sup> January 2020 were taken as read and signed as a correct record.
CS2	PUBLIC QUESTION TIME
	The Board was advised that no public questions had been received.
CS3	EXECUTIVE BOARD MINUTES
	The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of this Board.
	RESOLVED: That the Minutes be noted.
CS4	MEMBER DEVELOPMENT GROUP NOTES
	The Board considered the minutes of the Member Development Group meeting held on 26 <sup>th</sup> September 2019.
	RESOLVED: That the minutes be noted.
CS5	CORPORATE PPB UPDATE

The Board received an update on activity in areas within the responsibility of the Board over recent weeks. Since the Prime Minister announced lockdown measures on 23 March 2020, the Council had been involved in vast amounts of work in support of the community. The report set out a number of examples of activity carried out by the following teams which report to the Board:

- Finance;
- Legal & Democratic;
- Markets;
- Policy, People, Performance & Efficiency;
- School Meals, Community Meals and Stadium; and
- IT & Support Services

The Board thanked all Officers for their hard work in dealing with the demands that COVID-19 had brought upon them and the Borough. In particular the Board thanked Officers for maintaining services throughout and working together with the emergency services and Halton CCG to assist the public. The Board also recognised the work of the market staff who had provided support to traders.

RESOLVED: That the report be noted.

CS6      PROGRESS      UPDATES      REGARDING      THE  
DISCRETIONARY SUPPORT SCHEME, DISCRETIONARY  
HOUSING PAYMENTS AND UNIVERSAL CREDIT.

The Board received an update regarding the delivery of the Discretionary Support Scheme (DSS), Discretionary Housing Payments (DHP) and Universal Credit (UC).

With regard to the DSS, it was in its eighth year of operation. During 2019/20, 523 awards were made totalling £143,598. An analysis of applications by type and awards granted was set out in the report.

In respect of DHP, Members were advised that in 2019/20 grant funding of £469,587 was received and actual expenditure totalled £469,579 representing 1,391 awards. This was an over spend of £8. This compared with 2018/19 where 1,544 awards were made and a total expenditure of £535,414. It was reported that the decrease in the number of awards and total expenditure compared to the previous year had been caused by a reduction in Government funding of £66,947.

In addition, Members received an update on the roll out of UC in Halton. All new working age claimants must

now claim UC and all new claims must be made on-line. According to the DWP as at May 2020 there were 14,070 Halton residents now claiming UC. The report provided details on the UC caseload in Halton since April 2015.

RESOLVED: That the latest position regarding the Discretionary Support Scheme, Discretionary Housing Payments and Universal Credit, be noted.

CS7 BUSINESS RATES SECTION 44A DISCRETIONARY RATE RELIEF POLICY STATEMENT

The Board considered a report which sought approval to the Business Rates Section 44A Discretionary Rate Relief Policy Statement, to allow discretionary relief for a short term period for unoccupied or partly occupied business premises.

It was noted that the provision of Section 44A relief was aimed at situations where there were practical difficulties in occupying or vacating part of a property. Therefore, it was not intended that all properties which temporarily became unoccupied should have their liability reduced. Whilst the Council recognised that awarding relief was beneficial to local businesses, it must also consider the benefit to the local community. The principle consideration was that any relief granted was in the best interests of the taxpayers of Halton.

The full Section 44A Discretionary Rate Relief Policy Statement was detailed in the Appendix.

RESOLVED: That the Executive Board be recommended to approve the Business Rates Section 44A Discretionary Rate Relief Policy Statement, as presented in the Appendix.

CS8 COLLECTION FUND PROGRESS REPORT AND COVID-19 RESPONSE

The Board received a report on the Council's Collection Fund position on council tax and business rates. In addition the report provided an outline on the impact of Covid-19 on the Collection Fund.

It was noted that the 2020/21 council tax net collectible debit (the billed amount) was £64.210m, to date £17.322m of this had been collected which resulted in a collection rate of 26.98%, down by 1.00% on the same period last year.

Whilst the 'in-year' council tax collection rate had been steadily decreasing since 2013, the year on year reduction of 1% was significant. The reason for the drop could be attributed to the number of payment plan deferrals the Council had agreed to in the current year as a result of the hardship being created by the Covid-19 pandemic. To date the Council had agreed to 3,636 deferral plans which allowed the taxpayer to switch their payment plan from 10 payment periods commencing in April, to instead start from June.

It was anticipated that agreement to the deferral plans should result in the collection rate effectively catching up towards the end of the year as cash receipts in February and March should be higher than compared to previous years. This was dependent on accounts being paid as per the agreed payment plan.

As well as in-year collections the Council also actively pursued council tax debt from previous years. For the year to date the Council had collected £0.438m of old year debt. This enabled the Council to reach the target council tax collection rate of 97%, used in setting the Council's net budget.

Members also received an update on the impact of Covid19 on the council tax reduction scheme, hardship funding, business rates collected up to June 2020, collection fund recovery procedures and the processing of Covid19 Business Rate Reliefs and Business Rate Grants.

It was noted that the decrease in the collection rate for both council tax and business rates would have an adverse impact on what the Council would have set aside at financial year end in terms of a bad debt provision. At this point it was difficult to anticipate what that would be until it was further understood how the economy and business sector reacted to the pandemic and government attempts to mitigate the risk. However, the Board was advised that using current collection rates, as a worst case scenario, forecast losses on the Collection Fund were:

	£m
Business Rate Receipt Losses	6.767
Council Tax Receipt Losses	1.200
Increase to Working Age CTRS cases (as per para 3.7)	2.000
<b>Total Loss</b>	<b>9.967</b>

RESOLVED: That the latest position regarding the  
Collection Fund be noted.

*Meeting ended at 7.10 p.m.*

**REPORT TO:** Corporate Policy & Performance Board

**DATE:** 8<sup>th</sup> September 2020

**REPORTING OFFICER:** Strategic Director, Enterprise, Community and Resources

**SUBJECT:** Public Question Time

**WARD(s):** Borough-wide

### **1.0 PURPOSE OF REPORT**

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

### **2.0 RECOMMENDED: That any questions received be dealt with.**

### **3.0 SUPPORTING INFORMATION**

3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-

- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
- (ii) Members of the public can ask questions on any matter relating to the agenda.
- (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
- (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
- (v) The Chair or proper officer may reject a question if it:-
  - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
  - Is defamatory, frivolous, offensive, abusive or racist;
  - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or



- Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chair will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

#### **4.0 POLICY IMPLICATIONS**

None.

#### **5.0 OTHER IMPLICATIONS**

None.

#### **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

8.1 There are no background papers under the meaning of the Act.

**REPORT TO:** Corporate Policy and Performance Board

**DATE:** 8<sup>th</sup> September 2020

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Executive Board Minutes

**WARD(s):** Boroughwide

**1.0 PURPOSE OF REPORT**

- 1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Executive Board are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

**2.0 RECOMMENDATION: That the Minutes be noted.**

**3.0 POLICY IMPLICATIONS**

- 3.1 None.

**4.0 OTHER IMPLICATIONS**

- 4.1 None.

**5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

**5.1 Children and Young People in Halton**

None

**5.2 Employment, Learning and Skills in Halton**

None

**5.3 A Healthy Halton**

None

**5.4 A Safer Halton**

None

**5.5 Halton's Urban Renewal**

None

**6.0 RISK ANALYSIS**

6.1 None.

**7.0 EQUALITY AND DIVERSITY ISSUES**

7.1 None.

**8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE  
LOCAL GOVERNMENT ACT 1972**

8.1 There are no background papers under the meaning of the Act.

**APPENDIX 1**

**Extract of Executive Board Minutes Relevant to the Corporate Policy and Performance Board**

**EXECUTIVE BOARD MEETING HELD ON 30<sup>th</sup> JULY 2020**

**RESOURCES PORTFOLIO**

**EXB8 2019/20 FINANCIAL OUTTURN POSITION**

The Board received a report from the Operational Director – Finance, which presented the Council’s final overall revenue and capital spending position as at 31 March 2020.

Members were advised that the final accounts were nearing completion and the revenue spending for each Department was shown in Appendix 1.

It was reported that overall the final outturn position showed a net overspend of £5.296m against a revised budget of £108.621m. As highlighted to the Board throughout the year, the outturn position was representative of the continuing pressures evidenced on the Council’s budget position over the last 4 years. The report provided details on the key budget variances within the following services:

- Children and Families Department;
- Community and Environment Department;
- Adult Social Care, Including Care Homes;
- Education, Inclusion and Provision;
- Complex Care Pool;
- Corporate and Democracy; and
- Finance.

RESOLVED: That

- 1) the report is noted; and
- 2) the information contained within the report be taken into account when reviewing the 2020/21 budget monitoring position, medium term forecast and saving proposals for future years.

Operational  
Director - Finance

EXB9 2020/21 REVENUE SPENDING AS AT 31 MAY 2020

The Board received a report from the Operational Director – Finance, which:

- a) reported the Council's overall revenue net spending position as at 31 May 2020, together with an initial forecast outturn position; and
- b) reported on the financial impact of Covid-19 and the Government funding made available to the Council to date.

A summary of spending against the operational revenue budget (excluding internal recharges) up to 31 May 2020 was presented in Appendix One. It was reported that the outturn forecast for the year estimated that total spending would be over budget by £6.616m; this was inclusive of additional costs and estimated income losses incurred as a result of Covid-19. It was noted that the spending position was made up of two elements as described in the report.

RESOLVED: That

- 1) all spending continues to be limited to only absolutely essential items;
- 2) Strategic Directors seek to implement those approved budget savings proposals which were currently proving difficult to action or seek alternative saving proposals; and
- 3) Strategic Directors take urgent action to identify areas where spending could be reduced or suspended for the remainder of the current financial year.

Operational  
Director - Finance

<b>REPORT TO:</b>	Corporate Policy & Performance Board
<b>DATE:</b>	8 <sup>th</sup> September 2020
<b>REPORTING OFFICER:</b>	Strategic Director, Enterprise, Community & Resources
<b>PORTFOLIO:</b>	Resources
<b>SUBJECT:</b>	Corporate Accident / Incident Annual Report 2019/20
<b>WARD(S)</b>	Borough-wide

#### 1.0 **PURPOSE OF THE REPORT**

1.1 The purpose of this report is to inform the Board of the performance of health safety management across the Council for the period 1st April 2019 to 31<sup>st</sup> March 2020.

#### 2.0 **RECOMMENDATION: That**

- i) **the report be received;**
- ii) **the Board notes the contents of the report and supports the recommendations and actions proposed for 2019/20.**

#### 3.0 **SUPPORTING INFORMATION**

3.1 The health and safety report on the performance of health and safety management across the Council for the previous financial year is appended for the Board's consideration.

3.2 It highlights health and safety incidents that have taken place over the last twelve months and as a result of those incidents proposes actions for the future.

3.3 The report includes information around the number of actual near misses, accidents that have resulted over 7 day absences, together with significant accidents.

3.4 There is an overall summary of key issues contained on page 5 of the appended report.

#### 4.0 **POLICY IMPLICATIONS**

4.1 The report supports and provides evidence of the delivery of the Council's Corporate Health and Safety Policy.

5.0 **FINANCIAL IMPLICATIONS**

5.1 There are no direct financial implications associated with this report.

6.0 **IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

The provision of a safe working environment and reduction in accidents is important in order to provide:

- A Healthy Halton
- A Safer Halton
- The Efficient and Effective Delivery of Services

7.0 **RISK ANALYSIS**

7.1 Accidents which lead to lost time have financial implications for the authority, although these are always secondary to our concern for the well-being of staff and customers.

8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 There are no direct equality and diversity issues arising from this report.

9.0 **LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None.





**CORPORATE ACCIDENT / INCIDENT REPORT  
CORPORATE POLICY AND PERFORMANCE BOARD  
1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020**

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## 1. INTRODUCTION

### 1.1 General

The Health and Safety at Work etc Act 1974 clearly places responsibility on those who create the risk to manage it. The HSE Strategy, 'Helping Great Britain Work Well' highlights that members of the board have both collective and individual responsibility for health and safety. As such, the need is for board-level members to champion health and safety and be held accountable for its delivery.

Part of this includes identifying areas for improvement in health and safety management with the intention of improving staff morale, reducing in work-related sickness absence and lowering insurance premiums for legal, moral and financial reasons. In particular having robust health and safety procedures in place provides safeguards against legal action being taken against the Authority.

### 1.2 Health and Safety Management System

In order to demonstrate how Halton Borough Council as an employer is delivering the HSE Strategy, this report is to provide Management Team with details of health and safety performance in relation to Key Performance Indicators (KPI). Details of KPI's are as follows:

#### **LEAD INDICATORS**

Proactive action taken and any outcomes

KPI

1. **Number of risk assessments completed on corporate systems**  
Rationale – creating a safe working environment
2. **Number of Near Misses**  
Rationale – action taken to prevent further similar incidents and before injuries
3. **Percentage of registered staff on the Lone Working Monitoring System who are utilising the system**  
Rationale – demonstrating effective management of lone working risks

#### **REACTIVE [Lagging] INDICATORS**

Reactive action taken in response to accidents/incidents

4. **Number of Significant<sup>1</sup> and RIDDOR Reportable Accidents<sup>2</sup>**  
Rationale – identify accident/incident trends and actions required to prevent similar occurrences
5. **Number of Violent Incidents**  
Rationale – identify incident trends and actions required to prevent similar occurrences

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<sup>1</sup> Accidents that either require more than basic first aid, incur time lost or arise from a failure in health and safety management

<sup>2</sup> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR) 2013, including Fatalities, Specified Injuries, Over 7-day Injuries, Reportable Occupational Diseases & Dangerous Occurrences

National and Local Information together with performance gaps and incident trends form the basis for the Recommended Actions for 2019/20.

By responding positively to identified trends, the Authority can demonstrate compliance with the recommendations of the Health and Safety Executive's guidance HS(G)65 "Management for Health and Safety".

## 2. SUMMARY AND RECOMMENDATIONS

### 2.1 Summary 2019/20

During the past year across the Authority there has been a decrease in significant incidents whilst over 7 day injuries have remained the same as the previous year at 16. There have also been a total of 8 near misses, a decrease of 4 from the previous year. Slips, trips and falls, Manual Handling incidents and equipment use accidents have all decreased.

Violent Incidents are showing a rise in the number of verbal incidents compared to last year's figures and physical incidents have rose from 10 to 12 in the last 12 months. There has also been a rise in physical incidents but no reported verbal incidents within Halton schools.

Lone working monitoring system usage data shows seventy nine users have been deleted for non-use across both directorates despite mandatory use being approved and endorsed by Management Team.

Display Screen Equipment assessments have risen to 32 for 2019 compared to 23 throughout 2018 with staff coming forward to report various health issues surrounding Musculoskeletal Disorders.

Risk Assessments completed on the corporate risk assessment system have risen from **1432** in 2018/19 to **1859** in 2019/20 following consultations at Joint Consultative Committee Meetings across the Authority.

## 2.2 Recommendations 2020/21

The following recommendations are as a result of the accident analysis data for 2019/20 and will be actioned during the period 2020/21.

No.	KPI No.	ACTION	RATIONALE	RESPONSIBLE
1.	4	Managers to ensure all relevant staff are aware of Occupational Road Risk Policy and other linked documents, Driving Documents System usage and the importance of production of documents due to days lost for RTC's logged as an accident category.	Accidents 2020/21	All managers
2.	2	Managers to ensure all relevant staff are aware of Occupational Road Risk Policy and other linked documents, Driving Documents System usage and the importance of production of documents due to near misses involving RTC's.	Near Misses 2020/21	All managers
3.	3	Review Lone Working Risk Assessments and enforce the 'mandatory' use of the Contact Centre Monitoring system when required	Reinforce Management Team decision and safety of lone working employees	All managers

### GENERAL ACTIONS

Action a series of Lockdown/Bomb Threat Exercises across main Council buildings	2020/21	Health and Safety Team – time period extended due to COVID19
Review and update Health and Safety policies (Corporate & Schools) requiring timescale or legislation reviews	Ongoing	Health and Safety Team
School Audit and Healthcheck visit programme	Ongoing	Health and Safety Team

### 3. INFORMATION

#### 3.1 Local Information

##### 3.1.1 DSE (Display Screen Equipment) Assessments and Musculoskeletal Disorders

We are as an Authority still continuing to experience a rise in requests for Complex DSE Assessments due to staff suffering upper body injuries and musculoskeletal disorders.

	Total Assessments
TOTAL 2019	32
TOTAL 2018	23
TOTAL 2017	20
TOTAL 2016	21
TOTAL 2015	12
TOTAL 2014	14
TOTAL 2013	11
TOTAL	133

##### 3.1.2 Mental Health and Wellbeing

Work-related stress, depression, or anxiety is defined by the HSE as “*a harmful reaction people have to undue pressures and demands placed on them at work*”. In other words, stress is due to a *perceived* imbalance between environmental demands and personal resources.

The HSE has in 2017 and 2019 highlighted that most of those reporting acute stress, anxiety, and depression are mostly public sector workers, particularly education, health and social care, who report workload pressures, including tight deadlines, too much responsibility and a lack of managerial support as the root causes.

In 2018/19 stress, depression or anxiety accounted for 44% of all work-related ill health cases and 54% of all working days lost due to ill health.

Halton Borough Council manages Emotional Wellbeing using the HSE standards, ‘Tackling work-related stress Management Standards’ encompassing a risk assessment survey. A suite of courses are available for staff to access on the Authorities ‘Enable’ e-learning system to assist in managing mental health and the Health Improvement Team offer Mental Health Awareness courses.

### 3.1.3 Health & Safety Training and Communications

From 1<sup>st</sup> April 2019 HBC staff have participated in a number of Health & Safety training sessions, either classroom based or via e-learning and have received various forms of Health & Safety communications.

#### Training

- 3 x Head teachers courses – 38 people
- 1 x H & S briefing – Hope Corner School
- 104 x E-learning Risk Assessment
- 595 x E-learning Fire Safety Awareness
- 200 x E-learning Induction
- 175 x E-learning Workstation DSE
- 31 x E-learning Lone Working
- 34 x E-learning Personal Safety
- 11 x E-learning Risk Management
- 16 x Personal Safety - 169 people
- 4 x Bomb/Lockdown Exercises in Corporate Buildings
- 4 x Evac Chair – 12 people
- 1 x Evac Chair Refresher Training drop in session
- 14 x Manual Handling (School Catering) – 203 people
- 1 x Manual Handling (The Brindley) – 20 people
- 7 x Fire Marshal/Fire Safety – 40 people

#### Communications

- 4 x Quarterly briefings for managers
- 18 x Corporate Safety Bulletins
- 6 x News in Brief articles
- 36 x School Bulletins
- 1 x Admin of Medication briefings for schools
- 1 x Head teachers and schools annual briefing
- 3 x School Governor termly reports
- 1 x Counter Terrorism briefing to managers

## 3.2 National Information

### 3.2.1 HSE Statistics

New HSE statistics show the number of injuries, incidents and ill-health in workplaces across Great Britain is still too high. For 2018/2019 the following Labour Force Survey statistics show;

Fatal injuries at work – 147

Non-fatal injuries at work – 581,000

Employees suffering work related illness – 1.4 million

Cases prosecuted resulting in a conviction – 364

Fines from convictions – £54.5 million

Working days lost due to work related injury/illness – 28.2 million



#### 4. LEAD INDICATORS

##### 4.1 . Number of risk assessments completed on corporate systems

4.1.1 An electronic risk assessment system, based on the Intranet, has been 'live' since September 2011.

- Actual number of assessments completed up to 31/3/20 are; 1859

Enterprise, Community & Resources – 1234  
People – 625

See section 7 for position statements.

##### 4.2 Number of Near Misses

##### 4.2.1 The number reported in the last 3 years are:

2016/17	2017/18	2018/19
9	16	12

From the 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 there have been 8 near misses showing a reduction from the previous year. There were 3 near misses in schools.

##### 4.3 Percentage of registered staff on the Lone Working Monitoring System who are utilising the system

##### 4.3.1 Lone Working – Contact Centre Monitoring update

- See below, there has been a very slight increase in registered users of the system compared to the same period last year but a decrease in actual use of the system,
- In total 79 (5-ECR & 74-P) registered users have been deleted from the system as they have not used it for 12 months. The reasons are that the user could be a leaver, is unlikely to remember how to use the system and also their contact information / management contacts will probably have changed;

	Jan – Mar 2020		Jan – Mar 2019	
	Registered Users	No's Using System	Registered Users	No's Using System
Enterprise Community & Resources	66	45	62	44
People	266	132	263	147

TOTAL USERS	332	177	325	191
% OF USE	55%		59%	

Lone workers face the same hazards at work as anyone else, but there is a greater risk of these hazards causing harm as they may not have anyone to help or support them if things go wrong. The HSE advice is that as an employer, there should be provision of training, supervision, monitoring and support for lone workers.

INDG73 Protecting Lone Workers HSE guidance has been updated this year and contains:

- a new section on how to protect lone workers from the risk of work-related violence
- more information on how managers should keep in touch with lone workers
- new advice on the impact lone working can have on stress, mental health and wellbeing

As an Authority Halton Borough Council have in place robust procedures for the protection of Lone Workers with a need to continually stress the importance of use of the Lone Working Monitoring system (see section 2.2 Recommendations).

## 5 REACTIVE ['Lagging'] INDICATORS

### 5.1 Number of Significant and RIDDOR Reportable Accidents

5.1.1 The number of accidents reported to the HSE for each Directorate excluding schools that took place from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 are; 11

Directorate	Specified Injury	> 7-Day	Significant
Enterprise, Community and Resources	0	8	20
People – excluding schools	1	3	3
Schools – excluding pupils	0	5	5
<b>TOTAL YTD 2019/2020</b>	<b>1</b>	<b>16</b>	<b>28</b>
<b>TOTAL YTD 2018/2019</b>	<b>1</b>	<b>16</b>	<b>89</b>
<b>TOTAL YTD 2017/2018</b>	<b>2</b>	<b>13</b>	<b>46</b>

Specified injuries and over 7 day incidents have remained the same as the previous year while significant injuries have decreased. Burn injuries within school catering has decreased from 6 incidents last year to 3 within this period. In total burns injuries have decreased from 17 last year to 4. Slips/trips/falls have decreased as has manual handling incidents.

- A further breakdown of the categories of incidents Corporately are as follows:

Main Categories

	<u>2017/18</u>	<u>2018/20</u>	<u>2019/20</u>
STF	16	22	10
Man Han	16	18	9
Equipment	19	10	7

Other Categories 2019/20

- Other – Burns – 4
- Hit by moving or flying objects – 4
- Injured by an animal – 1
- RTC – 4
- Entrapment – 1
- Sharps – 1
- Physical Contact – 1

**5.1.2 Days Lost**

- The main categories of days lost are as follows;

	Days Lost		
	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
1. Slips, trips and falls	107	83	20 (-63)
2. Manual handling	49	121	77 (-44)
3. Equipment	110	3	25 (+22)

- The total days lost is 122 on the above categories. This represents a decrease compared to the same period last year with 207. There is however an increase in days lost for Equipment use. There were also 25 days lost as a result of 3 separate road traffic collisions.

## 5.2 Number of Violent Incidents

### 5.2.1 From 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020

Directorate	Verbal	Physical
Enterprise, Community and Resources	27	3
People	3	9

Directorate	Verbal	Physical
TOTAL 2019/20	30	12
TOTAL 2018/19	23	10
TOTAL 2017/18	35	11

The physical violent incidents were across various services for the last 12 months with the Positive Behaviour Support Service reporting 7 of these.

The 30 verbal incidents were mainly at the HDL offices who received 20 threats/abuse mainly linked to benefits/housing queries. The remaining 10 were spread across various services.

There were 2 incidents whereby members of the public took knives into council buildings, 1 into a HDL office and one into a community centre.

### 5.2.2 Schools

#### From 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020 – 45 physical incidents

Schools	Verbal	Physical
TOTAL 2019/20	0	45
TOTAL 2018/19	7	40
TOTAL 2017/18	4	28

The majority of physical incidents involved multiple incidents involving the same pupils within Primary schools. There were two separate incidents whereby primary school children took knives into school and one secondary school incident when a pupil removed craft blades from a classroom and accidentally injured another pupil causing minor injuries.

## 6. Risk Assessment Position Statements

### Risk assessment position statements for both Directorates

As of;

31 March 2020

		Enterprise, Community & Resources				People			
		Expected No. RAs	Actual No. RAs (up-to-date)	%	Earliest Review	Expected No. RAs	Actual No. RAs (up-to-date)	%	Earliest Review
2	Home Working Risk Assessment	385	298	77.4	02/04/2020	251	185	73.71	10/05/2020
	Environmental/Fire Risk Assessment	61	38	62.3	01/04/2020	44	21	47.73	09/04/2020
	Fire Risk Assessment								
	Lone Working Risk Assessment	29	15	51.72	26/04/2020	27	7	25.93	15/05/2020
	Manual Handling Risk Assessment	9	6	66.67	20/08/2020	2	0	0	
	Occupational Risk Assessment	236	171	72.46	01/04/2020	36	16	44.44	08/04/2020
	Ladder Checklist	12	9	75	20/08/2020				
	General Risk Assessment	102	56	54.9	10/04/2020	107	68	63.55	01/04/2020
	COSHH Risk Assessment	40	37	92.5	02/04/2020	71	27	38.03	08/04/2020
	COSHH (Advanced)	14	9	64.29	31/10/2020	4	4	100	15/05/2020

Risk Assessment								
Transport in Depots Risk Assessment	1	1	100	23/08/2020				
Workstation Risk Assessment	713	594	83.31	01/04/2020	475	297	62.53	01/04/2020
<b>Total</b>	<b>1602</b>	<b>1234</b>	<b>77.03</b>	-	<b>1017</b>	<b>625</b>	<b>61.46</b>	-

### Completed Assessment Comparisons

Enterprise, Community & Resources – 2017/18 **830** completed  
 People – 2017/18 **312** completed

Enterprise, Community & Resources – 2018/19 **1036** completed  
 People – 2018/19 **396** completed

Enterprise, Community & Resources – 2019/20 **1234** completed  
 People – 2019/20 **625** completed

**Lynn Pennington-Ramsden**  
**Principal Health and Safety Advisor,**  
**Risk and Emergency Planning**  
**1<sup>st</sup> July 2020**

<b>REPORT TO:</b>	Corporate Policy and Performance Board
<b>DATE:</b>	8th September 2020
<b>REPORTING OFFICER:</b>	Strategic Director - Public Health and Protection
<b>PORTFOLIO:</b>	Health and Wellbeing
<b>SUBJECT:</b>	Public Health response to COVID-19 Coronavirus
<b>WARDS:</b>	Borough wide

### **1.0 PURPOSE OF THE REPORT**

- 1.1 To provide the Board with a presentation covering the most recent data on COVID-19 Coronavirus; latest update on Halton outbreak support team approach, and Halton's testing approach in the community and for schools.

### **2.0 RECOMMENDATION: That**

- 2.1 That the presentation content be noted.

### **3.0 SUPPORTING INFORMATION**

- 3.1 While COVID-19 Coronavirus presents an unprecedented challenge, well-established local arrangements for public health are being used as the basis of an enhanced response. The pandemic has had a profound impact on the Council's finances, its staff, all of its services and the way it operates. This response is dynamic and in order to provide the most up to date information a presentation will be provided.
- 3.2 The presentation will cover the most recent COVID-19 Coronavirus figures for Halton. An update on how the Halton outbreak support team are working within the contain framework to successfully identify and manage local outbreaks using information from NHS Test and Trace and how this works with the Cheshire Hub.
- 3.3 The presentation will also detail the most recent information on Halton's testing approach in the community and for schools.

### **4.0 POLICY IMPLICATIONS**

- 4.1 There are no specific implications in respect of Council policy.



## **5.0 FINANCIAL IMPLICATIONS**

5.1 There is ring fenced allocated funding for outbreak response.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

The outbreak response will protect the health of children and young people in Halton.

### **6.2 Employment, Learning and Skills in Halton**

N/A.

### **6.3 A Healthy Halton**

The outbreak response will protect the health of people in Halton.

### **6.4 A Safer Halton**

The outbreak response will protect the health of people in Halton.

### **6.5 Halton's Urban Renewal**

*None*

## **7.0 RISK ANALYSIS**

The outbreak response team will reduce the risk to local people from an outbreak.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

There are no equality or diversity issues as a result of the actions outlined in the presentation, however among people already diagnosed with COVID- 19, people who were 80 or older were seventy times more likely to die than those under 40. Risk of dying among those diagnosed with COVID-19 was also higher in males than females; higher in those living in the more deprived areas than those living in the least deprived; and higher in those in Black, Asian and Minority Ethnic (BAME) groups than in White ethnic groups.

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

None under the meaning of the Act.