

## **CORPORATE PROCEDURE**

### **CORPORATE COMMUNICATION AND CONSULTATION**

#### **1 Aims of the procedure**

1.1 This procedure is intended to support those who have duties to consult and communicate with the various council officer's and member forums in relation to health and safety.

1.2 The OHSAS 18001 manual sets the requirements for the need to ensure that communication and consultation becomes an integral part of the health and safety management system.

#### **2 Responsibilities**

##### **2.1 Corporate Directors**

Corporate Directors will be responsible for the overall implementation of this Corporate Procedure.

##### **2.2 Heads of Service**

Heads of Service will ensure the provision of the necessary resources and information to ensure that all officers undertake adequate consultation and communication with all relevant stakeholders.

##### **2.3 Governing Bodies of Schools Maintained by Education Authority**

There is a shared overall responsibility for health, safety and welfare between the LEA, governing body and headteacher.

##### **2.4 Managers, Team Leaders, Headteachers and Employees**

Managers, Team Leaders, Headteachers and Employees are responsible for communicating to all persons affected by their undertakings with regards to health and safety.

#### **3 Health and Safety Committee Meetings**

3.1 Each Directorate shall hold regular Health and Safety Committees, which will consist of representatives of management, trade unions and employees from all sections of the workforce.

3.2 The minutes of these meetings are to be communicated to all relevant stakeholders.

#### **4 Team Meetings**

Team meetings shall be led by Managers and Team Leaders and held at regular intervals that suit the delivery of the service, in order to ensure that employees are kept up to date with the latest developments of the service. Health and safety shall be an integral part of each meeting.

#### **5 Tool box Talks**

Tool box talks shall be used to ensure all team members understand that the right control measures are in place before hazardous activities begin and to confirm that all team members understand what is expected of them once the task has started.

#### **6 Training / Awareness Courses**

Formal training and awareness courses shall be provided to ensure employees are kept up to date with the latest working and regulatory requirements. Further guidance on training can be found in [CP/20/01](#).

#### **7 Employer/Trade Union Meetings**

Regular Employer/Trade Union meetings are to be held to ensure that adequate consultation and communication between the employer and the employee takes place.

#### **8 Other Consultative Groups**

The authority also has a consultation process, which is comprised of the following forums and member groups: -

- PMG - Personnel Managers Group
- CDG – Corporate Directors Group
- SMT – Senior Management Teams
- JCG – Joint Consultative Group
- PSSG – Personnel Services Strategy Group
- CHG – Corporate Health Group
- LGS – Local Government Services Group
- SAG – Safety Advisory Group

- Seafront working group/ seafront user group
- Staff induction training
- Port Folio Committee Meetings
- Other Councillor meetings as required

## **9 Members Committee's**

9.1 There are five cabinet boards, which are, Policy and Resources, Economic and Community Regeneration, Children Young People and Education, Environment and Highways and Social Care Health & Housing.

9.2 There are then 10 portfolio committees, 6 scrutiny committees and 9 regulatory and other committees.

9.3 Papers and co-ordination of the committees is managed by the Head of Democratic Services and the Committee Member Services Manager with the assistance of the Mayor's Secretary and the Leaders Executive Assistant.

## **10 Consultation with External Organisations.**

External organisations and other interested parties are consulted in accordance with the authorities standing orders.