



**MINUTES of
STRATEGY AND RESOURCES COMMITTEE
24 JULY 2025**

PRESENT

Chairperson	Councillor J Driver
Councillors	J R Burrell-Cook, M F L Durham, CC, A Fittock, A M Lay, R H Siddall, P L Spenceley, M E Thompson and W Stamp, CC (Substitute for K M H Lagan)

175. CHAIRPERSON'S NOTICES

The Chairperson welcomed everyone to the meeting and went through some general housekeeping arrangements for the meeting.

176. APOLOGIES FOR ABSENCE AND SUBSTITUTION NOTICE

Apologies for absence were received from Councillors S Dodsley, K M H Lagan and J C Stilts.

In accordance with notice duly given, it was noted that Councillor W Stamp was attending as a substitute for Councillor Lagan.

177. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Committee held on 12 June 2025 be approved and confirmed.

178. DISCLOSURE OF INTEREST

There were none.

179. PUBLIC PARTICIPATION

No requests had been received.

180. BUILDING CONTROL POLICY 2025 - 2028

The Committee considered the report of the Assistant Director – Planning and Implementation seeking Members' consideration of the Building Control Policy and Procedures 2025 – 2028.

The report provided background information on the duty placed on Local Authorities by the Building Act 1984 and the requirements placed on people carrying out restricted building control functions by the Building Safety Act 2022.

It was noted that the Council's Internal Auditors (BDO) had carried out an Internal Audit to review the Council's Building Control function against the new legal duties and Building Safety Regulator (BSR) processes. The report set out the findings and noted that some areas of concern identified had been reported to the Performance, Governance and Audit Committee on 5 June 2025 with several improvement actions identified by management. The proposed Policy and Procedures had been updated in response to the findings and agreed management responses.

The Head of Service: Development Management and Building Control presented the report and highlighted the key points. He advised that reference in paragraph 3.4 of the report to 3.4 FTE (Full Time Equivalents) was incorrect and at the present time this should read 2.7 FTE however, would shortly be reducing to 1.7FTE. However, vacant posts were being advertised, and agency cover in the short term being arranged.

In response to a question the Head of Service explained that the recent Internal Audit of the Building Control Service had found it was performing well. It was noted that there were some issues around communications, the policy document and fees, which Officers were addressing and moving forward higher services around these areas was being sought.

Councillor W Stamp referred to Building Control having recently been discussed by the Performance, Governance and Audit Committee and she highlighted that the Minute reference in paragraph 3.6 of the report should state 'Minute No. 65'. In response the Deputy Chief Executive advised that following the recent Building Control Audit a number of actions had been identified and the Council was working through them. This Policy was being brought forward in response to one of those actions and the updated policy now reflected procedures being carried out along with covering recent changes to legislation.

Councillor Stamp proposed an amendment to recommendation (ii), that any changes be brought back to this Committee for noting, advising that this would ensure that Members were aware of changes coming forward to legislation. This amendment was duly seconded.

The Chairperson then moved the recommendations as amended and upon a vote being taken these were duly agreed.

RECOMMENDED

- (i) That the Building Control Policy and Procedures 2025 - 2028 attached at **APPENDIX 1** to these Minutes, be approved.
- (ii) That the Assistant Director – Planning and Implementation be granted delegated powers to amend the Building Control Policy and Procedures 2025 - 2028, in consultation with the Building Control Team Manager, as and when required, to ensure they remain up to date and functional and any changes are reported to the Strategy and Resources Committee for noting.

181. REVISED HEALTH AND SAFETY POLICY AND STATEMENT OF INTENT (RESUBMISSION)

The Committee considered the report of the Deputy Chief Executive presenting for approval the Council's revised Health and Safety Policy (Appendix 1 to the report) and Statement of Intent, as required by the Health and Safety at Work etc. Act 1974.

The Deputy Chief Executive presented the report and advised that the Health and Safety Policy (the Policy) had been updated in accordance with legislation and included the Council's Statement of Intent which would set the direction for health and safety activities, their management and governance at the Council for the next year.

Members were reminded that the Policy had been considered by the Committee at its meeting on 23 January 2025 and in response to minor amendments suggested consultation with Members' Health and Safety Representatives had taken place in April and May 2025. The Policy at Appendix 1 had been updated to incorporate these amendments.

Councillor J R Burrell-Cook proposed that the first paragraph of the Policy be amended as follows:

- Reference to 'we are fully committed to ensuring the health, safety and well-being of all our employees' should reference the Health and Safety Executive's best practice HSG65.
- Reference to 'we will do everything reasonably practicable to create a safe and supporting working environment' should be reworded to reflect the wording within the Health and Safety at Work Act to 'so far as is reasonably practicable'.

The Chairperson moved the recommendations subject to the above amendments to the Policy. This was duly seconded and agreed by assent.

RECOMMENDED

- (i) That subject to the above amendments, the revised Health and Safety Policy, attached as **APPENDIX 2** to these Minutes, and Statement of Intent be adopted;
- (ii) that the roles and responsibilities of the Leader of the Council, Committee Members and key staff be noted;
- (iii) that the annual review period be noted.

182. SIMPLER RECYCLING

The Committee considered the report of the Deputy Chief Executive seeking Members' approval to purchase a 7.5 tonne vehicle for the collection of garden waste from properties on the Council's small vehicle route. It was reported that a provisional quote of £130,097.00 for the vehicle had been obtained by Suez (the Council's waste contractor).

The report set out how new Recycling Regulations (Simpler Recycling) required the Council to collect the same material from all households by 1 April 2026. To comply with this new legislation an additional 7.5 tonne vehicle was required to enable Suez to provide properties on the smaller vehicle routes with the opportunity to recycle their

garden waste. The additional vehicle could also provide additional resilience for the food waste collection services from flats.

Members were advised that all the other elements of the Simpler Recycling were funded from monies received from the Department for Environment, Food and Rural Affairs and the Extended Producer Responsibility payments.

In response to a question regarding the cost of the vehicle, Officers confirmed that the cost had increased from that previously agreed.

The Chairperson moved the recommendation set out in the report. This was duly seconded and agreed by assent.

RESOLVED that a letter of intent be sent to Suez to procure an additional vehicle to add to the current fleet to allow for the expansion of the garden waste service to the whole district ensuring compliance with Simpler Recycling legislation.

183. TREASURY MANAGEMENT OUTTURN

The Committee considered the report of the Chief Finance Officer reporting on the Council's investment activity for the 2024 / 25 financial year in accordance with the Chartered Institute of Public Finance and Accountancy Treasury Management Code (CIPFA's TM Code) and the Council's Treasury Management Policy and Treasury Management Practices (TMPs).

It was noted that the CIPFA Code of Practice required authorities report on the performance of the treasury management function at least twice yearly. The report provided detail in respect of the following areas:

- External Context – Appendix 1 to the report gave an overview of the external economic environment, prepared by the Link Group, engaged by the Council to provide treasury management consultancy and advice services.
- Local Context – The Council did not hold any external debt during 2024 / 25 with the exception of a five-year hire purchase agreement relating to the acquisition of two tractors. The Council's borrowing position would be reviewed as part of the updated 2024 / 25 Strategy.
- Investment Activity (April 2024 – March 2025) – Members were advised that the level of investments held by the Council had seen a decrease of £7.5m during this period and the report highlighted the reasons for this. The Council continued to take a prudent approach in relation to investment with priority being given to securing and liquidity over yield.
- Performance – Budgeted Income and Outturn – The average income returns on the Authority's investments were detailed along with the overall investment for the year. Members noted that the income overachievement was due to interest rates increasing throughout the financial year.
- Compliance with Prudential Indicators and Treasury Management Strategy - As set out in Appendix 1. It was noted that apart from some breached bank limits (set out in the report) all treasury management activities were fully compliant, and all prudential indicators had been complied with to date.

It was noted that the title of the section 'conclusion' in the report had been mis-spelt.

The Chairperson moved the recommendations as set out in the report. These were duly seconded and agreed.

RESOLVED

- (i) that the 2023 / 24 Treasury Outturn report be reviewed for compliance purposes.
- (ii) That the alignment between the Treasury Management Outturn, the Budget Outturn for 2024/25, and the 2024/25 (pre-audit) accounts, which provides confirmation of the overall reported position be noted.

184. FAIR FUNDING 2.0: THE FUTURE OF COUNCIL FUNDING

The Committee considered the report of the Chief Finance Officer (CFO) providing an update on the recently published government consultation regarding the future approach to funding councils in England (the Fair Funding Review 2.0; A consultation on the government's proposed approach to local authority funding reform through Local Government Finance Settlement from 2026 – 27).

The report set out the key aspects of the consultation document which was published on 20 June 2025 and required responses by 15 August 2025. Appendix 1 to the report provided a summary of the consultation questions and the Council's proposed response to each question. The report set out the key points in each section and provided detailed information regarding:

- Background detail on the Settlement Funding Assessment calculation
- Council tax – 'band D' charge verses 'yield'
- Fees and charges
- Possible responses and submitting the response

The CFO took Members through the report and the proposed consultation responses. He suggested that the final consultation response be agreed with the Committee via email.

A lengthy debate ensued, during which Members raised a number of questions, and the following information was provided:

- Question 10 – the CFO explained that the general approach of equalising the benefit available from council tax made sense, but this was already being achieved through top-up and tariff amounts. The principle was reasonable but the mechanism in his opinion was unnecessary, this was why the response was neither agree nor disagree.
- Wages and earnings – the Government was looking to take account of the different levels of wages across the country. At this stage it was difficult to say how it would work, the measures they would use and how they would be applied.
- Concern was raised regarding not topping up the inflationary increases.

In response the CFO advised that he would update the appendix and share this with Members the week prior to submission. Sign off would not be necessary at that point, although if Members could indicate if they agreed or disagreed that would be helpful.

It was agreed that as she was a local Member of Parliament, Officers would share any information about the modelled impact of proposals on the Council with the Shadow Secretary of State for the Ministry of Housing, Communities and Local Government (Rt Hon Priti Patel).

The Chairperson moved the recommendations set out in the report. This was duly seconded and agreed.

RESOLVED

- (i) That the Committee discussed the key points of the consultation, and the outline provided of proposed responses to come from Maldon District Council (MDC);
- (ii) That the proposed approach (set out below) to finalise the Council's response to the Fair Funding Review 2.0 consultation is approved, noting the deadline for submissions is 15 August.
 - (a) that MDC submits responses aligned to other sectoral responses that may be expected in due course from the bodies such as the District Council Network, the Local Government Association, and other local Councils in Essex for examples.
 - (b) that the proposed draft response to all questions is shared with the members of the Strategy and Resources Committee before submission electronically, on the basis that the subject matter is already largely confirmed and so in-person discussion will not be necessary.

185. BUDGET MONITORING REPORT - PERIOD 2 AND MEDIUM-TERM FINANCIAL STRATEGY UPDATE

The Committee considered the report of the Chief Finance Officer (CFO) presenting the Budget Monitoring position for revenue and capital budgets for the period ended 31 May 2025 (period 2). The report also informed Members of movements in relation to the Council's General Fund and Earmarked Reserves and requested virements along with any budget requests for both revenue and capital budgets.

It was noted that this report was brought forward for consideration with the agreement of the Chairperson as the Council required certainty on the available budgets for 2025 / 26 to carry out its operations in a timely manner.

The CFO presented the report which provided detailed information including:

- **Revenue Budget Monitoring (p2)** – The main variances were detailed in Appendix 1 to the report. A virement for the contingency budget of £328k to fund Local Government Reorganisation (LGR) was set out in Appendix 3 to the report.
- **Capital Budget Monitoring (p2)** – The forecast for the capital budget projected an overspend of £29k against the revised 2025 / 26 Capital Programme and the main project details were set out in Appendix 2 to the report.
- **Virements** – A set of virements was set out in Appendix 3 to the report.
- **Budget Requests** – A total of £145k of budget requests is proposed and set out in Appendix 3 to the report. Appendix 5 to the report would help reconcile the revised budget back to the original budget, thus providing a clear audit trail to the original budget approved by the Council.
- **Reserves** – Movements on Reserves for the year 2025 / 26 were set out in Appendix 4 to the report.
- **Medium-Term Financial Strategy (MTFS) Brief Update** – A summary was showing in table 2 to the report and Appendix 6 provided more detail.

- **Funding** – New Homes Bonus finished at the end of the year and the Extended Producer Responsibility had increased.

A debate ensued and in response to a question Members were advised that recommendation (i)c was a corporate position, taking account of the balance sheet position and potential approached to pay and contracts. It would give some reassurance that Officers and Members were working together.

Councillor W Stamp proposed an amendment to recommendation (i)c to include the Leader of the Council in the decision making process. This was duly seconded.

The Leader of the Council highlighted the update to the Capital Programme, particularly the new play site equipment allocated to deliver a new accessible play site at West Maldon Community Centre. The play site would be delivered in honour of the late Councillor Flo Shaughnessy and Members noted that Mr Shaughnessy was in attendance at the meeting. The Leader highlighted that the Council was changing the programme of updates across the District and work for play areas and parks was changing from a five year programme to three years to fit into the life of the Council.

The CFO advised that he would be closely reviewing the Leisure Contract as it was not yet known what the impact in terms of capital investment or footfall was going to be. In response to a request for a six-monthly report on the finance of the Leisure Contract, reporting any changes or any forecast changes, the CFO suggested that this be incorporated into the routine financial reporting. As well as the Leisure Contract the report could also pick up on any areas of significant contractual activity. The Chief Executive reported that the Council had put in place contract meetings and a formal governance framework to monitor contract performance which would be reported to Members through the Finance Working Group.

The Chairperson then moved the recommendations set out in the report with the amendment to (i)c as proposed by Councillor Stamp. This was duly seconded and agreed.

RESOLVED

- (i) That
 - a. for the revenue budget monitoring forecast position for Period 2 (31 May 2025) an overspend of £226k against the net service budget of £12,620k be noted. This is offset against a funding surplus of £422k – thus an overall surplus of £196k is forecast for the full year. Further information can be found at Appendix 1 to the report along with reasons for significant variances;
 - b. for the capital budget monitoring positions for Period 2 (31 May 2025) a total capital delivery profile set at £6,502k against revised budget of £6,472k be noted (an addition £29k worth of capital budget). Further information can be found at Appendix 2 to the report along with reasons for significant variances;
 - c. the Chief Executive be granted delegated authority in consultation with the Chairperson of this Committee and Leader of the Council to apply funds from the Contingency Budget post virements (Appendix 3 to the report), with any impact on the net expenditure position then being openly communicated to the Strategy and Resources Committee (S&R) through routine reporting at the earliest opportunity.

- (ii) That the virements (cost neutral to the budget) and budget requests totalling £174k detailed in Appendix 3 to the report be approved to be processed and updated on the ledger;
- (iii) That the movements in both the General Fund Balance and Earmarked Reserves in Appendix 4 to the report be noted. Should the forecast remain unchanged, the impact will be an additional £196k increase to the General Fund balance, totalling £8,777k; and
- (iv) That the revenue budget reconciliation in Appendix 5 to the report be noted.
- (v) That the Committee requests that Officers begin planning for future savings as outlined in the revised MTFS position in Appendix 6 to the report and confirms that use of reserves in future years before LGR is a reasonable approach in the current circumstances.

186. ANY OTHER ITEMS OF BUSINESS THAT THE CHAIRPERSON OF THE COMMITTEE DECIDES ARE URGENT

There were none.

187. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

188. AUTHORITY TO WRITE OFF IRRECOVERABLE DEBT

The Committee considered the report of the Chief Finance Officer (CFO) seeking Members' approval to write off debt which exceeded the officer delegation limit of £10,000 for Council Tax debt and £20,000 for Non-Domestic Rates debt.

During her presentation of the report the Assistant Director – Customer Services and Operations reminded Members of the robust processes the Council had for recovering debts. She drew Members' attention to the detailed information set out in the report regarding the outstanding aged debt in relation to arrears for Council Tax and Business Rates. It was noted that numerous attempts had been made to recover these monies and to date no payments had been made.

In response to questions, the Assistant Director provided further information regarding the Council's processes for recovering debts, advising that the Overview and Scrutiny Committee had recently received a detailed report on this. The CFO advised that he would work with the Assistant Director to look at presenting future reports in a more effective way in terms of the total level of debt incurred and amount. He highlighted the impact the write-offs would have, if approved, within the collection fund. The Chief Executive advised that where possible Members would receive more regular updates on the debit position and the actions taken.

The Chairperson put the recommendation set out in the report. This was duly seconded and agreed.

RESOLVED that the write off of debt totalling £93,198.04 due to the debt not being recoverable following vigorous, unsuccessful attempts to obtain payment of amounts owed and in three of the four cases being considered, following insolvency of the debtor be approved. The total amount to be written off relates to four debtors and is made up of:

- £22,603.13 unpaid Council Tax (two cases) and
- £70,594.91 Non-Domestic Rates (three cases)

There being no other items of business the Chairperson closed the meeting at 9.19 pm.

J DRIVER
CHAIRPERSON

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Maldon District Council

Building Control Policy and Procedures 2025-2028

Document Control Sheet

Document Title	Maldon District Council - Building Control Policy and Procedures 2025-2028
Summary of Purpose	Sets out the Council policy and service standards for the Enforcement of Building Regulations, the Inspection and making safe Dangerous Structures, Demolition Notices and answering enquires, copies of documents and record keeping.
Responsibility of:	Building Control Team Manager
Status	S&R Committee Version
Version No.	2.2 - Reformatted 2.1 - Version Control added to comply with Internal Audit 2024/2025, Building Safety Regulator KPIS and legislation changes.
Approved by	S&R Committee Council
Approval date	TBC – S&R Committee – 24 July 2025 TBC – Council 11 September 2025
Review frequency	At least every 3 years
Next Review	As necessary
Circulation	All Building Control Officers, Technical Support Officers & Head of Development Management & Building Control
Publish on Website?	Yes

Purpose of this Policy and Procedure

The Building Control team within the Development Management and Building Control Service cover work falling into five main areas listed below. This Policy document also addresses the requirements for the Registration of Building Inspectors carrying out restricted functions:

1. Enforcement of Building Regulations
2. Inspection and making safe Dangerous Structures
3. Demolition Notices
4. General advice, answering enquires, copies of documents, record keeping, etc
5. Complaints and appeals

Our Building Inspectors

Registration of Building Inspectors

The Building Safety Act 2022 places a requirement for all people carrying out restricted building control functions to be qualified and registered with the Building Safety Regulator¹². Restricted functions include plan checking, site inspections and giving advice on compliance/enforcement of Building Regulations.

Building Inspectors must be qualified and registered to the level appropriate to the level of work they undertake. There are 4 classes of registration:

- | | |
|----------|---|
| Class 1. | Trainee (Can only work under supervision on all work) |
| Class 2. | Domestic (Can work on domestic extensions and new houses with no more than 3 storeys or a floor of 7.5m. All other work must be done under supervision) |
| Class 2. | General (Can work on all buildings with a floor less than 18m or 7 storeys, except in-patient care premises, non-standard warehousing, industrial buildings containing hazardous substances or processes, Regulated stands/Certificated stadia and indoor sports/music arenas and MMC/Mass timber/Volumetric etc. Work on these must be supervised) |
| Class 3. | Specialist (Can work on all buildings unsupervised) |
| Class 4. | Technical manager (Can work on and manager people at the level of qualification class held) |

Supervision of Inspectors

Legislation restricts the maximum number of people one Inspector can supervise; this is four Inspectors. Although there is a strong recommendation that all Inspectors should be qualified and work under supervision for as short as time as possible.

¹ <https://www.hse.gov.uk/building-safety/regulator.htm>

² It was announced on 30 June 2025 that the BSR would move from the Health and Safety Executive (HSE) and be managed directly by MHCLG via an Executive Agency.

Maldon District Council will risk assess all supervision and use a sliding scale to apply the appropriate level of supervision taking account of the person doing the supervision and the person being supervised.

Class 1 New starters / trainees

All new starters and trainees will be restricted to working on domestic level work only. All new starters will have all restricted function work checked by someone that holds the correct registration class for the work being undertaken. This will progress to 1 in 5 jobs for trainees close to registering for Class 2 with a minimum of 2-years' experience.

Class 2a (Domestic)

Class 2a inspectors can only work on domestic buildings and only up to a height of three storeys. Class 2a domestic inspectors undertaking Class 2f general work will be risk assessed and an appropriate level of supervision will be applied by someone registered at Class 2f General or Class 3. This will be applied via a sliding scale where someone newly qualified will have 1 in 5 plan checks and site inspections re-checked. Progressing to 1 in 12 jobs for someone close to applying for Class 2f general registration.

Class 2f (General)

Class 2f can do everything Class 2a can do, plus they can work on commercial buildings up to a height of 18 meters. They can supervise Class 1 or Class 2a working on Class 2f work. Class 2f can work unsupervised.

Class 3 (Specialist)

Maldon District Council do not currently have any work in the District which will require a Class 3 inspector to carry out the restricted functions. Any work outside of the competency of a Class 2 General inspector will be referred to the Building Safety Regulator for allocation to an appropriately qualified inspector external of the Council to oversee. If resources permit and a Class 3 inspector from a neighbouring council is willing to supervise a Class 2 inspector from Maldon District Council they may undertake work on Class 3 projects.

Conflicts of interest

Registered Building Inspectors are required by their professional Code of Conduct to not undertake any work which could result in a conflict of interest. Where their conflict is of a personal nature, such as a close personal friend or relative carrying out work within the District the Inspector will not check plans to carry-out site inspections for those works. The work will be checked by the most senior qualified member of staff with no connection to the person carrying out the work, providing they are certified at the necessary Class.

Where the conflict is of an employment or professional nature such as where Maldon District Council is carrying out work, the work shall not be checked by Registered Building Inspectors working for Maldon District Council. The work will be offered instead to a neighbouring council.

Training and Monitoring of Support Staff

All support staff will be offered the opportunity to attend the Local Authority Building Control Level 3 Certificate course in Technical Support. Support staff will also attend Building Control team meetings, where any changes to operational workings will be relayed and the opportunity for process improvement discussed. Process documents will be regularly reviewed and updated, and presentations will be given after regulatory changes to ensure any changes are embedded as quickly as possible.

Spot Checks

The Building Control Team Manager and Principal Building Control Officer will periodically, at random time intervals, check other Inspector's work, including each other. All team members including Technical Support staff will be subject to checks which will include but will not be limited to validation, plan-checks, site inspection and decisions.

Enforcement of Building Regulations

The Building Act 1984 places a duty on Local Authorities to enforce the Building Regulations within its area. The purpose of Building Regulations is to protect peoples' health, safety and welfare in and around buildings. The regulations are also designed to improve the conservation of fuel and power, protect and enhance the environment and promote sustainable development.

Our service obligations for all application types

All application types are entered into our case management software, IDOX Uniform / Civica. We aim to:

- register 95% of applications within 2 days of receipt.
- check the validity of at least 95% of applications within 5 working days.
- acknowledge receipt within 5 working days where an application is found to be valid.
- let the applicant know what is outstanding within 5 working days where an application is found to be invalid.

Exempt work

Where an application is submitted for work which is exempt from the requirements of Building Regulations the applicant will be notified and any fee paid will be refunded.

Validity

An application is valid only once the application form and correct fee is received.

Fees

All application fees are checked to ensure they are correct as part of the validation process. If no fee is submitted with an application, the fee is calculated, and a letter is sent to the applicant advising them of the required fee. If the fee is incorrect and a shortfall is calculated, a letter is sent informing the applicant of the outstanding amount. If an overpayment is received, a refund will be issued by the same method as the payment was made if possible.

Our Fees are reviewed annually in line with the Council's budgetary review of Fees and Charges.

https://www.maldon.gov.uk/info/20047/building_control/9583/fees_and_charges

Types of Application

There are four types of application which the Local Authority deal with.

1. Full Plans

Full plans applications are used where the applicant wishes to get the drawings and details of the work approved before the work starts.

Once a valid full plans application has been received, we aim to check 95% of all details and drawings deposited for compliance with the specific requirements of Building Regulations within 15 working days. Where details are found to show compliance an approval notice will be issued to the applicant. Where details are found to not show compliance, or information is missing a letter listing the non-compliant, missing items will be issued. We aim to send any required consultations to the relevant parties within 15 working days.

Where further details are needed these will be rechecked as soon as possible once received. These must be rechecked within the statutory decision time scales.

In all full plans cases, a decision is required by law to be issued at either 5 weeks or 8 weeks depending on whether the applicant has agreed to an extension of time. We aim to issue 100% of decisions within the statutory time scales required. Failure to issue a decision within the required time period results in the deposited plans being deemed approved and a refund to the applicant of the plan-checking fee.

2. Building Notices

A Building Notice cannot be used for work to commercial buildings. These may only be used for domestic work where, if an extension, it is not within 3m of a public sewer, or located on a private road.

Once a valid Building Notice has been received, we aim to issue an acknowledgment letter within 5 working days. There is no approval of any deposited drawings etc when a Building Notice is used.

3. Regularisations

Regularisation applications must only be used where the work has started before an application has been received.

Once a valid regularisation has been received, we aim to issue an acknowledgment letter within 5 working days. There is no approval of any deposited drawings etc when a regularisation is used.

4. Reversions

Reversion applications are used where work which has started and was being overseen by an Approved Inspector reverts to the Local Authority. There are a few reasons why work may revert to the Local Authority the main ones being:

- the Approved Inspector has had their licence withdrawn by the Construction Industry Council Approved Inspectors Register (CICAIR);
- the Approved Inspector ceases trading; or
- the Approved Inspector is unable to get the work to comply.

Approved inspectors have no powers of enforcement so when a breach of Building Regulations occurs and the contractor cannot, or will not, correct the work; the only option available is for the work to revert back to the Local Authority for enforcement.

Once a valid reversion has been received, we aim to issue an acknowledgment letter within 5 working days. There is no approval of deposited drawings etc when a reversion is used.

Site Inspections (all application types)

Once the following stages of work are reached there is a statutory requirement of the duty holder to notify the Local Authority and leave the work open and available for inspection for a specific period of time.

- Start of work1 days' notice
- Commencement2 days' notice
- Foundations.....2 days' notice
- Damp proof course2 days' notice
- Oversite2 days' notice
- Drainage.....5 days' notice
- Occupation5 days' notice
- Completion5 days' notice

However, we aim to do better than the statutory notice periods and offer more robust inspection stages as part of our service. We aim to ensure all inspections booked before 4.00pm the previous day are carried out the next working day. The inspections to be notified are as follows:

- Commencement
- Foundations
- Damp proof course
- Oversite
- Drainage
- Structural members, roofs, floors, beams etc.
- Insulation
- Completion

All inspections results will be electronically recorded in the council's case management software IDOX Uniform / Civica. We aim to record 90% of inspections the same day the inspection was carried out. We aim to record all inspection results by the end of the next working day.

Compliant work (all application types)

Following a satisfactory completion inspection, we will issue a Completion Certificate. We aim to issue Completion Certificates within two working days of a satisfactory completion inspection being carried out.

Non-compliant work (all application types)

Where work is found to be non-compliant, we will let the applicant's contractor know whilst still on site, or as soon as possible afterwards, if they are not present. If we suspect the contractor is not likely to correct the work, or pass on the information to the applicant, we will inform the applicant as soon as possible after discovery.

In all cases, we will give a reasonable amount of time to the applicant to correct the work. Where work is not corrected, and the breaches are not considered dangerous, we will record the breach and issue a Compliance Notice and withhold the Completion Certificate until the work is corrected. Where the breach is however serious and could result in injury or death, a Stop Notice with a time limit for the work to be corrected will be notified to the applicant. If the work is still not corrected the relevant notices will be issued. If these are not complied with the case will be referred to the legal department to consider for prosecution.

Where breaches of Building Regulations are discovered, these can only be prosecuted within 10 years of the offending work being carried out. This is particularly relevant to Regularisation applications which are often submitted after the 10-year deadline.

Dangerous Structures

Dangerous structures vary from collapsing boundary walls, falling masonry and tiles, vehicle impact into buildings, fire damage, wind and weather damage, neglect and poor maintenance.

Our obligations for dangerous structures

The prime responsibility for the condition of a building or structure lies with its owner/occupier; however, we have an obligation under Sections 77 and 78 of the Building Act 1984 to deal with dangerous structures in the District and if the owner cannot be found or contacted, the Council is authorised to do work to make the building or structure safe and recharge the owner its reasonable costs for doing so where work is imminently dangerous.

A dangerous structure or part of a building which is unable to sustain or carry any imposed loads, may be dangerous, and may be required to be removed. Our aim is to respond to any reports of possible dangerous structures and investigate them as soon as possible. Our legal duty is to safeguard the public, and we will deal directly with the owners, agents or the structure itself to make the area safe. Close liaison with the police, fire and rescue service, highways and other agencies can help resolve difficult or extraordinary situations.

The Building Control team aim to provide a rapid response service to protect the public in and around buildings that have become dangerous. We aim to inspect all dangerous structures as soon as possible after receiving a report, 24 hours a day, 365 days a year. This is achieved by the Building Control team providing cover during office hours. Out of hours, we will attempt to provide this through the Building Control team in the first instance, if this is not possible the Council will look to find an external contractor to take on the work, if available. Where a report is not anonymously made, we will respond to the person making the report to advise them of the outcome of our inspection. If a structure is found to be dangerous, a case will be created in our case management system IDOX Uniform/Civica and the details will be recorded along with any action needed and/ or taken.

Fees/Costs

There is no fee due for the service to inspect or investigate a potentially dangerous structure.

Where work is found to be dangerous and action must be taken and after we have made all reasonable attempts to find and contact the owner to give them the opportunity to deal with the danger themselves, a record of all costs incurred by the council will be kept. Following the resolution of the danger this will be passed to the Finance department for debt recovery of our reasonable costs from the owner.

Types of dangerous structures

There are two main categories:

1. Imminent

These structures are at risk of collapse and must be secured for public safety. The owner will normally be charged for emergency works carried out in these cases since the prime responsibility for the condition of a building or structure lies with its owner.

2. Hazardous

These structures are found to be unstable by Inspector but are not imminently dangerous. The owner is given a reasonable time to remove the danger. Failure to respond or take action may result in a Magistrates Court Order being obtained to get any work required done.

Following an inspection where a structure is found to be dangerous, a case will be created in the council's case management system IDOX Uniform / Civica where photos, inspection records and all correspondence will be logged.

Demolition Notices

A Notice of Intended Demolition is required under Section 80 of the Building Act 1984 to demolish a whole, or part of, a building. The persons responsible will need to inform their Local Authority that they are planning to do so, before the demolition work is carried out. No fee is required to be paid to the local authority for this function.

There are three exemptions to this:

- A Notice does not need to be submitted if the demolition is occurring as a result of a Demolition Order, made under Part IX of the 1985 Housing Act;
- A Notice does not need to be submitted if the demolition is for a shed, greenhouse, conservatory, prefabricated garage, or any building which has a cubic content of less than 1,750 cubic feet; or
- A Notice does not need to be submitted if the demolition is for an agricultural building, as stated in Schedule 5 of the Local Government Finance Act 1988, unless it is attached to another non-agricultural building.

Our obligations for Demolition Notices

Once we have received Notice of Intended Demolition, we should serve a Counter Notice.

Under Section 81 of the Building Act 1984 the Counter Notice should list certain works which must be carried out before or during the demolition process.

The works required by the Counter Notice may require any of the following:

- shore up any building adjacent to the property marked for demolition.
- weatherproof any surfaces of an adjacent building that will be exposed by the demolition.
- repair any damage that an adjacent building has sustained due to the demolition work.
- remove any material or rubbish created by the demolition.
- disconnect and seal any sewer or drain under the demolished building.
- if any sewers or drains are removed, the remaining connections should be sealed.
- make good the surfaces of the ground disturbed by sewer or drain removal and sealing.
- ensure that the necessary companies have been contacted to disconnect gas, electricity and water.
- make appropriate arrangements for the burning of any structures or materials.

The Building Control team aim to issue a Counter Notice within three weeks of receipt of a Notice of Intended Demolition. If the Local Authority does not issue a Section 81 Notice, demolition can proceed once six weeks have passed since the initial Section 80 Notice was submitted. All Demolition Notices have a case created and are recorded in the case management system IDOX Uniform / Civica.

Inspections

Due to staffing resources within the Building Control team, we will only inspect demolition sites where a complaint or breach of conditions is reported to us. Inspections of this type are carried out during our normal routine daily inspections to minimise the cost to the council.

Other services

General advice

The Building Control team provide a free advice service for residents of the district. This service covers the Building Act 1984, the Building Regulations 2010 as amended and allied legislation. We try to answer all enquires as soon as possible however we aim to reply to 90% within 3 weeks. This would not however include design advice, which is against the BSR Operational Standards.

Record keeping

General record keeping

The Council has a duty to keep all building control records for at least 15 years. This is because they may be required as evidence in a case or for a warrantee claim. Building Control records are not however public documents, and the public have no automatic right to see them

We currently have most records back to 1993, but prior to this date records are incomplete.

Approved Inspectors

Initial Notices

Private sector Approved Inspectors have existed since 1985 and operate in competition with Local Authority Building Control. Persons carrying out building work have the choice to either use the Local Authority or an Approved inspector to oversee the compliance of the work. If an Approved Inspector is used, instead of the Local Authority Building Control Service, then an 'Initial Notice' must be submitted to the Local Authority jointly by the Approved Inspector and applicant before work commences on site. Once submitted, the local authority should check the details of the Initial Notice within 5 working days. The Local Authority can reject the notice if the details are found to be incorrect or the work is found to have already started. Failure to check the initial notice within 5 days results in the notice being deemed accepted and the Local Authority cannot reject it after this time. Once the notice has been accepted by the local authority the responsibility for plan-checking and site inspection will be formally placed on the Approved Inspector.

Due to resources, we do not inspect and check to see if work has already started on site when an Initial Notice is received.

Final Certificate

Upon completion of the work, the Approved Inspector will issue what is known as the 'final certificate' to the local authority and applicant, confirming that the work in the Initial Notice is complete and that the Inspector is satisfied that it complies with the Building Regulations requirements. The Local Authority is not required to do any further checks but will maintain a record of all certificates received from Approved Inspectors. The Approved Inspector is not required to share the detailed documentation on Building Control applications they process with the Local Authority.

Competent Persons Schemes

Competent Person Schemes were introduced by the government in 2002, to allow individuals and enterprises to self-certify that their work complies with the Building Regulations as an alternative to getting Building Regulations approval by a Building Control Body. A Competent Person must be registered with a scheme that has been approved by the Minister for Housing, Communities and Local Government.

Types of building work included in the Competent Person Schemes include:

- Air pressure testing of buildings
- Cavity and solid wall insulation in an existing building
- Combustion appliances

- Electrical installations
- Heating and hot water systems
- Mechanical ventilation and air-conditioning systems
- Plumbing and water supply systems
- Replacement windows, doors, roof windows or rooflights
- Replacement of roof coverings on pitched or flat roofs
- Microgeneration and renewable technologies

Government have placed a duty on Local Authorities to record and maintain a register of all work carried out under a Competent Person's Scheme. The recording of this work is an automated process by which data submitted via the different schemes is entered into the council's database at irregular intervals via an EML file upload.

The council does not hold any specifics about the work, nor does it hold copies of certificates issued under the Competent Person Scheme. These are simply a record describing the work carried out, the company registered to do the work and the dates the work was done.

Copies of documents

We provide copies of some documents held by the council. Items such as Completion Certificates and Decision Notices are provided at cost in accordance with our Fees and Charges Schedule. We do not provide copies of drawings, calculations, drainage or services records.

There is a charge for copies of documents, once this has been received, we aim to send 90% of requests within three weeks of receipt of payment.

Concerns, Complaints and Appeals

We are always keen to have feedback on what customers think of the service that they receive and our team pride themselves in delivering excellent customer service. If you have a comment on the service that you have received, a compliment for a member of the team or if you feel that an improvement could be made that might benefit others too please let us know by emailing us at buildingcontrol@maldon.gov.uk

Informal Concerns

In the first instance, please reach out and talk to us. Initial concerns will be handled by the Inspector involved. If this fails to resolve the issue the matter will be escalated to the Building Control Team Manager for review and possible intervention.

Formal Complaints

If the issue cannot be resolved to your satisfaction, the matter can be escalated to Stage 1 of the formal complaints process. Stage 1 is passed to a Head of Service for review and is responded to within seven working days. If you remain dissatisfied with our Stage 1 response you should let us know by completing the form attached to your Stage 1 response and writing to us. Stage 2 is reviewed by Assistant Directors and we will respond within seven working days.

Complaints Form:

[https://my.maldon.gov.uk/service/Make a formal complaint?accept=yes&consentMessageIds%5b%5d=6](https://my.maldon.gov.uk/service/Make_a_formal_complaint?accept=yes&consentMessageIds%5b%5d=6)

If you remain dissatisfied, you can then refer the matter to the Local Government and Social Care Ombudsman:

Telephone: 0300 061 0614

Monday, Tuesday, Thursday and Friday: 10:00 to 13:00

Wednesday: 13:00-16:00

<https://www.lgo.org.uk/contact-us>

Complaints about a Registered Building Inspector

If you have an issue with a Registered Building Inspector or the Local Authority as the Registered Building Control Approver you may refer the matter to the Building Safety Regulator:

Telephone: 0300 790 6787

Monday-Friday: 08:30 to 17:00

<https://www.gov.uk/guidance/contact-the-building-safety-regulator#make-a-complaint-to-bsr>

Compliance

If the issue is a disagreement on a matter of compliance you may refer the issue to the Ministry of Housing, Communities and Local Government for a formal determination. You may also make an appeal to a Magistrate's Court.

Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974



Version: 6	Date of Issue: September 2025	Review date:
	Reviewed:	September 2026
<i>Updates from version 5</i>	<i>Updates from version 5</i> • <i>Revisions of roles and responsibilities, including Chief Exec. and Deputy Chief Exec., addition of monitoring of H&S performance.</i> • <i>Clarity regarding supply of ergonomic workstation equipment.</i> • <i>Revisions to fire marshal and first aider duties</i> • <i>Addition of duties with respect to contractors</i> • <i>Additional duties and clarification for employees</i>	
Consultation:	<i>Safety Representatives consulted July 2024. Elected Members (safety representatives) consulted April - May 2025 – revisions implemented.</i> <i>Strategy and Resources Committee: 23rd January 2025 & 24th July 2025</i>	

Working Group		
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A. Altoft-Shorland		
Lead Officer		
P. Baccarini	<i>P. Baccarini</i>	
Endorsed by:		
D. Wilkinson (Chief Exec.)		
P. Dodson (Deputy Chief Exec.)		
This version was presented to the Strategy and Resources Committee on 23/1/2025 and re-submitted with revision on 30/6/2025		

Health and Safety at Work etc. Act 1974

HEALTH AND SAFETY POLICY STATEMENT

of

MALDON DISTRICT COUNCIL

At Maldon District Council, we are fully committed to ensuring the health, safety, and well-being of all our employees, Members and everyone who may be impacted by our activities. We shall do everything so far as reasonably practicable to create a safe and supportive working environment, both for our staff, our Members and the public. We shall strive to follow the principles of Health and Safety Management set out in the Health and Safety Executive's guidance "Managing for Health and Safety" (HSG 65).

To achieve this, we commit to:

- Assess risks carefully and regularly to identify and address potential hazards.
- Provide and maintain safe equipment, systems of work, and work environments to minimize risks.
- Ensure that all materials and substances used in our operations are handled, stored, and transported safely.
- Offer clear information, training, and guidance to help our employees avoid hazards and play an active role in staying safe.
- Make sure employees are fully trained and competent to do their jobs safely.
- Actively work towards reducing the number of workplace accidents and cases of work-related illness.
- Keep a close eye on any health and safety risks associated with our work and take the necessary steps to control them.
- Maintain a healthy and safe workplace, with appropriate facilities to support our employees' welfare.
- Regularly consult and communicate with our employees and elected Members (or their representatives) on health and safety matters that may affect them.
- Review and update this policy, as well as the arrangements in place, on an annual basis to ensure that it is meeting its objectives and identify areas for continuous improvement.
- Ensure that senior management is actively involved in overseeing health and safety, with regular updates provided to Council Members to maintain transparency and accountability.

We believe that a good health and safety culture is everyone's responsibility, and we are committed to fostering a positive culture for safety and well-being across our organisation.

Signed:

Date:

Chief Executive:

Deputy Chief Executive: Roles & Responsibilities

Every employee and member has a responsibility to look after their own health and safety, as well as the safety of others who may be affected by their actions at work. If anyone notices anything that could be a health and safety concern, whether it's an incident, accident, near miss, or potential hazard, it's important that they report it as soon as possible.

We all need to work together to make sure we meet our legal responsibilities and keep the workplace safe. This means being proactive, following the safety rules, and helping each other stay safe.

While the overall responsibility for health and safety falls to the Corporate Leadership Team, it's the duty of all levels of management to ensure this policy is followed and that it's regularly reviewed. Everyone must help ensure the policy is put into practice, using the supporting documents, such as policies and procedures.

This policy will be shared with all employees, Members and contractors, and it will be made available to anyone who wishes to see it.

Below is an overview of the roles of key groups involved in maintaining health and safety.

Name	Function
Members (functional roles)	<u>Members of the Council's Strategy and Resources Committee</u> • To provide member input in supporting the development and implementation to the council corporate Health and Safety Commitments. • To agree the health and safety policy, statement of intent and overall arrangements set out for health and safety. <u>Members of the Council's Performance, Governance and Audit Committee</u> • To review the corporate health and safety improvement plans. • To receive regular reports on health and safety and consider performance against determined KPI's . • To ensure adequate resources are allocated when setting budgets and determining capital expenditure in order to secure the health and safety of the workforce and others who may be affected. • To promote a positive attitude towards health and safety.

Name	Function
Chief Executive and Deputy Chief Executive	• To endorse the health and safety policy and statement of intent and ensure its annual review. • To agree the health and safety policy statement of intent and overall arrangements set out for health and safety. • To maintain overall responsibility for health and safety. • To provide effective corporate governance to manage corporate risk. • To ensure effective management structures and arrangements are in place to deliver policy and procedure. • To ensure mechanisms are in place to consult with union and non-union staff representatives on health and safety issues. • To be informed of serious accidents, investigations, potential and actual enforcement including the serving of notices and prosecutions. • To make available adequate resources for health and safety, including budget. • To set and review health and safety performance indicators, including their sufficiency. • To promote a positive attitude towards health and safety, ensuring action is taken where incidents of non-compliance are highlighted.
Assistant Directors	• To agree operational policies and procedures required for legal compliance and to support the themes set out in the council's general health and safety policy. • To ensure effective management structures and arrangements are in place to deliver policy and procedure within their area of responsibility. • To ensure that staff within their area of responsibility are aware of their health and safety responsibilities and maintain compliance. • To consider health and safety concerns reported to them by their managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to the Corporate Leadership Team. • To consider health and safety reports presented to the Corporate Leadership Team and agree an appropriate course of action where considered necessary, ensuring compliance with legal requirements.

Name	Function
	• To promote a positive attitude towards health and safety. • To ensure budget is allocated year on year to fund health and safety improvements, activities, training and equipment within their service areas.
Service Managers & Heads of Service	• To ensure effective management structures and arrangements are in place to deliver policy and procedure within their service areas. • To ensure that staff within their service area are aware of their health and safety responsibilities and of the arrangements for health and safety, maintaining compliance at all times. • To ensure that: risk assessments are undertaken in accordance with corporate procedure; that significant findings are brought to the attention of all employees who may be affected by the work activity; the appropriate risk controls are implemented in a timely manner; copies are readily available to employees affected and to the Council's Corporate Health and Safety Manager. • To ensure that: training requirements specific to their service areas are identified and addressed; employees under their control are capable and competent through adequate information, instruction, training and supervision; and records of such are kept. • To consider health and safety training whilst undertaking personal development plans, ensuring that any training needs are identified and recorded. • To undertake regular monitoring and review of the health and safety arrangements within their services to ensure policy and procedure is being followed. • To consider health and safety concerns reported to them by their line managers and to take action where considered necessary: to report any health and safety concerns that cannot be resolved within their service to their Assistant Director. • To ensure that all notifiable accidents, diseases and dangerous occurrences are reported to the Health and Safety Executive. • To provide health and safety information to the Council's Corporate Health and Safety Manager on request. • To promote a positive attitude towards health and safety. • To ensure budget is made available to fund health and safety improvements, activities, training and equipment within their service areas, or outside of their service areas, where requested to do so.

Name	Function
	• To include Health & Safety considerations and actions within their Service Plan specific to their team's needs and to keep these updated.
Team Managers & Team Leaders	• To undertake suitable and sufficient assessments of risk within their areas of responsibility in accordance with corporate procedures. • To ensure that: the significant findings of risk assessments are brought to the attention of all employees who may be affected by the work activity; that copies are readily available to employees; the appropriate risk controls are implemented in a timely manner; copies are readily available to employees affected and to the Council's Corporate Health and Safety Manager. • To document and periodically review departmental guidance relating to health and safety issues, having regard to corporate procedures. • To ensure all employees are aware of corporate and departmental health and safety procedures and guidance: in particular, that all employees, contractors and visitors are aware of the emergency arrangements with regard to the workplace. • To identify and address training requirements within their areas of responsibility; to ensure that employees under their control are capable and competent to undertake the task, receiving adequate information, instruction, training and supervision; and to keep records of such. • To consider health and safety training whilst conducting performance reviews, ensuring that any training needs are identified and recorded. • To act quickly to resolve risks highlighted through the risk assessments or as instructed by the Corporate Health & Safety Manager. • To report any health and safety concerns that cannot be resolved within their area of responsibility to their line manager. • To monitor and review of health and safety arrangements to ensure corporate and service procedures and guidance are being adhered to. • To provide health and safety information to the Council's Corporate Health and Safety Manager on request. • To promote a positive attitude towards health and safety. Where applicable: • To co-ordinate health and safety with regard to contractors having regard to the corporate procedure: adopt procedures for the management of vetting and monitoring of health and safety competencies of contractors; to undertake checks on their performance, training and accident records; to

Name	Function
	monitor their performance to ensure the workforce is complying with company procedures and standards defined in their contract specifications.
Asset & Building Services Manager- As per Team Managers and:	• To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work. • To implement compliant controls with regards to asbestos containing materials where they are the responsible person; to identify risks through assessment, implementing adequate controls to mitigate the risk, in particular during any refurbishment or maintenance activities. • To implement compliant controls with regard to Legionella where they are the responsible person; to identify risks through assessment and implementing adequate controls to mitigate the risk.
Resources Casework Manager: <i>For the Princes Road Offices</i> Countryside & Parks Team Leader: <i>For the Parks Depot</i> Asset & Maintenance Team Leader: <i>For the Maintenance Depot</i>	• To ensure that: routine maintenance, inspections, tests and servicing, in particular statutory inspections and tests, of assets, plant, equipment and workplace precautions; that these are undertaken at a pre-determined frequency; and records are kept of inspections, tests, checks, servicing; to prioritise any work required according to health and safety risk and keep records of any remedial work. • To ensure that: the physical aspects of the workplace, e.g access, egress, traffic routes, rest facilities, common parts, ventilation, heating, etc., are considered for risks; that regular checks at a pre-determined frequency are undertaken; and records are kept of these checks; to prioritise work according to health and safety risk and to keep records of any remedial work undertaken. • To ensure successful and timely evacuation of the building in the event of an emergency to co-ordinate and maintain the emergency evacuation plans and the security of buildings; to undertake and review the site-specific fire risk assessments and procedures on an annual basis. • If applicable, to ensure the co-ordination and monitoring of the fire marshals: ensuring that nominated officers are capable of carrying out the task; and receive adequate information, instruction, training and supervision commensurate with their role. • To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors. To ensure that responsibilities delegated to personnel in their teams as set out in corporate health and safety procedures / arrangements are fulfilled.

Name	Function
Resources Casework Manager: <i>For the Princes Road Offices</i> Head of Assets Countryside and Coast <i>For the Parks Depot & the Maintenance Depot</i>	• To ensure the appropriate selection, installation and maintenance of workstation equipment to facilitate good ergonomic and safe practices in their use.
Lead Specialist ICT	• To ensure the appropriate selection, installation and maintenance of ICT equipment to facilitate good ergonomic and safe practices in their use. • To support the use of equipment and software in administering and maintaining safety measures, appropriate communication, and the security of staff. • To co-ordinate with facilities to ensure that ICT equipment and assets used in the support of ICT systems (including back-up systems) are inspected and tested to ensure safe operation at all times. • To ensure that functions delegated to the IT team as set out in corporate health and safety procedures / arrangements are fulfilled.
Council's Corporate Health and Safety Manager	• To give advice on health and safety issues to the Corporate Leadership Team and Assistant Directors, Head of Service and managers on request and to advise them of any known health and safety failings. • To maintain a corporate record of service risk assessments. • To clarify health and safety responsibilities. • To ensure effective means of communication and consultation. • To provide information about the Council's Health and Safety Policy, organisation, procedures and arrangements and to ensure it is readily available to employees and to the HSE on request. • To keep a record of accidents or incidents. • To report notifiable accidents, diseases and dangerous occurrences to the Health and Safety Executive. • To report any health, safety and welfare failings and make recommendations to the Corporate Leadership Team.

Name	Function
	• To report regularly to the Performance Governance and Audit Committee on the corporate management of health and safety.
Fire Marshals	• To oversee evacuation in line with the Fire Evacuation Procedure in the event of the emergency alarm sounding. • To follow the arrangements set out in the Corporate Fire Evacuation and Bomb Procedures. • To report omissions or issues with the above arrangements to the Corporate Health and Safety Manager
First Aiders	• To give first aid assistance on request. • Where applicable, to ensure their allocated first aid kit is adequately stocked with first aid items and to arrange reordering when central stocks are low. • To follow arrangements as set out in the corporate First Aid Procedure. • Facilities Team to ensure the first aid room is kept clean and tidy and there are adequate stocks of first aid items / materials. To ensure that site-based defibrillators remain operational. • Depot team leaders (or nominated first aiders) to ensure that first aid kits and associated consumables are stocked sufficiently and in-date. To ensure that site-based defibrillators remain operational.
All employees	• To co-operate with the Council and their line managers on all matters relating to health and safety. • To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk. • To ensure all employees and contractors are aware of the emergency arrangements with regard to the workplace; and to undertake and review the arrangements for out of hours working and visitors. • To make proper use of equipment provided including personal protective equipment (PPE). • NOT to interfere with anything that safeguards their health and safety or the health and safety of others. • To report all health and safety concerns to their line manager or another appropriate person. • To report all accidents, incidents, hazards and near-misses to their line

Name	Function
	manager and follow the arrangements laid out in the corporate 'Accident and Incident' procedure. • To complete a 'Unacceptable Behaviour Reporting Form' if subjected to abuse, threats or assault and follow the arrangements laid out in the corporate 'Unacceptable Behaviour at Work' procedure. • To follow corporate and departmental health and safety procedures including any control measures identified through risk assessment.
Employees appointing contractors, or inviting visitors to MDC premises	• Where involved in the appointing of contractors via the tender process; to ensure that sufficient precautions are in place to ensure safety throughout the life of the contract and to follow the corporate procedure. • To ensure that risk assessments are submitted in a timely manner and are sufficient with appropriate precautions in place for the tasks being undertaken and in the situations that may arise. • To ensure that contractors and visitors understand MDC health and safety policies or procedures (where appropriate to their work or visit), including emergency procedures. • To ensure that contractors and visitors, for whom they are responsible, comply with the accident and incident reporting requirements of MDC. • To ensure that contractors and/or visitors are trained and/or competent to undertake the tasks or follow the instructions they must follow in terms of ensuring the health and safety of themselves and others. To ensure that contractors are insured to carry out the work they have been engaged to undertake.
Union Health and Safety Representatives	• To abide by the terms of reference set out for the 'Safety Action Team' meetings, the Council's formal group for promoting health and safety communication and consultation. • To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative. • To participate in the Council's consultation process representing Union Members in matters relating to health and safety. They may (with appropriate support from Maldon District Council): • Undertake regular inspections of the workplace. • Investigate potential hazards and examine the causes of accidents in the

Name	Function
	workplace. - Investigate complaints by a Union member relating to their health, safety and welfare. - Represent employees in consultation with HSE inspectors and receive copies of associated reports. - Liaise with management on matters relating to health and safety and have access to certain information.
All Members	- To follow the requirements of the Health and Safety Management plan - Sign in and out of council buildings as required by the prescribed method. - To co-operate with the Councils requirements that apply on matters relating to health and safety. - To take reasonable care of their own health and safety and to ensure that their activities do NOT put others at risk. - To ensure that they are aware of the emergency arrangements with regard to workplaces used for council business ; and to undertake and review the arrangements for out of hours working or visits to residents or outside organisations. - NOT to interfere with anything that safeguards their health and safety or the health and safety of others. - To report all health and safety concerns to the appropriate officer or member health and safety representatives. - To report all accidents, incidents, hazards , near-misses or safety concerns to the appropriate officer or member health and safety representatives and follow the arrangements laid out in the corporate 'Accident and Incident' procedure.
Health and Safety representatives	- To abide by the terms of reference set out for the 'Safety Action Team' meetings, the Council's formal group for promoting health and safety communication and consultation. - To participate in Safety Action Team Meetings and to give notification to the Corporate Health and Safety Manager of their intention and reason, should they decide to resign as a representative. - To fully participate in the Council's consultation process on matters relating to health and safety. - To make representations to the Council on potential hazards and dangerous

Name	Function
	occurrences at the workplace which affect, or could affect, the group of employees they represent. • To make representations to the Council on general matters affecting the health and safety at work of the group of employees they represent and on such matters as they are consulted. • To represent the group of employees in consultation with HSE inspectors and received copies of associated reports.

Arrangements for Health and Safety

At Maldon District Council, we manage health and safety through a series of detailed policies and procedures that explain how we make sure everyone stays safe. These documents are designed to implement the Council's health and safety goals and are available to all staff through the Council's SharePoint system (**MDC-HSP-000 Health and Safety Policy Index**).

There are over 30 policies and procedures that cover various aspects of health and safety. Some of these documents are key to our overall approach and deal with essential safety topics. There is a summary of these core documents below, along with a full list in the table further on in the policy.

Risk Assessment

Risk assessments are vital to keeping our staff and everyone involved with the Council safe. They help us make sure that no one is exposed to unacceptable risks. The procedure we follow for risk assessments (**MDC-HSP-023**) ensures that we take a consistent approach to assessing risks in all of our planned activities.

However, in certain specific or technical work areas, we may use alternative methods to carry out risk assessments. To make sure we're addressing the most serious risks, we use a risk matrix and a corporate risk assessment tool that help us identify and manage unacceptable risks.

We're also working towards creating a central database that will link all department-specific risk assessments, making it easier to track and manage them across the Council.

Accident and Incident Reporting

We consider it unacceptable for any incidents of harm to occur to any of our staff, Members or visitors and are committed a journey to eliminate these (as far as possible) from our workplaces. We do recognise that, from time to time, accidents and incidents do happen and we encourage all staff to report them, no matter how small, using the Council's designated reporting tool or by speaking directly to their line manager, corporate health and safety manager or safety representative. While we have a legal responsibility to report specific accidents and incidents, we also believe it's important to track all adverse events. Doing so helps us learn from every situation and improve our safety practices and allows us to put a focus on areas that are causing concern.

We regularly monitor trends in accidents and incidents, and will formally review them quarterly. If any event results in injury, or could have caused serious injury or damage, we conduct a thorough investigation to identify the causal factors and root causes and take the necessary steps to prevent a similar event from happening again.

Unacceptable Behaviour

We understand that our staff, Members and contractors may face difficult situations due to challenging interactions with customers or Members of the public. These interactions can sometimes lead to workplace violence, which not only poses a risk of physical harm but can also have a negative impact on s mental health and well-being.

To address this, we closely monitor and record incidents where staff, Members or directly employed contractors are subjected to unacceptable behaviour. Staff and Members are required to report these events through the Council's reporting tool. We maintain a database of such incidents with the goal of protecting our staff and partners from future harm.

If we identify repeat offenders, we may contact them to warn them about their behaviour or restrict their access to our services. Any form of unacceptable behaviour, whether in person, over the phone, or through electronic communication, will not be tolerated. More serious incidents will be thoroughly investigated and, where appropriate, referred to the relevant authorities.

Consultation

In the UK, it's a legal requirement for employers to consult their employees on matters related to health and safety. We believe that consulting with our employees leads to better decision-making, stronger cooperation, and a greater sense of ownership when it comes to implementing safety measures.

At Maldon District Council, health and safety is a key topic at our monthly Corporate Leadership Team meetings. We also give it special focus in the Senior Managers Health and Safety meetings, which take place every six weeks, and during our quarterly Safety Action Team (SAT) meetings.

The SAT is made up of staff members who act as safety representatives for different departments or areas. They provide a broad perspective, ensuring that health and safety concerns are addressed across the whole organisation. Most members join voluntarily because they have an interest in health and safety, though some are asked to participate by their line managers for professional development or other reasons. If applicable, union representatives are also invited to join, in line with the Safety Representatives and Safety Committees Regulations 1977.

SAT meetings are formally documented through meeting minutes, and the meetings follow a clear 'terms of reference' document. Any staff member is welcome to approach the safety representatives, either directly or by emailing: .

Whilst Members are not classed as employees, we recognise the need to liaise with our Members regarding Health and Safety matters and have put this into our Health and safety plans and arrangements to allow communication and consultation channels to be maintained.

Training

Training is essential for ensuring our staff and Members are competent and confident in their roles, especially when it comes to health and safety. It helps employees identify risks in their work and understand how to manage and control those risks.

Training needs can be identified by anyone within the organisation, but department managers, heads of services, and the Corporate Health and Safety Manager are primarily responsible for making sure all training requirements are met and that we stay compliant with legal obligations. We offer training through a mix of in-house sessions, external specialists, and e-learning modules. Where possible, we choose accredited training courses provided by experienced trainers.

Training may be either corporate-wide or department-specific, depending on the needs of the staff in those areas. To ensure we track everyone's progress, we're developing a corporate health and safety training matrix, which records the training requirements and completion status for each team member.

Emergency Incidents

As an employer, we are required to have clear procedures in place to ensure everyone's safety in the event of serious or immediate danger. At Maldon District Council, we've established procedures for key emergency situations such as fire, first aid, and other foreseeable emergencies (see **MDC-HSP-010 Fire and Evacuation**, **MDC-HSP-011 First Aid**, and **MDC-HSP-004** for more details).

We have trained a sufficient number of staff members to manage evacuations and handle other emergency procedures as needed. These individuals are tracked through our corporate health and safety training matrix. Additionally, we regularly run practice drills to ensure everyone knows what to do in an emergency.

Display Screen Equipment

We understand that many of our employees regularly use display screen equipment (DSE), and we take steps to make sure that this is done in a safe and comfortable way. According to the Health and Safety (Display Screen Equipment) Regulations 1992, staff are required to carry out risk assessments for their workstations each year. To make this process easy, we provide an HSE risk assessment form on the Council's FreshService intranet pages.

To ensure everyone knows how to complete these assessments properly, we've developed a mandatory e-learning module on DSE risk assessments, which all DSE users must complete. If anyone needs extra help, we have trained a group of 'DSE Champions' who can assist with assessments, provide advice, or make recommendations on improvements.

While the Resources Casework Manager and Head of Assets Countryside and Coast are responsible for ensuring ergonomic furniture is available in their areas, individual managers are also encouraged to make reasonable adjustments to suit their staff's needs where necessary.

Manual Handling

At Maldon District Council, we take manual handling seriously because it plays a key role in keeping our workplace safe. Our goal is to ensure that all manual handling tasks are carried out safely, in line with legal requirements and best practices.

We have clear procedures in place to assess and reduce the risks associated with manual handling. These procedures are supported by assessment forms and links to helpful HSE tools. For teams that perform more physically demanding or hazardous tasks, we offer face-to-face practical training to ensure they are properly equipped to handle the risks. For those performing less risky tasks on occasion, we require them to complete a mandatory e-learning course.

Additionally, we may conduct periodic occupational health assessments for relevant staff to monitor their health and well-being, ensuring they're fit for the tasks they undertake.

Mobile and Home Working

We've established clear guidelines for staff who work from home or on the go. These procedures ensure that staff assess their working environment and equipment and maintain regular communication with their managers and colleagues. We also set clear goals for everyone through regular 1-2-1 meetings or development plans, making sure that expectations are clear, and support is always available.

Workplace Transport

The workplace transport procedure outlines the guidelines and responsibilities for employees who drive either council-owned or personal vehicles for work-related purposes. It ensures that employees are safe and legally compliant when operating vehicles as part of their duties.

The council is committed to ensuring that all employees who drive for work are legally allowed to do so. Employees must inform the council of any health conditions or driving endorsements that could affect their ability to drive safely and legally.

Council vehicles are subject to regular inspections to ensure their safety and roadworthiness, and these inspections must be recorded. Employees using their own vehicles for council business must carry out a pre-use check to confirm that their vehicle is in good condition. If any defects are found in council-owned vehicles, managers are responsible for arranging repairs as soon as possible to ensure the vehicle remains safe to use.

If a vehicle requires special training or a particular licence, managers are responsible for ensuring that employees are trained, competent, and fit to operate that vehicle. This may involve consulting with occupational health specialists to ensure the employee is able to perform this task safely.

Employees are prohibited from using hand-held mobile phones while driving a vehicle. Any breach of this rule will result in disciplinary action.

Health and Safety of Members

APPENDIX 2

Whilst elected Members are not classified as 'paid employees' under the Health and Safety at Work etc. act 1974, Maldon District Council acknowledges its responsibility to safeguard their wellbeing as individuals impacted by its activities. The relationship between Members and the authority is unique, and although they do not fall directly under the scope of the authority's health and safety policy, their health and safety remain a priority. To reflect this, Maldon District Council will, where appropriate, outline the specific arrangements for their protection in corporate procedures that are relevant to their role. Those corporate procedures are identified in the table below. This approach, established in consultation with elected Members, ensures that they can carry out their roles effectively, with their safety and wellbeing firmly supported.

Health and Safety Policies

H&S Policy/Procedure Index

Policy Name	Reference	Current Version
H&S Policy*	MDC-HSP-001*	Version 4 April 2018
Accident/Incident Reporting*	MDC-HSP-002*	Version 16 April 2024
Asbestos	MDC-HSP-003	Version 8 Sept. 2021
Bomb Threat/Terrorism*	MDC-HSP-004*	Version 6 March 2019
Consultation	MDC-HSP-005	Version 8 June 2018
Contractors	MDC-HSP-006	Version 8 Sept. 2021
COSHH	MDC-HSP-007	Version 5 Sept. 2021
Display Screen Equipment*	MDC-HSP-008*	Version 9 Oct. 2021
Electrical Safety*	MDC-HSP-009*	Version 1 Sept. 2021
Fire & Evacuation Procedure*	MDC-HSP-010*	Version 16 Oct. 2021
First Aid*	MDC-HSP-011*	Version 23 Sept. 2023
Inspections and Monitoring	MDC-HSP-012	Version 2 Oct. 2021
Ladder Inspection	MDC-HSP-013	Version 1 Sept. 2021
Legionella	MDC-HSP-014	Version 8 Oct. 2021
Lone Working	MDC-HSP-015	Version 11 Oct. 2021
Manual Handling Operations*	MDC-HSP-016*	Version 5 Jan. 2022
PEEP	MDC-HSP-017	Version 1 Aug 2023
Mobile/Home Working	MDC-HSP-018	Version 1 Aug. 2015
New & Expectant Mothers	MDC-HSP-019	Version 6 May 2024
Noise	MDC-HSP-020	Version 1 Jan 2022
PPE	MDC-HSP-021	Version 5 April 2024
Hand Arm Vibration	MDC-HSP-022	Version 1 Feb 2021
Risk Assessment*	MDC-HSP-023*	Version 10 April 2024
Sharps and Needle Stick	MDC-HSP-024	Version 5 Oct. 2021
Slips, Trips and Falls	MDC-HSP-025	Version 6 Sept. 2018
Sun Exposure	MDC-HSP-026	Version 3 May 2018
Unacceptable Behaviour	MDC-HSP-027	Version 17 Oct. 2021

Work at Height Procedure	MDC-HSP-028	Version 1 Jan 2022
Work Equipment	MDC-HSP-029	Version 1 Sept. 2021
Workplace Arrangements	MDC-HSP-030	Version 6 Nov. 2019
Workplace Transport	MDC-HSP-031	Version 12 Dec. 2021
Young Persons	MDC-HSP-032	Version 6 Jan. 2022

**Procedures most relevant to the duties of elected Members*

Review

This policy and statement of intent will be reviewed annually by the Corporate Leadership Team. The review will ensure that the policy stays aligned with current operational needs, best practices, and legal requirements. If any significant changes are made, the updated policy will be presented to the Strategy and Resources Committee for approval.

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