

# Strengthening the Corporate H&S enabling function

Joanna Carrington. Director of Health and Safety and Head of Profession.

## Current

Corporate H&S Team is in COO. The Director of H&S manages the Corporate H&S Team and provides Head of Profession support to the Property H&S Team, but no line management.

Property H&S Team is in City Surveyors. Lead is Head of H&S (Property) and provides line management for this team only.

Both Teams provide competent advice and assistance and are H&S enabling functions that apply across the City Corporation, albeit working separately.

Fire Safety. Fire Safety Advisor 1 FTE. The City of London Corporation has an extensive and diverse property portfolio and implementation of Building Safety Act 2023 within the scope of the City Corporation. City Corporation Fire Safety and Property H&S management systems require collaborative development.

## Proposed

Merge the two teams into one Corporate H&S Team. Director of H&S is overall strategic lead and line manager.

Property and Fire H&S roles will continue to provide competent advice to City Surveyor colleagues and the wider City Corporation. Embedded in City Surveyor with increased City Corporation-facing flexibility.

Review JDPSs; focus on role responsibilities, professional development and service delivery against business plans.

Consider creation of new roles: e.g. Head of Fire Safety and Fire Safety Advisor (Residential) to add to fire safety management provision, or H&S Advisor to add to H&S management provision etc.

## Benefits

Centralise H&S enabling function; lead is a T2 senior manager, Director of H&S reporting to COO.

Consolidate and coordinate the Corporate H&S service offer; clarity and improvement in service user experience and provision.

Reduce potential conflict of interest and ambiguity. Standardise and facilitate continuing professional development and ethical best practice for practitioners.

Increase capacity for competent advice and assistance for fire safety, supporting Corporate risk management for fire.

Defined advisory teams around capabilities disciplines allowing professionals to focus in their area of expertise and depth of service provision.

Maximise the Team's capability to support successful implementation and coordination of the Corporate H&S Business Plan, 45001 (H&S) and 9997 (fire) safety management systems.

# Timeline April – September 2023

April - May

- Test of Relevance: EA completed. March 2023
- Approval on proposal to proceed from City Surveyor and COO. No committee approvals needed. No redundancies planned. ELB and individual Chief Officer discussion.
- Inform the two teams about the merger. Opportunities to ask questions etc. with Director of H&S and Head of H&S (Property)
- Arrange budget transfer, access permissions to employee data, SharePoint, access permissions to TC-property and TC-healthandsafety inboxes etc
- Merger date agreed. Transferred Corporate Health and Safety Team Structure goes live. Comms plan.

June - July

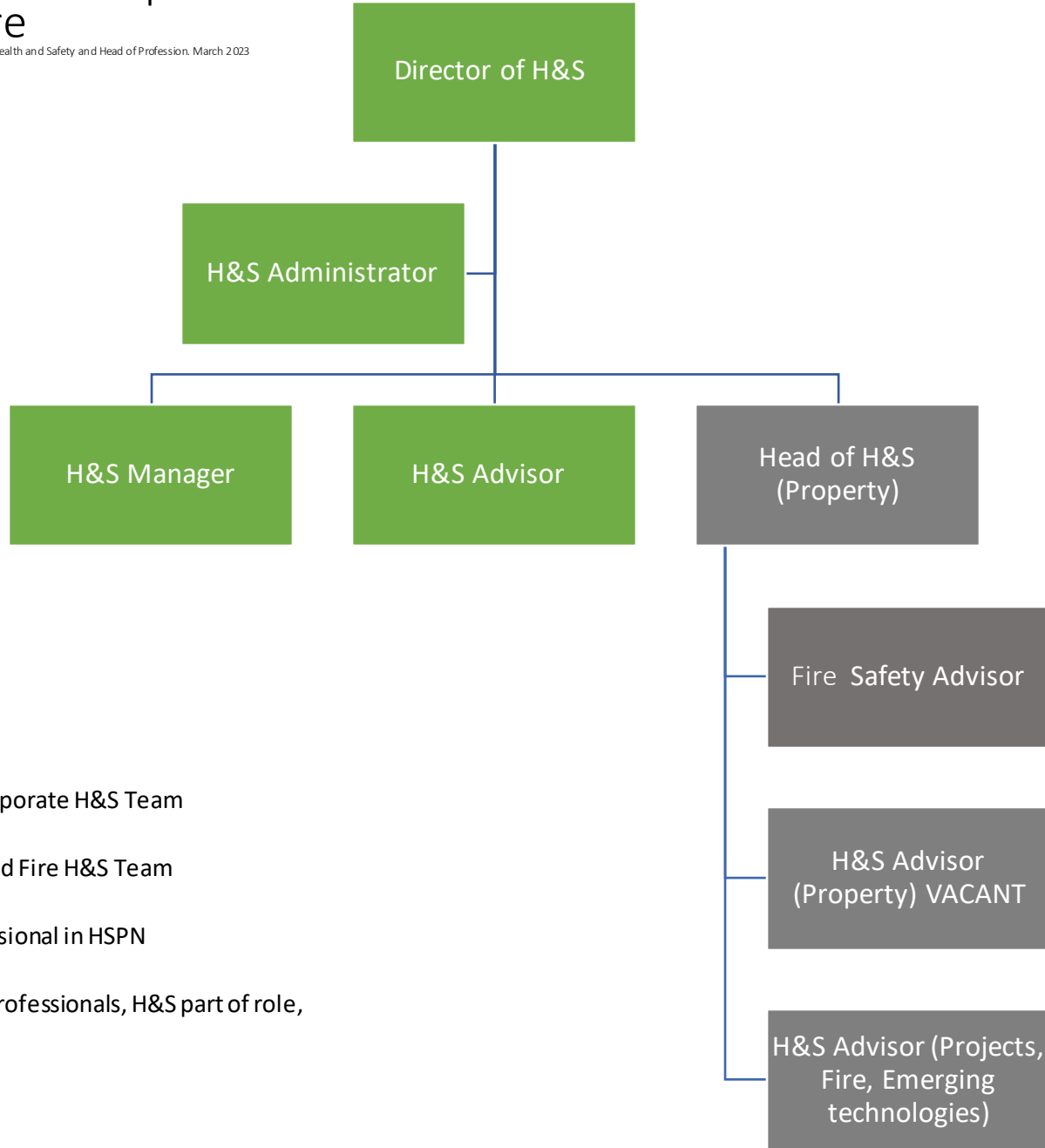
- Present at Jun 23 Corporate H&S Committee for information.
- Refresh JDPS for Health and Safety Advisor (Property) and begin recruitment process
- Begin business case for Head of Fire Safety and Fire Safety Advisor (Residential)

August -  
September

- Continue with business case process and resource bid in train.
- Monitor embedding.

# Transferred Corporate H&S Team Structure

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- Current Corporate H&S Team
- Property and Fire H&S Team
- H&S Professional in HSPN
- H&S Non-professionals, H&S part of role, in HSPN

