

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	31 st July 2025
Decision Maker (Officer):	Katie Wilkins, Assistant Director - People
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39). This proposal is within the delegated powers of the Chief Executive, in consultation with the Assistant Director – People, as set out in the Responsibility of Functions and Scheme of Delegation contained within Part 3 of the Council's Constitution, as agreed by Council (Reference Parts 3.9 and 3.19). The Human Resources and Council Tax Committee have responsibility for the discharge of the Part II – miscellaneous functions as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended), and as detailed in Appendix 1 to Part 3 of the Constitution; including the 'decision-making on key Human Resource and Personnel issues not reserved by the Council or delegated to officers'. This extends to the agreement of key personnel policies, including those relating to Pay and Reward. As set out in the Responsibility of Functions and Scheme of Delegation contained within Part 3 of the Council's Constitution, as agreed by Council (Reference Part 4.2.1) the strategic responsibility for

	Corporate Health and Safety is delegated to the Portfolio Holder for Finance and Governance.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Human Resources and Council Tax Committee Chairman/Vice Chairman. Portfolio Holder for Finance & Governance.
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	Acknowledgment that the Council remains fully compliant with all relevant statutory obligations in relation to vibration-related risks and therefore approval and adoption of the Council's Vibration Guidance – Best Practice for Managers to support the consistent and proactive management of such risks across relevant service areas. That Officers report to the Human Resources and Council Tax Committee in 12 months' time following implementation to provide an update on how the guidance has operated in practice, including any lessons learned and proposed refinements.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	As the Vibration Guidance – Best Practice for Managers is a new people policy, it was appropriate for the Human Resources and Council Tax Committee to approve its adoption in accordance with Part 3 of the Council's Constitution. The Vibration Guidance – Best Practice for Managers, is a new document developed to further support managers in effectively identifying, assessing, and mitigating the risks associated with employee exposure to vibration in the workplace. The guidance reflects current best practice and has been developed in collaboration with Human Resources, Unison, and relevant service leads.
Highlight any associated risks/finance/legal/equality considerations:	The Vibration Guidance – Best Practice for Managers will ensure that the Council meets any statutory obligations with regard to employment and health and safety legislation.

	No specific resources or financial implications have been identified to date, as the Council already provides Hand Arm Vibration assessments for our employees and the machinery and equipment they use. As this work is already in place, the cost sits within existing budgets.	
NEW : Details of Local Government Reorganisation and/or Devolution considerations	The Vibration Guidance – Best Practice for Managers outlines health and safety legislation and best practice. These responsibilities will apply to any local authority who employs staff who may be exposed to the use of vibrating equipment or machinery. This guidance will therefore align with any responsibilities of the new unitary authority.	
Details of any Alternative Options Considered and rejected (together with reasons):	There is no other viable option, as there is a duty of care on the Council as an employer to monitor vibration equipment used by our staff. Failure to do so could result in injury to an employee and a potential claim of industrial injury against the organisation.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	None.	
Reason Decision, or supporting Report, is not published:	☒	Not applicable – Decision [and report] to be published
	If Report is not to be published – tick one of the following boxes:	
<i>Tick one or more of the specific exemptions,</i>	☐	The report supporting the Decision contains confidential information
<u>and</u>	☐	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	☐	• Relates to an individual
	☐	• Likely to reveal the identity of an individual
	☐	• Relating to financial or business affairs of a person or organisation
<i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	☐	• Relates to a claim for legal professional privilege in legal proceedings

		• Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		• Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Reasons: N/A		

Officers

Signed:



Title: Katie Wilkins, Assistant Director - People

On behalf of the Chief Executive

Dated: 31/07/25

For reference, see the agenda item at the [Human Resources and Council Tax Committee – 28 July 2025](#)