

Open Government status: Open	Paper Number: H13/04
	Meeting Date: 28 June 2012
Exempt material: None	Type of Paper: Above the line

Governance arrangements: HELA Terms of Reference

A paper by: Tracy Hamilton

Cleared by: Elaine Harbour (HSE)

Aim

Working within the Government's policy framework, HELA's aim is to maximise effectiveness in improving health and safety outcomes and ensure delivery of the HSE's strategy.

HELA provides strategic oversight of partnership working between HSE and LAs across Great Britain.

Terms of reference

- To recommend, endorse and champion health and safety regulatory priorities for LAs across Great Britain.
- To work to maximise the effectiveness of the strategic partnership in improving health and safety outcomes.
- To oversee the provision of the support needed to sustain and further develop the partnership, including appropriate and timely guidance to LAs.
- To oversee the development, launch and implementation of a National Code for Local Authorities and provide advice to the HSE Board on its implementation
- To provide a forum for two way communications between enforcing authorities in the development and implementation of policy in respect of health and safety matters.

Membership

The length of membership and timings for re-election is three years.

Local Government representatives

All Local Authority HELA members should hold senior positions within their organisations.

Local Government representatives will include

- The Chair of the H&S Policy Forum – HELA joint chair.
- A English LA representative nominated by the LGA
- A Scottish LA representative nominated by COSLA
- A Welsh LA representative nominated by the WLGA
- A representative from the LGA.

HSE representatives

HSE representatives will include;

- 1 HSE SCS (Senior Civil Servant) – HELA joint Chair
- 1 Head of Local Authority Unit
- 1 Field Operation Directorate Representative
- 1 Policy Representative

Additional representatives

A senior representative from both the Chartered Institute of Environmental Health (CIEH) and The Royal Environmental Health Institute of Scotland (REHIS) will be invited to attend the meetings.

A list of current members is attached at Annex 1.

Substitutes

Representatives who are unable to attend a meeting are able to nominate a substitute who can attend on their behalf.

Observers

An observer from the Better Regulation Delivery Office (BRDO) will be invited to attend each meeting.

Ways of working

- HELA will be jointly chaired by a LA representative (Chair of the Health and Safety Policy Forum) and a senior HSE SCS representative.
- HELA will meet a minimum of twice a year. There may be circumstances when it may be necessary for additional meetings to be held.

- The Joint Chairs (with secretariat) may meet at intermediate dates as necessary to ensure continuing dialogue/progress.
- HELA will seek to resolve issues by consensus.
- The secretariat will be provided by HSE's Local Authority Unit (LAU).
- A review of these governance arrangements and membership will occur every 3 years.

HELA Members August 2012

Representative	Contact Details
Colin Alborough Joint Chair LG	Rushmoor Borough Council Council Offices, Farnborough Road Farnborough, Hampshire GU14 7JU tel: 01252 398398 colin.alborough@rushmoor.gov.uk
Kevin Myers Joint Chair HSE	Deputy Chief Executive HSE, 5S3 Redgrave Court, Bootle L20 7HS Tel: 0151 951 4701 kevin.myers@hse.gsi.gov.uk
Jane Willis HSE Policy representative	Director, Cross Cutting Interventions Directorate HSE, 5S1 Redgrave Court, Bootle L20 7HS Tel: 0151 951 4772 jane.willis@hse.gsi.gov.uk
Max Walker HSE Operational representative OR Rosi Edwards HSE Operational representative	Head of Operations – South West HSE, 4 th Floor The Pithay, Bristol BS1 2ND Tel: 01179 886095 max.walker@hse.gsi.gov.uk Regional Director Wales, Midlands and South West HSE, Advantage House, No 9 Quinton Business Park, Birmingham, B32 1AL. Tel: 0121 607 6320 rosi.edwards@hse.gsi.gov.uk
Elaine Harbour HSE Local Authority Unit	Head of Local Authority Unit, HSE, 5S3 Redgrave Court, Bootle L20 7HS Tel: 0151 951 4328 elaine.harbour@hse.gsi.gov.uk
Steve Miller England LA representative	London Borough of Newham Head of JLARS (Joint LA Regulatory Service for 2012) Stratford Old Town Hall, 29 The Broadway London E15 4BQ Tel: 0203 3737275 steve.miller@newham.gov.uk

Representative	Contact Details
<p>Brian Lawrie Scotland LA representative</p>	<p>Team Leader Environmental Health South Ayrshire Council Burns House, Burns Statue Square Ayr KA7 1UT Tel. 01292 616355 brian.lawrie@south-ayrshire.gov.uk</p>
<p>Kim Pugh Wales LA representative</p>	<p>Head of Public Protection Torfaen County Borough Council Ty Blaen Torfaen, Panteg Way, New Inn Pontypool, Torfaen NP4 0LS Tel: 01633 647627 kim.pugh@torfaen.gov.uk</p>
<p>Graham Robertson REHIS representative</p>	<p>Environmental Health Specialist Officer (Health & Safety) Aberdeenshire Council Municipal Buildings, High Street Turriff, Aberdeen AB53 7EN Tel: 01888 563417 graham.robertson@aberdeenshire.gov.uk</p>
<p>David Kidney CIEH representative</p>	<p>Chartered Institute of Environmental Health Chadwick Court, 15 Hatfields, London SE1 8DJ Tel: 0207 9286006 d.kidney@cieh.org</p>
<p>Gwyneth Rogers LGA representative</p>	<p>Local Government Association LG House, Smith Square, London SW1P 3HZ Tel: 0207 6653861 gwyneth.rogers@local.gov.uk</p>
<p>Tracy Hamilton Secretariat</p>	<p>HSE Local Authority Unit 1.3 Redgrave Court, Bootle L20 7HS Tel: 0151 951 3114 tracy.hamilton@hse.gsi.gov.uk</p>