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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 implementation of the Section 18 Standard for LA regulation and provide advice to HSE Board on the extent to which LAs are compliant with the standard
- 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.

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 January 2012

Representative	Contact Details
Nick Powell Joint Chair LG	Dudley Metropolitan Borough Council Council House, Priory Road, Dudley, West Midlands DY1 1HF Tel: 0300 555 2345 Nick.powell@dudley.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	Head of Unit, Cross Cutting Interventions Directorate HSE, 5S3 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	Chair Partnership Managers' Liaison Forum HSE, 4 th Floor The Pithay, Bristol BS1 2ND Tel: 01179 886095 Max.walker@hse.gsi.gov.uk Midlands Regional Director HSE, Hagley Road, Birmingham B16 8HS Tel: 0121 607 510 6320 Roai.edwards:hse.gsi.gov.uk
Elaine Harbour Head, HSE Local Authority Unit	HSE, 1.3 Redgrave Court, Bootle L20 7HS Tel: 0151 951 4328 Elaine.harbour@hse.gsi.gov.uk
Darran West England	Chesterfield Borough Council Environmental Services Town Hall, Chesterfield Derbyshire S40 1LP Tel: 01246 345751 Darran.west@chesterfield.gov.uk
David Evans Scotland	Senior Environmental & Consumer Services Manager East Lothian Council Council Buildings, Haddington, East Lothian EH41 3HA Tel: 01620 827286 devans@eastlothian.gov.uk
Kim Pugh Wales	Head of Public Protection Torfaen County Borough Council

	County Hall, Cwmbran NP44 2WN Tel: 01633 647627 Kim.pugh@torfaen.gov.uk
Representative	Contact Details
Graham Robertson REHIS representative	Environmental Health Specialist Officer (Health & Safety) Aberdeenshire Council Municipal Buildings, High Street Turiss, Aberdeen AB53 7EN Tel: 01888 563417 Graham.robertson@aberdeenshire.gov.uk
Andrew Griffiths CIEH representative	Chartered Institute of Environmental Health Chadwick Court, 15 Hatfields, London SE1 8DJ Tel: 0207 9286006 a.griffiths@cieh.org
Gwyneth Rogers LGA representative	Local Government Association LG House, Smith Square, London SW1P 3HZ Tel: 0207 6653870 Mark.duval@lacors.gov.uk
Tracy Hamilton Secretariat	HSE Local Authority Unit 1.3 Redgrave Court, Bootle L20 7HS Tel: 0151 951 3114 Tracy.hamilton@hse.gsi.gov.uk