

## Section 18 Standard Toolkits

### *Work together...*

#### Governance Toolkit

The Section 18 Standard requires every Enforcement Authority (EA) to:

- ensure their views are represented within liaison, policy and governance groups at local, regional and national levels;
- ensure they provide information to politicians, senior managers and practitioners on the decisions of such groups and on their work as regulators.

#### Basic requirements

To meet the Standard every EA should be able to:

- **make arrangements to ensure their views are represented within liaison, policy and governance groups at local, regional and national levels:**
  - Each EA should be regularly represented at liaison, policy and governance groups at local, regional and national levels by delegates with sufficient experience, seniority and knowledge of an EA's views on health and safety (H&S) issues to act on their behalf.
  - Liaison, policy and governance group delegates should ensure that relevant material, eg minutes of meetings, papers and requests for comments, are circulated to the groups and individuals that they represent and that they provide a mechanism for groups/individuals to feed their views back.
  - Local liaison group representatives and/or individual EAs should regularly consider minutes, papers and requests for views from regional and national fora, eg LACoRS Policy Forum, HELA, Local Government Panel, HSE Board and other government consultations, and comment back as appropriate.
- **provide information to politicians, senior managers and practitioners on the decisions of such groups and on their work as regulators:**
  - Liaison group representatives should regularly report back on issues arising from the local, regional and national liaison, policy and governance groups and on their work as regulators to their policy/decision makers, senior managers and practitioners and encourage feedback as appropriate.

#### Key points

- Active participation in governance is a key component of partnership working.
- Governance should encourage upward and downward flows of information and views.

#### Benefits of effective governance

- Helps balance local/regional against national priorities – achieving the best outcomes for safer, stronger and healthier communities.

- Encourages timely communications and better sharing of information between partners.

### **Further sources of information**

Statement of commitment between HSE and Local Authority representative bodies and leaflets describing partnership and governance structures  
<http://www.hse.gov.uk/lau/statement.htm>

## Governance

### Are you compliant with S18's Governance requirements?

To answer "yes" you should be able to demonstrate that your EA:

- **has in place arrangements to ensure their views are represented within liaison, policy and governance groups at local, regional and national levels:**
  - Are you regularly represented at local, regional and national liaison, policy and governance groups?
  - Does your delegate have sufficient experience, seniority and knowledge of your EA's views on H&S issues to act on your behalf?
  - Does your EA receive copies of minutes, reports and requests for views from local, regional and national fora delegates?
  - Are minutes, reports and requests for views from regional and national bodies considered by your local liaison group?
  - Does your EA comment on these as appropriate?
- **provides information to politicians, senior managers and practitioners on the decisions of such groups and on their work as regulators:**
  - Is information from these groups and on your work as a regulator regularly relayed to policy/decision makers, senior managers and practitioners and is there a mechanism and an opportunity for them to feed back their views?