

# **BRIDGEND COUNTY BOROUGH COUNCIL**

## **REPORT TO AUDIT COMMITTEE**

**28 JUNE 2018**

### **REPORT OF THE INTERIM HEAD OF FINANCE**

#### **INCIDENT AND NEAR MISS REPORTING PROCEDURE (EXCLUDING HEALTH AND SAFETY)**

##### **1. Purpose of report**

- 1.1 The purpose of this report is to inform the Audit Committee of the new Incident and Near Miss Reporting Procedure and to seek the Committee's views on whether or not the procedure can be improved upon.

##### **2. Connection to corporate improvement objectives/other corporate priorities**

- 2.1 Effective risk management is an essential part of the framework of ensuring good corporate governance and this includes the operation of an effective Incident and Near Miss Reporting Procedure. This can assist in the achievement of the following corporate priorities:

- Supporting a successful economy – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
- Helping people to be more self-reliant – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
- Smarter use of resources – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

##### **3. Background**

- 3.1 The Council already has a Health and Safety Accidents, Incidents and Near Misses Procedure.
- 3.2 The Chair of the Audit Committee asked the Council to consider implementing an effective Incident and Near Miss Reporting Procedure for other types of incidents and near misses. The aim being to ensure that after there has been an incident or near miss that lessons are learnt which will prevent similar occurrences happening again.

##### **4. Current situation/proposal**

- 4.1 The attached Incident and Near Miss Reporting Procedure has been written. It seeks to put in place a proportionate response to different types of incidents and near misses dependent upon their severity.
- 4.2 The Procedure was reviewed by the Corporate Management Board on 12 April 2018 and was broadly welcomed. However it was emphasised that the procedure must not be overly bureaucratic or duplicate other processes already in place. It was agreed that the Insurance and Risk Officer would liaise with Directorates to ascertain what existing procedures are in place.
- 4.3 This has now taken place and it is clear that there are areas of the Council's activities that do not have a mechanism to review incidents and near misses which are not health and safety related.
- 4.4 Feedback from the Audit Committee on the Incident and Near Miss procedure would be welcome.
- 4.5 It is proposed that further consultation be undertaken with Directorates to ensure their support for the procedure and their commitment to implement it. A further report to Audit Committee will be produced to update Members of the consultation process including any recommended changes to the Incident and Near Miss Reporting Procedure that are identified.

## **5. Effect upon policy framework and procedure rules**

- 5.1 Once in place this procedure will complement and not replace the existing Health and Safety Management System Procedure PO14 "Accidents, Incidents and Near Misses".
- 5.2 When agreed and implemented the Council's Risk Management Policy will be updated to reflect the new Procedure.

## **6. Equality Impact Assessment**

- 6.1 There are no equality implications arising from this report.

## **7. Well-being of Future Generations (Wales) Act 2015 implications**

- 7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- **Long Term**

The Incident and Near Miss Reporting Procedure will assist in the long term to support Chief Offices in the successful execution of their duties by introducing the reporting and investigation of all types of incidents and near misses other than those relating to Health and Safety.



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**Background documents:** None