

COMMITTEE REPORT

Subject:	<i>Role Change – Establishment of Estates & Health and Safety Officer post, replacing existing vacant Estate Officer post.</i>
Committee:	<i>Governance, Policy & HR Committee</i>
Item Number:	<i>11</i>
Date:	<i>27 July 2026</i>
Author:	<i>Sean Saunders, Health & Safety Manager</i>
Report status:	<i>Decision</i>
Confidential / Exempt:	<i>No</i>

1. Report Summary

- 1.1. This report seeks approval to establish a revised role within the Facilities team, replacing an existing vacant Estates Officer post.
- 1.2. The new role would be titled Estates & Health and Safety Officer.
- 1.3. The role has been developed following the Council's Job Evaluation process and reflects the increasing operational demands associated with managing the Council's estate and supporting health and safety compliance across all activities.
- 1.4. The Council has a legal duty to ensure the health, safety and welfare of its employees and others affected by its activities. As the scale and complexity of the Council's estate and operations have increased, so too has the requirement for consistent and robust operational support to ensure compliance across all sites and activities. This proposal responds to that need by establishing a role specifically designed to provide structured operational support for both estates management and health and safety compliance.
- 1.5. The headline position is:
 - 1.5.1. The role has been independently evaluated at Grade 5 (£30,519).
 - 1.5.2. This represents an uplift of £2,825 compared to the existing Facilities & Estates Officer Role.
 - 1.5.3. The total additional costs, including national insurance and pension contributions, is £3,692 per annum.
 - 1.5.4. This cost can be fully met from within existing budgets, with no additional funding required.

1.5.5. The team currently has a vacant position since the start of April, so we would be looking to implement this change and the new role immediately.

1.5.6. The job description is ready to be advertised.

2. Recommendations

2.1. It is recommended that the Committee:

2.1.1 Approve the establishment of an Estates & Health and Safety Officer post at Grade 5.

2.1.2. Approve the funding of the role from within existing Facilities budgets as outlined in Section 4.

3. Background

3.1. The Council's estate and operational activities have grown in complexity in recent years, alongside increased expectations around statutory compliance, record keeping, and health and safety management.

3.2. At present, Estates Officers primarily focus on maintenance and facilities-related activity. However, the operational support required for health and safety compliance, including inspections, incident support, record keeping, and training/compliance requirements, has increased significantly, with the Health & Safety Manager identifying a number of areas requiring further attention which cannot be fully addressed within existing capacity and resources.

3.3. The Job Evaluation process has identified that this expanded scope constitutes a distinct role, combining estates operational activity with structured support for health and safety across Council operations.

3.4. The proposed role has been designed to:

3.4.1. Strengthen operational resilience.

3.4.2. Improve consistency of compliance and record keeping.

3.4.3. Provide structured support to the Health & Safety Manager.

3.4.4. Ensure continuity during periods of absence, making the Council's Health & Safety provision more robust.

3.5. This role has therefore been developed to address a clear operational gap between existing estates responsibilities and the increasing demands of health and safety compliance. The Job Evaluation process has validated this by identifying the scope as a distinct role requiring a higher grade and defined responsibilities.

4. Proposal

4.1. The Estates & Health and Safety Officer will operate as an operational role within the Facilities team, supporting both estates management and health and safety activity across Council sites and services.

4.2. Key responsibilities include:

- 4.2.1. Coordinating maintenance and inspections across Council assets.
- 4.2.2. Supporting health and safety compliance, including risk assessments and site inspections.
- 4.2.3. Assisting with incident reporting, investigation support and corrective actions.
- 4.2.4. Maintaining accurate compliance and maintenance records.
- 4.2.5. Coordinating contractors and monitoring safe working practices.
- 4.3. The role will also provide operational deputy cover for health and safety matters during periods of absence of the Health & Safety Manager, ensuring continuity of routine arrangements and appropriate escalation of risks.
- 4.4. The role does not include:
 - 4.4.1. Policy ownership.
 - 4.4.2. Strategic decision making.
 - 4.4.3. Budget management responsibilities.
 - 4.4.4. These will all remain with the Health and Safety Manager.
- 4.5. The benefits of this role include more timely inspections, improved accuracy and consistency of compliance records, enhanced monitoring of contractors, and increased resilience in health and safety support across the Council estate and operations.

5. Options Considered

- 5.1. Option 1 – Establish the proposed role (preferred option).
 - 5.1.1. This provides a clear and structured role combining estates and operational health and safety support. It strengthens compliance, improves record keeping, and enhances resilience while remaining fully funded within existing budgets.
- 5.2. Option 2 – Redistribute responsibilities across existing roles.
 - 5.2.1. This would require existing Estates Officers to take on additional health and safety duties alongside their current workloads. This is likely to reduce effectiveness across both functions and would not provide the focused support required. It would also take the officers outside of the scope of their existing job descriptions and expertise.
- 5.3. Option 3 – Do nothing.
 - 5.3.1. This would retain the current structure but would continue to place increasing pressure on existing roles, particularly in relation to health and safety compliance and record keeping.
 - 5.3.2. This approach presents a risk of reduced resilience in health and safety cover, particularly during periods of absence, and may lead to gaps in inspections, monitoring and compliance activities across Council sites. Over time, this could increase the risk of non-compliance with statutory obligations and reduce the Council's ability to demonstrate effective management of health and safety.

- 5.4. The preferred option is recommended as it provides the most effective, sustainable and well-structured solution, improving service delivery and compliance without requiring additional funding.

6. Financial Position

- 6.1. The role has been evaluated at Grade 5 (£30,519-£31,527), compared to existing Estates Officer roles at Grade 3 (£27,694-£28,598).
- 6.2. This represents a base salary increase of £2,825 per annum.
- 6.3. When employer on-costs are applied (15% National Insurance and 15.7% pension), the total additional cost is £3,692 per annum.
- 6.4. It is proposed that this cost is fully funded from within the existing Health and Safety budget, with no requirement for additional Council funding.
- 6.5. The funding will be met as follows:
- 6.5.1. £3,692 from Facilities Health & Safety budget.
 - 6.5.2. The balance remaining post this fund reallocation is considered sufficient to cover known and planned Health & Safety spends.
- 6.6. The use of Health & Safety funds to fund the uplift for this role is considered appropriate due to the additional Health & Safety responsibilities the role will have compared to the existing Estates Officers, and the impact on Health & Safety the role will have across the organisation.

7. Legal and Governance Considerations

- 7.1. The Council has a statutory duty under health and safety legislation to ensure, so far as reasonably practicable, the health, safety and welfare of its employees and others affected by its activities (Health and Safety at Work etc. Act 1974).
- 7.2. The establishment of this role supports the Council in meeting these obligations by strengthening operational health and safety arrangements, improving monitoring, and ensuring appropriate management of risks.
- 7.3. The proposal falls within the remit of the Governance, Policy & HR Committee in respect of staffing structures and the establishment of posts.
- 7.4. There are no adverse legal or governance implications identified. The proposal supports good governance through improved compliance, record keeping, and operational control.

8. Consultation and Engagement

- 8.1. Consultation has been undertaken with members of the existing Facilities team regarding the development of this role.
- 8.2. This process began while the team was fully staffed but accelerated following a vacant post arising in April 2026. This provided an opportunity to review the structure without adversely affecting an existing postholder.

- 8.3. Feedback from team members confirmed an understanding of the rationale for the role, in particular the increasing demands associated with health and safety compliance and the limitations of existing job descriptions in accommodating these responsibilities.
- 8.4. Team members acknowledged that current workloads and role definitions do not provide sufficient capacity to absorb these additional responsibilities and recognised the need for a dedicated role to support this work and to strengthen overall service resilience.
- 8.5. The proposed role has been developed in response to these factors and has been designed to complement existing positions within the team while improving clarity, capacity and operational effectiveness.

9. Strategic and Policy Alignment

- 9.1. The proposal supports the Council's commitment to safe, well-maintained facilities and effective service delivery.
- 9.2. It aligns with the Council's duty to ensure safe working environments for staff, contractors and members of the public.
- 9.3. The role also supports good asset management, compliance with statutory requirements, and the delivery of consistent service standards across Council sites.
- 9.4. The role supports compliance with the new Health and Safety policy that has been drafted (to be shared with Councillors for approval when completed).

10. Implementation and Next Steps

10.1. Subject to this Committee's approval, the next steps will be as follows:

10.1.1. Take to Full Council for final approval.

10.1.2. Finalise job documentation and advert.

10.1.3. Recruit to the role.

10.1.4. Implement revised structure within the Facilities team (2x Estates & Facilities Officers, 1 x Estates & Health and Safety Officer).

10.2. The anticipated timetable is:

Milestone	Date
Take to Full Council for final approval.	14 th September
Finalise job documentation and advert	18 th September
Recruit to the role	W/C 12 th October
Role start date (if external applicant). Implement revised structure	W/C 16 th November

10.3. Responsibility for implementation will sit with Sean Saunders, Health & Safety Manager.

11. Implications

Implication Area	Impact	Comments / Mitigation
Financial	Low	Fully funded within existing Facilities budgets. No additional funding required.
Legal	Medium	Role supports compliance with health and safety legislation and statutory duties.
Risk	Low	Role reduces risks associated with insufficient capacity in compliance, inspections and record keeping.
Personnel	Low	Strengthens team structure and provides additional operational capacity.
Environmental Impact	None	No direct environmental impact identified
Equalities Impact Statement	Low	No adverse impact identified. The role supports fair and consistent safety arrangements for all staff.
Community / Public Impact	Low	Improves safety and maintenance of Council sites for public use.
Procurement / Contractual	None	No procurement implications.
Property / Asset	Low	Supports effective management and maintenance of Council assets.
Data Protection	None	No personal data implications identified beyond usual new starter and hiring forms.

12. Appendices

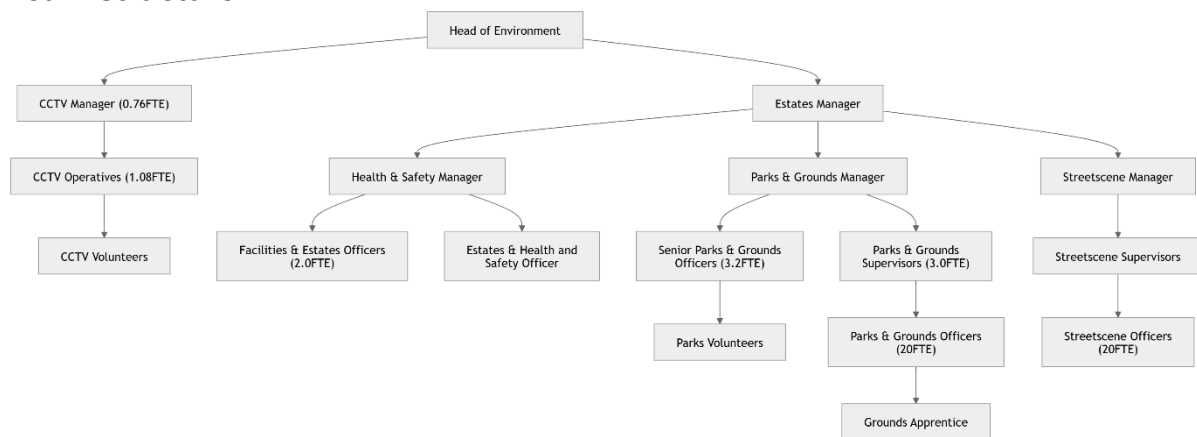
12.1. Estates & Health and Safety Officer Job Description.

12.2. Proposed team structure before and after role change.

Section 1: Role Summary

Job Title	Estates & Health and Safety Officer
Team	Facilities
Reports to	Health & Safety Manager
Direct reports	N/A
Grade	
Location	Tollgate Road Depot (with regular site visits across the Council estate)

Team structure



Section 2: Role purpose

The Estates & Health and Safety Officer supports the effective management, maintenance and statutory compliance of Salisbury City Council's buildings, land, facilities and activities, while providing enhanced operational support for health and safety compliance across Council sites to protect the health, safety and wellbeing of employees, contractors and others affected by Council activities

The role ensures that Council assets are safe, legally compliant, operational and fit for purpose by coordinating maintenance activities, supporting statutory inspections, monitoring health and safety arrangements, maintaining accurate records, and escalating risks appropriately. Working under the direction of the Health & Safety Manager, the postholder contributes to the delivery of a safe, compliant and well-managed estate.

Section 3: Key responsibilities

1. Estates & Facilities Maintenance (Planned and Reactive)

- Coordinate planned and reactive maintenance across Council buildings, land and public facilities.
- Identify defects, log jobs, prioritise works and liaise with contractors, staff and tenants to arrange access.
- Monitor works on site to ensure completion to agreed standards and in line with Council procedures.

- Respond to urgent maintenance issues and escalate significant risks or service impacts to the Health & Safety Manager.

2. Operational Health & Safety Support and Compliance

- Support the implementation of health and safety arrangements across Council sites, including workplace health and safety controls to protect staff during their day-to-day activities, in accordance with established policies and procedures and relevant legislation.
- Support investigations into low-level incidents, near misses, or unsafe conditions, ensuring findings are recorded and escalated appropriately.
- Assist with statutory and scheduled compliance activities including fire safety, legionella control, asbestos records, electrical testing and gas safety.
- Carry out site inspections, support risk assessments, and help implement safe systems of work.
- Identify hazards, report non-compliance and escalate significant or complex health and safety concerns appropriately.
- Carry out and support with Display Screen Equipment Assessments across the Council.
- Support with the running of the internal Health and Safety Staff Forum, and the delivery or commission of health and safety training across the Council with the direction of the Health and Safety Manager, promoting a strong safety culture.
- Provide operational deputy cover for the Health & Safety Manager in respect of health and safety matters only during periods of absence, ensuring continuity of routine health and safety arrangements, recording and escalating incidents or concerns, and acting in accordance with established procedures and authority limits.

3. Estates Inspections, Property and Lease Support

- Carry out inspections of Council-owned, commercial and community properties to monitor condition and compliance.
- Support operational aspects of lease compliance, including access for inspections, reporting defects and coordinating minor remedial works.
- Take and record utility meter readings and support accuracy of service charge or billing information.
- Reviewing commercial and residential leases for Council properties, liaising with our legal services.

4. Contractor and Supplier Liaison

- Arrange and coordinate access for contractors and service providers.
- Monitor contractor activity to ensure works are carried out safely and in accordance with agreed specifications and Council requirements.
- Review completed works and check quotations or invoices for accuracy prior to authorisation by the Health & Safety Manager.

5. Records, Administration and Data Management

- Maintain accurate and up-to-date records including inspection logs, maintenance histories, statutory certificates and health and safety documentation.
- Update asset information and compliance trackers to support audits, reporting and assurance.
- Ensure records are organised, accurate and audit-ready.

6. Team and Service Support

- Support facilities and estates projects, asset improvement initiatives and service reviews as required.
- Provide operational cover and support for other Estates and Facilities Officers during periods of absence.
- Undertake other duties consistent with the level and scope of the role

Section 4: Performance standards

The postholder will be expected to demonstrate:

Quality of Service Delivery

- Maintenance and compliance issues addressed promptly and effectively.
- Statutory and health and safety tasks completed within agreed timescales.
- Accurate, complete and timely record-keeping.

Health & Safety Practice

- Consistent adherence to health and safety procedures and safe systems of work.
- Proactive identification and reporting of hazards or non-compliance that could affect staff, contractors, tenants or members of the public.

Communication and Professional Conduct

- Clear, professional communication with colleagues, contractors, tenants and the public.
- Appropriate escalation of risks, incidents and concerns.

Evidence of Success

- Reduction in overdue compliance actions or repeat defects.
- Improved visibility and accuracy of estates and health and safety records.
- Positive feedback from service users and stakeholders.

Section 5: Skills and experience

Essential

- Working knowledge of health and safety practices and statutory compliance in a practical environment.
- Ability to prioritise workload, work to deadlines and respond to reactive issues.
- Strong record-keeping, organisational and administrative skills.
- Good IT skills including Microsoft Outlook, Word and Excel.
- Full UK driving licence and ability to travel between sites.

Desirable

- Experience in an operational, estates, facilities, compliance or inspection-based role.
- Experience working across multiple sites or outdoor environments.
- Experience liaising with contractors, tenants or members of the public.
- Knowledge of planned preventative maintenance (PPM) schedules or compliance monitoring.
- Awareness of estates-related compliance such as fire safety, legionella or asbestos management.

Qualifications

- No mandatory qualification required on appointment.
- The postholder will be supported and expected to work towards a recognised health and safety qualification (e.g. NEBOSH National Certificate or equivalent) within the first year of the role, unless already held.

Section 6: Contacts

Internal

- Health & Safety Manager – direction, escalation of risks and support.
- Facilities and Estates colleagues – coordination of work and service delivery.
- Other Council teams and managers – responding to estates or safety issues.
- Councillors – providing operational updates where required.

External

- Contractors and service providers – daily liaison for maintenance and compliance activities.
- Tenants and leaseholders – inspections, access coordination and issue resolution.
- Members of the public – responding to queries or reports related to facilities.
- Legal services – such as solicitors and advisors.

Section 7: Working conditions

Environment

- Mixed office, site based and outdoor work.
- Regular travel across Salisbury, including in adverse weather.
- Occasional exposure to dust, noise, confined spaces or older buildings.

Physical Requirements

- Daily walking, standing and site inspections.
- Occasional lifting of tools or equipment (up to 10–15kg).
- Frequent keyboard use for administration.

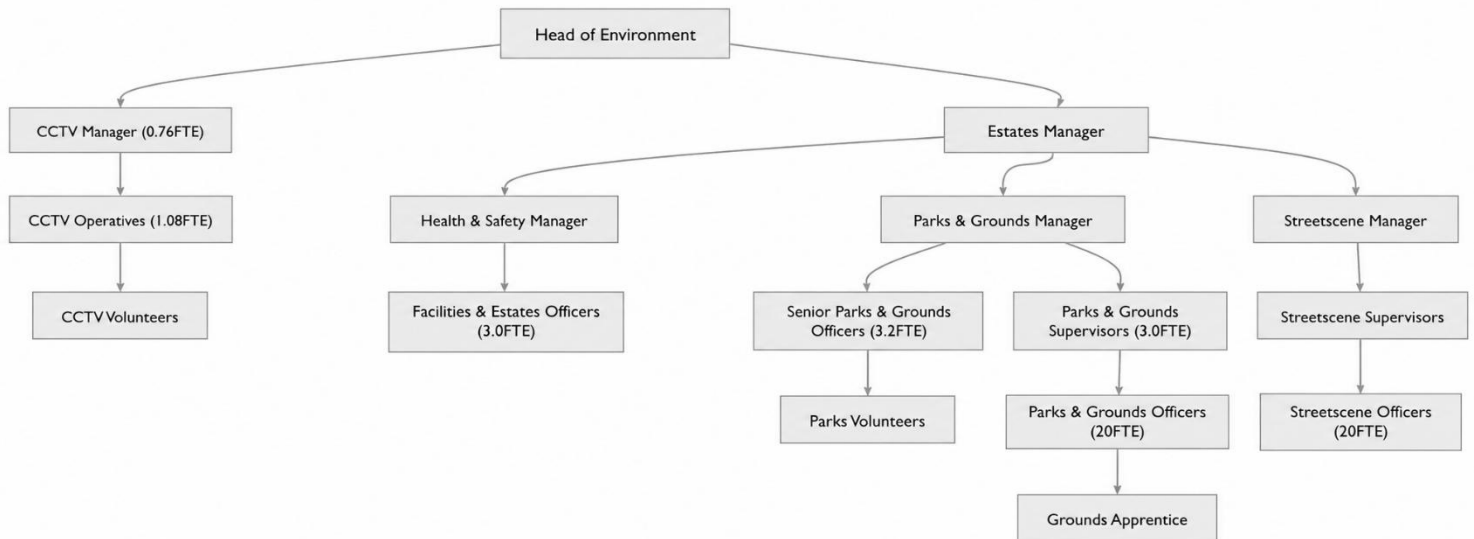
Mental & Emotional Demands

- High concentration levels when reviewing compliance documents.
- Frequent interruptions due to reactive maintenance and urgent issues.
- Occasional difficult conversations with contractors, tenants or the public.

Safety & PPE

- PPE required for site visits (boots, hi-vis, gloves).
- Exposure to hazards mitigated by adherence to H&S policies.

Current Environment Team Chart



Proposed Environment Team Chart

