



Our Ref: AD-03/RWH/EH

26 January 2022

Dear Sir/Madam

### **Health and Safety Partnership Liaison Officer Post**

As you will be aware the post of Partnership Liaison Officer (PLO) is a joint resource created to ensure the effective partnership working relationships and operational delivery of the joint Health and Safety strategy between the local authorities across Northern Ireland and the HSENI.

You will recall that at its inception, the funding of the post was on a 50/50 basis, with the then 26 district Councils covering the 50% on a shared basis and the HSENI covering the other 50%. The former Eastern Group Environmental Health Committee and more recently Lisburn and Castlereagh City Council was the employing Council for this post and it remains on the structure within the Environmental Health Service Unit.

The post has been occupied by XXXXX since July 2020 via a 2-year Interchange Secondment, with the possibility of extension. Taking into account feedback from the post holder and the fact the partners have been impacted by significant organizational changes and financial constraints, it was decided to review the overall effectiveness of the post.

Given that the post has been occupied through the Pandemic, the post has offered and supported a different role of what was maybe anticipated. The PLO has been a significant benefit to the Councils by providing a point of contact between The Executive Office and other groups dealing with the pandemic. It has afforded the Health and Safety Liaison Group to filter information, advice, data and statistics through the post which has eased the burden for everyone at this difficult time.

Hopefully with COVID restrictions beginning to ease, the PLO will begin to build on the partnerships between HSENI and Councils to deliver on the required Health and Safety needs across the Province.

It is therefore recommended that this post be offered as a 2-year extension to the current contract.

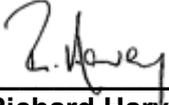
In order to progress this post, the following requirements have been identified:

- All 12 partners (11 Councils and HSENI) must be committed to the post.
- Costs associated with the post must be divided equally amongst the 12 partners.
- HSENI will continue to host the PLO in Ladas Drive and give day-to-day management support (dependent on COVID requirements for home working).
- Lisburn & Castlereagh City Council will continue to be the employing authority and recover costs as before.
- A review of the effectiveness of the PLO will be conducted in the second year to inform whether the post should continue and if so in what form.

In order for me to progress this matter further, can I ask that by return you confirm support for the post until the end of the 2023/2024 financial year, during which time the Health and Safety panel will conduct a review of the post and make future recommendations.

Should you wish to discuss the above in more detail please do not hesitate to contact me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'R. Harvey', written over a horizontal line.

**Richard Harvey**  
**Head of Service (Environmental Health)**