

**ADHS DECISION – 26**

**Title: Appointment of competent Health and Safety Consultant.**

**Executive summary**

In accordance with the Management of Health and Safety at Work Regulations 1999, OPDC should have access to competent Health and Safety advice.

OPDC proposes to appoint Graham David White, Health and Safety Specialists Limited to provide competent expert advice of any new or changes in existing legislation, provide general assistance to OPDC to aid in the fulfilment of its obligations and duties.

**Decision**

That the Executive Director of Corporate Operations is asked to:

- i. approve expenditure of up to £13,455 (+VAT) to appoint Graham David White HSE Ltd to provide Health and Safety consultancy services; and
- ii. approve the delivery of these services from July 2026 to ending June 2027.

**Executive Director of Finance of Corporate Operations**

I do not have any disclosable interest in the proposed Decision. It is consistent with OPDC's priorities and has my approval.

**Signature:**



**Date: 24/06/2026**

## **PART 1: NON-CONFIDENTIAL FACTS AND ADVICE**

### **1. Background and context**

- 1.1 OPDC has health and safety responsibilities across the range of its activity both as an employer and with regard to the assets that OPDC have acquired as part of the land assembly strategy.
- 1.2 The Chief Executive has established this Health and Safety Committee to support the Board in overseeing all work and reporting regarding Health, Safety and Environmental matters relevant to the work of the Corporation and to support the Special Purpose Vehicles/Companies and Assets that it wholly owns.
- 1.3 In light of this, we are seeking to appoint a Health and Safety adviser to provide expert reliable, consistent advice for H&S and compliance matters.

### **2. The proposal and how it will be delivered**

- 2.1 The proposal is to appoint a competent health and Safety advisor to provide independent advice and challenge, and to ensure that OPDC's policies and processes related to health, safety and wellbeing remain up to date and fit for purpose.
- 2.2 This was a request made from the HSE Committee, chaired by the CEO, following a H&S and compliance audit recommendation.
- 2.3 The work requires specific health and safety expertise. Examples of the activities to be carried out will be:
  - Annual H&S and Compliance Audit
  - Development and review of Risk Assessments, policies and reviews
  - Development of core company procedures
  - Create training/briefing documents for Risk Assessment Training and company H&S Training/ Briefing
  - Asset/Estate Management compliance Training / Briefing
- 2.4 Under the UK Management of Health and Safety at Work Regulations 1999, every employer must appoint a competent person to help meet health and safety obligations work requires specific health and safety expertise.
- 2.5 OPDC does not currently have sufficient in-house expertise and without the expertise, the Corporation carries legal, operational, and financial risks that the engagement of a specialist can mitigate.
- 2.6 This appointment has been undertaken in line with OPDC's Contracts and Funding Code. Following evaluation, the proposal is to proceed via a direct award to Graham David White. This approach is justified due the fact the supplier's demonstrated track record in delivering compliant, high-quality health & safety

advice, and their recent experience undertaking OPDC's H&S and compliance audit, which provides assurance of their capability and understanding of OPDC's requirements. This decision is considered compliant with the Code, with a clear rationale documented.

### **3. Objectives and expected outcomes**

3.1 To provide assurance that OPDC is managing Health and Safety effectively and responsibly, ensuring that internal practices and external asset management processes are aligned with best practice, statutory duties, and regulatory requirements, including the Health and Safety at Work etc. Act 1974, CDM Regulations 2015, and relevant industry standards.

3.2 This will result in:

- Improved Compliance Assurance — OPDC achieves full alignment with statutory Health and Safety requirements across all operational and asset management activities, evidenced by zero material non-compliances identified in quarterly meetings by Q4 2026-27.
- Strengthened Governance Framework — A refreshed Health and Safety governance structure is implemented, including clear roles, responsibilities, escalation routes and reporting lines.
- Consistent Risk Management — All OPDC managed assets and activities have updated risk assessments and documentation in place, with annual reviews thereafter.
- Enhanced Contractor Oversight — A strengthened contractor management process is introduced, ensuring that contractors meet OPDC's Health and Safety competency requirements.

### **4. Strategic fit**

4.1 The appointment of the competent advisor is vital to ensure effective compliance with health and safety requirements and to monitor our progress towards the corporate Health and Safety objectives. This will support the Core Function of OPDC's pillars by ensuring that OPDC has effective health and safety provision, ensuring that members of staff are kept safe and their wellbeing is maintained. The underpinning health and safety activity gives a consistent base that will support all staff as they work towards delivering OPDC's strategy.

### **5. Project governance and assurance**

5.1 The external advisor will be supporting the Health, Safety and Environmental Committee and Head of Governance together with Business Operations Manager. The Executive Director of Corporate Operations will be monitoring and regularly reviewing the services provided.

The budget for H&S consultant will need to be agreed each year as OPDC continues to grow and review its business requirements.

## 6. Risk, Issues and Opportunities

### 6.1

Risk description	Inherent score	Mitigations	Target score
If OPDC does not appoint a competent Health and Safety adviser, it will lack sufficient in-house expertise, resulting in increased legal, operational and financial risks, and potential non-compliance with statutory duties.	Likelihood: [4] Impact: [4] Total: [16]	Appointment of external H&S adviser  Oversight through the H&S Committee and senior management  Regular review and update of policies, procedures and risk assessments  Training and compliance monitoring across OPDC activities and assets	Likelihood: [2] Impact: [2] Total: [4]

## 7. Equity, Diversity and Inclusion Comments

- 7.1 OPDC must have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation as well as to the need to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not.
- 7.2 Fulfilling this duty involves having due regard to: the need to remove or minimise any disadvantage suffered by those who share a protected characteristic or one that is connected to that characteristic; taking steps to meet the different needs of such people; and encouraging them to participate in public life or in any other activity where their participation is disproportionately low. Compliance with the Equality Act may involve treating people with a protected characteristic more favourably than those without the characteristic. The duty must be exercised with an open mind and at the time a Decision is taken in the exercise of the OPDC's functions.

7.3 This consultancy supports Equality, Diversity and Inclusion by ensuring the provision of H&S service to the full range of OPDC staff and asset management stakeholders.

## **8. Social Value and Environment**

8.1 A safe working environment for staff, with consideration of wellbeing will empower OPDC to deliver a more effective programme of work across the communities and businesses we serve.

## **9. Other considerations**

9.1 There are no other considerations that need to be considered in the taking of this decision.

## **10. Conflicts of interest**

10.1 No one involved in the preparation or clearance of this Form, or its substantive proposal, has any conflict of interest.

## **11. Financial comments**

11.1 This expenditure was not included in the original 2026/27 budget. However, the appointment of a Health and Safety Consultant is a new requirement arising from the recent Health and Safety Assurance Audit. As this is a critical business need, the cost will be managed through the reallocation of existing resources within the Corporations & Operations 2026/27 budget.

11.2 The estimate costs are £13,455 + VAT for period from 1 July 2026 to 30 June 2027. The fees will be invoiced monthly over 12 months (approx £1,121.25 + VAT / month). The fees will be reviewed annually.

11.3 The account coding for this expenditure in SAP system is WBS: PA.0400.001 (Corp Ops General), Cost Element: 542001 (Consultancy Evaluation Assessment).

## **12. Legal comments**

12.1 No separate legal review is required as this decision is in line with OPDC's governance policies and procedures, including its Scheme of Delegation and Contracts and Funding Code.

## **13. Summary timeline**

Activity	Date
Delivery start date	July 2026

Milestone 1 <sup>1</sup>	See 3.2 above
Delivery end date	June 2027

### **Appendices**

- None

### **Other supporting papers**

- None

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<sup>1</sup> In order to demonstrate VFM/Contract being managed, it is good practice for each project to have a review and ensure the project is fulfilling its objectives.

## **PUBLIC ACCESS TO INFORMATION**

Information in this Form (Part 1) is subject to the Freedom of Information Act 2000 (FoIA). OPDC aims to publish the Form within three working day of approval.

If immediate publication risks compromising the implementation of the Decision (for example, impacting a procurement process), it can be deferred until a specific date (when it will be published). Deferral periods are kept to the shortest length strictly necessary.

### **Part 1 – Deferral**

Publication of this Part 1 is to be deferred: **No**

The deferral is until: N/A

This is because: 'N/A'

### **Part 2 – Confidential information**

Only the facts or advice that would be exempt from disclosure under FoIA should be included in or attached to any separate Part 2 Form, together with the rationale for withholding the information at this time.

There is a separate and confidential Part 2 Form: **Yes**

## **DECLARATIONS**

### **Drafting officer**

Michaela Collins and Martin Harrison have drafted this Form in accordance with OPDC procedures, including for handling conflicts of interests, and confirm that:

**Advice:** The Governance and Finance teams have commented on the proposal.

## **CONFIRMATIONS**

**Section 106 funding** N/A

### **Review**

**This Decision was circulated for Senior Review on 24 June 2026.**

**FINANCE AUTHORISATION:** Philip Hall, Head of Finance

Financial implications have been appropriately considered in the preparation of this form.



**Signature:**

**Date: 24/06/2026**

**GOVERNANCE AUTHORISATION:** Vicki-Marie Price, Performance and Governance Manager

Governance implications have been appropriately considered in the preparation of this form.

**Signature:**

A handwritten signature in black ink, appearing to be 'V. Price', written over a horizontal line.

**Date: 24/06/2026**

**FINANCE AUTHORISATION:** [Click and add name and job title]

Financial implications have been appropriately considered in the preparation of this form.

**Signature:**

A handwritten signature in black ink, appearing to read 'P. J. H. H.', is written over a light grey rectangular background.

**Date:24/06/26**

**GOVERNANCE AUTHORISATION:** [Click and add name and job title]

Governance implications have been appropriately considered in the preparation of this form.

**Signature:**

**Date:**