

# **APPOINTMENT OF CHAIRMAN TO THE JERSEY COUNCIL FOR SAFETY AND HEALTH AT WORK**

## **1. SUMMARY**

The Minister for Social Security nominates the Chairman of the Jersey Council for Safety and Health at Work, in accordance with the procedure set out in Proposition P. 205/2009 'Appointments made by the States: Revised Procedures'.

The term of office of the current Chairman, Mr. Robert Staddon, expires at the end of June 2010 and, in accordance with the Jersey Appointments Commission Code of Practice for Appointments to Autonomous and Quasi-Autonomous Public Bodies and Tribunals, Mr Staddon is not eligible to serve a further term of office.

An application has been received from an existing member of Council, Mr Paul Leighton Richardson, who it is considered is a suitable candidate to carry out the role of the Chairman. It is therefore recommended that the Minister agrees to put forward Mr Richardson's name for consideration by the States for appointment as Chairman of the Jersey Council for Safety and Health at Work, for a three year period commencing on the 1<sup>st</sup> July 2010.

## **2. BACKGROUND**

### **2.1 The Jersey Council for Safety and Health at Work**

The Council is an independent body set up by the States, to promote the health and safety of workers and others affected by work activities. The Council consists of a Chairman, nominated by the Minister in accordance with Proposition P.205/2009, and four members appointed by the Minister.

Proposition P. 205/2009 'Appointments made by the States: Revised Procedures', agreed by the States on the 2<sup>nd</sup> February 2010, requires the Minister for Social Security to present a report to the States providing details of his nominee, together with a brief description of the duties of the position and the selection process.

The Council is involved with raising the profile of health and safety at work by carrying out awareness campaigns and other promotional activities, arranging seminars, engaging with industry representatives to promote initiatives aimed at improving health and safety performance and organising training courses which are not provided by trainers currently working in the Island. The Council also provides a source of information through its website, which includes a directory of local training providers and details of current campaigns.

The Council receives an annual grant to carry out its work and is required to submit an annual report and audited accounts to the States.

## **2.2 Appointment process**

Under the terms of the Jersey Appointments Commission Code of Practice for Appointments to Autonomous and Quasi-Autonomous Public Bodies and Tribunals, the Council is considered to be a Lower Tier body. The appointment process for the Chairman has therefore been carried out in accordance with the principals and practices set out in the Code of Practice.

Mr Staddon has been a Council member since 1992, serving in the position of Chairman since November 2000. Under the terms of the Code of Practice, Mr Staddon is not eligible to serve a further term and therefore applications for the position were invited from interested parties through the post being advertised in the Public Notice section of the Jersey Evening Post.

## **2.3 Mr Paul Leighton Richardson**

Only one application for the position of Chairman was received. This was from an existing Council member, Mr Paul Leighton Richardson. Mr Richardson was appointed to serve as a member of the Council on the 1<sup>st</sup> July 2008 and, since that time, has been an enthusiastic and committed member of Council.

Mr Richardson is currently employed as the Managing Director of Building Renovations Limited and Operations Director of Charles Le Quesne (1956) Limited. He is also a member of the British Institute of Facilities Management, Institute of Directors and a BREEAM Commercial Energy Assessor.

## **2.4 Financial and manpower implications**

The Chairman of the Council serves in an honorary capacity and therefore this appointment has no implications for the financial or manpower resources of the States.

## **3. RECOMMENDATION**

It is recommended that the Minister agrees to put forward a report, included as an Appendix, to the States nominating Mr Paul Leighton Richardson for appointment as Chairman of the Jersey Council for Safety and Health at Work for a three year period, from the 1<sup>st</sup> July 2010.

**Colin Myers**  
**Director of Health and Safety**

**27<sup>th</sup> May 2010**

## Appendix

## **Report**

In accordance with the decision of the States made on the 2<sup>nd</sup> February 2010 in support of the Proposition made by the Privileges and Procedures Committee, P.205/2009 'Appointments made by the States: Revised Procedures', the Minister for Social Security hereby notifies the States of his intention to appoint Mr Paul Leighton Richardson to the position of Chairman of the Jersey Council for Safety and Health at Work for a period of three years with effect from the 1<sup>st</sup> July 2010.

### **Jersey Council for Safety and Health at Work**

The Jersey Council for Safety and Health at Work was established by the States in 1973 as an independent body to promote health and safety at work.

The constitution of the Council was amended in 1991 to provide for a Chairman to be appointed by the States, and four members, appointed by the Social Security Committee, (a task now undertaken by the Minister for Social Security), all of whom have been recognised as having an interest in health and safety at work. The Council is assisted by a part – time secretary, the only paid employee of the Council, the Chairman and members serving in an honorary capacity.

The procedure for appointment of the Chairman has been revised as a result of P.205/2009, requiring the Minister for Social Security to present a report to the States providing details of his nominee, together with a brief description of the duties of the position and the selection process.

The Council's terms of reference as set out in the proposition agreed by the States in 1991, is "to take all necessary steps to promote the safety and health of workers and others affected by work activities" with its objectives, which are also noted in the proposition, to:

- a) identify and examine problem areas in matters covered by their terms of reference, and to provide educational and training facilities where these measures appear to be needed in these areas;
- b) to promote interest in general occupational accident prevention in Jersey and to foster and develop the spirit of co-operation between employer and employee as regards safety and health at work;
- c) to provide opportunities for informed comment on any matters connected with occupation safety and health;
- d) to afford facilities for the pooling and dissemination of knowledge, for the study of the appropriate statutory requirements, for the reading of papers and the promotion of lectures and discussion and for such other activities as may tend to further the general objectives of the Council.

In accordance with the terms of reference and objectives, Council is involved with raising the profile of health and safety at work by carrying out awareness campaigns and other promotional activities, arranging seminars, engaging with industry representatives to promote initiatives aimed at improving health and safety performance

and organising training courses which are not provided by trainers currently working in the Island. The Council also provides a source of information through its website, including a directory of local training providers and details of current campaigns.

The constitution of the Council requires the Chairman to be widely respected in the Island and not a substantial employer themselves, with their role to lead and direct the Council members to achieve the aims and objectives of the Council.

The Council receives an annual grant to carry out its work and is required to submit an annual report and audited accounts to the States.

### **Appointment process**

Under the terms of the Jersey Appointments Commission Code of Practice for Appointments to Autonomous and Quasi-Autonomous Public Bodies and Tribunals, the Council is considered to be a Lower Tier body. The appointment process for the Chairman has therefore been carried out in accordance with the principles and practices set out in the Code of Practice.

Mr Staddon has been a Council member since 1992, serving in the position of Chairman since November 2000. Under the terms of the Code of Practice, Mr Staddon is not eligible to serve a further term and therefore applications for the position were invited from interested parties through the post being advertised in the Public Notice section of the Jersey Evening Post.

### **Mr Paul Leighton Richardson**

Only one application for the position of Chairman was received. This was from an existing Council member, Mr Paul Leighton Richardson. Mr Richardson was appointed to serve as a member of the Council on the 1<sup>st</sup> July 2008 and, since that time, has been an enthusiastic and committed member of Council.

Mr Richardson is currently employed as the Managing Director of Building Renovations Limited and Operations Director of Charles Le Quesne (1956) Limited. He is also a member of the British Institute of Facilities Management, Institute of Directors and a BREEAM Commercial Energy Assessor.

Mr Richardson's curriculum vitae is included as an Appendix to this report.

In view of Mr Richardson's experience and commitment to health and safety at work, it is considered that he is a suitable candidate to be appointed to the position of Chairman of the Council.

The appointment is an honorary position and this proposition, therefore, has no implication for the financial or manpower resources of the States.

### **Appointment**

The appointment of Mr Richardson as Chairman to the Jersey Council for Safety and Health at Work will be confirmed on the 1<sup>st</sup> July 2010 for a period of three years.

## Appendix

# Paul. L. Richardson

<b>Personal Details</b>	<p>Address: Tigoni, 29 Fairfield Avenue, la Pouquelaye, St Helier, Jersey JE2 3FT</p> <p>Telephone Home: 01534 858962          Mobile : 07700 716649          Nationality: Jersey / British          Marital Status Married – 2 Children</p>
<b>Professional Memberships &amp; Associations</b>	<p>Member of the British Institute of Facilities Management          Institute of Directors          BREEAM Commercial Energy Assessor          Jersey Safety Council (Council Member since 2008)</p>
<b>Secondary Education</b>	<ul style="list-style-type: none"> <li>• 1978–1983 St Helier Boys, St Helier, Jersey</li> </ul>
<b>Employment</b>	<ul style="list-style-type: none"> <li>• <b>2009 – Present Building Renovations Ltd</b>              Position – Managing Director</li> <li>• Reporting to the shareholders</li> <li>• Responsible for management and operational issues</li> <li>• Coordination of contracts management team</li> <li>• Project &amp; tender adjudication</li> <li>• Preparation of health &amp; safety documentation</li> <li>• Implementation of systems and processes</li> <li>• Responsible for performance and quality</li> <li>• Responsible for marketing &amp; development</li> <li>• Also the Operations Director of Charles Le Quesne (1956) Ltd</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>2000 - 2009 Amalgamated Facilities Management Ltd</b>              Position - Managing Director</li> <li>• Reporting to the shareholder</li> <li>• Responsible for all operational and management issues</li> <li>• Negotiation of contracts</li> <li>• Implementation of systems and new product ranges</li> <li>• Development of work streams &amp; business direction</li> <li>• Responsible for Health &amp; Safety</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1997– 2000 AC Mauger &amp; Son (Sunwin) Ltd</b>              Position - Contracts Manager</li> <li>• Reporting to the Construction Director</li> <li>• Responsible for the programming and management of the £5 million pound development of three La Motte Ford Buildings</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordination of materials, labour and specialist subcontractors</li> <li>• Liaising with client &amp; professional management team</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1993– 1997</b> <b>Regal Construction (Jersey) Ltd</b> Position - Contracts Manager/ Construction Director</li> <li>• Reporting to the Managing Director and latterly the Board</li> <li>• Responsible for the programming and management of all projects</li> <li>• Management of deliveries and subcontract labour</li> <li>• Allocation of labour resource across company</li> <li>• Refurbishment experience gained through work stream</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1993 – 1993</b> <b>LPF Developments</b> Position - Site Agent (Single Project Contract)</li> <li>• Site surveying, All profile and levelling liaison with engineers and clients</li> <li>• Dealing with all UK and local sub-contractors</li> <li>• All on and off site management</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1992–1993</b> <b>Pentagon Holdings</b> Position - Site Agent (Single Project Contract)</li> <li>• Site surveying, All profile and levelling liaison with engineers and clients</li> <li>• Dealing with all UK and local sub-contractors</li> <li>• All on and off site management for £1m contract</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1990 – 1991</b> <b>LPF Developments</b> Position - Site Agent (Single Project Contract)</li> <li>• Site levelling</li> <li>• Liaison with engineers and architects</li> <li>• Dealing with all UK and local sub-contractors</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1990 DJ Arthur Builders</b> Position - Site Agent (Single Project Contract)</li> <li>• Management of all on site issues</li> <li>• Liaison with engineers and architects</li> <li>• Setting out profiles and ordering materials</li> <li>• Dealing with all UK and local sub-contractors</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1989-1990</b> <b>Mark Amy Ltd</b> Position - Site Agent</li> <li>• Management of all on site issues</li> <li>• Liaison with engineers and architects</li> </ul>



	<ul style="list-style-type: none"> <li>• Setting out profiles and ordering materials</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>1983-1988</b> <span style="float: right;"><b>Mark Amy Ltd</b></span> Position - Apprentice Carpenter</li> <li>• 5 year Apprenticeship both within workshop and on site</li> </ul>

<b>Work Related Training</b>	<ul style="list-style-type: none"> <li>• 1989 Health &amp; Safety Exec. Scaffold Safety Course</li> <li>• 1990 Highlands College Site Management Course</li> <li>• 1993 Health &amp; Safety Exec. Management for Site Safety</li> <li>• 1994 RNLI First Aid</li> <li>• 1997 JEB Asbestos Awareness</li> <li>• 1997 RNLI First Aid Refresher</li> <li>• 1998 J Wilkins Risk Assessment Course</li> <li>• 1998 J Wilkins Scaffolding Safety Course</li> <li>• 1999 J Wilkins COSHH</li> <li>• 2000 RNLI First Aid Refresher</li> <li>• 2002 Normandie H &amp; S Directing Safely Course</li> <li>• 2002 BIFM Facilities Management Int.</li> <li>• 2003 KAT ECDL Course</li> <li>• 2004 IoD Module in Company Direction</li> <li>• 2004 IoD Module in Company Direction</li> <li>• 2004 IoD Module in Company Direction</li> <li>• 2004 IoD Module in Company Direction</li> <li>• 2005 IoD Module in Company Direction</li> <li>• 2005 IoD Module in Company Direction</li> <li>• 2006 IoD Module in Company Direction</li> <li>• 2006 Normandie H &amp; S Asbestos awareness</li> <li>• 2006 Hawksmere Understanding Building Services</li> </ul>
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	<ul style="list-style-type: none"> <li>• 2007 Normandie H &amp; S Directing Safely</li> <li>• 2008 Develop Training Water Hygiene C &amp; G BS06</li> <li>• 2008 Normandie H &amp; S Asbestos Awareness</li> <li>• 2008 St John's Ambulance First Aid at Work (4 Day Course)</li> <li>• 2008 Direct Input Presentation Skills</li> <li>• 2008 Direct Input Media Training</li> <li>• 2009 BRE Global BREEAM Energy Assessor</li> <li>• 2010 First Aid</li> <li>• 2010 Automated External Defibrillator</li> </ul>
<b>Interests</b>	<p>Travel, Fishing, Football, Boating, Computing</p> <p>Retired crew member of St Catherine's RNLI Lifeboat (13 years service)</p>