

**Minutes of Safety Committee**  
**Wednesday 14<sup>th</sup> January 2026**  
**Meeting Room 1.11 / Microsoft Teams**

**Present: EHDC** Peter Dickinson (PD), Jackie Bruce (JB), Geoff Hayden (GH), Dominique Kingsbury (DK), Claire Cornell (CC), Steve Sargent (SS), Emily Tickridge (ET)

**Present:**

**Apologies:** Paul Thomas-Jones (PTJ), John Earley (JE), Ian Sharratt (IS), Rowan Perrin (RP), Laura Lightfoot (LL), Jeanette Lowden (JL), Ben Wood (BW)

**Introductions / Announcements:**

None

**1.0 Minutes of the last meeting**

The Minutes of the meeting held on 05<sup>th</sup> November 2025 were agreed as an accurate record.

**Action:** No action required.

**2.0 Matters Arising from the minutes.**

**Action Updates**

**Ventilation Ground Floor - West**

(GH) will continue to monitor the CO2 readings and will arrange for the Caretakers to carry out checks at random periods to record readings. Other options are also being considered.

**Kibes Lane Visit**

S106 funding will not cover the costs for proposed improvements but will contribute to improving the appearance of the car park. Parking Services team will continue monitoring and inspection.

**Gascoyne Way Multi-Storey Car Park (MSCP)**

(DK) requested a structural survey of Gascoyne Way (MSCP). (DK) was advised to prepare a business case and submit this to (BW), Director of Regeneration, Customer and Commercial Services.

(GH) advised Committee that a capital bid for work was submitted but was not approved. (GH) also advised that some of the issues such as water ingress are inevitable due to the design of the structure and there is no evidence of structural deterioration or defect.

A survey may need to be commissioned to check load bearing if there are plans to increase the number of EV charging points to account for the increased size and weight of vehicles and EV charging points.

**Action:** (DK) to prepare report for the Director of Regeneration, Customer and Commercial Services outlining the request for a structural survey.

### **Car Park Inspection Review**

(GH) advised that repair budgets are now overspent and there are no further finances until the new financial year.

(DK) to raise critical issues or budget shortfalls at the monthly asset management meeting.

(PD) advised Committee that the car park inspection report forms are now being uploaded to a Teams channel, this will allow live updating and reduce the volume of emails allowing the Parking Team to monitor progress and actions.

## **3.0 Regulatory and Legislative Changes**

(PD) reported that the Public Office (Accountability) Bill, widely known as the **Hillsborough Law**, is currently in the process of passing through the Commons.

The proposed UK legislation intended to enforce a legal duty of candour on public authorities and officials seeks to prevent cover-ups, ensure transparency during inquiries, and provide "parity of representation" for bereaved families and aims to prevent future injustices like the 1989 disaster.

The law represents a direct response to the long, 30-year fight for truth by the families of the 97 victims of the Hillsborough disaster, who faced systematic misinformation.

As of 19 January 2026, the government announced it would delay the Commons report stage and third reading of the bill again so that further amendments could be made to “get the right balance between transparency and national security.”

**Action:** No action required

#### **4.0 High Oak**

No update received.

**Action:** No action required.

#### **5.0 Accidents, Incidents and Near Misses**

There were 4 minor accidents reported between 05<sup>th</sup> November 2025 and 13<sup>th</sup> January 2026 these were not related to any system or procedural failure, and no further action was required.

**Action:** None

#### **5.0 Health and Safety Inspections and Contract Compliance**

##### **5.1 Shared Waste Service – Buntingford Depot**

No report received

**Action:** No action required.

##### **5.2 Parks, Open Spaces and Play Areas**

(IS) and (RP) unable to attend. (ET) advised (PD) that two projects are being planned requiring advice.

**Action:** (RP) to provide details for (PD)

#### **6.0 Parking Services**

No health and safety concerns or issues reported.

**Action:**

None

**7.0 Capital Project updates/EHC Contracts - Health & Safety Compliance and Management**

Swimming Pools and Gyms – Sport and Leisure Management (SLM)

(ET) reported that there are no operational or safety related matters or concerns with Grange Paddocks and Hartham Pools and Gyms.

**Action:** None

BEAM Hertford

(SS) Advised the Committee that there were no safety issues to report and that all operational procedures, risk assessments and training plans were being reviewed and updated.

**Action:**

(SS / LL) to send (PD) all revised and updated Risk Assessments on completion.

**Old River Lane, Bishop's Stortford & Charringtons House**

(BW) advised Committee that a planning application has been submitted by CityHeart in respect to the development of the site.

**Glendale – Grounds Maintenance**

No health and safety issues or concerns reported.

**Action:** No action required.

**8.0 Property – Premise's Maintenance and Repairs**

(JE) No safety issues or concerns to report.

**Action:** No action required.

## 9.0 Facilities Management

(GH) Advised that there were no facilities related health and safety issues.

**Action:** No action required.

## 10.0 Insurance

(CC) reported 1 claim received in respect to a damage to a vehicle. Due to the current position of the claim no details can be disclosed.

(CC) advised Committee that any issues of vandalism can be claimed through the Councils insurance arrangements if the cost of repair is below £5000.00 and supported by a Police criminal reference number.

**Action:** Contact (CC) for advice and guidance if unsure if reported damage from vandalism can be claimed.

## 11.0 List of Issues

### 11.1 Employee side (UNISON)

No issues reported.

**Action:** No action required.

### 11.2. Management side

(PD) reminded Committee that EHC has a statutory duty to ensure that risk assessments are carried out for all tasks and activities being undertaken or when any new operational procedure or process are being introduced e.g. changes to building functionality, operational working practices and from these Safe Systems of Work (SSoW) are produced.

(PD) also advised the Committee that a review of the Safety Policy will be undertaken in conjunction with the support of UNISON.

**Action:** (PD/PT-J) Update Committee

## 12.0 Health and Safety Training

(PD) advised Committee that health and safety training modules on Skillgate are currently being reviewed and updated.

**Action:** Update Committee on progress.

**13.0 AOB**

None

**Meeting ended:** 12.00pm

**Date of Next Meeting:** 22 April 2026

**Deadline for Agenda Items:** 31 March 2026

**Time:** 10.00am

**Location:** Meeting Room 1.11

**Microsoft Teams:** **Meeting ID:** 344 830 829 473 7

**Passcode:** A2D5e8Jo

Please submit any amendments, corrections, clarifications by **28 February 2026**