	Health & Safety and Emergency Planning Matters - Executive Functions		
Ref No.	**Function**	**Authorised Officer**	**Consultation/ Limitation**
L1	To make amendments to any Health and Safety Policy or associated documents.	Head of Paid Service	
L2	To make amendments to any Health and Safety Policy or associated documents, which are: a) a minor variation; or b) required to be made to remove any inconsistency, ambiguity or typographical correction; or c) required to be made so as to put into effect any decision of the executive; or d) required to be made so as to reflect any changes in job titles or structural changes.	Health Safety and Emergency Planning Officer	
L3	To agree procedural documents including guidance and protocols setting out processes for the discharge of health and safety/emergency planning functions.	Health, Safety and Emergency Planning Officer	
L4	To suspend any Council activities which are being carried out (whether by Council employees or volunteers/contractors acting on the Council's behalf), which he reasonably believes are in breach of the Health and Safety at Work etc Act 1974 and any other relevant H&S legislation.	Health, Safety and Emergency Planning Officer	Where possible in consultation with the relevant Service Manager
L5	To approve minor updates to the Business Continuity Policy.	Director	
L6	To make amendments to the Business Impact Assessment templates and guidance to ensure they remain fit for purpose.	Health, Safety and Emergency Planning Officer	