

the
Parole
Board

working with others
to protect the public

Health & Safety Committee Terms of Reference and Constitution

1. Objectives

1.1 To discuss and resolve those working arrangements which may affect the health, safety, environment and welfare of staff & members of the Parole Board, including the Health and Safety Policy Statement.

1.2 To act as a focus for joint participation between employer and safety representatives, as prescribed by the Health and Safety Executive (HSE).

2. Composition

2.1 The Committee should aim for equal representation of employer and other representatives (including trade union representatives), ensuring, so far as practicable, that all areas of the workplace have appropriate representation.

2.2 The Board's Health and Safety Officer should provide authoritative and independent advice and have a direct reporting line to the Head of Corporate Affairs and, if necessary the Chief Executive in line with the Board's Health and Safety Policy Statement.

2.3 Other persons may be co-opted to attend specific meetings as necessary.

3. Committee members

3.1 The following officers shall be appointed:

- a. Chair – Head of Corporate Affairs
- b. Deputy Chair (accredited PCS TUS safety representative)
- c. Representative from PCS (may be the same person as the Deputy Chair)
- d. The Board's Health & Safety Officer
- e. 1 representative from administration staff
- f. 1 representative from the Parole Board Human Resources department
- g. 1 representative member of the Parole Board
- h. Representative from the facilities management company
- i. Secretary to the Committee (not a Committee member)

3.2 The quorum for all business of the Committee is four, of which one shall be a representative of management and one a representative member. Meetings which are inquorate cannot pass formal resolutions but can undertake business and make recommendations for consideration at the next meeting.

4. Frequency of meetings

4.1 Meetings shall be six-weekly initially but may become quarterly in time. In exceptional circumstances extraordinary meetings may be held by agreement between the Chair and Deputy Chair.

5. Agenda and minutes

5.1 The agenda shall be circulated to all members at least 5 working days before the date agreed for each Committee meeting. The agenda shall include:

5.2 Apologies for absence – members unable to attend a meeting shall notify the Secretary accordingly.

5.3 Minutes of previous meeting – these shall be circulated as widely as possible and within 2 weeks of the meeting. Additional copies shall be displayed on the H&S notice boards and on the shared directory.

5.4 Matters arising – the minutes of each meeting shall include 'action points' where any person identified as having future action to take, as a result of the Committee's decisions, is named. That person shall submit a progress report to the Secretary, which shall be circulated to all Committee members.

5.5 H&S Officer reports – The Board's Health & Safety Officer shall submit a written report to the Committee and copies shall be issued to Committee members 14 days prior to the meeting and attached to the minutes. The report may contain:

- A description of all reportable injuries, diseases and dangerous occurrences that have occurred since the last meeting, together with details of remedial action taken;
- Details of advice received from Health and Safety Services of any new health, safety and welfare legislation directly or indirectly affecting the Parole Board, together with information of any action that may be necessary;
- Information on the outcome of any safety monitoring activities undertaken in the last quarter, e.g., safety inspections/audits;
- Any other relevant issues which need a decision from the Committee.

5.6 TUS SAFETY REPRESENTATIVE report – an accredited representative may submit a written report to the Committee and copies shall be issued to Committee members 14 days prior to the meeting and attached to the minutes. The report may contain:

- A description of any investigations of potential hazards and causes of accidents at the workplace;
- A description of investigations of employee complaints concerning health, safety and welfare at the workplace;
- Information on the outcome of any safety monitoring activities undertaken in the last quarter, e.g., safety inspections;
- Any other relevant issues which need a decision from the Committee.

5.7 New items – items for inclusion in the agenda shall be submitted by members of the Committee to the Secretary in writing at least 14 days before the meeting. The person requesting the item for inclusion in the agenda shall state what action has already been taken with line management (if appropriate) to resolve the issue and briefly explain how the health, safety, environment and welfare of employees will be affected if the matter is not resolved.

5.8 Date, time and place of next meeting will be notified at least 6 weeks in advance.

6. Functions of the Committee

A) To consider the information provided by Health & Safety Officer and accredited TUS representatives to enable reports to be made to the Chief Executive on unhealthy and unsafe conditions and practices in workplaces, together with recommendations for corrective actions.

B) To consider reports and factual information provided by inspectors of the HSE.

C) To assist in the development of workplace safety rules and safe systems of work.

D) To consider the effectiveness of the safety content of employee training.

E) To consider the effectiveness of health and safety communication and publicity in the workplace.

F) To establish and maintain an effective working relationship with those responsible for the management of the building and the provision of facilities management.

G) To monitor risk assessments and associated control measures.

The above items are a guide only and not an exhaustive list.

7. The effectiveness of the Committee

7.1 Management should endeavour to make speedy decisions on the Committee's recommendations and, where necessary, act and publicise appropriately.

7.2 Committee members should participate in periodic joint inspections.

7.3 Each Committee meeting should concentrate on the agenda and allow itself sufficient time for full and proper debate.

7.4 Meetings should not be cancelled or postponed, except in exceptional circumstances. Where postponement is unavoidable, an agreed date for the next meeting should be made and published within 7 days of the postponement.

7.5 The dates of the meetings shall be fixed a minimum of 6 months in advance.

8. Dispute resolution

8.1 The Committee will aim for consensus. In the event that the Committee is unable to agree how a particular issue should be resolved, the minutes shall accurately record the differing opinions and that issue shall be escalated as appropriate by both sides.

9. Amendments of the Terms of Reference and Constitution

9.1 Amendments will be made by agreement between Management Side and Trade Union Side.