

CENTRAL SAFETY CONSULTATIVE COMMITTEE – TERMS OF REFERENCE

1. REMIT

The Central Safety Consultative Committee will provide a forum for consultation with staff on health, safety and welfare matters which have corporate significance. The Health and Safety Champion acts as Chair of this committee which also includes Executive Managers in its membership. The remit of the committee is to:

- a) Monitor and keep under review the measures taken to ensure the health, safety and welfare at work of employees.
- b) Promote employee/employer co-operation for the improvement of health, safety and welfare standards.
- c) Act as a forum for consultation and the exchange of information on strategic health, safety and welfare matters covering employees, service users and members of the public.
- d) Consider reports from the Safety Section, Safety Representatives and other relevant parties.
- e) Assist in the development of the organisation's health, safety and welfare procedures.
- f) Encourage health and safety training at all levels.
- g) Promote a risk assessment based approach to managing health, safety and welfare.

2. CHAIR PERSON

- 2.1 The Committee will be chaired by the 'Champion' for Health and Safety, who will be a Director. They will be appointed by the Corporate Management Team.
- 2.2 The Chairperson may, in advance of a meeting, appoint another Director to chair any meeting in their absence.
- 2.3 In the event that the Chairperson is absent from the meeting and a substitute Director has not been appointed in advance, the meeting will be chaired by a Departmental Representative, appointed by the Committee.

3 MEMBERSHIP

- 3.1 Membership of the Committee will be;

i) Departmental Representatives

An agreed number of Executive Managers from each Department. Numbers will be agreed by the Corporate Management Team, and may vary between Departments, but will be sufficient to adequately represent the full range of staff within each area.

ii) Trade Union Representatives

An appointed Health and Safety Representative from each of the following recognised Trade Unions: Unison, Unite, GMB, UCATT, VOICE, SSTA, NASUWT and EIS.

iii) Ex-Officio Advisers

The Council's Safety Manager, Team Leader - Safety & Risk, the Occupational Health Physician and the Executive Manager - Human Resources or their substitute, will attend as ex-officio members.

3.2 A meeting will be quorate provided the Chairman or his nominee, two Trades Union representatives and two Departmental representatives are present.

3.3 The Executive Manager – Governance and Law, or their nominee, shall be the Secretary to the Committee.

4 RESPONSIBILITIES

4.1 In addition to its primary function set out in 1.1, the Committee will also discuss accident and ill health trends and other statistics that relate to health and safety. It will discuss matters specific to a Department where these cannot be resolved at Departmental level, or the means of resolution is likely to have a Corporate impact. Agenda items shall be discussed, and shall be brought to the Committee's attention by reports routed via the Safety Manager.

4.2 Any Trades Union or Departmental representative may present a report for inclusion on the agenda, routed via the Safety Manager. The Safety Manager will assist, if required, with the compilation of reports and ensure that appropriate technical, legal and financial advice and information is secured in respect of these reports.

4.3 The following will be standing items on the agenda;

- a. Minutes of previous meeting.
- b. Minutes of Departmental Safety Forums.

- c. Central Government, SIC Safety Strategies and associated policies – These will be progress reports usually prepared by the Safety Manager.
- d. Trades Unions Safety Representatives reports.
- e. Safety Managers report on accidents since the last meeting.

5. Meetings

- 5.1 The CSCC will convene quarterly, namely in March, June, September and December on dates agreed in advance by the Committee, with scope for further special meetings as and when deemed necessary by the Chairperson. The Chairperson reserves the right to change a meeting date if circumstances require.
- 5.2 The notice calling the meeting shall normally be issued with the agenda not less than seven calendar days before the date of the meeting.
- 5.3 The Committee will not consider any item which has been submitted after the agenda has been issued, unless prior agreement has been received from the Chairperson of the Committee. If agreement is provided to consider a late item, the Secretary will consult with the Chairperson before distributing the agenda papers.

6. Delegated Authority

- 6.1 The Committee is a non-decision making body and the discussion of agenda items for decision will be carried out with the aim of reaching consensus. When necessary, issues arising from the Committee will be reported to the Executive Committee, which has delegated authority for the development of cross departmental change including health and safety matters as per the Council's Scheme of Administration and Delegations 2.2.1 (9).

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